

## Highspire Borough Council Minutes

October 18, 2022

Council Vice-President Roman 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:	Carolee Roman	Christina Keith
	A. Kay Sutch	Robert Sutch
	Dorothy Matesevack	

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 President Anderson and Member Thatcher were absent.

### **Minutes**

Vice-President Roman presented the meeting minutes from the September 20, 2022 Council meeting and asked for questions regarding them. A motion to accept the minutes was made by Member Keith and seconded by Member K. Sutch. Motion approved unanimously.

### **Financial Reports**

Vice-President Roman presented the Treasurer's Report and Financial Statements for the month of September 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 R. Sutch. Motion approved unanimously.

### **Mayor's Report**

Mayor Hess had nothing to report.

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

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

Vice-President Roman presented the Mayor's and Public Safety Director's reports for the month of September 2022 and asked if there were any questions regarding the reports. Hearing none, she noted that the reports could be filed.

### **Fire Department Reports**

Vice-President Roman presented the Fire Chief Report, the Fire Department Treasurer's report for the month of September 2022 and the Volunteer Fireman's Relief Association Compliance Audit for the period January 1, 2018 to December 31, 2021 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**

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

### **Citizen's Comments**

None

## **Correspondence**

September 21, 2022 – Email notification from the Bureau of Justice Assistance (BJA) informing the Borough that we received an award under the Fiscal Year (FY) 2022 Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation.

September 22, 2022 – Commonwealth of PA Remittance Advice – 2022 Fire Relief Payment – Act 205 in the amount of \$12,737.44.

September 22, 2022 – PA Department of Transportation – Municipal Liquid Fuels and Turnback – 2023 Estimated Liquid Fuels (Act – 655) allocation -\$78,256.92.

September 22, 2022 – Comptroller – 2022 Municipal Pension State Aid Allocation Notification – General Municipal Pension System State Aid allocation for the 2022 Police and Non-Uniform MMOs in the amount of \$88,067.68.

September 23, 2022 – Signed/executed Winter Engine Generator agreement emailed.

September 29, 2022 – Email from Brian Enterline, Pyramid Construction, regarding the status of the Municipal Building windows.

September 30, 2022 – Pennsylvania Department of Revenue – PURTA distribution payment distribution notification.

September 30, 2022 – Letters mailed to Executive Director Mr. George Connor & Executive Director Leah Eppinger informing them of the Borough Council's decision to deny their rental inspection exemption request for 47 Ann Street.

September 30, 2022 – "Auditor General Commonwealth of PA remittance Advice – 2022 Municipal Pension payment – Act 205 in the amount of \$88,067.68.

October 3, 2022 – Email report from the Department of Auditor General of Fire Audits – Citizens Fire Company #1 of Highspire Volunteer Fireman's Relief Association Audit for the period of January 1, 2018 to December 31, 2021.

October 4, 2022 – Dauphin County Economic Development Corp. letter informing the Borough that the Dauphin County Board of Commissioners approved the FY2022 Community Development Block Grant for Eshelman Street Roadway Rehabilitation, Phase II in the amount of \$113,000.00.

October 6, 2022 – Dauphin County Fines & Costs – Fines & Costs check in the amount of \$118.47.

October 6, 2022 – Email – Dauphin County Office of Tax Assessment – 2023 Tax Billing Updates – Special Assessment.

October 6, 2022 – Letter from Citizens Fire Company #1 of Highspire requesting they be allowed to use the \$5,000.00 equipment allotment as provided in the 2022 General Fund Budget to purchase five (5), 100-foot sections of new fire hose.

October 7, 2022 – Email from Kelly Megonnel, Deputy Director, Dauphin County Department of Solid Waste & Recycling – 2023 Dauphin County Solid Waste Plan.

October 11, 2022 – Email from Steph Perez, Higher Information Group – Status of the Borough website development.

October 11, 2022 – Email from Robert B. Herb inquiring about the status of an item that was discussed during the September 14, 2022 Herb Trust Property Development meeting.

October 12, 2022 – Email from Susquehanna Municipal Trust – 2023 Workers' Compensation Renewal Proposal.

October 12, 2022 – Denali Water Solutions – Bid proposal for the removal of biosolids.

October 13, 2022 – Email from Deputy Director Doug Brown concerning the deed for the RDA property at Lumber and Broad Streets.

October 14, 2022 – Dauphin County Fines & Costs – Fines & Costs check in the amount of \$1.77.

October 17, 2022 – Susquehanna Municipal Trust – 2022 Dividend Distribution check in the amount of \$2,252.46.

October 17, 2022 – UGI – Notice of change in Natural Gas Supplier.

### **Committee Reports**

**Public Facilities** – Member Matesevac reported that the planters have been cleaned out and asked for suggestions on what to put in the planters for Fall and Winter. She also noted that the Fall banners are currently up and the Christmas banners will be going up the first or second week of November.

Member K. Sutch asked if there was an ordinance on sidewalk repair in the Borough. Deanna Proctor, Code Enforcement, stated that there is an ordinance regarding a property owners responsibility of maintaining the sidewalk in front of their home. Member K. Sutch also discussed the condition of the properties at 610 and 612 Second Street and asked if anything could be done. Ms. Proctor stated that she sent a Notice of Violation to the owner of 612 Second Street regarding the hole in his roof and he is in the process of finding a contractor to fix the roof so he can start making other necessary repairs to the house.

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

**Highspire Happenings** – Member Thatcher was absent. Vice-President Roman noted that the next meeting is scheduled for November 2, 2022 and Mayor Hess stated that the Tree Lighting Ceremony will be held on Saturday, December 3, 2022 which will be discussed at the November meeting.

**Finance Administration** – Member Thatcher was absent.

**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 asked Manager Stonbraker if the two side windows on the front façade of the Borough building were budgeted in the 2023 Budget. Manager Stonbraker noted that the windows were budgeted in the 2022 Budget along with the council room windows. She asked him if he heard anything from Brian Enterline regarding the windows. Manager Stonbraker stated that Mr. Enterline is still waiting on the windows from the manufacturer.

Member Matesevac discussed the Poplar Street Culvert repair and asked since it has been difficult to get the pipe to repair, would there be an extension for one (1) year. Mr. Lauriello, Borough Engineer, stated that it would go into the Spring of 2023.

Member Matesevac asked about the status of the property behind the fire company and asked if the Borough was going to get it back. Manager Stonbraker stated that he spoke with Doug Brown last week and he informed him that the County is cutting a check for the deed and Mr. Brown will hand it over to the Recorder of Deeds and once he does that, the parcel will belong to the Borough. Discussion followed regarding the sidewalk and the necessary repairs that are needed.

Member Matesevac asked if Manager Stonbraker heard anything from Tuckey Mechanical Services, Inc. regarding the HVAC system. Manager Stonbraker stated that he spoke with Michael Anderson with Anderson Mechanical, and he informed him that he contacted Tuckey Mechanical and gave them the information of what equipment they would be responsible for and what equipment Anderson Mechanical would be able to provide through Costars.

Member Matesevac asked Solicitor Cassidy if he had any information regarding the Reservoir Park Trail. Mr. Cassidy stated that he did not have any new information; however, he did a site visit with Manager Stonbraker, who also provided him with photographs and videotapes of the damage and stormwater runoff. Mr. Cassidy stated that they need to get together to discuss contacting the Township to discuss remediation. Mr. Lauriello, Borough Engineer, stated that he had a conversation with Scott Washinger with Lower Swatara Township, and was told the Reservoir was on their plans to fix in the Spring due to some emergency storm funds the Township will receive which they plan to use for the project. Member K. Sutch stated that she doesn't feel that the Borough should have to wait to see if the Township gets their money since they are responsible for the issue with the Reservoir. Mr. Cassidy suggested that a formal letter be sent to the Township stating that they need to remediate the problem and they need to be held accountable for the damage. Randy Kreider, Public Works Director, noted that it is actually getting worse. Discussion followed.

### **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, reported that the US Environmental Protection Agency and the Department of Environment Protection performed a stormwater inspection on October 18, 2022. He noted that the inspection went well.

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.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, had nothing to report.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, discussed a handout that he gave to Council Members, *Roadway Rehabilitation Program Map 10/17/2022 FY2022 CDBG Project & FY2023 CDBG Application*. He stated that out of the \$167,000.00 FY2022 CDBG grant money that was applied for, the Borough was awarded \$113,000.00 and needs to determine how it can best make use of that money. He noted that the FY 2022 CDBG project location has a Base Bid on Eshelman Street from Hanover to Logan, Alternate #1 is Eshelman Street from Logan to Ligan, and Alternate #2 is Martin Avenue from Poplar to Crescent. He recommended putting a bid together for next Spring and if the bids come in low, the Borough may be able to do the base bid and both alternates or base bid and one alternate. Mr. Lauriello discussed a second handout, *Low and Moderate-Income Area Data, based on 2011-2015 ACS*. He discussed the two Census Block Groups 1 and 2. He stated that CDGB money is allocated to meet a low to moderate income threshold and currently Block Group 1 is 63.97% below, so it meets the criteria and Block Group 2 doesn't meet the criteria since it is only 49.68%. He noted that the strategy has been to focus CDBG grant money on roads in Block Group 1 and Local Share Municipal Grant money on roads in Block Group 2.

He stated that the deadline for the CDBG application is November 4, 2022 and the FY2023 grant money would be used for Franklin Street from Second to Eshelman and Hanover Street from Second to Willow. Discussion followed. Mr. Lauriello stated that if Members would like RETTEW to proceed with applying for the CDBG FY2023 Grant Application by November 4, 2022, there would need to be a motion to proceed.

Motion moved by Member Keith, seconded by Member K. Sutch to approve RETTEW Associates, Inc. to proceed with applying for the FY2023 CDBG Grant on behalf of the Borough of Highspire for Franklin and Hanover Streets. Motion approved unanimously.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the October 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 R. Sutch seconded, by Member Keith to approve 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. All approved unanimously.

Motion moved by Member K. Sutch, seconded, by R. Sutch to approve Highspire Borough Council Resolution #16-2022 setting the 2023 Sewer Rental Rates for residential and non-residential users and the interest and penalty for non-payment of said fees. Residential rate \$75.00 per month / per unit, non-residential rate \$100.85 per month / per unit and interest and penalty per attached schedule. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve Highspire Borough Council Resolution #17-2022 reappointing Robert L. Condran, Jr. to the position of Fire Chief. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member K. Sutch to approve Highspire Borough Council Resolution #18-2022 appointing Christopher M. Jowers, Sr. to the position of Deputy Fire Chief. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2022 as certified by the Commission on October 5, 2022. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve the publication of Highspire Borough Ordinance #643 of 2022, amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing a handicap parking space at 520 Eshelman Street, Highspire. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Keith to approve the written request by Citizens Fire Company #1 of Highspire to purchase five (5), 100-foot sections of new fire hose using the \$5,000.00 equipment allotment as provided in the 2022 General Fund Budget (411.500). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the publication of the 2023 Borough Meeting Date Schedule. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve Highspire Borough Council Resolution #20-2022 authorizing the Council President and the Borough Manager to sign a five (5) year Municipal Winter Traffic Services Supplemental Agreement covering the years 2023-2027 between PennDOT and the Borough of Highspire. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve the proposal for removal and disposal from Denali Water Solutions, LLC, for the transportation and disposal of de-watered biosolids from the Wastewater Treatment Plant effective January 1, 2023 to December 31, 2025.

Motion moved by Member Matesevac, seconded by Member Keith to approve the payroll and bills. Motion approved unanimously.

With no other action to be taken, Vice-President Roman asked for a motion to adjourn the meeting. Motion moved by Member K. Sutch, seconded by R. Sutch to adjourn the meeting at 7:40 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager