

Highspire Borough Council Minutes

May 21, 2019

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Hoch then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	A. Kay Sutch	Michael Anderson
	Carolee Roman	Tyler Thatcher
	Marie Hoch	
	Dorothy Matesevac	

Borough Manager:	Mark Stonbraker
Assistant Borough Secretary:	Deanna Proctor
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

Mayor Hoerner, Member Keith and Sewer Authority Chairman, Von Hess, were absent.

President Sutch thanked Cody Lyons for planting the flowers at the memorial in Memorial Park.

Minutes

President Sutch presented the meeting minutes from the April 16, 2019 Council meeting and the May 14, 2019 Council Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Anderson and seconded by Member Roman. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of April 2019 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Roman and seconded by Member Matesevac. Motion approved unanimously.

Mayor's Report

Mayor Hoerner was absent.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 05/02 Police Department full-time officers meeting; 05/06 Citizen's Fire Company Board, Relief and Company meeting; and 05/14 Steelton-Highspire School Resource meeting. He also reported the following events of interest: A Physio-Control LIFEPAK 1000 AED was purchased for the fire department using the \$1,000.00 Wellness Credit that the Highspire Safety Committee received from Benaco; 04/25 #1735 was taken to 911 Rapid Response to have the rear hard plastic seat replaced with the original seat; 04/27 Drug Take-Back Initiative resulted in the recovery of 2 ½ large boxes of prescription medications; 05/07 there were traffic enforcement details at the 200 block of Lumber Street and the 300 block of Whitehouse Lane; 05/07 Biennial TMI Drill – no problems were noted; 05/08 there was a vehicle pursuit involving a motorcycle resulting in a single vehicle accident and an arrest; 05/10 Officer Andrew Johnson completed his probation period; 05/11 Officers Casey McMillian and Andrew Johnson tagged 17 abandoned vehicles in the borough; the week of May 13 – May 17, 2019 the borough is hosting an Intoxilyzer / Breathalyzer operator and supervisor training offered by the Institute for Law Enforcement Administration (ILEA). Officers McMillan, Johnson and LeVan are attending at no cost to the department and National Night Out is scheduled for August 6, 2019. He also reported that as of April 30, 2019 officers have written 206 summary traffic citations and in April 2018 they only wrote 64 summary traffic violations.

President Sutch presented the Police Department Report for the month of April 2019 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Fire Department Reports

Shirley Sundy announced that the fire department will be holding a Bucket Drive on Friday, May 31, 2019 on Second Street and Eisenhower Boulevard. She also informed members that she would volunteer to help at this year's National Night Out.

President Sutch presented the Fire Department Treasurer's report for the month of April 2019 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Matesevac and seconded by Member Roman. Motion approved unanimously.

South Central Emergency Medical Services Report

President Sutch presented the South Central Emergency Medical Services Report for the month of April 2019 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

Citizen's Comments

None

Correspondence

An email and attached letter from Dauphin County Chiefs Association President Darrell Reider and Dauphin County District Attorney Fran Chardo requesting county support for the Violent Death Reporting System which is a statewide initiative to assemble data on homicides, suicides, and other violent deaths which occur in the Commonwealth.

Friday, May 10, 2019 the Citizens Fire Company #1 of Highspire received approval from PennDOT Engineering District 8 for their Solicitation Permit which allows them to conduct four (4) fundraisers at Second Street and Eisenhower Boulevard from 3:30 p.m. to 7:00 p.m. on the following dates: May 31, 2019, June 28, 2019, July 26, 2019 and August 30, 2019.

Notice from Pennsylvania-American Water regarding the application and related filings of the Pennsylvania-American Water Company of the Pennsylvania Public Utility Code for approval of its acquisition of the water system assets of the Steelton Borough Authority.

Notice of Change in Assessment from the Dauphin County Office of Tax Assessment for 208 Frederick Street.

Letter from the Dauphin County Economic Development Corp. advising all municipalities in Dauphin County that the county is eligible for "Urban County" status.

RETTEW Proposal for Sludge Management Study (Project No. 039742017).

Benaco / PMHIC (Pennsylvania Municipal Health Insurance Cooperative) Board of Directors letter informing us that we are receiving our first surplus claim fund distribution check for the 2018 plan year in the amount of \$20,955.17. The refund will be placed in the Capital Reserve PLGIT.

Email from Republic Services Municipal Sales Manager Andy Warntz informing us that Zeager Brothers in Middletown is no longer accepting our year waste (see Updated Summary of the Borough of Highspire's Woody Waste and Leaf Collection Program).

Email from Rob Lauriello, RETTEW, concerning review of the preliminary plans for completion of the new maintenance garage.

Email and attached inspection from PA DEP referencing the 2019 Highspire Annual Flood Protection Project Inspection Summary / Report for Burd Run.

Email from Craig Carlson / Verizon informing us the Borough will be receiving our quarterly Verizon Franchise Fee for the 1st Quarter of 2019 in the amount of \$3,971.04.

Notice from PennDot that the Borough will be receiving a State Police Fines and Penalties payment for \$670.08 which will be paid on June 3, 2019.

Notice from PennDot that they are working on modernizing the Dot Grants website which is used for the submission of Liquid Fuels Tax Fund forms and reports.

Memorandum from the Dauphin County Office of Tax Assessment referencing the partial refund of 2013-2018 Real Estate Taxes for 201 Industrial Road, Homestat Farm LTD.

Committee Reports

Public Facilities – Member Matesevac reported that she is working with Cody Lyons to plant flowers in the planters. She also discussed properties with high grass and stagnant water in pools.

Sanitation Committee – Member Keith was absent.

Events Committee – President Sutch had nothing to report.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch announced that the committee will not be having a citizen or business of the year award this year.

Public Safety Committee – Member Anderson reported that he attended the following meetings: 03/25 Fire Department Board meeting; 03/26 Fire Department Board of Directors meeting; 04/04 Fire Engine Committee meeting and 04/08 met with RETTEW along with Manager Stonbraker and Tyler Thatcher to discuss the development and bid specifications for replacing the HVAC system.

Safety Committee – Submitted a written report of the meeting minutes in Council's packets.

Junior Council Member – No Junior Council Member at this time.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 04/22 meeting with Randy Kreider, Daniel Long from HRG, and Jeremy Smith from RETTEW concerning the scouring repairs for the Steel Alley bridge; 04/23 Mayor Brenda Hoerner, Council Member Tyler Thatcher, Council Member Michael Anderson and Manager Stonbraker attended a meeting of the Dauphin-Lebanon County Borough's Association; 04/26 conference call with Randy Kreider and Borough Solicitor, Adam Zei, concerning some employee legal issues; 04/28 Arbor Day tree dedication at Market Street Square; 04/30 Jeremy Smith from RETTEW, Randy Kreider and Manager Stonbraker met at Poplar Avenue to discuss some concerns with the re-paving project; 05/07 monthly meeting with office staff; 05/08 Highspire Public Works Supervisor, Randy Kreider, and Manager Stonbraker attended a tour of the SUEZ water treatment plant in Hummelstown; 05/08 meet with representatives from Comcast to discuss the replacement of the Borough's current telephone system and faster internet which was approved for the 2019 General Budget; and 05/13 attended a telephone conference along with Rob Lauriello, Jeffrey Clark and Craig Aukett from RETTEW along with Council Members Mike Anderson and Tyler Thatcher to discuss the proposed bid specifications for the borough building HVAC replacement. Events of interest: Weavers Glass and Building Specialties, Inc. began installation of the new windows for the police department on April 23, 2019, but found they had been either measured or ordered wrong; CDBG Grant surveys were mailed to borough residents located in the future roadway project impact areas on April 10, 2019. Out of thirty-five (35) surveys that were mailed, only nine (9) surveys were returned, thirteen (13) more were completed by going door-to-door before sending them on Thursday, May 2, 2019 to CDBG Program Coordinator, Debra Laudenslager. Based on the lack of completed surveys from low to moderate income households, the borough was not approved for the grant; On May 9, 2019 bid specifications for the Flood Feasibility Grant were mailed out to five engineering forms requesting proposals; there is a Spring Dauphin County Planning Commission Outreach meeting scheduled for Tuesday, May 28, 2019 at 12:00 p.m.; on May 27, 2019 at 10:00 a.m. there will be a Memorial Day Service in Memorial Park; HATS Technical Committee meeting will be held on Friday, June 14, 2019 at 9:00 a.m. and the Coordinating Committee meeting will be held on Friday, June 28, 2019 at 9:00 a.m.; Pennsylvania 811 will be hosting a board meeting at the OMNI Bedford Springs Resort in Bedford, PA on June 17, 2019; the 2019 CapCOG auction is scheduled for Wednesday, July 17, 2019; and the next Dauphin-Lebanon Boroughs' Association meeting will be held on Tuesday, July 23, 2019 at 6:00 p.m. at Perkins Restaurant on Linglestown Road off I-81.

Terence Watts, Code Enforcement Officer, thanked Council and staff for their participation in the TMI Drill held on May 7, 2019.

Randy Kreider, Public Works Superintendent, reported that UGI has started utility repairs on Second Street and Suez hasn't responded to his calls regarding utility repairs. He also noted that the sewer lines were videotaped and everything looks good.

Von Hess, Sewer Authority Chairman, was absent.

Cody Lyons, MS4 Coordinator, noted that street sweeping will begin the first week of June. He also reported that ten (10) trees were planted along the trail in Reservoir Park.

President Sutch presented the Staff Activity Reports for the month of April 2019 and asked for a motion to accept them. Motion moved by Member Roman seconded by Member Matesevac. Motion approved unanimously.

Solicitor's Report

Adam Zei, Solicitor, stated that he had nothing to report.

Engineer's Report

Rob Lauriello, Borough Engineer, noted that E.K. Services submitted payment application No. 2 for the Poplar Street project as noted under New Business, item c. on the agenda. He stated that there will be money left over from this grant and RETTEW plans to go to the County to see if the money can be used to replace the guide rail on the Steel Alley Bridge. He also reported that the Mariner East II (MEII) grant for the streambank restoration has been executed and it is in the boroughs hands. He noted that there is a meeting scheduled on May 29, 2019 with DEP to discuss the project. He reported that there is a motion on the agenda under New Business; item d. to approve advertisement and publication for the replacement of the HVAC system and proposals will be due by 3:00 p.m. on Friday, June 7, 2019 and awarded at the June 18, 2019 meeting.

Old Business

None

New Business

Motion moved by Member Roman, seconded by Member Thatcher to approve Ordinance No. 617 of 2019 amending Chapter 15 of the Codified Ordinances of the Borough of Highspire, limiting parking time on the north side of Broad Street between Chestnut Avenue and Paxton Street to tow-hours only on Saturdays and Sundays between 5:00 a.m. and 5:00 p.m. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Matesevac to direct staff to release the May 2019 contribution to the Highspire Citizens Fire Department as indicated in the 2019 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve payment application No. 2 from E.K. Services, Inc. requesting payment for services performed in accordance with the Dauphin County Local Share Municipal Grant (LSMG) Agreement No. 2018-15 administered by the Pennsylvania Department of Community and Economic Development (DCED) and the Low Volume Road Grant (LVRG) Agreement No. C010-10-04-2018-043-01 administered by Dauphin County Conservation District. The application amount is \$28,836.45, of which \$236.25 is to be paid from the LSMG funds by DCED and \$28,600.20 is to be paid from the DCED PLGIT account. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve to approve the advertisement and publication of notices on Friday, May 24, 2019 for the replacement of the Borough building HVAC system with a Lennex system. Proposals will be due by 3:00 p.m. on Friday, June 7, 2019. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Roman to approve the option of paying Middletown \$275 per year or Lower Swatara Township \$395 per year for the disposal of the borough's woody waste and leaf collection. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve a "Saturday in the Park" event on Saturday, August 17, 2019 from 6:00 p.m. to 8:00 p.m. The event will consist of a band concert under the direction of Gail Romanofsky. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Anderson to approve the "Inspire Highspire Community Resource Fair" to be held at the Citizens Fire Company of Highspire on Saturday, October 19, 2019 from 10:00 a.m. to 2:00 p.m. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Hoch to approve the purchase of a 14,000 BTU portable air conditioner in the amount of \$365.00 from Home Depot for the administrative offices in the borough building. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to approve Highspire Borough Council Resolution #19-2019 requesting a Greenways, Trails and Recreation Program (GTRP) of \$64,005.00 from the Commonwealth Financing Authority to be used for the construction of a picnic pavilion and education in Memorial Park. The cost to make application will be \$100.00. Motion approved unanimously.

A motion to approve the application for a loan from the Office of the State Fire Marshal for a mini-pumper for the Citizens Fire Company #1 of Highspire in the amount of \$360,000.00 was tabled for more discussion until the June 11, 2019 Workshop.

Motion moved by Member Anderson, seconded by Member Thatcher to approve payroll and bills. Motion approved unanimously.

President Sutch requested an executive session.

Executive Session: 8:37 p.m.

Reconvene: 9:02 p.m.

With no other action to be taken, President Sutch adjourned the meeting at 9:02 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Secretary