

Highspire Borough Council Minutes

July 19, 2022

Council President Anderson called the Highspire Borough Council meeting to order at 7:01 p.m. The prayer was offered by Mayor Hess 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
Public Works Director:	Randy Kreider
Borough Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

Assistant Borough Manager, Deanna Proctor, was absent.

Michael Cassidy, Borough Solicitor, requested an Executive Session.

Executive Session: 7:03 p.m.

Reconvene: 7:26 p.m.

No action was taken.

Minutes

President Anderson presented the meeting minutes from the June 21, 2022 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Vice-President Roman. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of June 2022 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 Matesevac. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 07/11 Highspire Happenings meeting; 07/14 National Night Out planning meeting; 7/14 a meeting with the Catherine Hershey Schools for Early Learning where they announced that they will be building an early childhood resource center in Lower Swatara Township. He noted that the school will open in the 2025 school year and offer early childhood education from age newborn to age 5 and is free to low-income families. He stated that this school will service Middletown and Steelton-Highspire School Districts.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that the Fire Department reorganization and training is still ongoing.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of June 2022 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

Jenna Condran noted that the Fire Department has finalized the House Rules and Box Cards. President Anderson requested that the Borough receive a copy.

President Anderson presented the Fire Chief Report, the addenda from Lower Swatara Fire Department and the Fire Department Treasurer's report for the month of June 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member R. Sutch, 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 May 2022 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

June 17, 2022 – 2021 Annual Report of Municipal Authorities and Non-Profits – Audit of the Highspire Borough Authority.

June 21, 2022 – County of Dauphin – May 2022 Delinquent Tax check in the amount of \$9,254.10.

June 21, 2022 – Letter from Randy L. Barry, Highspire Wastewater Treatment Plant, notifying the Borough of his resignation and retirement effective date September 17, 2022.

June 23, 2022 – Introduction letter from State Senator John M. DiSanto welcoming Borough Officials to the 15th Senate District.

June 27, 2022 – Thank you card from the Elhadj family thanking the Borough for supporting the family during a difficult period.

June 28, 2022 – Email from Holly C. Martz, Deputy Director, Tax Claim Bureau – Upcoming Judicial Tax Sale and the rights of the townships/municipalities.

June 29, 2022 – BENECON – Letter and 2021 plan year surplus claim fund distribution check in the amount of \$53,540.38.

June 29, 2022 – Email from Highspire Solicitor Michael Cassidy – A copy of the Court Order from the Honorable Judge Van Eck issued in the matter of Denise Hill Chapter 13 bankruptcy approving the sale of 237 Market Street.

July 1, 2022 – Dauphin County Office of Tax Assessment – Exemption Recertification Review for 272 Second Street, Citizen's Fire Company #1 of Highspire.

July 3, 2022 – Email & letter from Dauphin-Lebanon Boroughs Association Lois Herr – invitation to the next meeting which will be held on Tuesday, July 26, 2022 at the Hummelstown Municipal Building.

July 5, 2022 – Dauphin County Office of Tax Assessment – Exemption Recertification for the playground at Memorial Park.

July 5, 2022 – Letter from Little Rollers Youth Services – request for donation.

July 5, 2022 – County of Dauphin – May 2022 Transfer Tax check in the amount of \$15,683.56.

July 7, 2022 – Highspire Borough Tax Collector Audit Report for the period February 1, 2021 to January 31, 2022 covering the 2021 Tax Year.

July 7, 2022 – Email from Andrew Megonnell, DCDPS – New requirements for PEMA EMC Certification.

July 8, 2022 – Dauphin County Fines & Costs – Check in the amount of \$750.40.

July 10, 2022 – Email from Chief Dan Phillips, Lower Swatara Township Fire Department – June 2022 call dispatch information within the Borough of Highspire.

July 12, 2022 – Thank you letter from Lisa and Lennie Searer – Thanking the Borough for its support of the Stadium Club Bull Penn project.

July 13, 2022 – Email from Scott Ryno with Capital Region Firefighter Recruitment Campaign Updates.

July 15, 2022 – Email from Borough Engineer Robert Lauriello, RETTEW Associates, Inc. – Biosolids Project funding update memo.

July 15, 2022 – CATO Monthly Bulletin.

July 15, 2022 – Email from Senator Ed Gebhard – invitation to a First Responders Funding Workshop scheduled for Thursday, September 15, 2022 at Schaefferstown Fire Hall.

July 18, 2022 – Email from the Pennsylvania Department of Community & Economic Development – COVID-19 Local Fiscal Recovery Program – Unused ARPA funding allocated to municipalities who declined, missed deadlines or did not respond will be divided between municipalities that had accepted the first tranche of ARPA funding.

July 18, 2022 – Highspire Roadway Rehabilitation Project Payment Application #3 was forwarded to Dauphin County Community & Economic Development for payment.

July 18, 2022 – Email from Debra Laudenslager, Program Coordinator for Dauphin County Community & Economic Development advising they are still waiting for HUD to approve the amendment agreement which, although they have had for the past two weeks, HUD has 45-days to approve (or deny) the plan.

Committee Reports

Public Facilities – Member Matesevac discussed the condition of Lumber Street, north of Rosedale Avenue, and the sidewalk that is buckling in front of one of the new houses on Lumber Street.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher reported that members are meeting on August 8, 2022 and August 22, 2022 to prepare for the 2022 Car Show.

Finance Administration – Member Thatcher had nothing to report.

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

Community Development – Member A. Kay Sutch ask Borough Engineer, Robert Lauriello, the status of the RDA property on Lumber and Broad Streets as well as the status of the Lower Swatara Township repairs to Hanover Street on the Reservoir Park nature trail.

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

Maintenance & Repair – Member Matesevac discussed the caulking of the handicap ramp rail posts by Pyramid Construction. She also noted that the windows should be installed for the Municipal building in late August 2022. She reported that the roof repairs have been done; however, it appears that there is a leak in the records room. President Anderson stated that he isn't sure if it is a leak or condensation.

Staff Activity Reports

Mark Stonbraker, Borough Manager, updated members on the status of the ARPA funds and the possibility of additional funding which could be used for equipment and training for the Fire Department and Police Department.

Assistant Borough Manager/Codes, Deanna Proctor, was absent.

Public Works Director, Randy Kreider, requested the opening of bids for the removal of bio-solids due to the one (1) year extension with Waste Management expiring at the end of the year. Manager Stonbraker noted that a report of Burd Run was received from the U.S. Army Corps of Engineers.

Christina Keith, Sewer Authority Chairman, reported that she, along with RETTEW, attended fund related meetings, one was with Pennvest, for possible financing for the upcoming project at the plant.

Christina Keith, Sewer Authority Chairman, asked for a motion to approve adding item e. Local Share Municipal Grant joint application with the Borough to the agenda for vote. Motion moved by Member R. Sutch, seconded by Member A. Kay Sutch to approve adding item e. to the agenda. Motion approved unanimously.

Manager Stonbraker had nothing to report for the Safety Committee.

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

Solicitor's Report

Michael Cassidy, Solicitor, had to leave mid-meeting to attend another meeting. No report.

Engineer's Report

Robert Lauriello, Borough Engineer, discussed item c., under New Business which is to pay payment application #4 to Mid-State Paving, LLC in the amount of \$67,238.80 and he recommended approval. He also discussed the HVAC bid. Mr. Lauriello suggested that the Borough should pursue the Costars route and purchase the equipment and bid out the installation of the HVAC system. Discussion followed.

Mr. Lauriello reported that Sam Meckley, Grant Administrator with RETTEW, submitted the 2022 CDBG grant application in the amount of \$167,000 and was informed that the unofficial award amount was \$125,000 to be used for the extension of Eshelman Street from Concord to Ligan Streets for milling and overlay. He noted that this will be a project for next year.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Keith to release the July 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 A. Kay Sutch, seconded by Member Matesevac to approve the resignation and retirement of Mr. Randy L. Barry from his position at the Wastewater Treatment Plant. Mr. Barry's last day of work will be September 16, 2022. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve payment application #4 to Mid-State Paving, LLC, (Invoice #22CT005-04) in the amount of \$67,238.80 for the Eshelman, George, Concord and Poplar Street Community and Economic Development Block Grant (CDBG) project. Upon approval by Borough Council, direct payment to the contractor will be made by Dauphin County Community and Economic Development (DCCED). Motion approved unanimously.

Motion to either approve or reject the request by Daryt Tower, President & CEO of Tower Transportation, LLC, 321 Second Street, for permission from Highspire Borough Council to park and store commercial vehicles on Parcel ID 30-020-001. It was the opinion of the members of the Highspire Planning Commission at the June 7, 2022 meeting that commercial vehicles owned by Towner Transportation and other companies who lease space from Tower Transportation, could park and store commercial vehicles on the aforementioned parcel. The waiver requests and subsequent recommendations by the Planning Commission were considered and approved by Jeremy Smith, RETTEW Associates, Inc. Motion tabled by President Michael Anderson.

Motion moved by Vice-President Roman, seconded by Member Matesevac to approve the payroll and bills. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approved a joint application by the Borough of Highspire and the Highspire Authority for the Local Share Municipal Grant. 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 7:55 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager