

## Highspire Borough Council Minutes

December 17, 2019

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 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
	Dorothy Matesevac	Christina Keith

Borough Manager:	Mark Stonbraker
Assistant Borough Secretary:	Deanna Proctor
Public Works Superintendent:	Randy Kreider
Sewer Authority Chairman:	Von Hess
Borough Solicitor:	Adam Zei
Borough Engineer:	Rob Lauriello

MS4 Coordinator, Cody Lyons, and Member Hoch were absent.

### Minutes

President Sutch presented the meeting minutes from the November 19, 2019 Council meeting and the November 26, 2019 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Roman and seconded by Member Thatcher. Motion approved unanimously.

### Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of November 2019 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Keith and seconded by Member Anderson. Motion approved unanimously.

### Mayor's Report

Mayor Hoerner noted that she attended the following meetings: 10/19 Community Resource and Health Fair; 10/29 4<sup>th</sup> Quarter Dauphin Lebanon Borough's Association meeting; 12/07 Highspire Tree Lighting; 12/8 Steelton-Highspire High School Winter concert; and 12/17 swore in James Bennett who is a new part-time Police Officer.

### Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 11/20 PSAB Police Civil Service Training; 11/26 FBI Joint Terrorism Task Force Training; and 12/02 Citizen's Fire Company #1 of Highspire Board meeting, Relief meeting and Company meeting. Events of Interest: Public Safety Director Stonbraker reported that contributions from Central Distribution and Champions Sports Bar have enabled the Highspire Police Department to purchase two new patrol bicycles. He noted that bicycle training has been scheduled for next year for Officer Christopher Santiago and Office Casey McMillan. He also mentioned that Officer Mark Sallada and K-9 Krypto have continued riding in the mornings with Steelton-Highspire school busses and meeting with students and they also met with citizens on December 9, 2019 at the 230 Café.

President Sutch presented the Police Department Report for the month of November 2019 and asked if there were any questions regarding it. Hearing none she noted that it could be filed.

### Fire Department Reports

Shirley Sundry reported that there are only sixteen (16) Christmas Trees left to sell.

President Sutch presented the Fire Department Treasurer's report for the month of November 2019 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac and seconded by Member Thatcher. Motion approved unanimously.

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

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

### **Citizen's Comments**

None

### **Correspondence**

A letter from the Dauphin County Department of Public Safety concerning the Act-147 2019-2020 Radiological Emergency response Fund (RERF) Grant application that the Borough submitted was approved in the amount of \$2,100.00.

A direct deposit payment notification from the Commonwealth of Pennsylvania Remittance Advice in the amount of \$597.62 for State Police Fines.

A letter from Governor Tom Wolf officially appointing Mark Stonbraker as Emergency Management Coordinator for Highspire Borough.

A letter from Benecon concerning the 2018 surplus distribution and a check in the amount of \$6,987.08.

Memorandums from the Dauphin County Board of Assessment and Appeals in reference to a change in assessment value for 201 Race Street.

An email was sent on November 12, 2019 to Elizabeth McBride with Lower Swatara Township with the 2020 Sewer O&M budget and a letter on November 20, 2019 explaining the changes.

A letter from the Law Offices of Eckert Seamans dated December 4, 2019 concerning the Highspire Borough Finance Committee's approval of the 2020 Sewer O&M budget.

Copies of election certificates from the Dauphin County Bureau of Registration and Elections issued for Highspire Borough candidates who won election on November 5, 2019.

A letter from the Defense Logistics Agency concerning six (6) PA DEP regulated above ground storage tanks located in Fairview Township, York County.

A letter from the Law Offices of Johnson Duffie concerning the Series of 2019 General Obligation Bonds.

### **Committee Reports**

Public Facilities – Member Matesevac stated that the Christmas decorations in the planters were vandalized and some of the decorations were stolen.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – President Sutch reported that the next Committee meeting will be held in January to plan events for the year 2020.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman wished everyone a Merry Christmas.

Community Development – Member Hoch was absent.

Public Safety Committee – Member Anderson noted that he attended the Fire Department Board meeting on November 26, 2019 and the Company meeting on December 2, 2019. Mayor Hoerner reminded Members that on December 21, 2019 the Citizen's Fire Company will drive around town with Santa on the fire engine and on December 31, 2019 is the New Year's Eve Celebration.

Safety Committee – Submitted a written report of the meeting minutes in Council's packets.

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

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he attended the following meetings: 11/20 PSAB Police Civil Service Training; 11/22 meeting with Kaitlyn Strong, Cash Management Specialist with Members 1<sup>st</sup> Federal Credit Union; 11/25 meeting with Rob Lutz with R.J. Hall for the Annual Police Pension Plan savings of \$9,394.01; meeting with Matthew Conlin with PLGIT; 12/03 meeting with Ron Hicks with Teamsters; and 12/07 attended the Annual Tree Lighting Ceremony. Events of Interest: Manager Stonbraker noted that the Highspire Borough Employees Holiday Party is scheduled for Friday, December 20, 2019 at 11:30 a.m.; the Annual Memorial Park New Year's Eve Celebration, bonfire and candy drop will again be held on December 31, 2019 from 10:00 p.m. to 12:30 a.m.; the next Borough Council meeting will be the Biennial Reorganization meeting scheduled for Thursday, January 2, 2020 at 7:00 p.m.; and the CapCOG 2020 Annual Dinner will be held on January 20, 2020 at the Central Hotel & Conference Center.

Randy Kreider, Public Works Superintendent, had nothing to report.

Von Hess, Sewer Authority Chairman, noted that at the December 19, 2019 Authority meeting, RETTEW will do a presentation on the Streambank Restoration project. President Sutch had questions regarding the new pavilion. Discussion followed.

Cody Lyons, MS4 Coordinator, was absent.

### **Solicitor's Report**

Adam Zei, Solicitor, requested an Executive Session to discuss a litigation matter and a personnel issue.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, reported that there have been no updates with the status of the grants.

### **Old Business**

Motion moved by Member Thatcher, seconded by Member Roman to approve Highspire Borough Ordinance #622 of 2019 setting the general taxation rate on Real Property for 2020 at 19.0 mills. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to adopt the 2020 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer, Highway Aid, Citizens Fire Company, and Capital Projects budgets. Motion approved unanimously.

### **New Business**

Motion moved by Member Thatcher, seconded by Member Anderson to approved Highspire Borough Resolution #27-2019 setting the trash rate for the fiscal year 2020 at \$299.00 per collection unit. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve Highspire Borough Council Resolution #28-2019 setting the 2020 sewer rental rates for residential and non-residential users and the interest and penalty for non-payment of said fees. Residential rates \$65.00 per month / per unit, Non-residential rate \$90.85 per month / per unit and interest and penalty per attached schedule. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve Highspire Borough Council Resolution #29-2019 appointing Boyer & Ritter, Certified Public Accountants to audit the Borough's books for the year 2019. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Keith to approve the employment contract for Mark Stonbraker for the term January 1, 2020 through December 31, 2020. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Anderson to approve the employment contract for Randy Kreider for the term January 1, 2020 through December 31, 2020. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #30-2019 reappointing Donald E. Shenfeld to the position of Deputy Fire Chief. Term January 1, 2020 to December 31, 2022. Member Thatcher opposed the motion. Motion approved.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #31-2019 reappointing Tom Otzel to another four-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to amend item g. under New Business, Highspire Borough Council resolution #31-2019 reappointing Tom Otzel to another five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Roman to approve Highspire Borough Council Resolution #32-2019 reappointing Tom Otzel to another four-year term of office on the Highspire Borough Zoning Hearing Board. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve Highspire Borough Council Resolution #33-2019 reappointing Christina Keith to another four-year term of office on the Highspire Borough Planning Commission. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #34-2019 reappointing Arlene Smith to another two-year term of office on the Highspire Environmental Advisory Board. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to direct staff to release the December 2019 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2019 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Anderson to direct staff to pay \$4,500 into the Fire escrow PLGIT account to match funds from Citizen's Fire Company #1 of Highspire for the purchase of a new pumper truck as indicated in the 2019 General Fund budget (411.700). The Fire Company and Borough have an agreement that requires the Borough to place a matching amount up to \$7,500.00 in the PLGIT Escrow Account toward the purchase of a fire truck. (Based on 100% match by the Fire Company).

Motion moved by Member Keith, seconded by Member Thatcher to approve changing the following PLGIT accounts from "PLGIT" – Class" which currently has a 1.58% / 7-day yield to "PLGIT Plus" which offers a better 7-day yield of 1.82% for Sewer Revenue Fund, General Fund, Storm Sewer, General (Capital Reserve), and Property & Equipment. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to approve the one (1) year Ford Crown Victoria vehicle lease agreement with Mark A. Sallada – 911 Rapid Response. Motion approved unanimously.

Motion moved by Member Roman, second by Member Anderson to approval the payroll and bills. Motion approved unanimously.

Executive Session: 7:34 p.m.

Reconvene: 8:12 p.m.

With no other action to be taken, President Sutch asked for a motion to adjourn the meeting. Motion moved by Member Keith, seconded by Member Anderson to adjourn the meeting at 8:14 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Secretary