

Highspire Borough Council Minutes

May 17, 2022

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Vice-President Roman 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

Anna Marie Sossong, Solicitor, reported that she will no longer be working for Johnson Duffie and she introduced Michael Cassidy as her replacement.

Minutes

President Anderson presented the meeting minutes from April 12, 2022 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Vice-President Roman and seconded by Member Keith. Motion approved unanimously.

Financial Reports

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

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 04/20 National Night Out planning meeting; 04/25 Highspire Happenings meeting; 04/30 Participated in Clean-Up Day and the Arbor Day ceremony; 05/03 7:00 p.m. Highspire Borough Zoning Board meeting and swore in new member, Ann Castaneira; 05/03 Received citizen complaint regarding excessive speed by drivers on Lumber Street, Mayor Hess requested more speed enforcement by the Police Department; 05/11 National Night Out meeting; and 05/11 Attended a ribbon cutting ceremony for the Steelton-Highspire School District solar array. Mayor Hess noted that on Saturday, May 21, 2022 at 8:00 a.m., he will be planting flags along with the VFW, at the Memorial in Memorial Park. He reported that on Monday, May 30, 2022 will be the food drive and placing of the wreaths at the Memorial for Memorial Day.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that the Citizens Fire Company is out of service due to safety issues and they need for reorganization. Solicitor Sossong asked Manager Stonbraker if he put a call into County. Manager Stonbraker replied "yes".

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

Fire Department Reports

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the months of April 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 March 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, stated that on her way to the meeting she noticed that the STOP sign at one of the intersections on Eshelman Street is down where they are doing curb cuts. She also reported that drivers have been driving through the intersection at Ligan and Eshelman Street and not stopping at the STOP sign. She expressed her concern with the students getting off the bus and asked, since it is a safety issue, if a speed bump could be placed before the STOP sign to slow drivers down. Member K. Sutch agreed with the problems with drivers not stopping at the STOP signs. Manager Stonbraker stated that a detail would need to be set-up. Discussion followed.

Correspondence

April 11, 2022 – Letter from USDA-RD – confirming understandings on behalf of the USDA-RD regarding the approved funding for the HVAC project replacement.

April 12, 2022 – Email from Debra Laudenslager, Program Coordinator, Dauphin County Community & Economic Development, informing the Borough that an additional \$28,000.00 is available in the CDBG Budget for the Eshelman Street Roadway Rehabilitation project.

April 13, 2022 – Letter from the Dauphin County Conservation District – West Nile Virus Control Program.

April 13, 2022 – The Borough of Highspire Website Design Solution proposal was signed and returned to Higher Information group.

April 13, 2022 – The second iteration of essential documents were turned over to Higher Information Group for digitalization.

April 14, 2022 – Downstream Notification from the Defense Logistics Agency, Distribution Susquehanna, New Cumberland, PA.

April 19, 2022 – Email from Brian Enterline, Pyramid Construction. The window manufacturer will most likely not have the windows ready to ship until possibly as late as August 1, 2022.

April 19, 2022 – Email from Shawn Fabian, HRG – Rosedale drainage response memo with attached engineering drawings that address the Hanover Street stormwater drainage issues.

April 22, 2022 – Email from Kara Kalupson, RETTEW – Authorization to draft the amendment for the Stormwater Ordinance Updates as required by the MS4 permit.

April 25, 2022 – Email from Overdose Response Strategy / Liberty Mid-Atlantic HIDTA – Law Enforcement Naloxone Use Survey.

April 25, 2022 – Email from Chief Jason Barclay, Harrisburg International Airport Fire Department Susquehanna Area Regional Airport Authority (SARAA) – Manual Aid Agreement.

April 28, 2022 – PLGIT – 2021 Annual Report.

May 2, 2022 – Letter from the International Brotherhood of Electrical Workers, Local Union 126 – potential for service interruption due to labor and management issues.

May 2, 2022 – Letter from the Pennsylvania State Police Bureau of Forensic Services – Clarification on misconceptions regarding tests, reports and schedules for Cannabis & Cannabis products.

May 3, 2022 – Email from Comcast Cable informing the Borough that a Franchise Fee payment was made by Director Deposit in the amount of \$6,857.97.

May 3, 2022 – Letter from Captain Dean Hooper, Jr., Londonderry Township Special Fire Police and email response – Request for Fire Police to assist with the 2nd First Responders Motorcycle Ride.

May 4, 2022 – Email & letter from PERCS addressing the recent letter from the IBEW.

May 4, 2022 – Dauphin County Fines & Costs – Check in the amount of \$2.95.

May 5, 2022 – Email from Lower Swatara Township Manager, Betsy McBride – She has resigned from her position as Township Manager on April 14, 2022 with her last day being May 13, 2022.

May 5, 2022 – Letter from Norfolk Southern Railway Company / TRC – Annual notification of upstream regulated substances.

May 9, 2022 – Dauphin County Fines & Costs – check in the amount of \$200.44.

May 10, 2022 – The final information for tax exempt status for the four (4) properties in the Borough was uploaded to the Dauphin County Office of Tax Assessment website.

May 10, 2022 – Email – Michael Sprow, First Assistant District Attorney, Dauphin County – Giglio Information update.

May 16, 2022 – Warning letter from the PA Department of Labor and Industry concerning fire company compliance with the Pennsylvania Child Labor Act.

May 16, 2022 – Resignation letter from Dustin M. Shenfeld from his position as Assistant Fire Chief.

Committee Reports

Public Facilities – Member Matesevac asked if anything could be done with the high grass at 237 Market Street, Highspire. She discussed the 152 Penn Street, Highspire property and asked if citations were issued. Deanna Proctor with Code Enforcement stated that two (2) citations were issued. Member Matesevac noted that she spoke to Director Kreider regarding the Highway staff helping her with the planters. She discussed her concerns with the pool across the street from her property, stating that it appears that the resident replaced their pool. Member Matesevac asked Solicitor Sossong the status of 237 Market Street. Solicitor Sossong stated that the property is under negotiations to be sold.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher reported that he participated in the Clean-up Day and the Arbor Day ceremony on April 30, 2022. He also noted that at the next Highspire Happenings meeting scheduled for May 23, 2022 at 6:00 p.m., members will start to discuss 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 had nothing to report.

Public Safety Committee – Member R. Sutch discussed the removal of the STOP sign at Market Street and Wolf Street. Manager Stonbraker stated that under New Business, item g. on the agenda, there is a motion for the removal of the STOP sign. He reported that a traffic study was completed.

Maintenance & Repair – Member Matesevac stated that Borough Engineer, Robert Lauriello, would discuss the HVAC system. She also noted that Pyramid will not be installing the new windows until August 2022 and asked Manager Stonbraker when the railings on the handicapped ramp will be repaired. Manager Stonbraker stated that the repair will be schedule as soon as possible.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that at the Monday, May 16, 2022 CapCOG Board of Directors meeting, he spoke to a gentleman from the County who is on the committee for the America 250. He explained that in 2026 it will be the 250th anniversary, Semiquincentennia, of the United States. Manager Stonbraker stated that the committee is planning events for the next five (5) years to include 2026. He noted that there is information in Council's packets. He stated that the Highspire Happenings and the Highspire Historical Society should participate. He noted that he has typed up a resolution which will be on the June 2022 agenda.

Manager Stonbraker informed members that the roof hasn't had any recent leaks and payment will be sent to Capital Coating. He also noted that the Borough should receive the final allotment of the American Rescue Plan Act funds in May or June.

Manager Stonbraker stated that, in regards to having an Intergovernmental Committee with the Steelton-Highspire School District, Highspire reached out to Steelton and asked if they wanted to combine National Night Out in which Steelton council voted no. He also noted that he will wait on purchasing another vehicle for the Waste Water Treatment Plant until the litigation with Lower Swatara is finished. Randy Kreider stated that the Highway Department is in need of a new salt spreader. Manager Stonbraker stated that there are funds available in the PLGIT account for surplus equipment.

Manager Stonbraker noted that PALS started mowing the parks on April 20, 2022 and have been mowing every Wednesday. He asked members to let him know if any issues need to be addressed. He reminded members that he will be on vacation from July 5, 2022 to July 15, 2022.

Assistant Borough Manager/Codes, Deanna Proctor, stated that she mailed over seventy (70) Notices of Violation to residents for high grass and weeds.

Public Works Director, Randy Kreider, stated that the bi-annual inspection for Burd Run between Industrial Road and the river and that everything went well with the inspection.

Christina Keith, Sewer Authority Chairman, stated that representatives from HRG, Lower Swatara's Engineer, attended the Authority meeting on May 19, 2022 to discuss the upgrade project and grant funding. Member Keith stated that she feels the relationship, with Lower Swatara Township, is going very well with moving forward in regards to the project. She also noted that she along with Director Kreider, Robert Lauriello and Steven Siegfried with RETTEW met to discuss the scope of work for the project so they could narrow in and get a better idea of when the project will go out for bid. She stated that they have determined that the project will go out to bid by summer of 2023. She stated that she is optimistic and hopes to get funding through grants by the end of year.

Manager Stonbraker had nothing to report for the Safety Committee.

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

Solicitor's Report

Anna Marie Sossong, Solicitor, updated members on the litigation with Lower Swatara Township.

Engineer's Report

Robert Lauriello, Borough Engineer, noted that he contacted his Project Manager who will contact the contractor regarding the STOP sign that is down on Eshelman. He discussed two items on the agenda. He stated that item k., under New Business, is a motion to approve publication for updates to the Highspire Stormwater Management Ordinance #585 of 2010. He noted that the ordinance needs several minor changes.

Mr. Lauriello discussed item h., under New Business, regarding the CDBG project. He stated that the County contacted the Borough with an additional \$28,000 in funding that could be applied to the paving project. He stated that he contacted the County last week and to check on the status of the paperwork. He reported that the County informed him that it is still going through the process and will take some time before funding is available. He noted that the contractor has started the project. Mr. Lauriello stated that he could contact the contractor and ask if they would be willing to delay the paving; however, prices change so rapidly, the project cost could increase. He discussed another option which would be to use money out of the Borough's funds and then get reimbursed through the funds from the County, stating that this would keep the project going and would save money on the paving. He noted that he will need to contact the County to make sure that they are okay with the Borough moving the funds.

Mr. Lauriello noted that last month the plans and specs for the HVAC project were sent to the USDA for review. He stated that he received comments on May 17, 2022 and the comments were relatively minor. He noted that he will work with the USDA to make corrections/revisions and will submit for final approval.

Mr. Lauriello reported that he was in communications today with HRG regarding the Rosedale drainage project. He stated that HRG has indicated that they are working on the changes that RETTEW requested and that he is working with the solicitor on the easement. Member Matesevac asked about the Poplar Street Culvert project. Mr. Lauriello stated that the project will be advertised this week and will be ready for award at the June Authority meeting.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Keith to release the May 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 the Mutual Aid Agreement between the Susquehanna Area Regional Airport Authority and the Borough of Highspire for the purpose of fire control, fire prevention, the protection of life and property from fire, firefighting services including basic and advanced life support, hazardous materials control and other emergency support. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve publication of Highspire Borough Ordinance No. 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 Member Keith, seconded by Member B. Sutch to promote Highspire Public Works employee, Cody A. Snyder, to the position of Operator 1. On April 14, 2022 Mr. Snyder completed all certification requirements relating to the operation of the Wastewater Treatment Plant for the aforementioned position. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve payment to Capital Coating, Inc. (Invoice #9029) for the Highspire Municipal Building Roof Repair & Restoration project. Remainder owed to Capital Coating, Inc. for the project - \$31,529.70. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member K. Sutch to approve publication of 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 Member B. Sutch to approve the withdrawal of funds from the General Fund PLGIT account which will allow for additional improvements to the Highspire Borough Eshelman, George, Concord and Poplar Roadway Rehabilitation project. The additional funding was previously allocated by the Dauphin county Community and Economic Development (DCCED) Block Grant (CDBG) Program, but will not be available until later this year. Total amount to be withdrawn is \$28,000.00 and will be returned to the General Fund PLGIT account once they are received from DCCED. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to approve a temporary cease of operations for Citizens Fire Company #1 of Highspire for the purpose of reorganization. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member K. Sutch to approve the resignation of Mr. Dustin M. Shenfeld from his position of Assistant Fire Chief for Citizens Fire Company #1 of Highspire. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member B. Sutch to approve publication of Highspire Borough Ordinance #640 of 2022, amending and updating the Highspire Stormwater Management Ordinance (#585 of 2010). 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 Matesevac to adjourn the meeting at 7:40 p.m. Motion approved unanimously.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna Proctor". The signature is written in a cursive, flowing style.

Deanna Proctor
Assistant Borough Manager