

Highspire Borough Council Minutes

August 16, 2022

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Member R. Sutch then followed by the Pledge of Allegiance.

Roll call was taken:

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| Council Members Present: | Michael Anderson | Tyler Thatcher |
| | Carolee Roman | Christina Keith |
| | A. Kay Sutch | Robert Sutch |
| | Dorothy Matesevack | |

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| 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 |

Minutes

President Anderson presented the meeting minutes from the July 19, 2022 Council meeting and the August 9, 2022 Workshop meeting and asked for questions regarding them. Member R. Sutch noted that Member Keith was not listed under "Council Members Present" on the August 9, 2022 Workshop Minutes. Assistant Manager Proctor stated that the minutes would be corrected, adding Member Keith to the minutes. A motion to accept the minutes with the correction 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 July 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 A. K. Sutch. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 07/26 Dauphin-Lebanon Borough's Association meeting; 07/28 National Night Out organizational meeting; 8/2 participated in the National Night Out event and thanked everyone involved; 8/8 Highspire Happenings planning meeting; and he reported that he received an email from the Steelton-Highspire School District Superintendent, inviting Highspire Borough officials to attend a back-to-school event to welcome students at the elementary school back-to-school on August 29, 2022 at 7:00 a.m.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that on August 9 – 10, 2022 he completed an online virtual G290 Public Information Officer training. He noted that he has two more online trainings to complete for his professional certification.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of July 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, the addenda from Lower Swatara Fire Department and the Fire Department Treasurer's report for the month of July 2022 and asked if there were any questions

regarding them. Hearing none, a motion to accept the report was made by Member A. K. 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 June 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, thanked everyone involved with the National Night Out event. She asked members to consider waiving the Woody Waste fee for residents to drop off yard waste. She also noted that cars are still not stopping at the corner of Ligan and Eshelman Street. Ms. Bacher discussed property maintenance concerns regarding the house that sits next to the church on Ann and Eshelman Street. She asked members what could be done regarding the postal service in Highspire and not receiving mail delivery for days at a time. Discussion followed regarding her concerns.

Correspondence

July 6, 2022 – Email from Patrick Bosworth, Deputy Executive Director Dauphin County Housing Authority – requesting a rental inspection exemption.

July 19, 2022 – Email from Joseph Lazzaro, Keystone Collections Client Services – Steelton-Highspire School District Public funds 2021 audit report (Yellow Book Audit) Act 32 Tax Collection District.

July 20, 2022 – Email from Nathan Tuckey, Tuckey Mechanical Services, Inc. – reference the Borough of Highspire Municipal Building HVAC Replacement Project.

July 21, 2022 – Thank you card from Steve Whittle for the flowers sent by the Borough in memory of his late wife, Debbie Whittle.

July 21, 2022 – Email and phone call from Colton Berar, Tuckey Mechanical Services, Inc. – schedule time for a walk-through of the Highspire Municipal Building.

July 21, 2022 – Pennsylvania Department of Transportation – Titles for the two 2018 police vehicles which were paid off last month.

July 21, 2022 – Commonwealth of Pennsylvania Remittance Advice – Community and Economic Development payment in the amount of \$392.66.

July 21, 2022 – Dauphin County Board of Assessment and Appeals – Assessment Appeal / Exemption request for Homestat Farms, 201 Race Street & 201 Industrial Road.

July 22, 2022 – Email from Borough Solicitor, Michael Cassidy, - legal response to question concerning the purchase of HVAC equipment through Anderson Mechanical / COSTARS and State Ethics Act.

July 27, 2022 – County of Dauphin – June 2022 Delinquent Tax check in the amount of \$12,693.60.

July 28, 2022 – Check from the Lower Swatara Township Authority in the amount of \$20.00 for the stormwater easements.

July 29, 2022 – Email from Sharon Pellman, PA PERCS – business closing letter.

July 29, 2022 – Letter from the Dauphin County Commissioners – Notice of Intent to Revise County Municipal Solid Waste Plan.

August 1, 2022 – Letters were mailed out to the various Borough departments and vendors on behalf of the Finance Committee requesting budget proposals and expected fees for the 2023 Fiscal Budget.

August 1, 2022 – PA Board of Finance and Review – review of Realty Transfer Tax for 474 Second Street.

August 1, 2022 – Dauphin County Recorder of Deeds – Statement of Real Estate Transfer Taxes – Real Estate Transfer Tax check in the amount of \$6,022.10.

August 2, 2022 – Email notification from Comcast – Quarterly Franchise Fee - \$6,676.66.

August 3, 2022 – Email from Steve Gault, Chief, TSMO Arterial & Planning Section, PennDOT – ref. the closing of PA PERCS and PennDOT requirements for traffic signal maintenance.

August 4, 2022 – Email / Proposal from Signal Service, Inc. for traffic signal maintenance in the amount of \$750.00 per year for one (1) yearly inspection of the three (3) traffic signals in the Borough.

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

August 5, 2022 – Dauphin County Fines & Costs – Check in the amount of \$113.07.

August 8, 2022 – Email / Proposal from ATS, Atlantic Transportation Systems, Inc. for traffic signal maintenance in the amount of \$1,000.00 per year for two (2) inspections yearly for three (3) traffic signals in the Borough.

August 9, 2022 – Emails from Dauphin County Board of Assessment Appeals approving the continuation of the Borough's tax-exemption status for six parcels.

August 10, 2022 – Letter from Cleveland Cliff's Steelton, LLC – Annual Downstream Notification as required by the Department of Environmental Protection Pennsylvania Storage Tank & Spill Prevention Act (Act-32 of July 6, 1989).

August 11, 2022 – Letter from the Dauphin County Board of Assessment Appeals advising that they are accepting the appeal on value of 201 Race Street, Property ID / Parcel – 30-014-002-000-0000.

August 11, 2022 – Letter from the Dauphin County Board of Assessment Appeals advising that they are not accepting the appeal on value of 201 Industrial Road, Property ID / Parcel – 30-016-039-000-0000.

August 11, 2022 – Email from Michael Cassidy, Borough Solicitor, which explains the findings of the Dauphin County Board of Assessment Appeals.

Committee Reports

Public Facilities – Member Matesevac asked if there were any updates on the Poplar Street Culvert project. Mr. Lauriello, Borough Engineer, reported that the reinforced concrete pipe, that was originally ordered, will not be available within the timeframe needed so a corrugated metal pipe had to be ordered which will extend the project until May of 2023.

Member Matesevac noted that the County is giving back, to the Borough, the RDA sidewalk behind the fire house and the Borough will now have the expense of taking care of it. She also noted that Manager Stonbraker is working on the HVAC project.

Member Matesevac asked Manager Stonbraker if there was any new information regarding the Reservoir Park trail. Manager Stonbraker stated that he is drafting a letter to send to Lower Swatara Township.

Member Matesevac reported that PERCS, who handles the Borough's traffic lights, is closing and the Borough will need to find another company to service the traffic lights. Manager Stonbraker stated that there is a motion under New Business, item H. to approve or reject the proposal from ATS Atlantic Transportation Systems, Inc. for maintenance of the traffic signals.

Member Matesevac stated that she has been approached by a citizen regarding replacing the tree at the Highspire sign on Eisenhower coming into Highspire. She also discussed the property at 237 Market Street, Highspire. Solicitor Cassidy updated members on the property. Member Matesevac requested an Executive Session.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher noted that the next meeting is scheduled on August 22, 2022 at 6:00 p.m. to continue preparations 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 had nothing to report.

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

Maintenance & Repair – Member Matesevac noted that she has no updates on the windows. She stated that Capital Coating has been paid for the repairs to the roof.

Staff Activity Reports

Mark Stonbraker, Borough Manager, had nothing to add to his written report.

Deanna Proctor, Code Enforcement, had nothing to add to her written report.

Randy Kreider, Public Works Director, had nothing to add to his written report.

Christina Keith, Sewer Authority Chairman, stated that the Basis of Design report is ready for review and she can email the link to members if they would like to review it. She also noted that HRG and Lower Swatara Township have a copy of the report.

Manager Stonbraker had nothing to report for the Safety Committee.

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

Solicitor's Report

Michael Cassidy, Solicitor, followed up on the tabled agenda item, under New Business, from the July 19, 2022 Borough Council meeting. Mr. Cassidy stated that Mr. Tower was requesting approval to allow Tower Transportation to utilize his property to park and store commercial vehicles/trucks on parcel 30-020-001. He noted that he was able to get the history of Phase 1 and Phase 2 from the Borough Engineer Zoning Officer, Deanna Proctor. He stated that the concerns from Borough Council were that the Phase 1 improvements were not completed before starting Phase 2. Mr. Cassidy stated that it was his recommendation that if council is willing to move forward and waive the Land Development Plan for the property, the waiver would be based on two (2) conditions:

1. The owner agrees to reimburse the Borough of Highspire, for any professional fees associated with any engineering or legal costs incurred for review of the Phase 2 proposal.
2. The owner must post a bond in accordance with the municipality's planning code to cover the cost of Phase 2 improvements so that if the owner does not complete the Phase 2 work within the agreed time period, the Borough could take the bond money and have the improvements constructed through a separate contractor.

Discussion followed regarding the design of Phase 2. Member Thatcher asked who would be responsible to make sure that everything is being done according to the plan. Mr. Lauriello stated that before the bond is released, RETTEW, Borough Engineer, would go out to the site and inspect to confirm that the work was done to plan. Discussion followed.

Engineer's Report

Robert Lauriello, Borough Engineer, discussed items A and B, under New Business, and recommend approval of payment application #5 to Mid-State Paving, LLC in the amount of \$174,755.83 and also recommended approval for Change Order #3 submitted by RETTEW for Project No. 039352058.

Old Business

Motion moved by Member Keith, seconded by Member A. K. Sutch to remove from the table at the July 19, 2022 Borough Council Meeting, 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 and to grant the waiver of land development. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to grant the waiver of land development contingent on the following:

1. Mr. Tower, Tower Transportation, agrees to reimburse the Borough of Highspire, for any professional fees associated with any engineering or legal costs incurred for review of the Phase 2 proposal, and
2. Mr. Tower, Tower Transportation, must post a bond in accordance with the Borough of Highspire's planning code to cover the cost of Phase 2 improvements so that if Mr. Tower does not complete the Phase 2 work within the agreed time period, the Borough could take the bond money and have the improvements constructed through a separate contractor.

Motion approved unanimously.

New Business

Motion moved by Member Thatcher, seconded by Member Keith to approve payment application #5 to Mid-State Paving, LLC, (Invoice #22CT005-05) in the amount of \$174,755.83 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 Vice-President Roman, seconded by Member Keith to approve Change Order #3, submitted by RETTEW (Project No. 039352058) which rectifies the final quantities as installed and incorporating the increase in asphalt pricing. The final project cost will be \$296,526.52 and will use up the entire CDBG funding of \$296,460.00 (which includes the extra \$28,000.00). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the purchase of five (5) sets of bunker gear and equipment for Citizens Fire Company #1 of Highspire from Witmer Public Safety Group, Inc. using American Plan Rescue Act (ARPA) funds. Total amount of the gear and equipment should not exceed \$25,000.00. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve two (2) training classes (Company Officer & Front Seat Decision Making) offered by Trident Training Specialists, LLC for the leadership of Citizens Fire Company #1 of Highspire. Total cost of the training will be \$500.00 and \$1,250.00 respectively. Member R. Sutch asked how many fire department members would be attending the training. All approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch authorizing Public Works Superintendent to search for buyers and sell, directly or at auction, and nutrient credits as authorized under the Pennsylvania Nutrient Trading Program. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to reject the request by Patrick J. Bosworth, Deputy Executive Director, Dauphin County Housing Authority, for an exemption to the rental

property inspection required under Highspire Borough Ordinance #302, Section 505 – Inspections which are required every six (6) years. Motion approved unanimously.

Motion moved by Member Keith, seconded by Vice-President Roman to approve the request from Mrs. Sherry K. Webb, Executive Director of Harrisburg Christian Performing Arts Center (HCPAC), to provide a letter of support from the Borough of Highspire for their Dauphin County Local Share Municipal Grant application. In the grant application HPCAC is requesting \$50,000.00 to be used for repairs and upgrades to their facility located at 1000 S. Eisenhower Boulevard, Middletown, PA 17057. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve the proposal from ATS, Atlantic Transportation Systems, Inc. for maintenance of the three (3) traffic signals in the Borough of Highspire, two (2) times yearly, in the amount of \$1,000.00. Motion approved unanimously.

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

Executive Session: 7:45 p.m.

Reconvene: 8:25 p.m.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Matesevac, seconded by Member Keith to adjourn the meeting at 8:26 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager