

Highspire Borough Council Minutes

September 15, 2020

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

Motion moved by Member Keith, seconded by Member Sutch to approve a Proclamation honoring Esther Byrd Shields for her service to the Borough of Highspire as a member of the Highspire Community Events Committee. Motion approved unanimously.

Mayor Hoerner presented the Proclamation to Esther Byrd Shields.

Minutes

President Anderson presented the meeting minutes from the August 18, 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 August 2020 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 Thatcher. Motion approved unanimously.

Mayor's Report

Mayor Hoerner stated that the school lunches, being handed out at Memorial Park, ended on August 20, 2020. She noted that there is an outreach program at the Highspire United Methodist Church for school students. She reported that National Night Out will not be held as a gathering in Memorial Park and that police will show their presence by driving through the Borough and meeting with residents on October 6, 2020 from 6:00 p.m. – 9:00 p.m. President Anderson noted that to show support you can place a blue bulb in your outside light. Mayor Hoerner also reported that for anyone that would like to participate, Trick-or-Treat will be held on Saturday, October 31, 2020 from 6:00 p.m. – 9:00 p.m.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 08/24 completed FEMA on-line training for IS-2200 Basic Emergency Operations Center Functions training and 08/26 completed FEMA on-line training for IS-00700b. NIMS Introduction. 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 August 19, 2020 the front lobby of the Municipal Building was opened as per Borough Council's order; on August 26, 2020 Safety Director Stonbraker submitted EOC Certification Request to DCEMA; the next fire department bucket drive is scheduled for Friday, September 18, 2020 from 3:30 p.m. to 7:00 p.m.; National Night Out is scheduled for Tuesday, October 6, 2020; 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.

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

Fire Department Reports

Donald Shenfeld stated that he had nothing to report. President Anderson reported that presales for the chicken BBQ will be held on the Friday before the Saturday, September 26, 2020 chicken BBQ.

President Anderson presented the Fire Department Treasurer's report for the month of August 2020 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 Anderson presented the South-Central Emergency Medical Services 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.

Citizen's Comments

None

Correspondence

Thank You card for flowers was received from Randy Barry for the passing of his mother.

August 19, 2020 – A copy of Highspire Borough Council Resolution #22-2020 was emailed to the Dauphin County Office of Community & Economic Development – CARES Act Funding.

August 19, 2020 – Proposal for the front office windows was signed and returned to Pyramid Construction Service, Inc.

August 19, 2020 – A copy of Highspire Borough Council Resolution #21-2020 and a signed copy of the Comcast Franchise Renewal was emailed from Phillip M. Fraga, Principal, Cohen Law Group.

August 21, 2020 – PA Department of the Auditor General Liquid Fuels Tax Fund Audit.

August 24, 2020 – PennDOT – Notification letter informing the Borough that the estimated Liquid Fuels allocation for 2021 will be \$69,874.58.

August 26, 2020 – Dauphin County Department of Public Safety letter to PEMA – endorsement of Mark Stonbraker's request to be certified as Emergency Management Coordinator certification.

August 26, 2020 – Dauphin County Office of Community & Economic Development is accepting 2021 Community Development Block Grant and HOME Investment Partnership Program applications.

August 27, 2020 – Dauphin County Conservation District – letter to Mrs. Elmira May, 236 Lumber Street, Highspire detailing erosion and sedimentation control violations as the result of some fill they had placed near Burd Run.

September 2, 2020 – Email from Curtis D. Sanno, Dewberry, informing the Borough that they will be starting on the Flood Mitigation Study and also an attached short form contract which needed signed.

Committee Reports

Public Facilities – Member Matesevac read an email that she received from her representative regarding the road work on Rt. 230. She stated that depending on the weather the roads may not be paved this year and it may go into next year. Discussion followed. She also reported that the spring/summer flowers have been removed from the planters and mums will be planted for the fall.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch announced that the 9th Annual Car Show will be held on September 19, 2020 at Memorial Park. She commended Shelby with the 230 Café for donating food for the event and stepping up to help with the Car Show.

Personnel Committee – Member Roman had nothing to report.

Finance Administration – Member Thatcher reported that the committee is continuing discussions on the police contract.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson reported that he attended the Fire Department Company and Relief meeting. He also noted that he participated in a Pipeline Safety Course webinar.

Safety Committee – Superintendent Kreider reported that he had nothing to report.

Maintenance & Repair – Member Matesevac reported that the new doors have been installed at the Borough building; however, the windows above the door have not been installed. Manager Stonbraker explained how to unlock the new door by turning the key to the left.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 08/20 Contract negotiations with the Highspire Police Association and the Finance Committee; 08/27 contract negotiations with the Highspire Police Association and the Finance Committee; 09/02 summary hearings at MDC 12-2-02 for property maintenance violations; and 09/02 meeting with Adam Zei, Solicitor. Events of Interest: The Dauphin-Lebanon County Borough Association meeting scheduled for Tuesday, August 25, 2020 was cancelled; Tuesday, September 1, 2020 – Otis completed scheduled preventive maintenance on the elevator at the Borough Municipal Building; the next meeting for the HATS Technical & Coordinating Committees are scheduled as follows: Technical Committee – Friday, September 11, 2020 at 9:00 a.m. and Coordinating Committee – Friday, September 25, 2020 – 9:00 a.m.; and the PSAB Fall Leadership Conference scheduled for October 16-18, 2020 has been cancelled and the \$200.00 conference fee was refunded.

Assistant Borough Manager, Deanna Proctor, had nothing to report for Codes & Zoning. Superintendent Kreider noted that someone is interested in purchasing the empty lot on Willow Street and would like to place a tiny home on the property. He noted that she would like to have a composting septic tank; however, the ordinance does not allow this.

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

Christina Keith, Sewer Authority Chairman, stated that the Authority will be selling nutrients from the Wastewater Treatment Plant. She also noted that the Mary Alley project is on schedule and the Burd Run Restoration project should begin in spring 2021.

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

Solicitor's Report

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

Engineer's Report

Rob Lauriello, Borough Engineer, noted that a payment application will need to be approved for William Orr & Sons, Inc. for the Steel Avenue Bridge Guide Rail & Sign Replacement. He also discussed the application for the 2021 Dauphin County Economic Development (DCED) Community Development Block Grant (CDBG) for

repairs to the following roadways: Eshelman Street (between Franklin Street and Hanover Street), Concord Avenue (between Second Street and Eshelman Street), and Poplar Avenue (between Second Street and Martin Avenue). He noted that both are on the agenda under New Business for approval.

Old Business

None

New Business

Motion moved by Member Thatcher, seconded by Member Roman to approve the Minimum Municipal Obligation for 2021 Non-Uniformed Employees (2021 budgeting purposes). Motion approved unanimously.

Motion moved by Member Sutch, seconded by Member Thatcher to approve the Minimum Municipal Obligation for 2021 Police Officers (2021 budgeting purposes). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the September 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 Hoch to approve payment application #10314 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 Keith to Highspire Borough Council Resolution 23-2020 appointing Frank Nigro to the vacant seat formerly held by Ronald Klingler on the Highspire Zoning Hearing Board. Said term of office is to expire on December 31, 2021. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve application for the 2021 Dauphin County Economic Development (DCED) Community Development Block Grant (CDBG) for repairs to the following roadways: Eshelman Street (between Franklin Street and Hanover Street), Concord Avenue (between Second Street and Eshelman Street), and Poplar Avenue (between Second Street and Martin Avenue). Motion approved unanimously.

Motion to approve the agreement with Professional Approach Landscaping Services, Inc. for the mowing of the Memorial, Ann Street and Reservoir parks was tabled until the October 20, 2020 Borough Council Meeting so that Members could get the cost to add trimming and blowing of the grass. Manger Stonbraker stated that he will call Professional Approach Landscaping Services, Inc. to clarify the agreement and get a price quote for the additional services.

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

Executive Session: 7:37 p.m.

Reconvene: 8:15 p.m.

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 Roman to adjourn the meeting at 8:16 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager