

## Highspire Borough Council Minutes

August 18, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Matesevac 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
Public Works Superintendent:	Randy Kreider
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

### Minutes

President Anderson presented the meeting minutes from the July 21, 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 July 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 noted that on July 29, 2020, August 5, 2020 and August 12, 2020 that the Dauphin County Library System was at the Borough park and handed out free books to the kids. Mayor Hoerner reported that she performed a wedding ceremony on August 15, 2020. She also noted that she spoke with a gentleman who complimented the administrative staff on their professionalism and the handling of his phone calls. She noted that the gentleman called regarding the press release, by Representative Patty Kim, on community schools and creating small outreach programs in the community for school students that don't have WIFI. She noted that they would like to set up the outreach program in the local churches. Mayor Hoerner stated that she spoke with some of the churches and there are a lot of questions that she is not able to answer at this time, but wanted to make members aware of the program. Discussion followed.

### Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 07/23 completed FEMA on-line training for IS-240 b Leadership & Influence training; 08/03 Citizen's Fire Company #1 of Highspire – Relief and Company meetings; 08/05 webinar – Norfolk Southern – Railroad 101 Virtual Hazmat Training; 08/06 webinar – NTAC – Mass Attacks in Public Spaces; 08/12 Dauphin County District Attorney awards ceremony; and 08/12 Support Our Police rally at Heroes Grove, Lower Paxton Township. He also noted 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 for 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 to COVID-19 has been mitigated; police applicant oral interviews were scheduled for Wednesday, August 12, 2020 and Thursday, August 13, 2020, there were a total of 13 (thirteen) applicants who applied using Policapp.com, twelve (12) of whom were interviewed; 10/07 police eligibility list will go before the Civil Service Commission; 08/14 Citizen's Fire Company

Bucket Drive netted \$763.00 in the first hour and the next Bucket Drive is scheduled for Friday, September 18, 2020 from 3:00 p.m. to 7:00 p.m.; National Night Out is still scheduled for Tuesday, October 6, 2020 in Memorial Park; and the Mariner Emergency Responder Outreach (MERO) will be providing LPG pipeline first responder training on October 7, 2020 from 6:00 p.m. – 9:00 p.m. at the Londonderry Township Fire Company.

Member Matesevac asked why the Borough building is still closed to the public. She stated that she would like council to vote on whether or not the Borough building remains closed. Discussion followed.

President Anderson presented the Public Safety Director's report for the month of July 2020 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Fire Department Reports**

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

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

President Anderson presented the South-Central Emergency Medical Services 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.

### **Citizen's Comments**

None

### **Correspondence**

July 23, 2020 – Memorial Park Pavilion Floodplain Impact Assessment – RETTEW.

July 30, 2020 – 2<sup>nd</sup> Quarter Comcast Franchise Fees - \$7,162.94.

July 31, 2020 – Check from CapCOG for surplus property sold at this year's auction in the amount of \$4,904.60 which was deposited in the Equipment, Vehicle & Property Reclamation Fund PLGIT.

August 1, 2020 – Email – FEMA Grants has accepted the Borough's access request to submit unbudgeted COVID-19 expenditures.

August 3, 2020 – 2021 Budget Request letters were mailed and distributed. It was requested that all proposed budgets be submitted no later than September 7, 2020.

August 3, 2020 – Notice of Violation for Republic Services, 205 Industrial Road, Highspire for failure to submit a renewal for permit.

August 3, 2020 – Dauphin County Office of Community & Economic Development – CARES Act Funding.

August 4, 2020 – Letter to Leslie Givler requesting her resignation and return of her key.

August 7, 2020 – Proposal from Pyramid Construction Service, Inc. for the front office windows.

August 10, 2020 – Email from Phillip M. Fraga, Principal, Cohen Law Group – Comcast Franchise Renewal, Franchise Agreement, Executive Summary, FCC Report & Order Summary as well as a pre-drafted Resolution authorizing the execution of a Cable Franchise Agreement between Highspire Borough and Comcast (see Item "g" under New Business).

August 11, 2020 – Contract proposal from the Highspire Police Association. A preliminary contract negotiation meeting has been scheduled for Thursday, August 20, 2020 at 1:00 p.m.

August 11, 2020 – Letter from PPL to the citizens of Highspire 280 Second Street advising they are not liable for any property damage due to outages.

August 11, 2020 – Signed and emailed the 2020-2021 service agreement to Winter Engine – Generator Service, Inc.

August 12, 2020 – Act – 44 Disclosure from R.J. Hall.

August 12, 2020 – Letter from Laguna, Reyes, Maloney, LLP in response to the letter mailed to Mrs. Leslie Givler requesting her resignation.

August 14, 2020 – Termination of Employment letter mailed to Mrs. Leslie Givler.

August 14, 2020 – Response letter mailed to Mr. Roger Laguna, Esq., Laguna, Reyes, Maloney, LLP.

August 14, 2020 – Verizon Franchise Fee Schedule/Report 2<sup>nd</sup> Quarter 2020 - \$4,223.65

August 17, 2020 – Letters were mailed to the 12 (twelve) police applicants informing them of their oral interview scores and overall standing.

August 17, 2020 – Email from Jeremy Smith, RETTEW – Contractors schedule for the Memorial Park Pavilion.

August 17, 2020 – Letters were mailed to Turkey Hill, 686 Second Street and Higher Wash, LLC, 680 Second Street putting them on notice for an over accumulation of trash and debris on the premises.

### **Committee Reports**

Public Facilities – Member Matesevac reported that she spoke to two of her representatives regarding the resurfacing of Route 230. She noted that they are working on the ADA curb cuts and are hoping to get it ready for paving by the end of September or beginning of October, but there may be some residual work that will go into 2021. She asked that all calls regarding the road be sent to her. Member Matesevac also discussed her concerns regarding properties in the Borough that need to be cleaned up.

President Anderson opened the floor for discussion for public comment regarding item “g” under New Business on the agenda regarding the Cable Franchise Agreement. There were no questions.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch announced that the 9<sup>th</sup> Annual Car Show will be held on September 19, 2020 at Memorial Park. She noted that committee members will be filling bags on Wednesday, August 19, 2020 in preparation of the Car Show.

Personnel Committee – Member Roman had nothing to report.

Finance Administration – Member Thatcher reported that a meeting will be held at 1:00 p.m. on August 20, 2020 to discuss the police contract.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson reported that on August 3, 2020 he attended the Fire Department Company and Relief meeting.

Safety Committee – Superintendent Kreider reported that the Susquehanna Municipal Trust Safety Grant Program 2021 application was submitted on August 11, 2020. He stated that the grant is a 50/50 match and plans on ordering touchless hand sanitizer stations with the grant money.

Maintenance & Repair – Member Matesevac reported that she spoke with Manager Stonbraker regarding the replacing of the front doors at the Borough building. She noted that Manager Stonbraker will get and estimate from Pyramid to fix the ceiling windows in the police department that were installed by another company. Member Matesevac stated that there is a motion on the agenda, item “f” under New Business, to vote on the installation of the new doors. She also asked Manager Stonbraker if Flex Seal is being used to patch the roof. Discussion followed regarding the roof repair.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 07/29 annual pension review with Kevin Hall from R.J. Hall; 07/29 CARES Act Funding webinar – Dauphin County Office of Community & Economic Development; and 08/17 CapCOG August Board of Directors meeting. He also noted the following events of interest: 08/10 the Memorial Park pavilion was delivered and construction of the foundation commenced and the project is expected to be completed by September 2020; 08/12 application was made with Dauphin County for the COVID / CARES Grant in the amount of \$23,118.85 and is for unbudgeted expenditures relating to the purchase of PPE, hand sanitizer and police department regular time overtime (see Agenda item “h” under “New Business”); 08/13 six (6) trees (2 – Bald Cypress, 2 - River Birch & 2 - Tulip Trees) that were received from the Arbor Day Foundation were planted in reservoir park; the Dauphin-Lebanon County Borough Association meeting is scheduled for 6:30 p.m. on Tuesday, August 25, 2020 at Perkins Restaurant, 7833 Linglestown Road, Harrisburg, PA 17112; and the next meeting for the HATS Technical & Coordinating Committees are scheduled as follows: Technical Committee – Friday, September 11, 2020 – 9:00 a.m. and Coordinating Committee – Friday, September 25, 2020 – 9:00 a.m.

Assistant Borough Manager, Deanna Proctor, updated members on the progress with Codes & Zoning and high grass complaints in the Borough. She asked that if members see any property that needs attention to please call her at the Borough with the address and she will send a “Notice of Violation” to the owner of the property.

Public Works Superintendent, Randy Kreider, reported that there are numerous projects that have started and will start in the Borough.

Christina Keith, Sewer Authority Chairman, noted that she had no significant updates and the Mary Alley project is on schedule and looking good.

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

### **Solicitor’s Report**

Adam Zei, Solicitor, had nothing to report; however, he requested an amendment to the agenda regarding the motion on whether or not to reopen the Borough building. He noted that if the motion is made it should contain whether or not the Borough is to reopen, what area will reopen, how, and the timeline to reopen. He also stated that the reopening would have to be in accordance with the guidelines and recommendations set by the Center for Disease Control (CDC) and the Pennsylvania Department of Health.

### **Engineer’s Report**

Rob Lauriello, Borough Engineer, noted that Flyway Excavating, Inc. has completed the streambank work on the Steel Alley Bridge and RETTEW is still waiting on a schedule from William Orr & Sons, Inc. for the Guide Rail & Sign replacement work. He also noted that the pavilion project is underway and the pavilion has been delivered with the intention to have it complete by mid-September. Engineer Lauriello stated that in November of 2019 the Borough submitted the CDBG Block Grant requesting \$198,000.00 for road work on Eshelman Street, George, Concord and Poplar Street. He reported that Dauphin County submitted their action plan to HUD and recommended that the Borough receive \$120,000.00 for that grant application. He noted that this still has to go to HUD for approval.

### **Old Business**

None

**New Business**

Motion moved by Member Roman, seconded by Member Thatcher to approve Highspire Borough Ordinance #627 of 2020 regulating the display of any fireworks of any kind within the limits of the Borough of Highspire without a permit. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Keith to approve 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 Keith, seconded by Member Roman to approve Highspire Borough Ordinance #629 of 2020, establishing a handicap parking space at 8 Jury Street, Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve Highspire Borough Council Resolution #20-2020, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to direct staff to release the August 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 Matesevac, seconded by Member Roman to approve the proposal from Pyramid Construction Services, Inc. for the Highspire Municipal Building front administrative office window replacement in the amount of \$17,800.00. This will be paid from the Capital Reserve PLGIT account. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #21-2020 authorizing execution of a Cable Franchise Agreement between the Borough and Comcast of Southeast Pennsylvania, LLC. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Keith to approve Highspire Borough Council Resolution #22-2020 authorizing submission of the 2020 CARES Act Municipal Grant Program application. Motion approved unanimously.

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

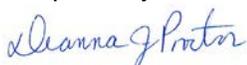
Motion moved by Member Matesevac, seconded by Member Hoch to allow the Highspire Borough building lobby area only to reopen to the public starting Wednesday, August 19, 2020 at 8:00 a.m. A roll call vote was taken.

Member Hoch	Abstained	Member Sutch	Yea
Member Keith	Nay	Member Roman	Yea
Member Matesevac	Yea	Member Thatcher	Nay

By a vote of 3-2, with 1 abstention, motion approved.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Roman, seconded by Member Keith to adjourn the meeting at 8:15 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager