

## Highspire Borough Council Minutes

June 18, 2019

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by President Sutch 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	

Mayor:	Brenda Hoerner
Borough Manager:	Mark Stonbraker
Assistant Borough Secretary:	Deanna Proctor
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
Sewer Authority Chairman:	Von Hess
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Adam Zei
Borough Engineer:	Sam Meckley

Member Matesevac and Member Keith were absent.

Motion moved by Member Thatcher, seconded by Member Anderson to approve Highspire Borough Council resolution 20-2019 recognizing Officer Joshua N. Reager for his bravery during a dispatched call for a working residential structure fire. Motion approved unanimously.

Mayor Hoerner presented Officer Joshua N. Reager with a proclamation and a silver star for his bravery.

### **Minutes**

President Sutch presented the meeting minutes from the May 21, 2019 Council 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 May 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 Hoch. Motion approved unanimously.

### **Mayor's Report**

Mayor Hoerner reported that she attended the following meetings: 04/18 Dauphin County Commissioners State of the County Dinner; 04/19 attended the community Good Friday service at the Highspire First Church of God; 04/23 Dauphin/Lebanon County Boroughs Association meeting; 05/05 attended the Steelton-Highspire High School concert; 05/07 TMI drill; 05/27 Memorial Day ceremony; 06/07 met with Dauphin County Library System at the park; 06/08 attended the Ice Cream Social; and 06/09 – 06/12 PSAB conference at Hershey. Events of interest: Mayor Hoerner noted that she started rehearsals with the community band preparing for *Music in the Park* on August 17, 2019; she continued mentoring with the 3<sup>rd</sup> grade class through the end of the school year including accompanying the kids on the 3<sup>rd</sup> grade field trip to Indian Echo Cavern and Hershey Chocolate World; and Mayor Hoerner reported that she has been meeting with Leslie Givler and Officer Chris Santiago to plan the National Night Out function on Tuesday, August 6, 2019.

### **Police Department Report**

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 05/22 Forensic meeting at Swatara Township Police Department with Dauphin County District Attorney, Fran Chardo; 05/31 Citizen's Fire Company bucket drive which netted \$1,700.00 in donations; and 06/03 Citizens Fire Department meeting. Events of Interest: Buckle-Up PA was scheduled to run from May 31, 2019 to June 2, 2019; however, due to rain it was extended another week and ended June 9, 2019; the next Citizens Fire Company bucket drive is scheduled for Friday, June 28, 2019; and National Night Out is scheduled for August 6, 2019.

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

### **Fire Department Reports**

Frank Egritz noted that the SCBA cylinders have arrived and he is waiting on the bill to send out to receive the grant money. Shirley Sundy reported that the chicken BBQ will be held on Saturday, June 22, 2019 and the next bucket drive will be held on Friday, June 28, 2019.

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

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

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

### **Citizen's Comments**

None

### **Correspondence**

Summary from the Dauphin County Treasurer's Office of 2019 municipal real estate taxes posted through the period ending May 31, 2019.

Notice of Change in Assessment from the Dauphin County Office of Tax Assessment for 601 Second Street.

Letter from the Steelton-Highspire School District requesting support for the 2019 Season Football Program.

Email from Benecon Account Manager, Brian Zimmerman, referencing our PMHIC 1<sup>st</sup> quarter Claim Fund Performance Report.

### **Committee Reports**

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Keith was absent.

Events Committee – President Sutch noted that the Ice Cream Social was held on Saturday, June 8, 2019 and the committee is discussing changing the day to a Sunday to hopefully get more residents involved. She also reported that the committee has been going to the local businesses to ask that they purchase a trophy for the car show.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch wanted to clarify that she is not against the fire department purchasing a fire engine; however, if an engine is going to be purchased it should be a new engine and not a used one. Discussion followed.

Public Safety Committee – Member Anderson reported that he attended the Fire Department Company meeting on June 3, 2019.

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: 05/27 Memorial Day Service; 05/28 Spring Dauphin County Planning Commission Outreach meeting; 05/28 Citizens Fire Company Board of Directors meeting; 05/29 meeting with DEP regarding the Burd Run Stream Bank Restoration; 06/03 MS4 Forum and training at the Lancaster County Public Safety Training Center; 06/04 meeting with attorneys Anthony Lucido and Adam Zei; and 06/06 monthly meeting with borough staff. Events of interest: 06/07 proposals were due for the Flood Mitigation Feasibility Study Grant and two (2) of the five (5) engineering firms the borough solicited responded – Dewberry and RETTEW; 06/07 the HVAC System Improvement Project RFPs were due and two (2) companies provided bids for the project: Garden Spot Mechanical, Inc. \$85,000.00 and Spotts Brothers, Inc. \$112,700.00. Events of interest: The Greenways, Trails and Recreation Program (GTRP) grant application for the construction of a replacement picnic pavilion and education center in Memorial Park has been completed and submitted to the Commonwealth Financing Authority; the next HATS meetings are as follows: Technical Committee – Friday, June 14, 2019 at 9:00 a.m. and the Coordinating Committee – 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; the Dauphin-Lebanon Boroughs' Association meeting will be held at 6:00 p.m., Tuesday, July 23, 2019 at Perkins Restaurant on Linglestown Road off I-81; and the PA Municipal Legal Update will be held at the Sheraton Harrisburg-Hershey on August 7 & 8, 2019.

Terence Watts, Code Enforcement Officer, noted that the borough will be switching to a new GeoPlan system which will allow Code Enforcement to have computer access in the field. He also informed members that there are six (6) 10x10 and two (2) 10x20 tents to use for events in the borough.

Randy Kreider, Public Works Superintendent, had nothing to report.

Von Hess, Sewer Authority Chairman, had nothing to report.

Cody Lyons, MS4 Coordinator, had nothing to report.

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

### **Solicitor's Report**

Adam Zei, Solicitor, requested an executive session to discuss a personnel matter.

### **Engineer's Report**

Sam Meckley, Borough Engineer, noted that E.K. Services submitted payment application No. 3 for the Poplar Street project as noted under New Business, item d. on the agenda. He also updated members on the Burd Run Restoration Project. He stated that the project is moving forward and RETTEW is in the middle of providing the scope and fee for the design work. He noted that letters will be mailed out to private property owners on the north side of Burd Run on June 19, 2019.

### **Old Business**

Motion moved by Member Roman, seconded by Member Anderson to approve and operation and fee schedule for the Highspire Borough Woody Waste and Leaf Collection Program as outlined by Public Works Supervisor Randy Kreider. The yearly fee to residents is \$20.00 per year and \$25.00 for each pick up. Motion approved unanimously.

Mr. Steven L. Rittner, 39 Race Street, voiced his concerns regarding the woody waste and leaf collection. He asked when the facility would be opening back up again.

### **New Business**

Motion moved by Member Roman, seconded by Member Hoch to approve the publication of Highspire Ordinance No. 618 of 2019 amending Chapter 15 of the Codified Ordinances establishing a no-parking area on the south side of Cherry Avenue between 433 Cherry Avenue and Hammaker Street. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to direct staff to release the June 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 Roman, seconded by Member Thatcher to approve payment application No. 3 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 \$66,083.73, of which \$46,576.83 is to be paid from the LSMG funds by DCED and \$19,506.90 is to be paid from the LVRG funds by Highspire Borough. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve the five-year Winter Municipal Agreement covering the years 2019-2020 to 2023-2024 between the Borough and PennDot. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to approve an inter-governmental agreement with Swatara Township for the disposal of leaves, brush and woody waste. Motion approved unanimously.

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

President Sutch requested an executive session.

Executive Session: 7:40 p.m.

Reconvene: 7:52 p.m.

With no other action to be taken, President Sutch adjourned the meeting at 7:52 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Secretary