

## Highspire Borough Council Minutes

June 16, 2020

Held via teleconference

Council President Anderson 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:	Michael Anderson	A. Kay Sutch
	Carolee Roman	Tyler Thatcher
	Dorothy Matesevac	Christina Keith
	Marie Hoch	

Mayor:	Brenda Hoerner
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Administrative/ Code Assistant:	Absent
Public Works Superintendent:	Randy Kreider
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

### Minutes

President Anderson presented the meeting minutes from the May 19, 2020 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Keith and seconded by Member Roman. Motion approved unanimously.

### Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of May 2020 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac and seconded by Member Thatcher. Motion approved unanimously.

### Mayor's Report

Mayor Hoerner reported that on 05/23 she officiated a wedding; 05/25 held a Memorial Day Food Drive – she would like to make this a yearly tradition going forward; she noted that she continued to assist with the distribution of school lunches/breakfasts at the Memorial Park Concession Stand until June 4, 2020; 06/5 the Steelton-Highspire High School Seniors had a procession and drove through the two boroughs on Route 230 to honor the Seniors for graduation; and 06/10 met with Dave Lloyd from the Central PA Food Bank. She noted that starting on Monday, June 15, 2020 the breakfast and lunch distribution will continue on Mondays and Thursdays through August 20, 2020. She also reported that on June 15, 2020 she received an email from the Dauphin County Library and starting on July 1, 2020 they will be coming to the concession stand in the park on the following Wednesdays from 1:30 p.m. – 3:00 p.m. to provide the kids of Highspire with free books on July 1<sup>st</sup>, July 15<sup>th</sup>, July 29<sup>th</sup>, August 5<sup>th</sup> and possibly August 12, 2020. Mayor Hoerner stated that she had a discussion with Borough Manager Stonbraker regarding the thefts that have been occurring around the community and how the police department could have a more prominent presence in the community by walking throughout different areas instead of patrolling from their cars.

### Police Department Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 05/19 Teleconference – Dauphin County EMA – EMC Training and 05/20 Teleconference – Dauphin County Chiefs Association. He also discussed the following events of interest: Since March 17, 2020 the Borough of Highspire is still in a declared emergency due to the COVID-19 Pandemic; as of May 29, 2020 Dauphin County has moved to the yellow phase for reopening and Memorial Park has been opened; however, the Borough Building is still closed to the public and will remain closed until a determination is made that the threat of exposure has been mitigated; 05/22 Completed FEMA on-line training for IS-230.d Fundamentals of Emergency Management; 06/09 Completed FEMA on-line training IS-235.c Emergency Planning; Park Run Management Co., the owners of Willow Gardens Apartments, donated \$100.00 to both the Fire Department and Police Department; the June 15, 2020 Dauphin County Safe Schools meeting has been cancelled; National Night Out has been changed from

August 4, 2020 to October 6, 2020; and the Dauphin County Chief's Consortium Testing was as follows: Physical Fitness / Agility Test - Saturday, June 6, 2020 and the Written Exam - Saturday, June 13, 2020.

President Anderson presented the Police Department Report for the month of June 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Fire Department Reports**

Chief Frank Egritz reported that the fire company applied for a CapCOG grant and noted that the funds will be used for training and gear. He stated that the paperwork will need to be submitted first and then the fire company will be reimbursed. Ann Egritz reported that a Chicken BBQ will be held on June 27, 2020 and presales will begin on June 19, 2020. She also noted that on July 10, 2020 there will be a Food Festival held in the parking lot of the fire house and at this time they have seven (7) food trucks.

President Anderson presented the Fire Department Treasurer's report for the month of May 2020 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Keith and seconded by Member Thatcher. Motion approved unanimously.

### **South Central Emergency Medical Services Report**

President Anderson presented the South-Central Emergency Medical Services Report for the month of April 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Citizen's Comments**

President Anderson discussed some concerns that were brought to his attention by citizens in the Borough. He noted that one concern was the parking on Paxton & Penn Streets. He stated that cars are parking on both sides of the street which makes it hard for drivers to pass through. Member Keith suggested doing a safety study and if it is a hazard possibly painting the curb yellow so residents will not be able to park on that side of the street. Discussion followed.

### **Correspondence**

May 15, 2020 – CapCOG 2020 Quarterly Treasurer's Report.

May 15, 2020 – Verizon Franchise Fee Schedule / Report for the 1<sup>st</sup> Quarter of 2020 – amount to be paid to the Borough is \$3,988.79

May 18, 2020 – Memo from Dauphin County Conservation District with a fact sheet explaining ways to incentivize Low Impact Development.

May 21, 2020 – BENECON/PMHIC distributed 50% of the total surplus for the 2019 plan year. The Borough received a check in the amount of \$39,732.68; of which \$13,556.79 was transferred to Sewer O&M, \$3,172.65 was transferred to Sewer Administration and \$2,241.32 was transferred to Stormwater. The remaining \$20,761.92 will remain in the General Fund to offset the costs of health insurance.

May 27, 2020 – A letter of appreciation was mailed to Park Run Management Co., the owners of Willow Gardens Apartments, which donated \$100.00 to both the Fire Department and Police Department.

May 29, 2020 – Email from the Dauphin County Tax Collection Committee – Letter from Guy P. Beneventano, Esq. regarding the June 17, 2020 Special Meeting and information on accessing the Keystone Collection Reports via the website.

June 1, 2020 – Email from Stephen Hemler, General Recreation – E3 PA stamped engineer drawings and calculations for the Memorial Park Polygon pavilion which were forwarded to RETTEW.

June 2, 2020 – Refund check in the amount of \$190.00 from the Pennsylvania Narcotic Officers Association (PNOA) for the cancelled 2020 training conference.

June 3, 2020 – Commonwealth of PA Remittance Advice – PSP Fines in the amount of \$571.97

June 3, 2020 – PA Office of the Auditor General – 2020 Audit Reports for both the Uniform & Non-Uniform Pension Plans.

June 4, 2020 – Email from Swatara Township – 2021 Intergovernmental Multi-Municipal Cooperation Agreement between Swatara Township and the Borough of Highspire allowing for the use of Swatara Township's Compost Facility at 780 Kelker Street, Harrisburg (Agenda – Item "f" under "New Business").

June 4, 2020 – A letter of appreciation was sent to Mrs. Patricia Foote, 412 Second Street, Highspire, thanking her for the time she and others spent planting flowers at the War Memorial at Memorial Park.

June 5, 2020 – Email from Environmental Protection Compliance Specialist William Severs PADEP advising the reimbursement documents that have been submitted for the Burd Run Stream Bank Restoration have been processed.

June 8, 2020 – Advice for Payment for Progressive Insurance for a street sign which was struck and repaired in the amount of \$141.63.

June 9, 2020 – Email and Memorandum from RETTEW – Contractor quotes for Steel Alley Bridge Scour Control and Guide Rail Work.

June 10, 2020 – Email from and response to Mr. Dan Miller, Staff Writer, Middletown Press and Journal answering questions concerning the legality of the position of Public Safety Director within the Borough.

June 11, 2020 – Letter from Kent Patterson, Esq. requesting reimbursement of two invoices from RETTEW in the amount of \$5,487.85 and \$7,168.23 respectively for the Burd Run Stream Bank Restoration Project.

### **Committee Reports**

Public Facilities – Member Matesevac reported that the resurfacing/scraping of Route 230 had begun; however, she stated that she does not have a completion date. Discussion followed. She also noted that planters are finished and look very nice.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch had nothing to report.

Personnel Committee – Member Roman welcomed Debbie Ebersole, as the temporary Administrative Assistant, to the Borough. She also thanked everyone for their work during the COVID-19 pandemic.

Finance Administration – Member Thatcher had nothing to report.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson reported that on June 1, 2020 he attended the Fire Department Company meeting and on June 5, 2020 he attended the Fire Department Emergency Board meeting. He stated that on June 12, 2020 he, along with Member Thatcher, met with the Fire Department Chief to discuss financials.

Safety Committee – Manager Stonbraker had nothing to report.

Maintenance & Repair – Member Matesevac reported that she had quotes and recommendations for the new door and the committee would like to award the bid to Pyramid Construction with their bid of \$14,150.00. She noted that the funds for the door have been allotted in the 2020 budget. Discussion followed. Member Matesevac noted that she is still researching companies to replace the front windows since Hershocks bid came in too high. She also stated that she and Member Hoch discussed the removal of the dug outs at Memorial Park and installing new benches. Discussion followed. President Anderson stated that the committee should meet and discuss before making recommendation to Council.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 05/25 Memorial Day Food Drive at Memorial Park. He also noted the following events of interest: Debbie Ebersole, the new part-time Administrative Assistance started work on Monday, June 1, 2020; 06/05 between 6:30 p.m. – 7:30 p.m. there was a procession through town for the 2020 graduating seniors of Steelton-Highspire High School; 06/09 Manager Stonbraker spoke by telephone with Selective Insurance Claims Management Specialist, Thomas Krick, Jr., who advised Manager Stonbraker that the check the Borough received from Selective Insurance was for the depreciated value of the baseball dugout and could be put towards the demolition of the structure; the next meeting of the HATS Technical and Coordinating Committees has been rescheduled: Coordinating Committee – Friday, June 26, 2020 at 9:00 a.m.; the Tax Collection Committee meeting scheduled for May 20, 2020 was cancelled and has been rescheduled for a Special Meeting on June 17, 2020 at 6:30 p.m. and will be held at the Middle Paxton Township municipal building; the June CapCOG Board of Directors meeting has been cancelled; however the CapCOG auction is still scheduled for Wednesday, July 15, 2020 at South Middletown

Township; 06/25 a teleconference has been scheduled with Doug Brown and George Connor from Dauphin County Community and Economic Development to discuss the transfer of the Redevelopment Authority (RDA) properties back to the Borough; and the new pavilion for Memorial Park is scheduled to be delivered between July 28, 2020 and August 4, 2020 and the Borough has applied for a building permit and construction is expected to be completed by September 7, 2020.

Leslie Givler, Code & Zoning Assistant, was absent. Manager Stonbraker along with Assistant Manager Proctor and WWTP Superintendent Kreider have been issuing permits and posting properties for high grass.

Public Works Superintendent, Randy Kreider, reported that he met with Mike Knouse from RETTEW to discuss Mary Alley. He noted that the start date would be in mid-August. He also reported that data was submitted to RETTEW for the NPDES permit renewal and it is underway.

Christina Keith, Sewer Authority Chairman, had nothing to report.

President Anderson presented the Staff Activity Reports for the month of May 2020 and asked for a motion to accept them. Motion moved by Member Matesevac seconded by Member Roman. Motion approved unanimously.

### **Solicitor's Report**

Adam Zei, Solicitor, had nothing to report; however, he requested an executive session before the July 14, 2020 Workshop meeting to discuss a litigation matter.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, noted that RETTEW issued a Notice of Award to East Coast Contracting for the new pavilion at Memorial Park. He stated that the pre-construction meeting has been scheduled. Engineer Lauriello also discussed item g., under New Business, on the agenda approving the proposal from Flyway Excavating, Inc. for the Steel Avenue Bridge Streambank Stabilization and item h., under New Business, on the agenda approving the proposal from William Orr & Sons, Inc. for the Steel Avenue Bridge Guide Rail & Sign Replacement. Discussion followed.

### **Old Business**

None

### **New Business**

Motion moved by Member Roman, seconded by Member Thatcher to approve Highspire Borough Ordinance #626 of 2020 regulating the operation of "Massage Parlors" within the Borough to protect the public health, safety and welfare of the residents, property owners, business owners and visitors to the Borough. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the June 2020 contribution to the Highspire Citizens Fire Department as indicated in the 2020 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Hoch to participate in the 2020 Capital Region Council of Governments (CapCOG) Auction, to be held on July 15, 2020. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution 17-2020, authorizing the sale of surplus personal property no longer needed by the Borough at the 2020 CapCOG Auction. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution 18-2020, authorizing the sale of surplus personal property no longer needed by the Borough, 2013 Ford Police Interceptor VIN: 1FAHP2MT1DG202024, used by the Highspire Police Department at the 2020 CapCOG Auction. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve the 2021 Intergovernmental Multi-Municipal Cooperation Agreement between Swatara Township and the Borough of Highspire allowing for the use of Swatara Township's Compost Facility at 780 Kelker Street, Harrisburg. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve the proposal from Flyway Excavating, Inc. for the Steel Avenue Bridge Streambank Stabilization in the amount of \$10,600.00; which, will be paid from Highway Aid. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Matesevac to approve the proposal from William Orr & Sons, Inc. for the Steel Avenue Bridge Guide Rail & Sign Replacement in the amount of \$10,244.00 (\$6,800.00 will be paid from the DCED PLGIT account and the remaining \$3,444.00 from Highway Aid). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Hoch to approve the proposal from Pyramid construction Services, Inc. for the Highspire Municipal Building front entrance door replacement in the amount of \$14,150.00; which, will be paid from the General Fund Budget (409.373 Maintenance & Repairs). Motion approved unanimously.

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

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Keith, seconded by Member Matesevac to adjourn the meeting at 7:55 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager