

## Highspire Borough Council Minutes

November 17, 2020

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Sutch 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 October 20, 2020 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and seconded by Member Keith. Motion approved unanimously.

### **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of October 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 she had nothing to report.

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

Mark Stonbraker, Public Safety Director, reported that he attended the following webinars, teleconferences and meetings: 11/17 DCEMA-EMC online training. 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 and on Thursday, December 3, 2020 at 12:15 p.m. will be the last testing of the Exelon-TMI Sirens, 96 sirens in total, within the 10-mile emergency planning zone.

President Anderson presented the Public Safety Director's report for the month of October 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 October 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 Keith. Motion approved unanimously.

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

President Anderson presented the South-Central Emergency Medical Services 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.

### **Citizen's Comments**

Sam Beistline, 109 Roop Street, Highspire, PA asked Council to make a motion to make Paxton Street a one-way. President Anderson stated that he would look into this and it may have to go before the Committee and a study may have to be done.

### **Correspondence**

October 19, 2020 – Mr. Kevin Musa donated \$100.00 to the Highspire Police Department K-9 program.

October 20, 2020 – Notification from Dauphin County EMA advising that they will again be accepting Act-147 Grant applications.

October 21, 2020 – Thank you card from Von Hess for recognizing him at last month's Borough Council meeting.

October 27, 2020 – Received payment #1 in the amount of \$8,087.00 from PA DEP for the Flood Control Feasibility Grant Study being conducted by Dewberry Engineering, Inc.

November 2, 2020 – Notification from DCEDC informing Highspire Borough that the Dauphin County Board of Commissioners has approved the 2020 Community Development Block Grant (CDBG) for the Roadway Rehabilitation Project in the amount of \$110,000.00.

November 9, 2020 – Received remittance advice from PA DEP in the amount of \$1,759.49 for Act 101, Section 904 Recycling Performance Grant.

November 13, 2020 – The 2021 Sewer O&M Budget and a letter explaining changes between the 2020 and 2021 budgets will be delivered to Lower Swatara Township.

### **Committee Reports**

Public Facilities – Member Matesevac noted that she will be placing Poinsettia's in the planters. She also asked about the camper parked in the parking lot behind 647 Second Street and if it is permitted to be there. Manager Stonbraker stated that this issue has been taken care of and the camper will be towed if it is not removed. Member Matesevac asked if there are any plans to remove the silos at the old mill. Member Thatcher stated that the new owner had talked about demolishing the entire building; however, there has been no further discussion on this issue from the owner. Discussion followed. Member Matesevac expressed her concerns with Borough residents being charged a fee of \$35.00 to rent the pavilions. Member Hoch stated that it isn't fair to not charge residents and have everyone else pay. She noted that either everyone pays the fee or no one pays the fee.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Member Sutch noted that the Committee decorated the display windows at the Borough. She also stated that on December 5, 2020 from 2:00 p.m. – 4:00 p.m. Santa will be visiting at the concession stand in Memorial Park. She noted that children will receive hot chocolate, cookies and a gift from Santa. She stated that it depends on the weather if they will have this event.

Personnel Committee – Member Roman had nothing to report.

Finance Administration – Member Thatcher reported that the 2021 Budget is included in Member packets for their review. He asked if anyone had any questions and noted that Council will need to vote to advertise the 2021 Budget. Solicitor Zei clarified that the budget will be voted on at the December Borough Council meeting and a motion will be made to advertise the budget at that time. Member Matesevac asked if she could see the narrative that lists all the employee's salaries and the itemized budget. Manager Stonbraker stated that he will give her a copy of the narrative. Member Sutch stated that she would also like a copy.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson had nothing to report.

Safety Committee - Manager Stonbraker noted a training was held for the Committee for re-certification on Tuesday, November 17, 2020. He also reported that the Borough received a 2020 Safety Award from Susquehanna Municipal Trust.

Maintenance & Repair – Manager Stonbraker reported that he has been receiving estimates for repair to the roof. He noted that Allied Roofing will stop by the Borough on Thursday or Friday of this week to give an estimate on the roof.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following webinars, teleconferences and meetings: 10/22 PSAB webinar training – “Tools for Preventing, Remediating and Redeveloping Blighted Properties”; 10/22 Highspire Zoning Hearing Board meeting; 10/26 CapCOG Managers meeting; 10/26 Dauphin Lebanon County Borough’s Association zoom meeting; and 10/29 PSAB webinar training – “Financing Options for Redeveloping Blighted Properties”. Manager Stonbraker noted the following events of interest: 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; a Douglas Fir was planted in memorial Park along the fence on Friday, November 6, 2020; 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. He also noted that the Woody Waste collection is scheduled for Saturday, December 5, 2020 from 10:00 a.m. to 2:00 p.m. and the last day of collection for the year will be Wednesday, December 16, 2020.

Assistant Borough Manager, Deanna Proctor, had nothing to add to her report. Manager Stonbraker reported that the issues with 601 Second Street, sidewalk being too close to the neighbor, and 282 Second Street, applying for a permit, have been resolved.

Public Works Superintendent, Randy Kreider, had nothing to report. President Anderson asked for an update on the leaf collection. Superintendent Kreider stated that the truck has been repaired and they are making progress with the leaf pick up. He also noted that the second truck is still out for repair. Superintendent Kreider stated that during the winter months he can open the Woody Waste Yard on an as needed basis for residents that have a permit and on Wednesdays in January 2021 residents can drop off their Christmas trees.

Christina Keith, Sewer Authority Chairman, stated that the nutrients have been sold to Republics. She also noted that the next Authority meeting will be held on Thursday, November 19, 2020 at 7:00 p.m.

President Anderson presented the Staff Activity Reports for the month of October 2020 and asked for a motion to accept them. Motion moved by Member Keith seconded by Member Matesevac. 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, reported that he is waiting on the subrecipient agreement from the 2020 Community Development Block Grant (CDBG) in the amount \$110,000.00. He also stated that RETTEW has submitted the 2021 CDBG grant application and it is underway. He noted that this grant will cover road work on Eshelman Street, Concord Alley and Poplar Avenue.

### **Old Business**

None

### **New Business**

Motion moved by Member Thatcher, seconded by Member Keith to approve the publication of the 2021 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer/MS4, Highway Aid, Citizens Fire Company, Capital Projects budgets and corresponding Ordinances and / or Notices. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to contract Deanna Proctor for weekly custodial services and cleaning of the Borough building (2021 General Fund Budget – 409.373). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve the 2021 Domestic Animal Protective Services Agreement with the Humane Society of Harrisburg with an administrative fee of \$250.00 and a \$281.01 initial payment. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the November 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 Matesevac, seconded by Member Keith to approve payment of Pyramid Construction Service, Inc. invoice #202257.22 in the amount of \$14,150.00, for the installation of the new Borough Building front entrance doors (General Fund Budget 409.373). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Hoch to payment for a title search for the Dauphin County Redevelopment Authority property (Property I.D. #30-023-004-000-0000). The cost of the title search will be \$1,000.00 more or less. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Dewberry Engineering Inc. invoice #1884718 in the amount of \$9,515.00 for the Highspire Flood Mitigation Feasibility Study (payment #1 in the amount of \$8,087.00 was submitted & received from PA DEP and the remaining \$1,428.00 will come from the Flood Control PLGIT account). Motion approved unanimously.

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

Executive Session: 7:56 p.m.  
Reconvene: 9:05 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 Thatcher to adjourn the meeting at 9:06 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager