

# Highspire Borough Council Minutes

November 16, 2021

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	Tyler Thatcher
	Carolee Roman	Marie Hoch
	A. Kay Sutch	

Mayor:	Brenda Hoerner
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Borough Engineer:	Robert Lauriello

Member Keith, Member Matesevac, Public Works Director Kreider and Solicitor Sossong were absent.

## **Minutes**

President Anderson presented the meeting minutes from the October 19, 2021 Council meeting and the November 9, 2021 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Thatcher and seconded by Vice-President Roman. Motion approved unanimously.

## **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of October 2021 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice-President Roman and seconded by Member Sutch. Motion approved unanimously.

## **Mayor's Report**

Mayor Hoerner reported that in October she attended two events, one was the VFW's 75<sup>th</sup> anniversary and on October 24, 2021 she participated in Harrisburg's Christian Performing Arts Trunk-or-Treat. She noted that Officer Elhajj handed out candy and she was asked to judge the cars. Mayor Hoerner stated that she spoke to Gail Romansky regarding the band performing at the Tree Lighting on December 4, 2021. She noted that Ms. Romansky stated that she would reach out to band members to see if they are interested in performing at the Tree Lighting Ceremony. Mayor Hoerner discussed the possibility of asking the new owner of 218 Second Street, Highspire (previously Citizen's Bank) to light the tree since there wasn't a Citizen or Business of the year selected for 2021. Discussion followed. Members discussed the date and time for the "Visit with Santa".

## **Public Safety Director's Report**

Mark Stonbraker, Public Safety Director, reminded members that on Monday, December 6, 2021 from 9:00 a.m. – 11:00 a.m. "Coffee with a Cop" will be held at the Highspire United Methodist Church located at 170 Second Street, Highspire. He noted that he attended the CapCOG Board of Directors meeting on November 15, 2021 and at the meeting it was mentioned that the CapCOG did receive their FEMA Safer Grant in the amount of \$2.2 million dollars. He noted that the funds will be distributed between twenty-one (21) fire companies that are involved in the COG including Citizens Fire Company #1. He stated that there will be a press release/conference at HACC the first week of December and the person in charge of administering the grant is Scott Ryno, who will be visiting various fire companies to coordinate points of contact for the grant.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of October 2021 and asked if there were any questions regarding the reports. Hearing none, he noted that it could be filed.

### **Fire Department Reports**

Jenna Condran noted that the fire department was able to secure fifty (50) Christmas trees to sell. She stated that the department will begin selling the trees on November 25, 2021, Thanksgiving Day. She also informed members that the November roast beef dinner was cancelled due to the cost of the beef being \$4.19 per pound. Ms. Condran discussed issues the department has been having with County. She reported that when the Police Department asks County to dispatch a fire, County will not dispatch. Manager Stonbraker stated that he would call the County and get an answer of why this is happening.

President Anderson presented the Fire Department Treasurer's report for the month of October 2021 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Sutch and seconded by Vice-President Roman. Motion approved unanimously.

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

President Anderson presented the South-Central Emergency Medical Services Report for the month of September 2021 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Citizen's Comments**

Becky Bacher, 602 Eshelman Street, Highspire, thanked Council for having the offensive flags removed on Second Street. Members stated that they were not able to have the flags removed and that the owner must have removed the flags on his/her own. Ms. Bacher asked how she could sponsor a banner. Member Thatcher stated that she should contact Dorothy Matesevac for information regarding the banners. Ms. Bacher also reported that the children have started riding their motorized scooters up and down Eshelman Street again. Manager Stonbraker informed Ms. Bacher that he spoke to the families of the children and informed them of the dangers.

### **Correspondence**

September 16, 2021 – Reimbursement from FEMA for the Emergency Federal Law Enforcement Grant in the amount of \$761.85.

October 18, 2021 – Dauphin County – Reimbursement check to the Highspire Police Department for training in the amount of \$476.32.

October 25, 2021 – Dauphin County September 2021 Delinquent Tax check in the amount of \$18,386.90.

October 29, 2021 – Email from Ronece Martinez, Intake Lead Advocacy Specialist, Disability Rights Pennsylvania reference the \$150.00 fee charged to residents for handicap parking spaces.

November 1, 2021 – PMHIC / Benecon second surplus claim fund check for 2020 in the amount of \$80,547.36.

November 1, 2021 – Dauphin County September 2021 Transfer Tax check in the amount of \$13,014.40.

November 2, 2021 – Comcast Cable quarterly franchise fee in the amount of \$6,856.64.

November 4, 2021 – Endorsement letter for Sergeant Canfield to attend the PSP Leadership Development Course scheduled early next year.

November 5, 2021 – Dauphin County Fines and Costs – check in the amount of \$140.84.

November 9, 2021 – Letter to residents living around Poplar Street and Burd Run informing them that RETTEW Associates will be in the area on November 15, 2021 conducting a survey.

November 10, 2021 – Letter to Lower Swatara Township Manager, M. Elizabeth McBride, explaining the changes to the 2022 Sewer O&M Budget and a copy of the budget.

November 12, 2021 – Letter and past due notice to Lower Swatara Township Manager, M. Elizabeth McBride, advising that the Borough still had not received their last (10 of 10) 2021 Sewer O&M Budget last payment.

November 12, 2021 – Letter from the Dauphin County Office of Tax Assessment – Certification of 2022 Real Property (taxable) Assessment total – Total Taxable Assessment - \$73,951,500.00.

November 15, 2021 – Verizon 3<sup>rd</sup> Quarter Franchise Fee in the amount of \$4,156.77.

### **Committee Reports**

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Keith was absent.

Events Committee – Nothing to report.

Finance Administration – Member Thatcher reported that the 2022 Budget is complete and is out for advertisement. He noted that taxes were not increased; however, trash increased to \$334.00 a year.

Personnel Committee – Vice-President Roman had nothing to report.

Community Development – Member Hoch discussed her concerns with excessive lighting on properties in the Borough. Discussion followed.

Public Safety Committee – President Anderson had nothing to report.

Safety Committee – Manager Stonbraker reported that Highspire has received the Susquehanna Municipal Trust Safety Award for 2021 for a second year in a row. He noted that since the Borough has a certified Safety Committee, the Borough will receive a 5% discount on insurance in 2023.

Maintenance & Repair – Member Matesevac was absent.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, stated that there are two openings on the Zoning Hearing Board with the passing of William Mortimore and the resignation of Frank Nigro. He asked that if members know of anyone that would be interested, to please reach out to him. Manager Stonbraker reported that Capital Coating did not come to the Borough to finish the repairs to the roof. He stated that he is compiling a letter to Capital Coating for the Solicitor to review. Manager Stonbraker also discussed the legal expenses for the Lower Swatara Township lawsuit. He noted that he spoke to George with Boyer & Ritter and the funds will no longer be paid out of the General Fund and will be paid out of the Sewer Administration Fund. He stated that funds will be transferred from the Sewer Administration Fund to reimburse the General Fund for previous invoices that have been paid.

Assistant Borough Manager/Codes, Deanna Proctor, updated members on the status of the 418/420 Market Street properties.

Public Works Director, Randy Kreider, was absent.

Christina Keith, Sewer Authority Chairman, was absent. Rob Lauriello, Borough Engineer, reported that the final report for the Biosolids Study, for the Authority, will be presented at the Thursday, November 18, 2021 Authority meeting. He also noted that there is survey work being done on the Poplar Street culvert to gather information for repairs. Manager Stonbraker stated that the De-watering Biosolids contract was sent to Waste

Management on November 16, 2021 for their approval and the contract will be good for another year. President Anderson noted that Member Keith asked that members attend the Authority meeting on Thursday, November 18, 2021.

President Anderson presented the Staff Activity Reports for the month of October 2021 and asked for a motion to accept them. Motion moved by Vice-President Roman seconded by Member Thatcher. Motion approved unanimously.

### **Solicitor's Report**

Anna Marie Sossong, Solicitor, was absent.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, reported that the 2022 CDBG application has been submitted. He noted that RETTEW is working on the USDA grant/loan application for the HVAC system and the application should be ready by next week. Mr. Lauriello also updated members on the meeting that occurred on October 21, 2021 regarding the Reservoir Park issue. He noted that other than the information received from HRG after the meeting, he hasn't received any additional information.

### **Old Business**

None

### **New Business**

Motion moved by Vice-President Roman, seconded by Member Thatcher to direct staff to release the November 2021 contribution to the Highspire Citizen's Fire Department as indicated in the 2021 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Hoch to approve Highspire Borough Ordinance No. 632 of 2021 amending Chapter 15 of the Codified Ordinances limiting parking on the north side of Eshelman Street, between Crescent Street and Poplar Avenue, Monday through Friday from 9:00 a.m. to 3:00 p.m. Motion approved unanimously.

Motion moved by Member Sutch, second by Vice-President Roman to contract Deanna Proctor for weekly custodial services and cleaning of the Borough building (2022 General Fund Budget – 409.373). Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve the successful completion of the 90-day employment probation period for Highspire Wastewater Treatment Plant employee Frank A. Skupny. Mr. Skupny's probation period concludes on November 18, 2021. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Sutch to approve the successful completion of the 90-day employment probation period for Highspire Wastewater Treatment Plant employee Ronald B. Splain. Mr. Splain's probation period concludes on November 19, 2021. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Sutch to approve the successful completion of the 90-day employment probation period for Highspire Wastewater Treatment Plant employee Cody A. Snyder. Mr. Snyder's probation period concludes on November 20, 2021. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Vice-President Roman to approve the successful completion of the 90-day employment probation period for Highspire Public Works employee Eric M. Boes. Mr. Boes' probation period concludes on December 9, 2021. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to approve the revised Minimum Municipal Obligation for 2022 Non-Uniformed Employees (2022 Budgeting Purposes) based on the most recent Actuarial Valuation Report on January 2021. Motion approved unanimously.

Motion moved by Member Sutch, seconded by Member Thatcher to approve the revised Minimum Municipal Obligation for 2022 Police Officers (2022 Budgeting Purposes) based on the most recent Actuarial Valuation Report on January 2021. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Thatcher 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 Sutch, seconded by Member Thatcher to adjourn the meeting at 7:41 p.m. Motion approved unanimously.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager