

Highspire Borough Council Minutes

September 20, 2022

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

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

Council Member Dorothy Matesevac was absent.

President Anderson called for an Executive Session.

Executive Session: 7:01 p.m.

Reconvene: 7:45 p.m.

President Anderson reconvened the meeting at 7:45 p.m. and stated that no action was taken.

Minutes

President Anderson presented the meeting minutes from the August 16, 2022 Council meeting and the September 13, 2022 Workshop meeting and asked for questions regarding them. A motion to accept the minutes was made by 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 August 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Keith and seconded by Member Thatcher. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 08/24 National Night Out meeting to discuss the results of the event on August 2, 2022; 8/29 Participated in the "Welcome Back Students" event at the Steelton-Highspire Elementary and High Schools; 8/31 Visited the bus stop at Second and Vine to follow-up on a citizen's concern about the safety of the stop. He noted that the Borough manager sent a letter to the bus company requesting that the stop be changed; 9/2 Visited the bus stop at Second and Vine Street; 9/6 Visited the bus stop at Second and Vine Street; 9/12 Highspire Happenings planning event; 9/14 Webinar from the Pennsylvania State Association of Boroughs discussing "The Role of Mayors in Borough's and City Governments"; and 9/17 Participated in the Highspire Car Show.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, had nothing to add to his written report.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of August 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 August 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Keith, seconded by Vice-President Roman. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

August 16, 2022 – Verizon Franchise Fee Schedule – Report 2nd Quarter 2022 – Payment in the amount of \$3,782.53.

August 17, 2022 – certified letter sent to the Lower Swatara Township Manager requesting they provide the Borough with a timeframe for storm water mitigation repairs to Hanover Street at the Reservoir Park Nature Trail.

August 19, 2022 – Letter sent to Patrick J. Bosworth, Deputy Executive Director for the Dauphin County Housing Authority informing him that Highspire Borough Council denied his request for an exemption to rental inspections at 47 Ann Street.

August 19, 2022 – Email from Brian Enterline, Pyramid Construction Services, LLC – Proposal to replace the rear entrance door for the Fire Department.

August 22, 2022 – Certified mail delivery receipt received for the letter mailed to Lower Swatara Township on August 17, 2022.

August 22, 2022 – Dauphin County Board of Assessment Appeals – Assessment Appeal/Exemption Request hearing notice for 205 Rear Frederick Street.

August 22, 2022 – Notification letter from Dauphin County advising they will be accepting applications for 2023 CDBG & HOME.

August 23, 2022 – Leasing Agreement for the new Highway Department dump truck was sent FedEx overnight to Leasing 2.

August 23, 2022 – Email from Boyer & Ritter – 2021 Annual Audit Draft Report was attached for review.

August 23, 2022 – County of Dauphin July 2022 Delinquent Tax check in the amount of \$2,306.45.

August 25, 2022 – Email from Rob Lauriello, RETTEW, confirming the deed provided to them is for the RDA property. This information with a slight correction was subsequently forwarded to Deputy Director Doug Brown, Dauphin County Office of Community & Economic Development.

August 27, 2022 – Letter and signed petition received from Rachael and Larry Croft expressing safety concerns over the bus stop at Second Street and Vine Street.

August 29, 2022 – Signed Subrecipient Agreement for the additional HUD funding was emailed back to Dauphin County Community & Economic Development.

August 29, 2022- County of Dauphin July 2022 Transfer Tax check in the amount of \$2,699.90.

August 29, 2022 – Completed 2021 Audit Report from Boyer & Ritter.

August 29, 2022 – Response letter from Lower Swatara Township concerning the Hanover Street Storm Sewer Repair Project.

August 29, 2022 – Email from George Connor, Executive Director, Dauphin County Office of Community & Economic Development requesting Borough Council revisit the request for rental inspection exemption at 47 Ann Street Apartments.

August 30, 2022 – Letter sent to the Dauphin County Department of Community & Economic Development co-sponsoring the Highspire Borough authority's LSMG application.

August 30, 2022 – Email from Mark Conrad, Winter Engine Generator Service, Inc. – 2022-2023 service contract in the amount of \$850.00 for two yearly inspections (increase of \$75.00 from last year's contract).

August 30, 2022 – PA Commission on Crime & Delinquency – Act-77 amendment to the Crime Victims Act.

September 1, 2022 – Email from RETTEW – 2022-2023 HBA LSMG Application for the WWTP Centrifuge Project.

September 1, 2022 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 204 Frederick Street from taxable to exempt.

September 2, 2022 – Letters mailed to the two Police Civil Service applicants informing them of their oral interview scores and standing.

September 2, 2022 – Email notification from PA Department of Community and Economic Development that the Second Tranche of APRA funding should be distributed the week of September 12, 2022.

September 6, 2022 – Email from Jeremy Smith, RETTEW, - Certificate of Substantial Completion for the Eshelman, George, Concord & Poplar Street's repaving project was received, signed & emailed back to them.

September 6, 2022 – Email from Attorney Rob Radeback to Doug Brown – suggesting the RDA property be deeded back to Highspire Borough.

September 6, 2022 – Selective Insurance – 2019 Final Dividend Check for Policy Number S2247461 in the amount of \$1,222.71.

September 8, 2022 – Dauphin County Fines & Costs – check in the amount of \$552.06.

September 9, 2022 - Dauphin County Office of Tax Assessment – Reassessment of Parcel ID 30-023-069-000-0000 on Willow Street from \$500.00 to \$20,000.00.

September 13, 2022 – Commonwealth of PA Remittance Advice – 2nd Tranche of ARPA funds in the amount of \$124,582.68.

September 13, 2022 – Letter sent to Mr. Kevin C. Crone, manager, First Student, Inc. requesting they reconsider the location of the bust stop at Second Street and Vine Street.

September 13, 2022 – Letter to Highspire Wastewater Treatment Plant employee Mr. Frank Skupny informing him he has three (3) months to complete the required training and certifications as outlined in his Conditional offer of Employment.

September 13, 2022 – Application for Handicapped Parking Space from Mrs. Lula Swartz, 520 Eshelman Street.

September 14, 2022 – Dauphin County Fines & Costs – Restitution check in the amount of \$1.18.

September 15, 2022 – Email and attached letter from Mr. Henry C. Tamanini – Donation of sound system to the Citizens Fire Company #1.

September 15, 2022 – Email notification from the PA Comptroller – Volunteer Fire Relief Association (VFRA) 2022 allocation in the amount of \$12,737.44.

September 16, 2022 – Dauphin County Office of Tax Assessment – Reassessment of Parcel ID 30-031-018-000-0000, 205 (Rear) Frederick Street.

September 19, 2022 – Dauphin County Department of Solid Waste Management & Recycling Progress Report for September 2022.

September 19, 2022 – Dauphin County Tax Claims Monthly Transaction Register – Distribution Summary – Check in the amount of \$24,679.34.

Committee Reports

Public Facilities – Member Matesevac was absent.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher reported that the 2022 Car Show was a success and there was an excellent turnout with 166 cars registering for the event. He noted that a meeting will be scheduled to start planning for next year's events. Member Sutch asked if there were any plans for the money that was raised from these events. President Anderson and Member Thatcher stated that at this time they are just trying to build up funds for financial stability before deciding on how to spend them. Discussion followed.

Finance Administration – Member Thatcher reported that the first 2023 budget meeting is scheduled for September 22, 2022 at 5:00 p.m. and will be held in the Borough conference room.

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 stated that the Citizens Fire Co. #1 is up and running.

Maintenance & Repair – Member Matesevac was absent. Manager Stonbraker noted that Pyramid Construction, LLC expect the windows to arrive by the end of the month.

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, encouraged members to attend the October 20, 2022 Authority meeting for a presentation on the preliminary design from RETTEW.

Manager Stonbraker had nothing to report for the Safety Committee.

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

Solicitor's Report

Michael Cassidy, Solicitor, had nothing to report.

Engineer's Report

Robert Lauriello, Borough Engineer, discussed item f., under New Business, and recommended approval of payment application #6 to Mid-State Paving, LLC in the amount of \$16,276.14.

Mr. Lauriello stated that Daryt Tower, Tower Transportation, will need to post bond for Phase 2 of his project since an inspection was performed by RETTEW and the project was not complete as Mr. Tower had indicated.

Old Business

None

New Business

Motion moved by Vice-President Roman, seconded by Member Keith to direct staff to release the September 2022 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2022 General Fund Budget (411.500). Amount to be paid to the Company \$2,000.00. Motion approved unanimously.

Motion moved by Member Keith seconded, by Vice-President Roman to approve Highspire Borough Ordinance #641 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing a handicap parking space at 518 Eshelman Street, Highspire. All approved unanimously.

Motion moved by Member Keith, seconded, by Vice-President Roman to designate Debbie H. Ebersole as the Safety Coordinator to serve as the Accident and Illness Prevention Program Coordinator for the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve the publication of Highspire Borough Ordinance #642 Amending Chapter 24 of the Codified Ordinances of the Borough of Highspire, Section I (A) Bringing the Section into Legal Compliance with Act-57. Motion approved unanimously.

Motion moved by Member Vice-President Roman, seconded by Member Keith to approve the Emergency Service Agreement with South Central EMS and the Borough of Highspire extending the existing agreement from January 1, 2023 through December 31, 2024 with no increase in cost. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith to approve final payment application #6 to Mid-State Paving, LLC, (Invoice #22CT005-06 FINAL) in the amount of \$16,276.14 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 in the amount of \$16,199.62 will be made with what remains of the grant funding by Dauphin County Community and Economic Development (DCCED) and the \$76.52 balance is to be paid by the Borough. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Keith to approved payment of the remaining balance owed to Mid-State Paving, LLC, for the Eshelman, George, Concord and Poplar Community and Economic Development Block Grant (CDBG) Project. Amount owed is \$76.52 which will be paid out of the 2022 Highway Aid Budget (438.000 Highway Materials). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Keith 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 Vice-President Roman to adjourn the meeting at 8:07 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager