

Highspire Borough Council Minutes

December 21, 2021

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by President Anderson then followed by the Pledge of Allegiance.

Roll call was taken:

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

Mayor:	Brenda Hoerner
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Borough Solicitor:	Anna Marie Sossong
Borough Engineer:	Robert Lauriello

President Anderson announced that Council would go into Executive Session.

Executive Session: 7:01 p.m.
Reconvene: 7:55 p.m.

Minutes

President Anderson presented the meeting minutes from the November 16, 2021 Council meeting and the December 14, 2021 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Sutch and seconded by Member Keith. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of November 2021 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice-President Roman and seconded by Member Thatcher. Motion approved unanimously.

Mayor's Report

Mayor Hoerner reported that she attended the following events: 12/04 Santa in the Park and Tree Lighting; 12/06 Coffee With a Cop at the Highspire United Methodist Church; and 12/18 Police Department meeting. Mayor Hoerner announced that it was her last meeting as Mayor and she thanked everyone for their support during her five (5) years as Mayor and her transitions into becoming the Mayor. She stated that it was her honor to be the first woman Mayor of Highspire.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, had nothing to add to his written report.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of November 2021 and asked if there were any questions regarding the reports. 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 November 2021 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Keith and seconded by Member Thatcher. Motion approved unanimously.

South Central Emergency Medical Services Report

President Anderson presented the South-Central Emergency Medical Services Report for the month of October 2021 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

November 16, 2021 – Letter from PSP informing the Borough that Sergeant Canfield has been accepted to attend their Leadership Development Course Scheduled for early next year.

November 16, 2021 – A copy of the 2022 Dewatered Biosolids Agreement extension was mailed to Waste Management of Pennsylvania, Inc.

November 18, 2021 – Pre-application Solicitor's letter from Anna Marie Sossong, esq., Johnson Duffie to Millie Kuhns, USDA-RD.

November 19, 2021 – Letter of Support from Senator Christopher Gebhard for the USDA-RA Highspire Municipal Building HVAC Project.

November 22, 2021 – County of Dauphin October 2021 Delinquent Tax check in the amount of \$2,545.66.

November 22, 2021 – PennDOT Notice of Payment – State Police Fines and Penalties - \$537.33.

November 23, 2021 – Email from Irv Spoonhour, Approved Codes Services, regarding the condemnation of 418 & 420 Market Street.

November 23, 2021 – Pennsylvania Department of Labor and Industry – Bureau of Occupation and Industrial Safety – 5-year Accessibility Audit Review.

November 23, 2021 – Mr. Tom Stang, Waste Management of Pennsylvania, Inc. dropped off copies of the 2022 Biosolids Transportation and Disposal Agreement.

November 24, 2021 – Letter from Eckert Seamans rejecting the 2022 Sewer Operations and Maintenance Budget.

November 29, 2021 – County of Dauphin October 2021 Transfer Tax check in the amount of \$4,904.41.

November 29, 2021 – Dauphin County Office of Community & Economic Development – Announcement of kickoff meeting for new Dauphin County infrastructure programs.

December 1, 2021 – Letter from Borough Solicitor, Anna Marie Sossong, to Eckert Seamans regarding their objection(s) to the 2022 Sewer O&M Budget.

December 3, 2021 – Commonwealth of PA Remittance Advice – State Police Fines and Penalties - \$537.33.

December 3, 2021 – Email from PA DEP Grants Center – Estimated 2020 Municipal Recycling Performance Grant Award - \$1,712.26.

December 6, 2021 – Thank you letter sent to Ms. Chasity Anderson, Manager of Dollar General, for their generous donation of cocoa mix, candy canes and cookies for the Meet with Santa community event in Memorial Park.

December 6, 2021 – Thank you letter to Ruth Ann Bowerman for the gift basket.

December 6, 2021 – Dauphin County Fines and Costs – check in the amount of \$88.56.

December 9, 2021 – Dauphin County Office of Tax Assessment – letter detailing tax exempt parcel exemption recertification review.

December 14, 2021 – Letter from Mr. Thomas Otzel expressing his interest in a position with the Highspire Zoning Hearing Board.

Committee Reports

Public Facilities – Member Matesevac noted that she spoke to Robert Lauriello, Borough Engineer, asking him to check on some roads in the Borough that may need attention. She stated that Catherine Street and Market Street to Lumber Street have potholes that need repaired. Mr. Lauriello noted that he does a road tour with Director Kreider on an annual basis and updates the map to prioritize the roads in need of repair which are then added to the queue to be inspected in the spring.

Sanitation Committee – Member Keith had nothing to report.

Events Committee – Nothing to report.

Finance Administration – Member Thatcher noted that a motion to adopt the 2022 Budget is on tonight's agenda.

Personnel Committee – Vice-President Roman reported that citizens have made comments to her of how appreciative they are of the leaf pick up.

Community Development – Member Hoch had nothing to report.

Public Safety Committee – President Anderson had nothing to report.

Safety Committee – Manager Stonbraker had nothing to report.

Maintenance & Repair – Member Matesevac stated that she has been working with Manager Stonbraker regarding the window replacement. She noted that the windows will be replaced in the council room and the side windows at the front entrance of the Borough building in the spring or early summer of 2022. Member Matesevac asked if a vote was needed at tonight's meeting regarding the proposal from Pyramid Construction or if it could be tabled until the January 2022 meeting so members have time to review the proposal. Manager Stonbraker noted that it could be tabled until the January 2022 meeting. Member Matesevac asked Manager Stonbraker if an estimate was received for the egress windows in the basement of the Borough building. He stated that an estimate was received, but not in time to add to the agenda and publish. He stated he will include it on the January 18, 2022 meeting agenda. Manager Stonbraker updated members on the roof repair done by Capital Coating.

Staff Activity Reports

Mark Stonbraker, Borough Manager, stated that one of the things the Borough needs to do with the funds received from the American Rescue Plan Act of 2021 (ARPA) is digitalization of records and security cameras. He noted that he has a meeting scheduled with Higher Information Group on Wednesday, December 22, 2021. He stated that he will discuss this more at the January 18, 2022 meeting.

Assistant Borough Manager/Codes, Deanna Proctor, updated members on the status of the 418/420 Market Street properties. She noted that the Structural Observation Report was received from Providence Engineering and will be forwarded to Approved Codes for their review and recommendation.

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

Christina Keith, Sewer Authority Chairman, stated that she received the NPDES Permit which is the Sanitary Sewer permit that is required every five (5) years. She noted that a draft of the permit is posted at the plant and borough office and the public has thirty (30) days to review. She also reported that Rettew is moving forward with working with Manager Stonbraker regarding the FEMA & PEMA funding for the Poplar Street culvert and with trying to navigate the repair and have it out for bid by spring 2022.

Authority Chairman Keith updated members on the dewatering project to replace the centrifuge that broke down. She noted that the Authority discussed whether to replace the broken part or do a full comprehensive upgrade. She stated that the Board reviewed a preliminary report of what the comprehensive upgrade would look like and the Board has discussed it over the past two (2) months and have agreed unanimously to do the full comprehensive upgrade. Chairman Keith noted that the project will be costly. She informed members that she is keeping Lower Swatara Township in the loop and Rettew has been coordinating with them to get them the information as they are going to finalize the report. The tentative timeline for the project is to begin work in January 2023 and have it completed by September 2023. She noted that the project includes tearing down some buildings at the plant and some new construction. Chairman Keith informed members that Rettew is looking into getting grant funding for the project and will know more in January 2022. She encouraged members to attend an Authority meeting to get more information, or if interested she can give them a copy of the preliminary report to review.

Assistant Borough Manager Proctor discussed the Low-Income Household Water Assistance Program (LIHWAP). She stated that if the Borough signs up for this program, it could help residents in need to help pay their delinquent sewer bills.

President Anderson presented the Staff Activity Reports for the month of November 2021 and asked for a motion to accept them. Motion moved by Member Keith seconded by Member Matesevac. Motion approved unanimously.

Solicitor's Report

Anna Marie Sossong, Solicitor, had nothing to report.

Engineer's Report

Rob Lauriello, Borough Engineer, reported that Rettew received the Subrecipient Agreement for the 2020 -2021 CDBG Grant Project from the County which has been executed for the 2021 grant. He stated that both projects are ready to go and the contracts are ready to be sent over to the County for their review. He stated that, at this time, it would be appropriate for Council to authorize Rettew to advertise the project so that it can be put out for bid. He noted that the borough needs to stay on track, and in order to meet the timeline of the 2020 project, the Borough needs to start expending funds by March 2022. Mr. Lauriello asked for authorization to advertise the project for the 2020 grant which includes George Alley, Concord Street and Poplar Street and the 2021 grant includes Eshelman Street.

Motion moved by Member Keith, seconded by Member Thatcher to authorize RETTEW Associates, Inc, to advertise for bid, the George Alley, Concord Street, Poplar Street and Eshelman Street project. Motion approved unanimously.

Mr. Lauriello reminded members that the funding for both projects is \$268,000.00.

Old Business

None

New Business

Motion moved by Vice-President Roman, seconded by Member Thatcher to adopt the 2022 Budget including the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer / MS4, Highway Aid, Citizens Fire Company, and Capital Projects budgets. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to approve participation in the Pennsylvania Department of Human Services LIHWAP (Low-Income Household Water Assistance Program). Motion approved unanimously.

Motion to approve the proposal from Pyramid Construction (PCI Estimate #1-201-5805A) for replacing the five (5) windows in the Council Room of the Highspire Brough Municipal Building. Total cost of the project is \$25,050.00 which will be paid out of the General Fund Capital Reserve PLGIT. Motion was tabled until the January 18, 2022 meeting.

Motion to approve the proposal from Pyramid Construction (PCI Estimate # 1-201-6161) for the replacement of the two (2) entry-way windows and also the cleaning and caulking of the handicap ramp railing pockets for the Highspire Borough Municipal Building. Total cost of the project is \$3,525.00 and \$1,359.00 respectively which will be paid out of the General Fund Capital Reserve PLGIT. Motion was tabled until the January 18, 2022 meeting.

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

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 8:32 p.m. Motion approved unanimously.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager