

## Highspire Borough Council Minutes

November 21, 2017

Council President Sutch called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Member Anderson 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	

Mayor:	Brenda Hoerner
Borough Manager:	John McHale
Administrative Assistant:	Leslie Givler
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
Sewer Authority Chairman:	Von Hess
Borough Solicitor:	Brian Carter
Borough Engineer:	Rob Lauriello
Junior Council Member:	Kaia Alexis Scott

Presentation by Joseph Porter to discuss the Steelton-Highspire High School – Harrisburg Promise Program and the Steelton-Highspire Elementary School– Junior Achievement Program.

### **Minutes**

President Sutch presented the meeting minutes from the October 17, 2017 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Anderson and seconded by Member Thompson. Motion approved unanimously.

### **Financial Reports**

President Sutch presented the Treasurer's Report and Financial Statements for the month of October 2017 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 Matesevac. Motion approved unanimously.

### **Mayor's Report**

Mayor Hoerner noted that she attended the following meetings and events: 10/26 Rode with Officer McMillian for Trick or Treat night; 10/30 Dauphin-Lebanon Borough's Association meeting; 11/02 Officiated a small wedding; 11/03 ABC27 Friday Morning Lights at the Steelton-Highspire High School; 11/11 Veteran's Breakfast at the VFW and 11/16 Operation Recognition at the Steelton-Highspire High School.

### **Police Department Report**

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

### **Fire Department Reports**

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of October 2017 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Matesevac and seconded by Member Thompson. 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**

Liquid Fuels Audit Report for January 1, 2016 to December 31, 2016. There were no findings.

A letter from PPL notifying the Borough that PPL will begin replacement of its mercury vapor and sodium lights to LED.

## **Committee Reports**

Public Facilities – Member Matesevac noted that she spoke to Manager McHale regarding the banners and wreaths and would like the Highway Department to put them up the week of November 27, 2017. She also noted that the Tree Lighting will be held at Citizens Bank on December 2, 2017 at 6:00 p.m. Member Matesevac noted that the leaf pick up in the Borough has started.

Sanitation Committee – Member Thompson had nothing to report.

Events Committee – President Sutch stated that the Events Committee is prepared for the Tree Lighting and visit with Santa. She noted that the Events Committee will not have a meeting in December. She also noted that the next event will be the New Year's Eve celebration on December 31, 2017 at Memorial Park.

Finance/Administration – Member Thatcher noted that the 2018 budget is complete and is on the agenda for Council to vote to advertise. He stated that there was not a tax increase; however, there was a \$4.00 increase on trash rates for tipping fees.

Personnel – Member Roman noted that Personnel Committee started the application process to hire an MS4 Administrator.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – Member Anderson noted that he attended the following meetings: 10/30 Dauphin County Lebanon Borough's Association meeting and on 11/06 Fire Department Company meeting. He acknowledged the police presence on Trick or Treat night. Member Anderson asked how often the catch basins are cleaned out in the Borough. Superintendent Kreider noted that it is a continuous process cleaning out the basins.

Junior Council Member – Junior Council Member Scott noted that the Senior Class Last Stop Holiday Shop will be held on December 9, 2017 from 10:00 a.m. – 2:00 p.m. in the Steelton-Highspire High School cafeteria.

## **Staff Activity Reports**

Manager McHale noted that the United Methodist Church will be having Toys for Tots program on Sunday, December 17, 2017 from 9:30 a.m. – 4:00 p.m. He also stated that there was an update to the 2018 Borough Meeting Date Schedule for Council to make a motion to advertise. Manager McHale noted that payment application #2 was added to item f. under New Business of the agenda. He stated that the Staff Holiday Luncheon will be held on December 21, 2017 at 11:30 a.m. and noted that a dish sign-up sheet was in the Borough office. Manager McHale thanked Leslie Givler for filling in for Deanna while she was out of the office.

Terence Watts, Code Enforcement Officer, stated Cap Cog passed their 2018 budget at the Monday, November 20, 2017 meeting.

Randy Kreider, Public Works Superintendent, noted that on November 21, 2017 the Department of Environmental Protection performed an Annual Water Quality Inspection. He noted that everything was fine and that the 2016/2017 Chesapeake Bay for nutrient reduction passed.

Von Hess, Sewer Authority Chairman, noted the Sewer Replacement Project on Lumber Street is complete. He noted that there a few punch list items. Chairman Hess stated that all grant payments have been received and the grant has been closed out.

President Sutch presented the Staff Activity Reports for the month of October 2017 and asked for a motion to accept them. Motion moved by Member Anderson seconded by Member Thatcher. Motion approved unanimously.

### **Solicitor's Report**

Solicitor Carter noted that there is a motion, item g., on tonight's agenda for Council to approve a one year extension of the Excess Maintenance Agreement between Sunoco Pipeline L.P. and the Borough for White House Lane. He noted that the information provided to him did not include the new security bond and asked that the item be amended to approve, subject to solicitor's approval, to make sure the bond is in place.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, noted that the grant application submitted to the Commonwealth Financing Authority for the Flood Mitigation Study was not awarded to the Borough for the \$185,000 requested. He stated that the matching grant was submitted to the County through the CDBG Planning Program in the amount of \$36,000. Borough Engineer Lauriello suggested calling the County to ask how many applications were received and if there is any possibility the Borough may increase that amount to cover the full grant or a portion of the grant. He noted that if the feedback is not positive the Borough may want to withdrawal the grant application. He noted that he asked Steve Gabriel to reach out to the Commonwealth Financing Authority to see what the shortcomings were on the grant application and with Council's approval he will call Dauphin County Economic Development to see what feedback he gets. Council approved Mr. Lauriello calling DCED.

Borough Engineer Lauriello noted that the grant application was submitted for the Local Share Municipal Grant for roadway projects on Klugh and Chestnut Streets and on Poplar and Walnut Streets. He stated that the hearing was held on November 1, 2017 and the award announcement will be made in March 2018.

### **Old Business**

None

### **New Business**

Motion moved by Member Roman, seconded by Member Thatcher to advertise the 2018 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administrations, Storm Sewer, Highway Aid, Capital projects budgets and corresponding Ordinances and/or Notices. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thompson to advertise the 2018 Borough Meeting Date Schedule. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve Borough Council Ordinance #612 of 2017, amending and updating the stormwater fee schedule and ordinance. Member Hoch opposed the motion. Motion approved.

Motion moved by Member Thompson, seconded by Member Roman to approve the 2018 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 Anderson, seconded by Member Thatcher to authorize staff to close the Highspire Borough Employee Health Benefit PLGIT Checking Account and move those funds to the General Fund checking Account as recommended by the Borough's Accountant. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve payment application #1 and #2, for PPE purchased by the Fire Department under Local Share Grant 2017-19, in the amount of App. #1, \$12,470.00, App. #2, includes PPE in the amount of \$1,023.00 and a radio and equipment in the amount of \$16,684.10. The invoice(s) will be submitted to Dauphin County for payment to the vendor. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to approve a one year extension of the Excess Maintenance Agreement between Sunoco Pipeline L.P. and the Borough for White House Lane with the Solicitor's approval. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the November 2017 contribution to the Highspire Fire Department as indicated in the 2017 General Fund Budget. Amount to be paid to the Company \$1,500.00, and \$500.00 retained to cover the cost of Grant development expenses. Motion approved unanimously.

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

With no other business to discuss President Sutch adjourned the meeting at 7:45p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Secretary