

Highspire Borough Council Minutes

March 15, 2022

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

Roll call was taken:

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

Borough Manager: Mark Stonbraker

Assistant Borough Manager: Deanna Proctor

Public Works Director: Randy Kreider

Solicitor: Anna Marie Sossong

Borough Engineer: Robert Lauriello

Minutes

President Anderson presented the meeting minutes from the February 15, 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 Vice-President Roman. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of February 2022 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 reported that he attended the following meetings and events: 02/17 Highspire Authority meeting where he administered an Oath of Office; and 03/09 Highspire Happenings meeting. Events of interest: Monday, April 4, 2022 from 9:00 a.m. – 11:00 a.m. is the next "Coffee with a Cop" and will be held at the United Methodist Church.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he received an email from Labor and Law Investigator, Jonathan Bugbee, with the Department of Labor and Industry, Bureau of Labor and Law Compliance. He reported that Mr. Bugee brought to his attention the opening of a child labor investigation involving junior fire fighters volunteering at Citizens Fire Company #1. He noted that some of the junior fire fighters don't have their work permits and are required to have one, which the department was unaware of. Manager Stonbraker stated that the Department of Labor and Industry received some complaints of junior members working beyond their hours that they were permitted to work. He noted that he brought this to the attention of the Fire Chief, Robert Conran, Jenna Conran, Robert Sutch and Council members. Manager Stonbraker stated that he will try to schedule an appointment to meet with the Department to find out what the investigation will entail and if the fire department will need to provide documentation. He also noted that Mr. Bugbee did provide a pamphlet with the guidelines. Manager Stonbraker stated that he informed Jenna Conran to apply for the junior fire fighters work permits so the department will be in compliance.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of February 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 Chief Report and the Fire Department Treasurer's report for the months of February 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 R. Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

Becky Bacher, 602 Eshelman Street, Highspire, asked who is responsible for keeping grass cut that is growing on sidewalks and along curbs. Member Keith replied that it is the homeowners responsibility. Member Matesevac stated that the Borough has the ability to issue a citation for high grass/weeds. She also wanted to thank the Borough for maintaining the Reservoir Park Nature Trail and keeping it in such good condition. She thanked Council for the Proclamation that was done for her father when he turned 100 years old and said how happy he was to receive it. She reported that her father passed away, at age 102, in October 2021.

Mayor Hess stated that a cleanup at Reservoir Park is scheduled on April 30, 2022 at 9:00 a.m. Member Thatcher reported that the cleanup will be in conjunction with the Arbor Day Celebration and a tree will be planted in memory of William Mortimore.

Correspondence

February 14, 2022 – Email from Andy Warntz, Republic Services of York – Republic Services acquisition of US Ecology.

February 14, 2022 – email and attached memo from Rob Lauriello, RETTEW, reference the proposed changes by HRG to the outflow of Hanover Street at the Reservoir Park Nature Trail.

February 14, 2022 – Email and attached repair quotes from Anderson mechanical – Three (3) quotes to replace the HVAC system for the Municipal Building.

February 15, 2022 – The Floodplain Management Report was submitted to PEMA.

February 15, 2022 – 4th Quarter 2021 Verizon Franchise Fee Schedule/Report - \$4,093.18.

February 22, 2022 – Crime Watch – 2021 Impact Report.

February 23, 2022 – Email from Lt. Thomas Stauffer, Swatara Township Police Department – Dauphin County Chiefs' of Police Association Testing Consortium dates.

February 25, 2022 – Email from BENECON – Completed Accu-Audits, Inc. 2021 Workers Compensation Payroll Audit Statement.

February 28, 2022 – Letter from PennDOT – 2022 Liquid Fuels Tax Fund payment in the amount of \$77,470.31.

February 28, 2022 – Letter from Senator Christopher M. Gebhard – Notifying the Borough of the Municipal Leaders State Grant & Funding Workshop scheduled for April 12, 2022 at the Lebanon Expo Center.

March 1, 2022 – Dauphin County Conservation District – Low Impact Development (LID) Fact Sheet.

March 1, 2022 – Application paperwork was submitted to the USDA-RD for the Highspire Municipal Building HVAC replacement project.

March 2, 2022 – Commonwealth of PA Remittance Advice – 2022 Municipal Liquid Fuels payment in the amount of \$77,470.31.

March 4, 2022 – Email from Dauphin County Commissioner Chad Saylor – Information on the new Dauphin County Small Bridge Program.

March 7, 2022 – Commonwealth of PA Remittance Advice – Refund Liquor & Malt Beverage License fees issued August 1, 2021 to January 31, 2022 in the amount of \$600.00.

March 7, 2022 – Dauphin County Fines & Costs – check in the amount of \$58.25.

March 7, 2022 – Dauphin County Office of County Commissioners – Invitation for participation in Dauphin County Commissioners' Local small Bridge Program.

March 7, 2022 – Dauphin County Conservation District – Memorandum regarding MSM requirements.

Committee Reports

Public Facilities – Member Matesevac noted that it is that time of year when grass starts growing and the Borough will start to have problems with high grass and weeds. She asked that members keep a look out for high grass and report it to the office. She also discussed the problem properties in the Borough and stated that she is not sure what is going on with 237 Market Street. Solicitor Sossong stated that she will give a report on the property. Member Matesevac noted that she informed Manager Stonbraker that there is someone who is interested in purchasing the property. She also stated that nothing has been done with the 152 Penn Street property since the hearing and asked when citations would be issued. Manager Stonbraker stated that citations will start in the beginning of May 2022. Member Matesevac asked for an update on the 418/420 Market Street property. Manager Stonbraker stated that Codes & Zoning Officer Proctor has been trying to get in touch with the property owner but was informed by her daughter that she was out of the country. Member Matesevac noted that she spoke to Public Works Director, Randy Kreider, regarding the banners. She stated that they will probably go up in May when she works on the planters.

Sanitation Committee – Member Keith had nothing to report.

Hightspire Happenings – Member Thatcher reported that he attended the Highspire Happenings meeting on March 9, 2022. He stated that Breakfast with the Easter Bunny is scheduled for April 9, 2022 from 9:00 a.m. – 11:00 a.m. at the fire hall and the Easter Egg Hunt will start around 11:15 a.m. at Memorial Park. Member Thatcher noted that the Arbor Day Celebration will be held in conjunction with the Reservoir cleanup on Saturday, April 30, 2022.

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 reported that he is working with Jenna Condran to schedule a Fire Department Board of Director's meeting to discuss a few issues.

Maintenance & Repair – Member Matesevac reported that she is waiting on dates for the windows to be installed and the railing to be repaired. She also discussed the Poplar Street culvert and asked if Mr. Lauriello had any information on the project. Mr. Lauriello stated that, with the approval from Council at the February 15, 2022 meeting, RETTEW has been putting the specifications together in preparation of putting the project out for bid. Member Matesevac asked when the replacement of the HVAC system could be advertised to go out for bid. Manager Stonbraker noted that he received an email from the USDA regarding the grant for the HVAC system. Member Matesevac asked if there was any word from Pyramid Construction regarding a start date to replace the windows in council chambers. Manager Stonbraker stated that the last time that Pyramid Construction came to the office was a few months ago to remeasure the windows and he has not heard anything since. Member Matesevac asked that Manager Stonbraker keep her posted. Manager Stonbraker reported that the security cameras are scheduled to be installed from March 21 – 23, 2022.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that Steelton Borough Council member, Willie Slade, and Mick Iskric, Superintendent for the Steelton-Highspire School District, plan to attend the April 12, 2022 Workshop to speak with members about the Intergovernmental Committee and to also discuss the Steelton-Highspire School District.

President Anderson asked how many members were interested in attending the State of the County Address on Tuesday, April 19, 2022. He noted that, depending on the number of members that want to attend, the council meeting would need to be rescheduled or cancelled. Discussion followed. Manager Stonbraker noted that the regular meeting can be held on April 12, 2022 at the workshop meeting. Members agreed to cancel the regular meeting scheduled for April 19, 2022 and hold the meeting on April 12, 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. She noted that she submitted a citation for being in violation of the Subdivision Land Development Ordinance. Discussion followed.

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

Christina Keith, Sewer Authority Chairman, stated that she didn't have any new updates on the Poplar Street culvert. She reported that she submitted an application and applied for a significant grant to help offset the cost of the dewatering project. She noted that the project from start to finish will be done in 2023

Manager Stonbraker reported that the Safety Committee has new members that will be certified in April 2022.

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, stated that Denise Hill, owner of 237 Market Street, Highspire, filed for bankruptcy. She noted that she currently has a Municipal Sewer Lien on the property and the property was scheduled to be sold at Sheriff Sale; however, because the owner filed bankruptcy, the property could not be sold. She stated that she plans to attend the 341 Hearing on Thursday, March 17, 2022 regarding the bankruptcy. She noted that the bankruptcy attorney will most likely ask that the property not be sold at Sheriff Sale and allow Ms. Hill to sell it on her own since this could possibly give her more money to pay towards the bankruptcy, which would help to pay the liens and any back taxes that may be due. Solicitor Sossong reported that Lionel Dolphin, owner of 121 Second Street, Highspire, has more liens post-bankruptcy than he did prebankruptcy. She stated that after discussing this with his bankruptcy attorney, the attorney had no objections and gave her permission to file another lien for his post-petition portion of his back due balance. She also reported that she along with Tony Lucido have a meeting with Lower Swatara Township on March 16, 2022.

Engineer's Report

Rob Lauriello, Borough Engineer, discussed item f., under New Business, on the agenda and noted that there is a motion to approve payment application #1 to Mid-State Paving, LLC, stating that this payment will get the paving project underway. He stated that once Borough Council approves the motion, the payment application will be forwarded to Dauphin County for payment. Mr. Lauriello stated that the Poplar Street project will require temporary easements from the property owners for the construction portion of the project. He noted that RETTEW will work with the property owners regarding this. Mr. Lauriello stated that he anticipated, but did not receive, any response from HRG Engineering or Lower Swatara Township regarding RETTEW's comments on the Reservoir Park situation.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Thatcher to release the March 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 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 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 K. Sutch to approve 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 Vice-President Roman to approve the "Electricity Purchase Contract" proposal from Interstate Gas Supply, Inc. (IGS) for the purchase of electricity for 42 months at a fixed rate of \$0.0699 per kilowatt hour (kWh). The initial term of the contract will begin August 2023. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member K. Sutch to approve payment application #1 to Mid-State Paving, LLC (Invoice #22CT005-01) in the amount of \$7,141.50 for 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 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 7:42 p.m. Motion approved unanimously.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager