

Highspire Borough Council Minutes

November 15, 2022

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

Roll call was taken:

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

Vice-President Roman was absent.

Motion moved by Member K. Sutch, seconded by Member Keith to approve a Proclamation honoring Mr. Ronald A. Lebo, Sr. as the 2022 Highspire Citizen of the Year. Motion approved unanimously.

Mayor Hess read the Proclamation and presented Mr. Lebo with the 2022 Citizen of the Year award.

Minutes

President Anderson presented the meeting minutes from the October 11, 2022 Workshop meeting and the October 18, 2022 Council meeting and asked for questions regarding them. A motion to accept the minutes was made by Member R. Sutch and seconded by Member Keith. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of October 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 Keith. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 10/20 Highspire Borough Authority meeting; 10/24 participated as a judge in the Steelton-Highspire United "Painted Pumpkin Contest" at the Steelton-Highspire Elementary School; 10/27 participated in trick-or-treat festivities with the Highspire Police Department, handing out candy; 11/01 grant hearing in Harrisburg for the upgrade project at the sewer plant; 11/02 Highspire Happenings meeting to discuss the Tree Lighting; and 11/09 National Night Out planning meeting. Mayor Hess noted that another truck was stuck on Penn Street. He reported that the driver damaged the stop sign and one of the residents had damage to their parked vehicle. He stated that this is an ongoing problem that needs to be addressed.

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 October 2022 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

Jenna Condran reported that the Fire Department was able to obtain Christmas trees and they plan to start sales on Thanksgiving or Black Friday. She also noted that the Fire Department will be selling poinsettias and wreaths.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of October 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 September 2022 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

October 19, 2022 – Email from Highspire Authority Chair, Christina Keith, notifying the Borough that Chad Mueller is resigning from his position as Secretary with the Highspire Borough Authority.

October 24, 2022 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for Parcel ID: 30-012-003-000-0000 (former RDA property).

October 24, 2022 – Application from Veolia Water Pennsylvania, Inc. with the Pennsylvania PUC requesting approval of a merger of Veolia Water Pennsylvania, Inc. with Veolia Water Bethel, Inc.

October 25, 2022 – Email from the Dauphin County Office of Community & Economic Development – Attached copy of the Quitclaim Deed for the former RDA property at Broad Street and Lumber Street.

October 25, 2022 – Email from Dauphin county Office of Community & Economic Development – Attached copy of the 2022 Community Development Block Grant (CDBG) Sub-Recipient Agreement for the Eshelman Street Phase II Roadway Rehabilitation Project.

October 27, 2022 – The intent to award letter and Biosolids Agreement was approved by the Borough Solicitor and emailed to Denali Water Solutions for their review and signing.

November 1, 2022 – 2023 Sewer O&M Budget and letter mailed to Lower Swatara Manager Jean R. Arroyo.

November 1, 2022 – Contract and Award Letter mailed to Denali Water Solutions.

November 1, 2022 – Comcast Cable – Notification of Franchise Fee Direct Deposit in the amount of \$6,728.20.

November 2, 2022 – Letter from Robert Sutch expressing his interest in filling the vacancy on the Highspire Borough Sewer Authority.

November 7, 2022 – Dauphin County Fines & Costs – check in the amount of \$87.53.

Committee Reports

Public Facilities – Member Matesevac had nothing to report.

Sanitation Committee – Member Keith had nothing to report.

Highspire Happenings – Member Thatcher reported that the Annual Tree Lighting will be held on Saturday, December 3, 2022 at 6:00 p.m. and afterwards, there will be refreshments, games and a visit with Santa at

Citizens Fire Company #1. He also noted that a Mission Statement will be written at the Committee's December 6, 2022 meeting and the Committee will also discuss events for 2023.

Finance Administration – Member Thatcher reported that the 2023 Budget is going out for publication to be advertised.

Personnel Committee – Vice-President Roman was absent.

Community Development – Member A. Kay Sutch had nothing to report.

Public Safety Committee – Member R. Sutch reported that he attended the last National Night Out meeting. He noted that everything is looking good. He reported that the Committee originally planned on 300 people, food was purchased for 500 people and ended up having 1,200 people show up for the 2022 National Night Out. President Anderson noted that Member's 1st is willing to help out with the next National Night Out.

Maintenance & Repair – Member Matesevac asked Manager Stonbraker when the windows would be installed in the council room. Manager Stonbraker noted that the windows are scheduled to be installed on Monday, November 21, 2022. Member Matesevac asked if everything else was ok with regards to the windows. Manager Stonbraker stated that one of the basement windows was cracked when it arrived, it was installed and will be replaced when the new one arrives. Member Matesevac asked if the HVAC still needed to go out for bid. Manager Stonbraker stated that Robert Lauriello with RETTEW would be discussing the HVAC.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that the Borough received the Quitclaim Deed for the former RDA property at Broad Street and Lumber Street from Dauphin County Office of Community & Economic Development. He noted that he will take a look at the parcel and determine what needs to be done with the sidewalk and tree.

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

Randy Kreider, Public Works Director, had nothing to report. Member K. Sutch asked about the leaves that have piled up at the Lutheran Church along Broad Street. She noted that she remembered that they were asked to rake the leaves in a pile for the Highway Department to pick up; however, the church hasn't been raking the leaves. Director Kreider stated that they have been keeping the leaves clear around the inlet basins at the church. Member K. Sutch stated that she would inform the church to rake the leaves in a pile and asked where they should place the pile. Director Kreider stated that as long as the leaves are in a pile along the curb line, they will get them. Member Thatcher asked with this last rain/snow mix if the leaves will still be picked up. Director Kreider stated that the leaves will continue to be picked up.

Christina Keith, Sewer Authority Chairman, noted that she attended a meeting to work towards getting a grant; however, there has been no final notifications on any of the grants that the Authority applied for and she is still looking for additional funding sources. She also noted that the Authority received a reimbursement check from Lower Swatara Township after RETTEW had sent them a letter.

Manager Stonbraker stated that a member of the Highway crew suggested purchasing head phones to communicate with the other employees while driving during leaf pick up.

Solicitor's Report

Michael Cassidy, Solicitor, had nothing to report.

Engineer's Report

Robert Lauriello, Borough Engineer, discussed item I. on the Agenda. He reported that the HVAC project is ready to go out to bid for a second time. He stated that several items are being purchased through Costars and the bid will be for labor and appurtenances for the installation. He noted that the schedule is to advertise the bid in November 2022, receive bids in December, with a notice to proceed in January 2023. He noted that Solicitor Cassidy has reviewed the contract and has approved it. Mr. Lauriello stated that he is looking for a motion to approve item I. on tonight's agenda.

Mr. Lauriello discussed Item h. on the agenda regarding the 2022 Community Development Block Grant (CDBG) Sub-Recipient Agreement. He noted that the language on the Sub-Recipient Agreement has changed with more financial responsibility being placed on the sub-recipient. He stated that the Borough submitted an application for \$167,000 and was awarded \$113,000 and the agreement states that the County would like the full amount done. He noted that he had a conversation with the County and they are open to revising the scope of the project to bring the dollar amount down so that the scope and dollar amount is essentially the grant amount, taking that responsibility off of the Borough. Mr. Lauriello is suggesting that the Sub-Recipient Agreement be authorized for signature, pending that revision to the agreement, so that we can get that scope and amount to the award amount, not the application amount. He stated that this will minimize the amount that the Borough has to pay out of pocket.

Mr. Lauriello reported that the contractor for the Poplar Street Culvert project informed him that the pipe is in and the work can start moving forward after Thanksgiving. He noted that he is waiting on one more signature from a property owner.

Mr. Lauriello discussed problems with trucks driving on side streets in Highspire. He stated that in order to post a "NO TRUCKS" sign on side streets there needs to be an engineering study to determine the geometry of the road and the turning radius to demonstrate side streets are not adequate for the trucks. He stated that the streets provided for the study are Race, Paxton, Mumma, Penn and Broad. He noted that an abbreviated study could be done to validate that the side streets are not adequate for truck traffic and asked for a motion to proceed. Director Kreider asked if Wetzel Street could be added to the study. President Anderson asked what the next step would be once the study is complete. Mr. Lauriello stated that there would be an ordinance and "NO TRUCKS" signs would be posted. Discussion followed.

Old Business

None

New Business

Motion moved by Member Keith, seconded by Member K. Sutch to direct staff to release the November 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 the adoption 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 Keith, seconded by Member Matesevac to contract Deanna Proctor for weekly custodial services and cleaning of the Borough building (2023 General Fund Budget – 409.373). Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the publication of the 2023 Budgets, comprised of the General Fund, Sewer Operations & Maintenance, Sewer Administration, Storm Sewer/ MS4, Highway Aid, Citizens Fire Company and Capital Reserve budgets. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #21 of 2022 fixing the general taxation rate on Real Property for 2023 at 19.0 mills. Motion approved unanimously.

Motion moved by R. Sutch, seconded by Member Keith to approve Highspire Borough Council Resolution #22 of 2022 setting the trash rate for the fiscal year 2023 at \$336.00 per collection unit. Motion approved unanimously. Motion moved by Member Matesevac, seconded by Member Keith to approve Highspire Borough Council Resolution #23 of 2022 reappointing Boyer & Ritter, Certified Public Accountants to audit the Borough's books for the year 2022. Motion approved unanimously.

Motion moved by Member K. Sutch, seconded by Member Keith to approve the 2022 Community Development Block Grant (CDBG) Sub-Recipient Agreement, by and between, the County of Dauphin and the Borough of Highspire for Eshelman Street Phase II Roadway Rehabilitation Project subject to the revisions to the scope of the project and associated budget. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member K. Sutch to approve the resignation of Chad Mueller from the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve Highspire Borough Council Resolution #24-2022, appointing Robert J. Sutch to complete the term of office on the Highspire Borough Authority which was recently vacated by Chad D. Mueller. Motion approved unanimously. Mayor Hess swore in Robert J. Sutch.

Motion moved by Member Keith, seconded by Member Matesevac to reject the request from Mr. David Geegee, 568 Eshelman Street, to move a utility pole from the street, to the sidewalk of his property. Motion rejected unanimously.

Motion moved by Member Keith, seconded by Member Matesevac to approve the publication for bid proposals for the Highspire Municipal Building USDA-RD – HVAC Replacement Project. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member R. Sutch to approve the promotion of Highspire Public Works employee Ronald Brian Splain to the position of “Operator 1”. On August 11, 2022 Mr. Splain completed all certification requirements relating to the operation of the Wastewater Treatment Plant for the aforementioned position. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member K. Sutch to approve the promotion of Highspire Public Works employee Eric M. Boes to the position of Laborer II. On November 3, 2022 Mr. Boes passed his Commercial Driver’s License certification required for the aforementioned position. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member K. Sutch to approve the updated developer’s agreement with Tower Transportation as updated to reflect the minor revisions to the plan as of October 3, 2022. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Keith to approve the proposal from Industrial Appraisal Company (AIC) to conduct an on-site inspection and appraisal of the buildings, structures, machinery and equipment for the purpose of completing a certified appraisal report for the properties appraised. The last certified appraisal for insurance purposes was in 2011. Total cost of the appraisal is \$6,120.00 which will be divided equally between the General Fund budget and Sewer Operations & Maintenance budget. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve the transfer of surplus funds from the following accounts Members 1st checking accounts into PLGIT in order to take advantage of better interest rates:

- General Fund Members 1st to General Fund Checking PLGIT = \$250,000.00
- General Fund Members 1st to Capital Reserve PLGIT = \$250,000.00
- Highway Aid Fund Members 1st to Highway Aid PLGIT = \$75,000.00
- Storm Sewer Fund Members 1st to Storm Sewer PLGIT = \$100,000.00

Motion approved unanimously.

Motion moved by Member R. Sutch, 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 K. Sutch, seconded by Member Keith to adjourn the meeting at 7:42 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager