

Highspire Borough Council Minutes

February 15, 2022

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

Roll call was taken:

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

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Borough Engineer:	Robert Lauriello

Borough Solicitor, Anna Marie Sossong and Public Works Director, Randy Kreider, were absent.

Motion moved by Member Keith, seconded by Member Matesevac to approve Highspire Borough Council Resolution #6-2022 recognizing Officer Joshua N. Reager for his actions in saving the life of a bicyclist who was critically injured during a motor vehicle accident. Motion approved unanimously.

Mayor Hess presented Officer Joshua Reager with a certificate and a medal to honor him for his actions in saving the life of a bicyclist who was critically injured during a motor vehicle accident.

Minutes

President Anderson presented the meeting minutes from the January 18, 2022 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and seconded by Member Thatcher. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of January 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Keith and seconded by Vice-President Roman. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 01/25 Dauphin Lebanon Borough Association zoom meeting; Dauphin County Fire Auxiliary meeting to complete Oath of Office for members; 02/07 Highspire Fire Department meeting to complete Oath of Office for Fire Department Officers and he responded to a welcome letter from Sherry Webb, Executive Director, Harrisburg Christian Performing Arts Center who informed him of their interest in being involved in any future community events in the Borough. Events of interest: Monday, April 4, 2022 from 9:00 a.m. – 11:00 a.m. the next "Coffee with a Cop" has been scheduled at the United Methodist Church. He also noted that three Oath of Offices still need to be administered, two Fire Department Officers and one Zoning Board member.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, stated that Sergeant Bradley Canfield attended the Pennsylvania State Police Leadership Development Course which was a three (3) week course and he graduated on February 4, 2022. Director Stonbraker informed members that Anthony Stains, from Middletown Area High School, is currently an intern with the Highspire Police Department.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of January 2022 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 months of December 2021, January 2022 and the 2021 Yearly Report and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Keith, seconded by Vice-President Roman. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

January 19, 2022 – Faxed and mailed the Borough's response to the January 10, 2022 letter from Dauphin County Tax Claim Bureau deputy Director Holly C. Martz, informing her that the Borough of Highspire opposes the extension of the 30-day interest-free tax period for delinquent tax claims of effected properties within Highspire Borough.

January 19, 2022 – Dauphin County Fines & Costs – Check in the amount of \$102.64.

January 20, 2022 – Letter from Accu-Audits, Inc. – They will be conducting an annual audit of the Borough payroll on Tuesday, February 8, 2022.

January 20, 2022 – Email from CapCOG – 2022 Annual Dinner Report.

January 20, 2022 – PCCD – Funding announcement for Regional Policing Assistance Program.

January 21, 2022 – Signed proposals for the security cameras and digitalization of essential documents were mailed to Higher Information Group.

January 21, 2022 – Letter from The AMES Companies, Inc. – Downstream notification.

January 21, 2022 – County of Dauphin – December 2021 Transfer Tax check in the amount of \$8,014.32.

January 27, 2022 – Letter from Boyer & Ritter – 2021 Financial Audit Arrangement Letter.

January 27, 2022 – Letter to Members 1st Federal Credit Union authorizing Highspire Tax Collector, Deanna Proctor, access to the tax collection account.

January 28, 2022 – County of Dauphin – December 2021 Delinquent Tax check in the amount of \$14,374.21.

January 31, 2022 – Letter from Highspire Public Works Superintendent, Randy Kreider, requesting a leave of absence.

January 31, 2022 – Email from USDA-RA – Approval to submit application for a low-interest loan/grant to replace the Municipal Building HVAC system.

February 1, 2022 – Email from Approved Codes – 2022 Fee Schedule.

February 2, 2022 – Email from Comcast Cable – 4th Quarter 2021 Franchise Fee in the amount of \$6,665.95.

February 2, 2022 – Letter to Mr. Thomas S. Hughes, PEMA State Hazard Mitigation Officer – Local Review & Compliance letter.

February 3, 2022 – Letter from Mr. Daryt Tower, President & CEO of Tower Transportation, LLC – Requesting Highspire Borough Council give permission to park commercial vehicles on an adjoining lot.

February 6, 2022 – Letter from PA DEP – MS4 Periodic Report Review.

February 7, 2022 – Dauphin County Fines & Costs – Check in the amount of \$84.78.

Committee Reports

Public Facilities – Member Matesevac discussed issues with potholes in the Borough and stated that she did notice that some were patched on Market Street. She also noted that she spoke with Manager Stonbraker regarding properties in town. She discussed 152 Penn Street, 237 Market Street and 418/420 Market Street. Member A. Kay Sutch asked if it would be the responsibility of the utility companies, that have dug up the road to do utility repairs on Route 230, to resurface the roads where the repairs were made or will PennDOT repair the road. She asked how long they have to repair the roads. Manager Stonbraker stated that it could take up to six (6) months depending on the weather.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher announced the winners of the Home Decorating Contest – 1st Place – Richard Smith, 451 Second Street, 2nd Place – April Shoop, 424 Second Street, and 3rd Place – Adam Kondraski, 388 High Street. Member Thatcher informed members that the next committee meeting will be held on March 9, 2022 at 7:00 p.m. He stated that the first event of the year will be the Easter Egg Hunt scheduled for Saturday, April 9, 2022 from 9:00 a.m. – 11:00 a.m. There was a discussion regarding the group that helped prepare for street sweeping in the spring by sweeping the sidewalks along Second Street.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman had nothing to report.

Community Development – Member A. Kay Sutch had nothing to report.

Public Safety Committee – Member R. Sutch had nothing to report.

Maintenance & Repair – Member Matesevac reported that last week there was a leak in the file room at the Borough building. She stated that the leak was fixed and the panel was replaced; however, it was still leaking. She noted that she will have to wait for more rain to see if it continues to leak. Member Matesevac reported that Pyramid Construction remeasured the Council room windows and she is not sure when they will start. She also noted that Pyramid Construction located the problem in the stairway to the basement and will wait until nicer weather to start repairs. Manager Stonbraker reported that they will also be fixing the railing pockets and the side windows at the front entrance. Member Thatcher asked if the pockets for the railings were in good shape. Manager Stonbraker stated that the pockets are starting to rust out; however, Pyramid Construction will be removing them and resealing them.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that there are still two (2) vacancies on the Zoning Hearing Board and an opening on the Vacancy Board. He also stated that, with the help from RETTEW, the PEMA Flood Mitigation Grant was submitted on February 3, 2022.

Assistant Borough Manager/Codes, Deanna Proctor, discussed the issue with Tower Transportation on Second Street. She stated that they have been parking trucks on a parcel that they did not get authorization from the Planning Commission or Borough Council to park on. Discussion followed.

Public Works Director, Randy Kreider, was absent.

Christina Keith, Sewer Authority Chairman, noted that there is a motion on tonight's agenda to vote to have Chad Mueller fill the vacant seat left by Patrick Cibellis when he resigned from his position on the Highspire Borough Authority. She discussed the presentation given by Steve Siegfried, Engineer with RETTEW

Associates, regarding the upgrade to the plant. She noted that Lower Swatara representatives were present and seemed to be satisfied with the answer to their questions regarding the upgrade. Mr. Lauriello, Borough Engineer, discussed the Poplar Street Culvert project stating that they have plans and are ready to go on the project. He stated that the funds are coming from the Burd Run Stream Bank project and Relief money from Hurricane Ida. He discussed the two motions that are on tonight's agenda.

Mark Stonbraker, Borough Manager, had nothing to report for the Safety Committee report.

President Anderson presented the Staff Activity Reports for the month of January 2022 and asked for a motion to accept them. Motion moved by Member Keith, seconded by Member Vice-President Roman. Motion approved unanimously.

Solicitor's Report

Anna Marie Sossong, Solicitor, was absent.

Engineer's Report

Rob Lauriello, Borough Engineer, reported 2020-2021 CDBG received bids provided a bid tabulation on the project. He stated that the lowest bidder was Mid-State Paving and Excavating with a bid of \$265,992.00 which came in under the grant amount of \$268,000. He noted that there is a motion on tonight's agenda to award the project to Mid-State and he reminded members that the Borough needs to have a draw down by the end of March to satisfy the 2020 CDBG grant.

Mr. Lauriello discussed the USDA Rural Development Grant and Loan Application for the HVAC work that is being done. He reminded members that the project was bid several years ago. He stated that Manager Stonbraker identified a funding source and worked together with RETTEW to have an agreement put in place through the USDA for a grant/loan and once approved, the project can go back out for bid. He noted that there is a motion on tonight's agenda to authorize the submission of a low-interest loan/grant application to the USDA.

Mr. Lauriello noted that RETTEW provided a response memo, for the drawing received from HRG, regarding the Rosedale drainage issue. He stated that he also provided a copy to Manager Stonbraker and Member Keith who reviewed the drawings keeping in mind the impact to the Borough with the solutions that were proposed. He stated that the comments were provided to HRG and Lower Swatara Township. He noted that he received an acknowledgement from HRG on February 14, 2022 and RETTEW will review the comments and give their feedback. He also noted that only one drawing for the outfalls was received. Discussion followed.

Member A. Kay Sutch asked Mr. Lauriello for clarification on the paving of Eshelman Street. She asked if all of Eshelman would be paved or just part of Eshelman. Mr. Lauriello stated that they will also be updating the ADA ramps. He reported that the following roads would be paved: George between Second and Willow, Concord between Second and Eshelman, Poplar between Second and Martin, curb ramps for Eshelman between Hammaker and Franklin and there will be some paving work done on Eshelman from Hammaker to Hanover. He noted that this will be a mill and overlay project where they will mill off the existing surface and overlay it.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Keith to release the February 2022 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2022 General Fund Budget. Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve publication of Highspire Borough Ordinance #634 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing a Handicap parking space at 21 Race Street, Highspire. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve publication of Highspire Borough Ordinance #635 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire regulating the issuance of Handicapped parking spaces and signs, providing for application review and procedures for issuance of Handicapped parking spaces and signs, and renewal of handicapped parking spaces and signs in the Borough of Highspire. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve publication of Highspire Borough Ordinance #636 of 2022, amending Chapter 24 of the Codified Ordinances of the Borough of Highspire establishing fees which may be charged by the Highspire Tax Collector for any requests for certification of payment status or duplicate bills, payment without bills, as well as, fees regarding returned checks. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve a request for relief on Sewer billing by Mr. Travis Curry, 581 Eshelman Street, Highspire, due to damage caused by a residential structure fire on January 22, 2022. Water has been turned off until repairs can be completed. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve Highspire Borough Council Resolution #7-2022, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #8-2022 certifying Member's 1st Federal Credit Union as the designated Financial Institution and depository for funds for the Borough of Highspire and that the following individuals are authorized signers; Michael J. Anderson, Carolee A. Roman, Tyler A. Thatcher, A. Kay Sutch and Mark L. Stonbraker. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve Highspire Borough Council Resolution #9-2022 appointing Dustin M. Shenfeld to the position of Assistant Fire Chief. The term of office will be from January 1, 2022 to December 31, 2022. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to approve Highspire Borough Council Resolution #10-2022, appointing Mark L. Stonbraker as the Borough's voting delegate to the 2022 PAB 110th Annual Conference to be held at the Hershey Lodge, May 22-25, 2022. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #11-2022 authorizing the submission of a low-interest loan/grant application to the USA-Rural Development in Pennsylvania in the amount of \$136,250.00 for the replacement of the Highspire Municipal HVAC system. Motion approved unanimously. Member A. Kay Sutch asked if this project will go out to bid. Manager Stonbraker replied yes.

Motion moved by Member Keith, seconded by Member A. Kay Sutch to approve Highspire Borough Council Resolution #12-2022, appointing Chad D. Mueller to complete the term of office on the Highspire Borough Authority which was recently vacated by Patrick R. Cibellis. The term will be from February 15, 2022 to December 31, 2026. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve solicitation of RFPs (Request for Proposals) to repair the damages along Poplar Street at Burd Run. The roadway, guiderail and bank were damaged as the result of heavy rains during Hurricane Ida. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to award the contract for the 2020/2021 CDBG Project for Eshelman Street, George Avenue, Concord Avenue and Poplar Avenue to Mid-State Paving and Excavating. The award will be the "Base Bid" and "Alternative 1" in the amount of \$265,992.50. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman 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 Matesevac, seconded by Member Keith to adjourn the meeting at 8:01 p.m. Motion approved unanimously.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager