

Highspire Borough Council Minutes

July 21, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 6:58 p.m. The prayer was offered by Member Keith then followed by the Pledge of Allegiance.

Roll call was taken:

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

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

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Council Resolution #19-2020 recognizing Jacqueline L. Zimmerman for her heroic actions extricating an unconscious motorist from a burning vehicle and her subsequent actions to render aid until emergency personnel arrived on scene. Motion approved unanimously.

Mayor Hoerner presented the Certificate of Recognition and Resolution #19-2020 to Jacqueline L. Zimmerman for her heroic actions on July 4, 2020.

Minutes

President Anderson presented the meeting minutes from the June 16, 2020 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Roman and seconded by Member Keith. Motion approved unanimously.

Financial Reports

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

Mayor's Report

Mayor Hoerner reported that she has been continuing breakfast and lunch distribution on Mondays and Thursdays and will continue through August 20, 2020. She also reported that Representative Patty Kim and her children joined in the distribution. She also noted that on July 1, 2020 and July 15, 2020 the Dauphin County Library System was at the Borough park and handed out free books to the kids. She noted that this will continue on the following Wednesdays, 07/29, 08/05 and 08/12/2020. She reported that on July 6, 2020 she swore in officers for the fire company.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 06/18 DCEMA training webinar – Team Rubicon; 07/01 Highspire Civil Service Commission meeting was cancelled and the next meeting is scheduled for Wednesday, October 7, 2020 at 6:00 p.m.; 07/13 Emergency Board of Directors meeting at the Citizen's Fire Company #1; and 07/14 teleconference with Senator Dave Arnold and Police Chiefs in the 48th District. 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 June 19, 2020 Dauphin County has moved to the "Green" phase of reopening; however, the Borough

Municipal Building is still closed to the public and will remain closed until a determination is made that the threat of exposure has been mitigated; on July 2, 2020 PSP, Homeland Security, ICE and officers from the Highspire Police Department executed a search warrant at 40 Second Street in which three (3) arrests were made and additional charges are pending; on Friday, August 14, 2020 the Citizens Fire Company Bucket Drive will be held from 3:00 p.m. to 7:00 p.m.; and on Tuesday, October 6, 2020 National Night Out is scheduled to be held at Memorial Park.

President Anderson presented the Public Safety Director's 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 Chicken BBQ will be held on Saturday, July 25, 2020.

President Anderson presented the Fire Department Treasurer's report for the month of June 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 Roman. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

June 15, 2020 – Letter from Middletown Police Department Interim Chief Dennis Morris thanking our department for their assistance with a "Black Lives Matter" protest in June.

June 15, 2020 – ARM Group LLC – Solid Waste Permit application for the Republic Services of Pennsylvania, LLC Highspire Transfer Station

June 15, 2020 – Exhibit letter from PennDOT Dauphin County Maintenance concerning renewal of the 2020-2021 Municipal Winter Traffic Services Agreement.

June 25, 2020 – downstream notification letter from Arcelor Mittal Steelton, LLC.

June 25, 2020 – Letters from R.J. Hall Company, LLC with copies of the GASB Reports for the uniform and non-uniform pension plans.

June 25, 2020 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 308 Poplar Street.

June 29, 2020 – Reimbursement check in the amount of \$137.11 from INS Insurance, Inc. for street sign damage.

June 29, 2020 – Letter from Linda Bell, 272 Walnut Street, requesting a Quitclaim for Cedar Avenue.

July 2, 2020 – Email from Mark A. Conrad, Winter Engine Service, Inc., with the proposed Preventive Maintenance Agreement for the Period of September 1, 2020 to August 31, 2021 (see item "f" of the Agenda under New Business).

July 2, 2020 – Email from Keystone Collections Group – copy of the recent public funds audit report from Boyer & Ritter, LLC.

July 6, 2020 – Email from Andy Warntz, municipal Sales Manager Republic Services of York – requesting a waiver of the 60-day comment period for their Solid Waste Permit application (see item “e” of the Agenda under New Business).

July 8, 2020 – Donation from Mrs. Jenna Charles for Citizens Fire Company #1 in the amount of \$315.00

July 13, 2020 – Downstream notification letter from LHT (Lucknow Highspire Terminals).

July 13, 2020 – Letter from DEP concerning Republic Services of Pennsylvania, LLC’s Municipal Waste Transfer Facility Permit renewal.

July 13, 2020 – Certified letter from KCI Technologies, Inc. notifying the Borough of fiber optic network installation for the Pennsylvania Turnpike Commission.

July 17, 2020 – Copy of the Highspire Borough Authority 2019 Financial Report prepared by Boyer & Ritter.

Committee Reports

Public Facilities – Member Matesevac reported that the resurfacing of Route 230 is moving along with the replacement of the curb cuts. She noted that the project should be completed by September or October. Member Matesevac also discussed her concerns regarding properties in the Borough that need to be cleaned up and stated that she will give the information to Deanna Proctor. She also noted that the plants in planters look very nice and continue to grow. Member Thatcher asked about the catch basins and if PennDOT is responsible to take care of the basins. Rob Lauriello replied that it is typically the municipality’s responsibility. Discussion followed.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch had nothing to report.

Personnel Committee – Member Roman requested an executive session to discuss a personnel issue.

Finance Administration – Member Thatcher had nothing to report.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson reported that on July 6, 2020 he attended the Fire Department Company Board meeting and on July 13, 2020 he attended the Fire Department Company Emergency Board meeting.

Safety Committee – Superintendent Kreider had nothing to report.

Maintenance & Repair – Member Matesevac reported that she discussed, with members of her committee, the placing of benches, where the dugouts were torn down. She stated that members were in agreement with purchasing two (2) benches in place of the dugouts and the insurance check that was received would cover the cost. She also asked Manager Stonbraker when Pyramid would be replacing the front doors at the borough building. Manager Stonbraker stated that Pyramid remeasured the doors, confirmed the color and the information was sent to the manufacture. He noted that once put together, Pyramid will contact the borough to schedule a date to install the new doors. Member Matesevac asked if the door color would match the current door. Manager Stonbraker replied that the color will match at no extra cost. Member Matesevac also asked about the windows. Manager Stonbraker stated that he is expecting a bid in about a week. Discussion followed.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 06/17 Dauphin County Tax Collection Committee meeting at Middle Paxton Township; 06/19 Rob Lutz, R.J. Hall – organized pension binders; 06/25 teleconference with Doug Brown and George Connor from Dauphin County Community and Economic Development in which they discussed the transfer of the Redevelopment Authority (RDA) properties back to the Borough and adjoining property owners; 07/08 PSAB Contract Negotiations and Interest Arbitrations webinar; 07/09 meeting with Pyramid Construction to choose the colors for the new front entrance doors of the Borough building; 07/13 Memorial Park pavilion pre-construction meeting with RETTEW, General Recreation and East Coast Contracting, Inc.; and 07/20 CapCOG Board of Directors meeting. Manager Stonbraker reported that contracts have been signed for the following companies and projects: East Coast Contracting, Inc. – New picnic pavilion in Memorial Park; William Orr & Sons, Inc. – Steel Avenue bridge guide rail and sign replacement; Flyway Excavating, Inc. – Steel Avenue

bridge stream bank stabilization; and Pyramid Construction Services, Inc. – Municipal Building front entrance door. He noted that the CapCOG auction on Wednesday, July 15, 202 at Leahman Park, Boiling Springs was a huge success and after commission fees the Borough netted \$989.60 in surplus Public Works equipment and \$3,915.00 for the 2013 Ford Police Interceptor. He stated that the funds will be deposited in the Equipment, Vehicles & Property Reclamation Fund PLGIT. Manager Stonbraker also stated that the new pavilion for Memorial Park is scheduled to be delivered on August 4, 2020 and the building permit has been received. He noted that construction is expected to be completed by September 7, 2020.

Public Works Superintendent, Randy Kreider, reported that the Mary Alley sewer replacement project will start the first or second week in August 2020. He also noted that Friendship Auto located at 601 Second Street contacted him regarding the installation of sewer lines. He noted that work to complete this project has started.

Christina Keith, Sewer Authority Chairman, reported that the permit for the Burd Run Restoration project has been received.

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

Solicitor's Report

Adam Zei, Solicitor, had nothing to report; however, he requested an executive session.

Executive Session: 7:25 p.m.

Reconvene: 7:41 p.m.

Motion moved by Member Keith, seconded by Member Thatcher to promote Debbie Ebersole to the position of full-time Administrative Assistant at \$12.00 an hour with benefits. Motion approved unanimously.

Engineer's Report

Rob Lauriello, Borough Engineer, noted that Flyway Excavating, Inc. will be working on the Steel Avenue Bridge Streambank Stabilization and this work will take place first and then William Orr & Sons, Inc. will begin the Steel Avenue Bridge Guide Rail & Sign replacement. He also reported that a pre-construction meeting with East Coast Contractor was held and the project should begin the first week of August and be completed before the Car Show in September. He stated that the permit for the Burd Run project has been received and work will begin next spring along with the demolition of old pavilion which is part of the Burd Run project. Superintendent Kreider noted that electric will be installed; however, the grills and water will not be installed until next spring.

Old Business

None

New Business

Motion moved by Member Thatcher, seconded by Member Matesevac to approve the publication of Highspire Borough Ordinance #627 of 2020 regulating the display of any fireworks of any kind within the limits of the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve the publication of Highspire Borough Ordinance #628 of 2020 amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing no parking areas along both the north and south sides of Cherry Avenue between Hammaker Street and White House Lane. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the July 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 Thatcher, seconded by Member Keith to waive the remainder of the 60-day comment period for the Republic Services - Highspire Transfer Station, Solid Waste Permit Renewal application. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to renew the yearly Generator Preventive Maintenance Agreement between Winter Engine Generator Service, Inc. and the Borough of Highspire for the contract period September 1, 2020 - August 31, 2021 in the amount of \$721.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Matesevac to approve publication of Borough Ordinance #629 of 2020 to establish a handicap parking space at 8 Jury Street in Highspire, Pennsylvania. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Keith 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 Thatcher, seconded by Member Keith to adjourn the meeting at 7:52 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager