

## Highspire Borough Council Minutes

January 18, 2022

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member R. Sutch 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
Public Works Director:	Randy Kreider
Borough Solicitor:	Anna Marie Sossong
Borough Engineer:	Robert Lauriello

### **Minutes**

President Anderson presented the meeting minutes from the December 21, 2021 Council meeting, January 3, 2022 Reorganization meeting and the January 11, 2022 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. 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 December 2021 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Matesevac and seconded by Vice-President Roman. Motion approved unanimously.

### **Mayor's Report**

Mayor Hess noted that he needs to administer two (2) Oath's of Office and he also signed a Snow Emergency Declaration in preparation of the inclement weather.

### **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 December 2021 and asked if there were any questions regarding the reports. Hearing none, he noted that it could be filed.

### **Fire Department Reports**

Jenna Condran reported that due to the snow, the January 9, 2022 roast beef dinner was rescheduled for January 16, 2022. She noted that the fire hall is now open for the roast beef dinners; however, only four (4) people came in to sit and eat and the majority of the orders were to go orders. She also asked Mayor Hess to attend the Department meeting on Monday, February 7, 2022 at 7:00 p.m. so that he can swear in officers. President Anderson asked if Member R. Sutch would be able to attend the meeting also. Member R. Sutch said yes.

President Anderson presented the Fire Department Treasurer's report for the month of December 2021 and asked if there were any questions regarding it. Hearing none, a motion to accept the report was made by Member Vice-President Roman and seconded by Member Keith. Motion approved unanimously.

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

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

### **Citizen's Comments**

None

### **Correspondence**

December 27, 2021 – County of Dauphin – November 2021 Transfer check in the amount of \$2,415.21.

December 27, 2021 – County of Dauphin – COVID 19 supplies reimbursement check in the amount of \$1,786.40.

January 4, 2022 – Commonwealth of PA – Remittance Advice for Act 101, 904 Recycling Performance Grant 2020 in the amount of \$1,712.26.

### **Committee Reports**

Public Facilities – Member Matesevac thanked Public Works Director Kreider and the Highway Department for doing a great job with the snow plowing. She noted that the holiday decorations and banners have been taken down and replaced with the winter banners.

Member Matesevac turned the discussion regarding the roof over to Member Thatcher. Member Thatcher stated that he is waiting until the weather is better to inspect the most recent repair/fix to the roof by Capital Coating. Discussion followed regarding the condition of the new roof and attempted repairs. Engineer Lauriello stated that, with so much time having gone by and with repeated attempts to make the repairs, the lack of responsiveness and the poor workmanship, he doesn't feel the roof is going to meet the Borough's needs or be suitable. He asked if it was a breach of contract and the possibility of not paying Capital Coating. Solicitor Sossong stated that although she has not reviewed the original agreement, the Borough could ask another roofer to make the repairs to the roof and the amount that the new company would charge could be deducted from the amount that is paid to Capital Coating; however, the Borough will still need to pay Capital Coating for their services minus the cost to have another roofer fix it. She suggested hiring an expert roofer that knows what to look for and will represent the Borough. Manager Stonbraker suggested that members wait until the weather is clear, do a walkthrough and then schedule a meeting with the owner to discuss the issues with the roof.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher reported that the next Committee meeting will be on February 9, 2022 at 7:00 p.m. and asked that if anyone would like to get involved and help out, to attend the meeting. He also noted the Home Decorating Contest ended on January 16, 2022 and stated that he will do a simple presentation for the winners at the February Council meeting.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman reported that she received positive comments from citizens regarding the snow plowing.

Community Development – Member A. Kay Sutch noted that she contacted the Commissioner's office regarding the mail delivery in the Borough. She also discussed the possibility of having the quarterly newsletter mailed to residents again. Discussion followed.

Motion moved by Member Matesevac, seconded by Member Keith to approve mailing the Highspire Herald newsletter to residents for the summer and fall issues. Motion approved unanimously.

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

Safety Committee – Manager Stonbraker had nothing to report.

Maintenance & Repair – Member Matesevac reported that at the last meeting a motion was made to approve the installation of the new windows in the council room and basement. She also stated that within the next month she will need to meet with Manager Stonbraker and Member A. Kay Sutch to inspect the side windows, located at the top of the basement stairs, by the front entrance. Member Matesevac noted that the work that needs to be done on the handicapped ramp railings will need to wait until the weather is nicer.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, noted that he found a 2001 agreement between Laurel Wilson, who was the Borough Manager, and a previous resident, who lived at 301 Cherry Street, regarding the private road leading to the property. He noted that the agreement stated that the resident would be responsible for the road repairs since it is a private road; however, the Borough would plow the road. He stated that the current residents want the Borough to plow this road. Members discussed this issue and determined that the contract was in 2001 between the Borough and a previous resident and since the contract was not renewed with any of the new owners, the agreement is no longer valid and the Borough will not be plowing the private road on Cherry Street or signing a new agreement.

Assistant Borough Manager/Codes, Deanna Proctor, reported that she posted forty-four (44) properties with a Notice of Violation for failure to remove snow from sidewalks within the twenty-four (24) hour time period.

Public Works Director, Randy Kreider, had nothing to report; however, he asked that his cell phone number not be given out to residents. He asked that a message be taken and he will contact the resident.

Christina Keith, Sewer Authority Chairman, stated that Patrick Cibellis resigned his position on the Highspire Borough Authority. She noted that she has a possible prospect for the vacant seat. She also informed members that there will be a presentation regarding the upgrade to the plant at the Thursday, January 20, 2022 Authority meeting.

President Anderson presented the Staff Activity Reports for the month of December 2021 and asked for a motion to accept them. Motion moved by Member Thatcher, seconded by Member A. Kay Sutch. Motion approved unanimously.

### **Solicitor's Report**

Anna Marie Sossong, Solicitor, had nothing to report. Manager Stonbraker asked if she would discuss the proposed Handicapped Parking Space Ordinance. Solicitor Sossong stated that residents will no longer be charged a fee to apply for a handicapped parking space; however, they will be required to renew the application on an annual basis. She stated that by renewing the application annually, it will prove if the sign is still needed or if it can be taken down. President Anderson asked if a handicapped parking space will have the applicant's placard number on it, designating the space to the person that submitted the application. Solicitor Sossong stated that it was not designated to the applicant and anyone with a handicapped placard could park in the spot. Manager Stonbraker reminded Solicitor Sossong of a conversation regarding the 2019 Vehicle Code that had a provision for permitted parking spaces and that is what he based the ordinance on. Solicitor Sossong agreed and stated that the applicant will have to specifically ask for a designated handicapped parking space.

### **Engineer's Report**

Rob Lauriello, Borough Engineer, reported that the 2020/2021 CDBG project is out for bid and the first advertisement was on January 13, 2022. He stated that the bids are due on February 8, 2022 and will be presented at the February 15, 2022 Council meeting with the anticipation in recommending and awarding the bid at that time. He noted that it is important to move forward with this so that the Borough can begin to draw down money from the 2020 CDBG grant by the end of March. He reminded members that the original bids from the 2020 CDBG grant money were rejected due to some inconsistency's with the bids, based on Solicitor Sossong's recommendation, they combined the 2020/2021 projects, bidding them together. He stated that the bids will be ready to award at the next meeting.

Mr. Lauriello reported that he received drawings from HRG Engineers with modifications to the outfalls at Reservoir Park. He noted that RETTEW is in the process of reviewing the drawings and will have comments and work with HRG to incorporate those comments. Member A. Kay Sutch asked, if the plans are approved by RETTEW, who would be responsible for paying for this project since Lower Swatara is the cause of it. Mr. Lauriello stated that this will have to be discussed with the Township. Manager Stonbraker stated that Lower Swatara gave every indication from past meetings that they would pay for this.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member A. Kay Sutch to release the January 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 Vice-President Roman, seconded by Member Keith to approve Highspire Borough Ordinance #633 of 2022, establishing a handicap parking space at 611 Eshelman Street, Highspire. Member A. Kay Sutch abstained and Member R. Sutch opposed the motion. Motion approved.

Motion moved by Vice-President Roman, seconded Member Thatcher to approve Highspire Borough Council Resolution #2-2022 appointing Mark Stonbraker as a voting delegate and appoint Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to approve Highspire Borough Council Resolution #2-2022 appointing Mark Stonbraker as an officer and Deanna Proctor as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve Highspire Borough Council Resolution #3-2022 setting employee contributions to the Police Pension Plan for the 2022 plan year. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve Highspire Borough Council Resolution #4-2022 setting employee contributions to the Non-Uniformed Employee Pension Plan for the 2022 plan year. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Thatcher to approve Highspire Borough Council Resolution #5-2022, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2015, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2015 and Tax Collection and Assessment records, all records prior to 2014. Motion approved unanimously.

Motion moved by Member Keith, second by Vice-President Roman to approve the proposal by Higher Information Group for the replacement of the security cameras for the Municipal Building. Total cost of the project is \$16,878.78 which will be paid out of the American Rescue Plan Act (ARPA) funds. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member A. Kay Sutch to approve the proposal by Higher Information Group for the digitalization of essential Borough records. Total cost of the first phase of the project is \$20,000.00 which will be paid out of the American Rescue Plan Act (ARPA) funds. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve repairs to the Poplar Street Culvert at Burd Run in the amount of \$80,000.00 more or less which will be paid out of the American Rescue Plan Act (ARPA) funds.

Motion moved by Member Matesevac, seconded by Member Keith directing the Borough Manager, Mark Stonbraker, to draft a letter to Dauphin County Tax Claim Bureau Deputy Director, Holly C. Martz, informing her that the Borough of Highspire opposes an extension of the 30-day interest free tax period for delinquent tax claims of effected properties within the Borough of Highspire. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith 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 Vice-President Roman to adjourn the meeting at 8:26 p.m. Motion approved unanimously.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager