

Highspire Borough Council Minutes

December 18, 2018

Council President Sutch called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Roman 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

Borough Manager:	Mark Stonbraker
Assistant Borough Secretary:	Deanna Proctor
Code Enforcement Officer:	Terence Watts
Public Works Superintendent:	Randy Kreider
MS4 Coordinator:	Cody Lyons
Borough Solicitor:	Dave Deluce
Borough Engineer:	Rob Lauriello

Council Member, Dorothy Matesevac, was absent.

Minutes

President Sutch presented the meeting minutes from the November 20, 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 Roman. Motion approved unanimously.

Financial Reports

President Sutch presented the Treasurer's Report and Financial Statements for the month of November 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 Thatcher. Motion approved unanimously.

Mayor's Report

Mayor Hoerner noted that she attended the following meetings and events: 11/28 3rd Grade Mentoring and School Board Meeting; 11/29 Pride celebration at the elementary school; 12/01 Tree Lighting Ceremony; 12/02 Winter concert at Steelton-Highspire; 12/05 3rd Grade Mentoring; 12/06 Family Fun Night at the elementary school; 12/12 3rd Grade Mentoring; and 12/15 Police Department Meeting. She also noted that the ride along with Santa on December 15, 2018 was postponed due to the weather.

Police Department Report

Mark Stonbraker, Public Safety Director, noted that he attended the following meetings: 11/24 Steelton K-9 fundraiser at the St. Lawrence Club; 11/26 Citizen's Fire Department Board of Directors meeting; 12/11 Steelton Highspire School Resource meeting; and 12/13 Dauphin County EMA All Hazards meeting along with Terry Watts. Events of Interest: 12/07 there was a showing of HCPAC's A Christmas Story for the Steelton-Highspire Elementary School first and second grades; 12/06 at 12:15 p.m. there was an Exelon test of all sirens; 12/15 there was a Police Department meeting for all members; and a reminder that on May 7, 2019 is the TMI drill.

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

Fire Department Reports

Shirley Sundry noted that on Saturday, December 22, 2018 Santa will ride through town on a fire engine. She also noted that the fire company has around 8 trees remaining.

President Sutch presented the Fire Chief's Report and Treasurer's report for the month of November 2018 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 Anderson. 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

In-Synch Systems announced its intention to retire the Summary Reporting System (SRS) of the Uniform Crime Reporting (UCR) Program and transition to the National Incident Based Reporting System (NIBRS) on January 1, 2021.

Two letters from the Humane Society of Harrisburg Area. First, advising they are starting construction on an exterior building on November 28, 2018 and the police department will have to access the building through another entrance for after-hours drop offs. Second, the Humane Society received the boroughs 2019 Municipal Services Agreement with payment.

A letter from Mr. William Mortimore, 183 Market Street, Highspire, requesting the addition of their Handicap Placard Permit Number to the Handicap parking sign in front of their residence.

An email and letter from Keith Sadler, Regional Director for the Pennsylvania Office of the Attorney General requesting future assistance in investigating heroin and opioid distribution in the Commonwealth.

An email from 911 Rapid Response advising the two new police vehicles will be finished Tuesday, December 18, 2018 and arrangements have been made to pick up the vehicles on Thursday, December 20, 2018.

A letter from PennDOT advising Carnegie Mellon University has been approved to test an automated vehicle in a number of counties including Dauphin County.

A letter from PennDOT informing the borough that the State Police Fines and Penalties payment in the amount of \$625.65 was paid on December 3, 2018.

Two letters from PPL for accounts 05925-26433 and 64925-25430 advising Direct Energy Business will begin providing the borough with electricity on or about November 29, 2018 and that the borough will be receiving a separate bill from PPL Electric Utilities for distribution charges.

Letter from Standard Insurance Company announcing that their Travel Assistance provider has changed to Generali Global Assistance.

A letter with an offer for Repository Property from the Dauphin County Tax Claim Bureau for 551 Willow Street with a repository bid in the amount of \$500.00.

An email and Technical Memorandum from Rob Lauriello reviewing the Wastewater Treatment Plant biosolids disposal options.

A letter from the Dauphin County Office of Tax Assessment inquiring if property taxes and trash rates were increasing for 2019.

An email from Dennis Frye, E.K. Services, Inc., informing the borough that due to the continued precipitation, pipe crews are still trying to complete earlier contract work which will push back the drainage portion of the Poplar Street Roadway Project.

Received ten living flowering trees from the Arbor Day Foundation.

Received the 2019 Workers' Compensation Policy from Susquehanna Municipal Trust.

Authorization letters to R.J. Hall authorizing Principal Financial Group to make payments from plan funds for Actuarial and Support Services for the year 2019.

Committee Reports

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Thompson had nothing to report.

Events Committee – President Sutch noted that the committee is planning for the New Year's Eve Celebration on December 31, 2018 from 10:00 p.m. – 12:30 a.m.

Finance/Administration – Member Thatcher had nothing to report.

Personnel – Member Roman had nothing to report.

Community Development – Member Hoch had nothing to report, but asked if a letter was sent to William Mortimore in response to his request for the handicapped parking space in front of his house be designated for him. Manager Stonbraker replied that he will be sending a letter denying Mr. Mortimore's request.

Public Safety Committee – Member Anderson noted that he attended Highspire Fire Department meeting on December 3, 2018.

Safety Committee – Nothing to report.

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

Staff Activity Reports

Mark Stonbraker, Borough Manager, noted that he attended the following meetings: 12/01 Annual Highspire Borough Christmas Tree Lighting at the Citizen's Fire Company; 12/06 CapCog Stormwater Roundtable at Upper Allen Township along with Randy Kreider and Cody Lyons; 12/12 Attended a meeting along with Randy Kreider and Rettew Associates at the DEP offices on Elmerton Avenue to discuss the paperwork required for the Mariner II Grant for the Burd Run Restoration Project. Events of Interest: 12/12 and 12/19 Biosolid proposal notices were again advertised in the Middletown Press and Journal; 12/14 HATS Coordinating Committee meeting; 01/21/2019 CapCOG dinner meeting at the Radisson Hotel, 1150 Camp Hill Bypass, Camp Hill, PA; and 02/18/2019 at 7:00 p.m. the CapCOG is asking municipal politicians to attend a meeting at the Hampton Township Fire Department, Good Hope Station, 1200 Good Hope Road, Mechanicsburg for a presentation and to discuss issues with volunteer fire companies.

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

Randy Kreider, Public Works Superintendent, noted that he notified UGI regarding three street cuts that UGI did that were now sinking. He noted that UGI was not aware that Rt. 230 would be repaved in 2019. He stated that UGI will contact PennDot and do any necessary work prior to the road being repaved. Superintendent Kreider noted that he will also contact Suez. Member Anderson asked if there was a way to bond the street. Engineer Lauriello stated that the Borough can require a bond on someone that does upgrades to the street so they will have to come back and fix any problems. Discussion followed.

Von Hess, Sewer Authority Chairman, had nothing to report.

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

Solicitor's Report

Solicitor DeLuce stated that he had nothing to report and requested an executive session.

Engineer's Report

Rob Lauriello, Borough Engineer, noted that the change order for Poplar Street has been executed for the storm work. He stated that with all the rain, the schedule for E.K. Services has been pushed to January or February. He noted that the Borough will need to draw down funds by the end of March. Engineer Lauriello also noted that he along with Manger Stonbraker met with the Administrator on December 12, 2018 regarding the Mariner II DEP grant to discuss the paperwork that will need to be submitted by the end of the month. He stated that the Flood Mitigation Grant project will need to be bid out. He spoke to Sandy Orth who said the Borough would need to make a request for the proposal, receive, review and make the award and get approval from the Commonwealth Authority. President Sutch asked if no bids come in for the biosolids what would the borough need to do. Discussion followed regarding the options for the biosolids.

Old Business

The contract with Weavers for the window replacement has been signed and returned. They re-measured the windows on Thursday, December 13, 2018 and ordered the windows with the hope the new windows will be installed by early next year.

The contract with Professional Approach Landscaping Service has been signed and returned.

The quote for the sale of the surplus police radios to All Season Distribution has been signed, returned and the radios have been picked up.

The Wednesday, November 28, 2018 issue of the Middletown Press and Journal carried a notice of the Highspire Borough Council 2019 meeting dates.

The Wednesday, December 5, 2018 issue of the Middletown Press and Journal carried a notice of the Borough of Highspire Summary of Proposed 2019 Budgets & Tax Rates as of 11/20/18.

The separate Stormwater PLGIT account has been set up for the Stormwater Authority.

New Business

Motion moved by Thatcher, seconded by Member Roman to approve Ordinance No. 616 of 2018 setting the taxation rate on Real Property for 2019 at 18.50 mills. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to adopt the 2019 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administrations, Storm Sewer, Highway Aid, and Capital Projects budgets. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Resolution 21-2018 setting the trash rate for the fiscal year 2019 at \$299.00 per collection unit. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to approve Resolution 22-2018 setting the 2019 sewer rental rates for residential and non-residential users and the interest and penalty for non-payment of said fees. Residential rate \$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 Roman seconded by Member Anderson to approve Resolution 23-2018 appointing Boyer & Ritter, Certified Public Accountants to audit the Borough's books for the year 2018. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the employment contract for Mark Stonbraker, for the term January 1, 2019 through December 31, 2019. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve the employment contract for Terence Watts, for the term January 1, 2019 through December 31, 2019. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher to approve the employment contract for Randy Kreider, for the term January 1, 2019 through December 31, 2019. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve the employment contract for Cody Lyons for the term, January 1, 2019 through December 31, 2019. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve Resolution 24-2018 re-appointing Frank Egrestiz to the position of Fire Chief for the term, January 1, 2019 to December 31, 2020. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Borough Council Resolution 25-2018, revising and updating the schedule of fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Thompson, seconded by Member Thatcher to approve Borough Council Resolution 26-2018 authorizing the sale or disposition of surplus property, 2007 Ford Crown Victoria and 2010 Ford Crown Victoria, both used by the police department having a value of less than one thousand dollars. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Anderson to direct staff to release the December 2018 contribution to the Highspire Citizens Fire Department as indicated in the 2018 General Fund Budget. Amount to be paid to the Company is \$2,000.00. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Hoch to approve a one-year extension of the Excess Maintenance Agreement Permit #20160780 between Sunoco Pipeline L.P. and the Borough for White House Lane. The new expiration date will be November 21, 2019. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher to approve a Visa credit card with Member's 1st Federal Credit Union in the amount of \$5,000.00 and Borough Manager, Mark Stonbraker, as the authorized signer. Motion approved unanimously.

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

Biosolids proposal notices are being advertised in the Middletown Press and Journal. All bid forms for the proposals must be received by 3:00 p.m. on Thursday, December 27, 2018 with opening occurring the same day at 3:30 p.m.

Motion moved by Member Roman, seconded by Member Anderson to approve

Executive Session: 7:39 p.m.
Reconvene: 7:52 p.m.

The meeting has been continued and scheduled for Thursday, December 27, 2018 at 7:00 p.m.

The meeting reconvened on Thursday, December 27, 2018 at 7:04 p.m.

Old Business

The 2019-2021 contract with Republic Services has been signed and returned.

The new 2018 Ford Interceptor Police Utility Vehicles were picked up from 911 Rapid Response and placed into service.

New Business

Motion moved by Member Roman, seconded by Member Thatcher to discontinue the 2013 Royaltown Codes Enforcement Contract effective March 31, 2019 and to mail them official notice advising them of the same. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Thatcher authorizing the Solicitor to review the Biosolids proposal from Advanced Disposal Services for the transportation and disposal of de-watered biosolids from the Wastewater Treatment Plant effective January 1, 2019 to December 21, 2021 and to award the contract to Advanced Disposal Services and for the Solicitor to direct the Council President, A. Kay Sutch, to sign the contract. Motion approved unanimously.

Motion moved by Member Anderson, seconded by Member Roman to allow the Council President, A. Kay Sutch, to sign a permission letter to Hoffman Ford which authorizes Manager Mark Stonbraker to sign any and all required lease documentation for the two new police patrol vehicles. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Anderson to approve the remainder of the 2018 bills.
Motion approved unanimously.

Solicitor DeLuce noted that due to prior discussion, a letter will need to be submitted to decrease the number of Council Members, eliminating two (2) members. Discussion followed regarding the procedure.

With no other action to be taken, President Sutch adjourned the meeting 7:54 p.m. on December 27, 2018.

Respectfully submitted,



Deanna Proctor
Assistant Borough Secretary