

## Highspire Borough Council Minutes

November 20, 2018

Council President Sutch called the Highspire Borough Council meeting to order at 7:03 p.m. The prayer was offered by President Sutch then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	A. Kay Sutch	Michael Anderson
	Carolee Roman	Tyler Thatcher
	Marie Hoch	Georgann Thompson
	Dorothy Matesevac	

Borough Manager:	Mark Stonbraker
Administrative Assistant:	Leslie Givler
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Brian Carter
Borough Engineer:	Rob Lauriello

Assistant Borough Secretary, Deanna Proctor, was absent.

### **Minutes**

President Sutch presented the meeting minutes from the October 16, 2018 Council meetings and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Anderson and seconded by Member Matesevac. Motion approved unanimously.

### **Financial Reports**

President Sutch presented the Treasurer's Report and Financial Statements for the month of October 2018 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 Thompson. Motion approved unanimously.

### **Mayor's Report**

Mayor Hoerner noted that she attended the following meetings and events: 10/17 3<sup>rd</sup> Grade Mentoring; 10/18 Steelton-Highspire School Board meeting; 10/20 Chicken BBQ Fundraiser at the Citizen's Fire Company; 10/20 John McHale's retirement party; 10/23 Dauphin Lebanon Boroughs Association meeting; 10/24 3<sup>rd</sup> Grade Mentoring; 10/24 SHU Pumpkin painting judge; 10/25 Rode with Officer McMillan to hand out candy on Trick or Treat night; 10/27 Attended the Senior Fall Fest and Craft Show at the Steelton-Highspire High School; 10/30 3<sup>rd</sup> Grade Fall Festival Celebration; 10/31 3<sup>rd</sup> Grade Mentoring; 11/7 3<sup>rd</sup> Grade Mentoring; 11/8 Operation Recognition at the Steelton-Highspire High School; 11/9 South Central Roundtable on Chesapeake Bay Watershed; and 11/14 3<sup>rd</sup> Grade Mentoring. Mayor Hoerner thanked all who participated in the "Greenlight" program on Sunday, November 11, 2018, Veteran's Day. She also noted that she contacted Pastor Utter regarding the Tree Lighting Ceremony.

### **Police Department Report**

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 10/18 SKYWARN Training at the Dauphin County 911 Center; 11/01 A meeting at Steelton-Highspire Elementary School concerning the upcoming HCPAC presentation of Pirates Past Noon; 11/06 Meeting to discuss the "Bigs in Blue" program; and 11/13 Joint School Resource meeting. He also noted the following events of interest: Traffic Enforcement Details were conducted on October 17 and October 31 on White House Lane and Lumber Street resulting in a total of 19 Summary Traffic Violations; Dauphin County Annual Hazard Mitigation Meeting November 15, 2018 at 1451 Peter's Mountain road from 2p.m. & 6p.m.; Steelton P.D. K-9 Unit Fundraiser at the St. Lawrence Club, November 14, 2018 from 12p.m. – 10p.m.; The Citizen's Fire Department Board of Directors meeting has been rescheduled for November 26, 2018; There is a Police Department meeting for all members scheduled for December 15, 2018; and The TMI drill has been schedule for May 7, 2019.

President Sutch presented the Police Department Report for the month of October 2018 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

### **Fire Department Reports**

Shirley Sundy noted that the fire company's Christmas tree sales will begin on Friday, November 23, 2018. She also noted that after the tree lighting on December 1, 2018 the Events Committee will be serving refreshments at the fire company.

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of October 2018 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Mateševac and seconded by Member Anderson. Motion approved unanimously.

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

President Sutch presented the South Central Emergency Medical Services Report for the month of October and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

### **Citizen's Comments**

None

### **Correspondence**

Email from DCEMA concerning the Educational Facility Fire Drill Policy.

Email from DCEMA regarding the due dates for the borough's EOP, NARM and Hazards Checklist.

Benecon / PMHIC sent the borough a second surplus claim fund check in the amount of \$9,659.70 after closing out the account plan for 2017.

PA DEP provided the borough with a copy of a Notice of Violation sent to Republic Services Highspire Transfer Station for violations found during an inspection on September 20, 2018.

PA DEP submitted a letter addressed to Council President A. Kay Sutch concerning our selection for the Water Quality Improvement Project along the Mariner East 2 Pipeline Corridor in the amount of \$205,000.00

The Dauphin County Community Development Block Grant 2019 Funding Request Application was received from RETTEW, signed and submitted.

The Dauphin County conservation District gave the borough the first installment (50% = \$31,563.40) for the Dirt, Gravel and Low Volume Road Maintenance Program on Poplar Street.

The Humane Society of Harrisburg Area mailed a copy of the 2019 Municipal Domestic Animal Protective Service Agreement which the borough has been a participant for the past several years.

RETTEW provided the borough with an updated probable construction costs for the Burd Run Project.

PPL sent letters advising they received notice of the borough's changes to Direct Energy Business as the borough's Electric Generation Supplier (accts: 01601-2007 & 01401-2001). Manager Stonbraker received two follow-up letters advising Direct Energy will be providing the borough with electricity beginning November 21, 2018.

Hempt Bros., Inc. has been awarded the contract with PennDOT for the reconstruction of SR300 (PA 283) from Eisenhower Boulevard to Toll House Road from Winter – Spring 2018-2019.

PA Department of Labor and Industry provided renewal information for the Citizen's Fire Department Worker's Compensation Insurance (Policy #06215444) for 2019. The total cost is \$14,059.00.

Jerry Feaser emailed Manager Stonbraker advising him that the May 21, 2019 Municipal Primary is approaching and attached the Official Notice to be used for the preparation in assisting the Dauphin County Board of Elections as to which offices will appear in our Municipality on the 2019 Primary Ballot.

Email from Aaron Scheffey, Republic Services, advising they have decided not to bid due to the impact that sludge causes to their waste water treatment process at the landfill.

### **Committee Reports**

Public Facilities – Member Matesevac asked when Christmas decorations will go up and the winter banners. Superintendent Kreider noted that the decorations and banners are scheduled to go up. Member Matesevac also asked when the leaf collection will end. Superintendent Kreider stated that the leaf collection will continue through December until the next snowfall.

Sanitation Committee – Member Thompson noted that the Sanitation Committee had a meeting to discuss the trash contract with Republic Services. She stated that the committee agreed that they want it stated in the contract that residents do not have to call to have a large bulk item picked up and there is nothing in the current contract that states that residents are required to call. She asked that the borough let residents know to contact the borough office with any complaints. Discussion followed regarding the trash service and the penalty provision that is in the contract.

Events Committee – President Sutch noted that the committee is planning for the Tree Lighting on December 1, 2018 at Memorial Park and the committee will be baking cookies for the event.

Finance/Administration – Member Thatcher noted that the 2019 Budget will be advertised.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson noted that he attended the following meetings: 10/23 Attended the Dauphin-Lebanon Borough Association meeting; 11/05 Highspire Fire Department meeting; and he also thanked the Mayor for putting together the Greenlight for Veterans Program and thanked the Police Department for their presence during Trick or Treat night.

Junior Council Member – No Junior Council Member at this time.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, noted that he attended the following meetings: 10/17 Attended the Susquehanna Municipal Trust Annual Plan Committee meeting; 11/7 Staff meeting; 11/8 Operation Recognition Veterans Program at Steelton-Highspire; 11/9 Local Government Advisory Committee – Protecting and Restoring Local Waterways with Mayor Hoerner; 11/19 Meeting with HRG to discuss the Steel Alley / Burd Run bridge re-inspection which was done by them in September 2018. He also discussed the following events of interest: A South-Central II Roundtable on protecting and restoring local waterways will be presented by the Local Government Advisory Committee on Friday, November 16, 2018 from 12pm – 1:30pm at Derry Township Memorial Complex, 600 Clearwater Road, Hershey; HATS (Harrisburg Area Transportation Study) Technical Committee will be meeting Friday, November 30, 2018 at 9:00a.m.; The Highspire Borough Christmas Tree Lighting Ceremony will be held on December 1, 2018 at 6:00p.m. in Memorial Park; CapCOG Stormwater Roundtable at Upper Allen Township on December 6, 2018 at 8:30a.m.; The CapCOG yearly dinner meeting will be held on January 21, 2019 at the Radisson Hotel, 1150 Camp Hill Bypass, Camp Hill, PA; the CapCOG is asking municipal politicians to attend a meeting at the Hampton Township Fire Department, Good Hope Station, 1200 Good Hope Road, Mechanicsburg on February 18, 2019 at 7:00p.m. for a presentation and to discuss issues with volunteer fire companies; and the TMI exercise has been scheduled for Tuesday, May 7, 2019.

Terence Watts, Code Enforcement Officer, had nothing to report.

Randy Kreider, Public Works Superintendent, noted that the Borough Engineer Lauriello and Sewer Authority Chairman Hess will discuss highway and public works issues. Solicitor Carter asked where the borough stands with Race Street and Lower Swatara Township. Superintendent Kreider noted that he received a telephone call from Lower Swatara Township asking about the Authority meetings and they noted that they will have to meet regarding the Lower Swatara Interceptor with the sinking of their line. Discussion followed.

Von Hess, Sewer Authority Chairman, noted that due to the wet weather two manholes sunk with the worst one on Bank Alley, both lines were broke. He stated that the manhole will need to be cleaned out at least once a month until it is repaired. He noted that at the Authority meeting on Thursday, November 15, 2018 the Authority gave permission to Engineer Lauriello with RETTEW to submit a cost estimate to replace the manhole and the line out past the area where it broke. He stated that another alternative would be to replace both lines completely since they are older. He noted that the cost to replace both lines would be about \$35,000.00. Chairman Hess noted that the second manhole sunk and needs to be taken out and put back in and there is no major damage. He stated that this should be done in the spring of 2019.

Cody Lyons, MS4 Coordinator, had nothing to report. President Sutch asked when the lights would be placed on the new tree for the Tree Lighting Ceremony. Mr. Lyons replied that the lights would go on the tree the week of November 26, 2018.

President Sutch presented the Staff Activity Reports for the month of September 2018 and asked for a motion to accept them. Motion moved by Member Anderson seconded by Member Roman. Motion approved unanimously.

Chairman Hess added that on 601 Second Street, Highspire a new car lot is going in and they are starting to install an MS4 filtering system and if anyone is curious on how it works they can stop by the lot and take a look at it. Discussion followed.

### **Solicitor's Report**

Solicitor Carter noted that the briefs have been submitted to the Pennsylvania Department of Education (PDE) for the School District. He noted that he received a letter from the hearing officer stating that everything has been forwarded to Mr. Rivera, Secretary of Education, and it is now in his hands for the decision. Solicitor Carter stated that there is an update due to the Commonwealth Court by PDE and hopefully the borough will have a decision soon.

Solicitor Carter noted that on November 20, 2018 he received an order from the Pennsylvania Supreme Court on the tax assessment appeal for the Foundation for Elder Care. He noted that the foundation lost to the Tax Assessment Appeal Board, Judge Evans with the Common Pleas Court and the Commonwealth Court and stated that the Supreme Court will not hear their case. He stated that Foundation for Elder Care is taxable for their five (5) properties in the borough and will have to pay taxes.

Solicitor Carter stated that on the agenda for approval is the Stormwater Lease; which, he received Kent Patterson's final comments on November 20, 2018. He stated that they tracked as far as relevance to the sewer lease including the annual rent payments and duration of the lease because they figured it would be easier to manage. He noted the commencement date will be on December 18, 2018.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, noted that RETTEW is working through the paperwork associated with the grants that have recently been received. He stated that Manager Stonbraker has a meeting on December 12, 2018 with the Department of Environmental Protection (DEP) and RETTEW will prepare information for that meeting. He also noted that an internal meeting is scheduled for the week of November 26, 2018 to discuss everything that is associated with the grants to make sure nothing is missed and he will report back to Manager Stonbraker. Member Thatcher asked if there was any update on Poplar Street as far as a time frame for the project. Engineer Lauriello noted that Manager Stonbraker signed the addendum for the side streets and indicated they will be out in December to start the off-street stormwater project. Member Thatcher asked that if a resident from an adjoining property didn't sign off and ok the project, could it hold up the project. Superintendent Kreider stated that this will not hold up the project.

### **Old Business**

The Pennsylvania Department of Community and Economic Development Flood Mitigation Program Study Grant contract has been signed and mailed back to them for their final approval.

The two new police patrol vehicles are currently at 911 Rapid Response getting outfitted with markings and equipment.

### **Old Business**

Bids have been reopened for the 2019-2021 Bio-Solids Contract. They are due by Tuesday, November 20, 2018 at 3:00p.m. and will be opened at 3:30p.m. the same day.

### **New Business**

Motion moved by Member Hoch, seconded by Member Anderson to approve Borough Council Resolution #19-2018 formally approving the Republic Services 2019-2021 Municipal Waste Contract Bid in the amount of \$890,845.69 for the collection and transportation of municipal solid waste from the Borough. Motion approved unanimously.

Motion moved by Member Hoch, seconded by Member Thatcher to approve Borough Council Resolution #20-2018 formally approving the Stormwater Management System Agreement of Lease and the creation of a separate PLGIT account so that the Stormwater Authority can manage MS-4 and stream capital improvement projects. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the proposal from Professional Approach Landscaping Services, Inc. for the landscaping of the borough parks (Memorial, Ann Street & Reservoir) in 2019 (General Fund Budget 2019 line item 452.300). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to contract Deanna Proctor for weekly custodial services and cleaning of the Borough building (General Fund Budget 2019 line item 409.373). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve to advertise the 2019 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer, Highway Aid, Citizen's Fire Company, Capital Projects budgets and corresponding Ordinances and/or Notices. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Matesevac to approve to advertise the 2019 Borough Meeting Date Schedule. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve the 2019 Domestic Animal Protective Services Agreement with the Humane Society of Harrisburg with an administrative fee of \$250.00 and a \$490.05 initial payment. Motion approved unanimously.

Motion moved by Member Thompson, seconded by Member Matesevac to direct staff to release the November 2018 contribution to the Highspire Fire Department as indicated in the 2018 General Fund Budget. The amount to be paid to the Citizens Fire Company is \$2,000.00. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve Weaver Glass & Building Specialties, Inc. to replace six older wooden windows along the west side of the borough building (Police Department) with new thermal broke aluminum single hung windows. The cost of the project is \$12,400.00 to be paid out of the Capital Reserve Fund. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher to accept the proposal of All Season Distribution for the purchase of 27 Motorola XTS 3000 and 8 Motorola XTS 5000 radios, in the amount of \$500.00. The radios donated to the Highspire Police Department by the Manassas Park Police Department and the \$500.00 will be placed in the Police Grant PLGIT account for the future purchase of police equipment. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the placement of a Community Aid collection box at the end of the borough building parking lot. A portion of the proceeds will go to the Greater Harrisburg FOP Lodge #78. Motion approved unanimously.

Discussed issues caused by the lack of response to the several public notices for proposals for the removal and disposal of dewatered bio-solids from the WWTP and possible options.

Motion moved by Member Thatcher, seconded by Member Anderson to approve payroll and bills for November 2018. Motion approved unanimously.

With no other action to be taken, President Sutch asked for a motion to adjourn the meeting. A motion was made by Member Anderson, seconded by Member Roman to adjourn the meeting at 8:07 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Secretary