

Highspire Borough Council Minutes

October 20, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Vice President Roman 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 Matesevac, seconded by Member Keith to approve Highspire Borough Council Resolution #25-2020, appointing Von E. Hess to a term of office on the Highspire Borough Zoning Hearing Board. Motion approved unanimously.

Mayor Hoerner swore in Von E. Hess as a member on the Zoning Hearing Board.

Motion moved by Member Roman, seconded by Member Sutch to approve Highspire Borough Council Resolution #26-2020 recognizing Mr. Von E. Hess for his 33 years of exemplary service with the Highspire Borough Authority. Motion approved unanimously.

Member Keith presented Mr. Hess with an award from the Pennsylvania Municipal Authority's Association. She also presented Mr. Hess with a Proclamation to honor him for his 33 years on the Highspire Borough Authority.

Minutes

President Anderson presented the meeting minutes from the September 15, 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 Hoch. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of September 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 noted that she attended the following meetings and events: 09/16 wedding rehearsal; 09/17 performed a wedding ceremony; 09/19 attended the Car Show; 09/30 National Night Out meeting; 10/01 wedding rehearsal; 10/03 attended the Basketball Revitalization Project on Conestoga Street in Steelton; 10/03 performed two wedding ceremonies; 10/06 participated in National Night Out; and 10/20 performed a wedding ceremony. She also reported that on October 31, 2020 from 6:00 p.m. – 9:00 p.m. will be Trick or Treat night in the Borough.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 09/15 Dauphin County EMA / EOC training; 10/01 Police Department meeting and training for both full and part-time personnel; 10/15 DCEMA / Penn State – Sky Warn training; and 10/19 Dauphin County Safe

Schools virtual meeting. Public Safety Officer Stonbraker also reported 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; the September 18, 2020 Citizens Fire Company bucket drive was cancelled due to low turnout of members; and he also noted that National Night Out on October 6, 2020 was a resounding success.

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

Fire Department Reports

Member Sutch asked Ann Egritz how many people could be in the fire house for a gathering. Ann Egritz stated that the fire house could have 22% of the total occupancy allowed; which is 20 people. Member Sutch asked if the hall, at the fire house, was reserved for the Christmas Tree Lighting on December 5, 2020. Mrs. Egritz stated that it has been reserved. Mayor Hoerner asked if they could have a drive-thru visit with Santa. Mrs. Egritz noted that they are limited with personnel. She also added that on October 7, 2020 Fire Chief Egritz was approached by Chief 88, 59 and 54 to go in on an Air Pack grant, splitting the \$3,000.00 grant fee between four (4) fire departments. She noted that each department would pay approximately \$800.00 each. She reported that at least six (6) Air Packs will be out-of-date by the end of the year. She noted that the Board met and voted to pass spending the money to apply for the grant with the other departments. President Anderson asked if the grant has been written. Mrs. Egritz stated that she hasn't heard anything regarding the status of the grant and plans to discuss this with the Board at the November 2020 meeting. Mrs. Egritz also noted that the back door to the fire house has been replaced and the invoice has been paid. She stated that on Saturday, October 24, 2020 the department will be holding their drive-thru Chicken BBQ dinner.

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

Citizen's Comments

None

Correspondence

September 3, 2020 – Email from Brian Zimmerman, Account Manager, Benecon, informing the Borough that we will be receiving a credit from United Concordia Dental in the amount of \$516.90.

September 17, 2020 – Received Basic EMC Certification from PEMA.

September 18, 2020 – Email from the PA Department of Auditor General – Allocation supporting the Citizen's Fire Company #1 of Highspire Volunteer Fire Relief Association in the amount of \$10,786.86

September 18, 2020 – Memorandum from the Dauphin County Board of Assessment Appeals in reference to a change in assessment value for 218 Second Street.

September 22, 2020 – Letter from the PA Department of Transportation – Due to the COVID-19 Pandemic the Winter Partnership meeting will not be scheduled this year.

September 22, 2020 – Application was sent to PEMA to start the reimbursement process through FEMA for COVID-19 related expenses.

September 24, 2020 – Cohen Law Group – Comcast Franchise Fee Audit Report for Highspire Borough.

September 25, 2020 – Letter from the Law Offices of Johnson Duffie – Written responses to the requests of the production of documents.

September 25, 2020 – Email from Linda Nevers, Associate Account Manager, Benecon advising the Borough of Highspire has been awarded a 2021 Safety Grant in the amount of \$222.00 to purchase a Purell touch free hand sanitizer dispenser.

September 30, 2020 – Remittance Advice from the Commonwealth of PA Auditor General in the amount of \$113,248.16 for the 2020 Act 205 – Municipal Pension Payment.

October 2, 2020 – Email from the PA Department of Revenue informing the Borough that we can be expecting our annual Public Utility Realty Tax for tax year 2019 in the next few weeks.

October 5, 2020 – Memorandum from the Dauphin County Board of Assessment Appeals in reference to a change in assessment value for 270 Second Street.

October 14, 2020 – Email from Doug Brown, Dauphin county Office of Community & Economic Development – County CARES Municipal Grant Program grant in the amount of \$23,118.85, for reimbursement of costs incurred by the Borough due to COVID-19 between March 1, 2020 and December 30, 2020.

Committee Reports

Public Facilities – Member Matesevac discussed the planters. She asked members their opinion on whether or not she should decorate the planters for Christmas, since last year someone vandalized the planters. Discussion followed. Member Matesevac noted that the Home Decorating Contest for 2020 has been cancelled. She also reported that road work on Rt. 230 is finished for this year and will resume next spring. Mayor Hoerner asked if crosswalks would be painted on the road. Member Matesevac stated that the crosswalks probably would not go in until next year when the final layer of black top is put down.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch stated that the committee would like to use some of their funds to purchase some items for the Borough. She noted that she received some suggestions from Superintendent Kreider of items that needed to be purchased. She stated that picnic tables and playground equipment are needed. She noted that she will bring this up to the Committee at the November meeting and let them decide what to purchase. Member Sutch stated that one suggestion was metal picnic tables for the new pavilion; however, the committee will not be able to purchase the six (6) tables that are needed. She stated that the Committee could purchase two (2) tables with one being handicapped accessible and asked if the Borough could match this by purchasing two (2) picnic tables. Discussion followed. Member Sutch also thanked Deanna Proctor and Randy Kreider for the fall decorations in front of the borough. She also asked members if the Committee could start decorating the windows again at the Borough. Members agreed.

Personnel Committee – Member Roman had nothing to report.

Finance Administration – Member Thatcher reported that the Police contract has been extended for another year and the budget will soon be finalized. He stated that taxes were not increased for 2021.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson had nothing to report.

Safety Committee - Manager Stonbraker noted that Debbie Ebersole, Administrative Assistant, has completed training to become certified and meetings will resume.

Maintenance & Repair – Member Matesevac reported that the new door and transit windows have been installed at the front of the Borough; however, the transit windows are just temporary until the new ones come in. Manager Stonbraker noted that the windows are scheduled to be installed by the end of November. Manager Stonbraker also reported that three companies came to the Borough to give an estimate on the roof replacement; however, he has not received estimates as of today. He stated that he was told, by one of the companies, that the roof does not need to be replaced, it just needs repaired. He noted that if Ryan's Roofing estimate is the lowest, the Borough will select them to do the work. He stated that they replaced the roof at the Fire Department and members were pleased with their work.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 09/14 meeting with Randy Kreider and Dewberry Associates concerning the Flood Mitigation Study; 09/16 meeting with Jeremy Smith, RETTEW and Randy Kreider to discuss the completion of the Memorial Park Pavilion project; 09/16 Dauphin County Tax Collection Committee meeting; 09/30 meeting with Randy Kreider to discuss the financial health of the Sewer O&M and Sewer Administration accounts; 10/05 meeting with Leon Feinerman, AIA – insurance renewal. Manager Stonbraker noted that Mr. Feinerman advised that the Borough's loss ratio and claims are down which will likely positively impact the cost of insurance for 2021. He also reported that William FoeHLinger from SMT conducted a Worker's Compensation Safety Audit of the various Borough departments and Safety Committee and from 10/19 – 10/22 he attended the PSAB Fall Webinar Conference. Manager Stonbraker noted the following events of interest: The next DLCBA – Dauphin Lebanon County Boroughs Association meeting will be held via ZOOM on Monday, October 26, 2020 at 6:30 p.m.; the next Dauphin County Tax Collection Committee meeting is scheduled for Wednesday, November 18, 2020 at 6:30 p.m. at the Middle Paxton Township building; and the next meeting for the HATS Technical & Coordinating Committees are scheduled as follows: Technical Committee – Friday, December 4, 2020 – 9:00 a.m. / Coordinating Committee – Friday, December 18, 2020 – 9:00 a.m.

Assistant Borough Manager, Deanna Proctor, reported that a Zoning Hearing Board meeting will be held on Thursday, October 22, 2020 at 7:00 p.m. to discuss the plans to turn the convenience store at 402 Willow Street into a Bed & Breakfast

Public Works Superintendent, Randy Kreider, stated that leaf collection began; however, the equipment broke down on October 20, 2020 and has been sent out for repairs. He noted that the equipment should be back in service by Thursday, October 22, 2020. He noted that the back-up equipment was also broken and apologized for any inconvenience. He also discussed a bill in the state of Pennsylvania that would require PennDOT to be responsible for the maintenance that goes through communities that are under a population of 2,500. President Anderson asked if the Borough would still get funding for the roads if PennDOT does the maintenance on the them. Superintendent Kreider stated that this is an article that he read and he will look into it.

Christina Keith, Sewer Authority Chairman, stated that projects are all moving along as scheduled and Mary Alley is almost done or may be done. She noted that the NPDES Permit renewal is finished. She stated that the Authority is still working on the nutrient sales. She also reported that the oxidation ditch may need a new liner.

President Anderson presented the Staff Activity Reports for the month of September 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 to discuss a litigation and personnel matter.

Engineer's Report

Rob Lauriello, Borough Engineer, noted that a motion is on the agenda to approve the payment application from East Coast Contracting for the construction of the Memorial Park Picnic Pavilion in the amount of \$41,120.00, pending the resolution of any outstanding issues with East Coast Contracting.

Old Business

None

New Business

Motion moved by Member Roman, seconded by Member Matesevac to approve the publication of the 2021 Borough Meeting Date Schedule. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Hoch to approve a one-year extension of the Excess Maintenance Agreement Permit #2016080 between Sunoco Pipeline L.P. and the Borough for White House Lane. The new expiration date will be November 21, 2021. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve and accept the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2020 as certified by the Commission on October 7, 2020. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Keith to approve the revised 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 Thatcher, seconded by Member Matesevac to approve Highspire Borough Council Resolution #24-2020, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve Highspire Borough Council Resolution #25-2020, appointing Von E. Hess to a term of office on the Highspire Borough Zoning Hearing Board. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the October 2020 contribution to the Highspire Citizen's 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 Roman to approve payment application #9673.01 from East Coast Construction, Inc. for construction of the Memorial Park Picnic Pavilion in the amount of \$41,120.00 which will be paid from the Storm Sewer PLGIT account. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve changing the Borough employee group term life and AD&D Insurance plan from "The Standard" to another equal, but less expensive plan from "One America".

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

Executive Session: 7:56 p.m.
Reconvene: 8:58 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 8:59 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager