

# Highspire Borough Council Minutes

June 21, 2022

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

Roll call was taken:

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

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Borough Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

Member A. Kay Sutch was absent.

## **Minutes**

President Anderson presented the meeting minutes from May 17, 2022 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Keith and seconded by Member Matesevac. Motion approved unanimously.

## **Financial Reports**

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

## **Mayor's Report**

Mayor Hess reported that he attended the following meetings and events: 05/21 participated with Highspire VFW in placing flags at memorials and cemeteries; 05/23 Highspire Happenings meeting; 06/01 National Night Out planning meeting; 06/09 Radar Coalition rally at the state capitol with Manager Stonbraker; 06/04 Highspire Happenings meeting; and 06/21 Harrisburg Realtors Association Municipal Officials breakfast in Camp Hill.

## **Public Safety Director's Report**

Mark Stonbraker, Public Safety Director, reported that he is waiting on the remaining funds from the American Rescue Plan Fund (ARPA) which should be received in July 2022. He noted that the funds should be used for equipment and training for the Fire Company and Police Department which are allowable expenditures under the act.

Manager Stonbraker reported that the Dauphin County Chiefs of Police Association physical agility test was held on June 4, 2022 and the written test was on June 11, 2022. He stated that last year there were 149 registrants and this year there were only 79 registrants and out of the 79 registrants, 28 actually turned in their paperwork, 42 appeared for the PT test with 32 passing, and only 31 showed up for the written test. He noted that that leaves 31 registrants available for interviewing for the 8 or 10 municipalities that are participating in the consortium and the City is looking to hire at least 15. Manager Stonbraker stated that Highspire should consider doing their own testing.

Manager Stonbraker informed members that he doesn't anticipate Chief Swartz being available, anytime soon, to train the Highspire Fire Company. He noted that he will need to look into other options for leadership training.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of May 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 reported that the Fire Department sold 160 roast beef dinners in the first hour. She also reported that the department has been meeting weekly to work on house rules and procedures.

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 May 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Vice-President Roman, seconded by Member Matesevac. Motion approved unanimously.

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

President Anderson presented the South-Central Emergency Medical Services Report for the month of April 2022 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Citizen's Comments**

None

### **Correspondence**

May 16, 2022 – Letter from Dauphin County DCEDC – HUD requalification and invite to the "Urban County" status for DCEDC.

May 17, 2022 – Letter from PennDOT – The Borough will be receiving a PSP Fines and Penalties payment in the amount of \$499.57 on June 1, 2022.

May 19, 2022 – Letter from MPOETC – MIST Train the Trainer Defensive Tactics Instructor.

May 20, 2022 – Email from David Schwartz, Firehousegrants.com, to sign grant paperwork for the new air pacts.

May 23, 2022 – County of Dauphin – April 2022 Transfer Tax check in the amount of \$6,153.43.

May 24, 2022 – Letter to Verisk requesting a copy of the Borough's ISO-PPC 2018 Survey Results.

May 25, 2022 – Received a copy of the Borough's ISO-PPC 2018 Survey Results from Verisk.

May 26, 2022 – Email from Rob Lauriello, RETTEW – The plan specifications and engineer drawings for the USDA-RD Highspire Borough Municipal Building HVAC Project has been approved for advertising.

May 31, 2022 – County of Dauphin – Reimbursement check for the Highspire Police Department Sobriety Checkpoint Detail in the amount of \$188.70.

June 2, 2022 – Notification from Pennsylvania DEP that aerial black fly suppression operations on the Main Stem of the Susquehanna River is scheduled for Friday, June 3, 2022.

June 2, 2022 – Dauphin County Fines & Costs – restitution check in the amount of \$1.18.

June 2, 2022 – Thank You card from Pat Foote for Randy Kreider and Joseph Peyton's help with planting flowers at the Memorial in Memorial Park.

June 3, 2022 – Response letter to PA Bureau of Labor Law Compliance confirming that procedures are currently in place to ensure compliance.

June 6, 2022 – County of Dauphin – April 2022 Delinquent Tax check in the amount of \$14,012.43.

June 6, 2022 – Dauphin County Fines & Costs – check in the amount of \$125.06.

June 6, 2022 – Email from Jeremy Smith, RETTEW – Mid-State Paving Time Extension Request Change Order #2 for the Eshelman, George, Concord and Poplar Community and Economic Development Block Grant (CDBG) Project which was signed & returned.

June 6, 2022 – Borough Noise Ordinance Warning Letter sent to the residents of 223 Market Street.

June 7, 2022 – email from Scott Washinger, Lower Swatara Township Public Works Supervisor – Rosedale Stormwater Project / Hanover Street & Reservoir Park Nature Trail Easements which were forwarded to Rob Lauriello and Michael Cassidy for review.

June 7, 2022 – Email from Shirley Sundy – Letter detailing Donald Shenfeld, Jr.'s verbal resignation from Citizen's Fire Company #1 of Highspire.

June 8, 2022 – Email from Lt. Dennis Krahling, Swatara Township Police Department – request for police assistance during the Steelton-Highspire High School graduation.

June 9, 2022 – Email from Chief Dan Phillips, Lower Swatara Township Fire Department – FDLS Statistics for Highspire Borough – May 2022.

June 14, 2022 – Letter from MPOETC – Issuance of certification cards.

June 16, 2022 – Letter from Chief Robert Condran, Jr. rescinding his resignation as Fire Chief.

### **Committee Reports**

**Public Facilities** – Member Matesevac noted that she has been working closely with Deanna Proctor regarding property maintenance issues in the Borough. She stated that Ms. Proctor has been mailing out Notice of Violations and issuing citations. She discussed the properties that are still troublesome and in violation. Member Matesevac discussed her concerns regarding parking issues on the corner of Vine Street and Penn Street. Manager Stonbraker stated that he has addressed this issue.

**Sanitation Committee** – Member Keith had nothing to report.

**Highspire Happenings** – Member Thatcher reported that members are meeting to prepare for the 2022 Car Show scheduled for September 17, 2022. He noted that the next meeting is scheduled for July 11, 2022 at 6:30 p.m.

**Finance Administration** – Member Thatcher had nothing to report.

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

**Community Development** – Member A. Kay Sutch was absent.

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

**Maintenance & Repair** – Member Matesevac reported that she spoke to Manager Stonbraker regarding the windows. She noted that Manager Stonbraker informed her that the last time he spoke with Pyramid, they told him they would be here in August and he has not heard from them since. Member Matesevac asked when was the deadline for the HVAC bids. Mr. Lauriello stated that the deadline has passed.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that he received a letter from Randy Barry with the Waste Water Treatment Plant stating that he will be retiring with his last day being September 16, 2022. He also reminded members of the discussion of possibly moving the Memorial Park playground because of the wood carpet washing away during flooding. He noted that there is another alternative which would be to replace the wood carpet with a matted surface that would be more resilient. He stated that this would be a less expensive alternative.

Manager Stonbraker noted that the Semi-Quincentennial (AMERICA250PA) is planned for 2026 and Dauphin County has a committee and would like a committee for Highspire. The committee would be on an historical note. He stated that there is a resolution on the agenda to support the Semi-Quincentennial.

Manager Stonbraker reported that there are funds in the PLGIT account to purchase a new truck for the Highway Department. Director Kreider stated that a salt spreader is needed; in which, Manager Stonbraker replied that the salt spreader would be purchased through the Highway Aid fund.

Assistant Borough Manager/Codes, Deanna Proctor, had nothing to report.

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

Christina Keith, Sewer Authority Chairman, reported that she attended a training at RETTEW and it was discussed that as part of the American Rescue Plan Funds, funding is available for sewer infrastructure. She also stated that she is working with RETTEW while they are looking into other grants and funding for the major upgrade at the plant. She discussed RETTEW's facility and asked Mr. Lauriello to discuss some of the things the facility offers. Member Keith noted that the bids were received for the Poplar Street Culvert and they are preparing to start work on the project in about a month.

Manager Stonbraker had nothing to report for the Safety Committee.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, reported that he is getting up to speed with Borough matters. He shared with council a conversation that he had with Manager Stonbraker regarding the negotiations with Lower Swatara Township and sanitary sewer issues. He informed Manager Stonbraker that he has 24 years of experience working with regional sewer authorities and has negotiated a number of agreements with other municipalities both as a provider of waste water treatment services and also municipalities sewage. He noted that he has settled litigations and it is something he is very familiar with. He noted that he will be working closely with Manager Stonbraker on the litigation matter.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, discussed a no cost change order, change order #2, with Mid-state paving for a time extension from June 10, 2022 to July 29, 2022 and asked for a motion to approve the change order.

Motion moved by Member Keith, seconded by Member Thatcher to approve Change Order #2 from Mid-State Paving for the time extension from June 10, 2022 to July 29, 2022 at no cost and to extend the time of the contract. Motion approved unanimously.

Mr. Lauriello discussed Item h. under New Business. He stated that after RETTEW's review of Payment Application #3, he recommends the approval of payment to Mid-State Paving, LLC.

Mr. Lauriello discussed Item I. under new business. He stated that he would like to make a modification to the amount for the proposal from \$88,854.00 to \$103,354.00. He noted that the \$88,854.00 was the cost of the base bid and the \$103,354.00 includes the base bid plus alternate #2. He stated that this is for the Poplar Street Culvert project which is being funded by several different funding sources.

Mr. Lauriello discussed Item M. & N. under new business regarding the temporary and permanent easements at Reservoir Park regarding the storm drainage issues. He noted that the corrections to the easements have been provided by Lower Swatara Township and RETTEW has accepted the corrections that were made to the easements.

Mr. Lauriello reported that on June 16, 2022 he received one (1) bid from Myco Mechanical Inc. for the replacement of the HVAC system in the amount of \$256,000.00. He recommended that Council reject the bid that was submitted and readvertise. Discussion followed.

Motion moved by Member Matesevac, seconded by Vice-President Roman to reject the bid from Myco Mechanical Inc. for the HVAC system improvement contract in the amount of \$256,000 and readvertise the bid. Motion approved unanimously.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member Keith to release the June 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 # 637 of 2022 amending Chapter 18, Part I, §122 of the Codified Ordinances of the Borough of Highspire, as it relates to Sewer Rentals and Surcharge Costs. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approve Highspire Borough Ordinance #638 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing a handicap parking space at 164 Penn Street, Highspire. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to approve Highspire Borough Ordinance #639 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire for the removal of the stop intersection at Market Street and Wolf Street. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve Highspire Borough Ordinance #640 of 2022, amending and updating the Highspire Stormwater Management Ordinance (#585 of 2010). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve Highspire Borough Resolution #14 of 2022 supporting the Pennsylvania Commission for the United States Semi-Quincentennial (AMERICA250PA). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve the resignation of Mr. Donald E. Shenfeld, Jr. from his position of Deputy Fire Chief for Citizen's Fire Company #1 of Highspire. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve payment application #3 to Mid-State Paving, LLC., (Invoice #22CT005-03) in the amount of \$24,284.25 for the Eshelman, George, Concord and Poplar 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 moved by Member Keith, seconded by Member Thatcher to approve the Highspire Borough water Treatment Camera Solution Proposal from Higher Information Group for the upgrade and replacement of the current security camera system. Total cost of the project is \$12,741.27 which will be paid for out of the 2022 Sewer Operation and Maintenance Budget. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve the Memorandum of Understanding (MOU) between the Highspire Police Association and the Borough of Highspire. The MOU will allow for certain enumerated benefits, as defined by the current bargaining unit contract, to be afforded to part-time Police Officer Troy Elhadj. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve renewal of the PennDOT 2022-2023 Municipal Winter Snow Removal Agreement. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve the proposal from Farhat Excavating, LLC for the base bid plus alternate #2 for the Poplar Street Culvert Repair Project. The cost of the project is \$103,354.00 which will be paid using multiple funding sources, to wit; DEP MEII Grant, FEMA/PEMA Grant and the Stormwater PLGIT account. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the Temporary Easement and Right-of-way for Construction of Stormwater Facilities agreement between the Municipal Authority of the Township of Lower Swatara and the Borough of Highspire. A temporary easement is necessary in order to repair the stormwater outflow at Hanover Street in Lower Swatara Township and the Reservoir Park Nature Trail. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the Permanent Easement Agreement for Stormwater Management Improvements between the Municipal Authority of the Township of Lower Swatara and the Borough of Highspire. The easement is necessary in order to maintain the stormwater facilities at Hanover Street in Lower Swatara Township and the Reservoir Park Nature Trail. 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 adjourned the meeting at 7:56 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager