

# Highspire Borough Council Minutes

December 20, 2022

Council President Anderson called the Highspire Borough Council meeting to order at 7:01 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
Borough Engineer:	Robert Lauriello

Assistant Borough Manager, Deanna Proctor; Public Works Director, Randy Kreider; and Borough Solicitor, Michael Cassidy was not in attendance.

## **Minutes**

President Anderson presented the meeting minutes from the November 15, 2022 Council meeting and the December 13, 2022 Workshop meeting and asked for questions regarding them. A motion to accept the minutes was made by Member A. Kay 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 November 2022 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Matesevac and seconded by Vice-President Roman. Motion approved unanimously.

## **Mayor's Report**

Mayor Hess reported that he attended the following meetings and events: 11/22 Mayor's Association Webinar meeting titled "The Mayor, the Chief, and the Law"; 12/3 participated in the Annual Tree Lighting Ceremony; and 12/7 attended the School Board meeting to swear in two (2) new members, one of which is a Highspire resident.

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

Mark Stonbraker, Public Safety Director, reported that the Pennsylvania Commission on Crime and Delinquency awarded a grant to Highspire Police Department in the amount of \$65,078.00 for new radios, mobile data terminals and portable notebook computers and the Fire Department received a \$200.00 donation from Jane Koppenheffer in honor of Robert and Jenna Condran's hard work.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of November 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 Santa ride through town was disappointing and it was discussed to add the event to the Highspire Happenings agenda. Member A. Kay Sutch asked where the event was advertised as a number of children and their families in the area did not know about the event. Jenna Condran stated that the event was advertised on Facebook, Citizens Fire Co. #1 website and posters. She noted that next year they will try to set up stations and have the engine stage in one area for 5-10 minutes before moving on to another area.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of November 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 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 October 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, commended the Highspire Borough Council on the hard work that they do.

### **Correspondence**

November 15, 2022 – Pennsylvania Department of Labor & Industry – Certification Renewal of Workplace Safety Committee.

November 15, 2022 – Verizon – Franchise Fee Schedule / Report 3<sup>rd</sup> Quarter 2022 in the amount of \$941.70.

November 16, 2022 – Email from Progressive Insurance (Claim #22-7386294) advising payment was made for damages to the shrubs at the Welcome to Highspire sign off of Eisenhower Boulevard.

November 17, 2022 – Dauphin County Office of Tax Assessment – Certification of 2023 Real Property (Taxable) Assessment total.

November 17, 2022 – Pennsylvania State Association of Boroughs (PSAB) – 2023 Proud Member Plaque.

November 18, 2022 – Highspire First Church of God – Donation check for the Highspire Police Department in the amount of \$250.00.

November 21, 2022 – Certified letter mailed to Mr. Jeffrey Rehrer, 304 Market Street, Highspire – landowner letter for the Poplar Street Culvert Repair Project.

November 21, 2022 – Progressive Insurance – Payment for damages to the "Welcome to Highspire" sign at Eisenhower Boulevard – Check in the amount of \$525.61.

November 23, 2022 - Thank you letter to Ruth Ann Bowerman for the gift basket.

November 23, 2022 – PSP bureau of Forensic Services – Reminder of mandatory reporting requirements regarding sexual assault evidence.

November 28, 2022 – Dauphin County Fines & Costs – Restitution check in the amount of \$1.18.

November 28, 2022 – Pennsylvania Department of Transportation – Notice of Payment State Police Fines & Penalties – PSP fines & penalties payment of \$577.07 will be paid on December 1, 2022.

November 28, 2022 – Email from Marlin Fisher, Capital Coating – The Borough had been continually getting invoices from Capital Coating. Mr. Fisher informed the Borough that after looking into the matter, the Borough is paid up and has a zero outstanding balance.

November 28, 2022 – Certified Mail delivery receipt – landowner permission for Mr. Jeffrey Rehrer, 304 Market Street, Highspire.

November 28, 2022 – Pennsylvania Human Relations Commission – PHRC Case #202002311 Mike Wetten – Notification that case was closed.

November 29, 2022 – Email from Rob Lauriello, RETTEW – Completed PennDOT documents for truck restriction signage off of 2<sup>nd</sup> Street.

December 1, 2022 – Email from Denali Water Solutions, Inc. – Redlined contract for Solicitor review.

December 1, 2022 – County of Dauphin – October 2022 Transfer Tax check in the amount of \$12,830.65.

December 5, 2022 – County of Dauphin – October 2022 Delinquent Tax check in the amount of \$4,450.90.

December 5, 2022 – Email from Chris Spackman, Deputy Director, Dauphin County Board of Elections – Confirmation of four (4) 4-year term seats up for election / re-election next year.

December 8, 2022 – 2022 CDBG Subrecipient Agreement mailed to Dauphin County Office of Community & Economic Development.

December 8, 2022 – Dauphin County Fines & Costs – Fines & Costs check in the amount of \$624.34.

December 13, 2022 – Email from Christina Keith – Resignation from her position on Borough Council and the Highspire Authority effective immediately.

December 13, 2022 – Email from Denali Water Solutions – Fully executed, signed contract for the removal and transportation of biosolids from the WWTP.

December 13, 2022 – Email from Rob Lauriello, RETTEW – Bid tally for the Highspire Borough Municipal Building HVAC Replacement Project.

December 15, 2022 – Email from Jerid L. Weston, Frey-Lutz Corp. – Letter of bid withdraw for the Highspire Borough HVAC Project.

December 15, 2022 – Notification from the Pennsylvania Commission on Crime and Delinquency that the Highspire Police Department was awarded a grant in the amount of \$65,078.00 for the purchase of new radios, mobile data terminals and portable notebook computers.

December 15, 2022 – PMHIC 2021 Final Surplus Claim Fund Distribution – Check in the amount of \$17,749.29 which will be distributed between the Sewer Admin, Sewer O&M and Storm Water / MS4 budgets.

December 16, 2022 – Certified Mail confirmation - Dauphin County Office of Community & Economic Development – CDBG Subrecipient Agreement.

December 16, 2022 – Email sent to New Jersey Manufactures Insurance Company requesting payment for damages to the Memorial Park foot bridge at Rhoda Avenue and Wolf Street (Case #22-0004321).

December 19, 2022 - \$200.00 donation to Citizen's Fire Company #1 of Highspire from Jane Koppenheffer in honor of Robert and Jenna Condran.

December 19, 2022 – PMHIC – Agreement amendments & 2022 Annual Report.

### **Committee Reports**

**Public Facilities** – Member Matesevac discussed the new window for the Municipal Building and noted that the remaining basement window should be replaced sometime next week along with the cracked window. She also reported on the HATS meeting and the discussion of expanding bike trails in the area. She stated that the next HATS meeting will be held on February 24, 2023. Member Matesevac discussed the road repair and how the gas and water companies came in and cut up the road after the repair. She also mentioned Market and Lumber Streets needing repaired.

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

**Highspire Happenings** – Member Thatcher reported on the Annual Tree Lighting that was held on Saturday, December 3, 2022. He noted that the December 2022 meeting was cancelled and will be reschedule in January 2023.

**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 had nothing to report.

**Safety Committee** – Manager Stonbraker reported that there was an Audit last month and everything went well.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that the Borough received the fully executed, signed contract for the transportation and removal of biosolids from Denali through the work with their attorney(s) and Michael Cassidy, Borough Solicitor. He stated that the contract is good for three (3) years. He also noted that he received a bid tally from RETTEW for the HVAC project. Manager Stonbraker reported that he received a letter of bid withdraw from Frey-Lutz Corporation and that the Borough received the PMHIC 2021 Final Surplus Claim Fund Distribution check in the amount of \$17,749.29; which, will be distributed between the Sewer Admin, Sewer O&M and Stormwater/MS4 budgets.

Deanna Proctor, Code Enforcement, was not in attendance. Manager Stonbraker reported that Ms. Proctor has been busy with properties that are not in compliance and issuing citations. Member Thatcher asked about the new construction on Lumber Street. He questioned if permits were obtained for the work and for the work that was done along Burd Run on that property. Manager Stonbraker informed him that he would check with Ms. Proctor.

Randy Kreider, Public Works Director, was not in attendance.

Christina Keith, Sewer Authority Chairman, deferred to Engineer Robert Lauriello who discussed the Biosolids project and noted that the permit has been submitted and comments have been received from DEP. He reported that the Historical Society had indicated that the digester building may have historical significance and RETTEW is working on submitting a response for that inquiry. Mr. Lauriello added that he is looking into additional grant money for the project. He reported that Geotech will be investigating next week. Mr. Lauriello noted that the screw press, which is the main component of the project, has a 40-week lead time. Member Keith mentioned that the Poplar Street project is moving forward and the part is available; however, there is an issue with a nearby property owner not signing off to allow access to his property. Mr. Lauriello reported that he attended a meeting with PennVest regarding funding for the centrifuge project and stated that the February deadline would be missed; however, we should make the May deadline. He feels this will work in our favor for a clearer funding picture.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, was not in attendance.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, noted that there were two (2) ordinances on the agenda for Councils consideration / signage. Discussion followed. Member A. Kay Sutch asked if Mr. Lauriello heard anything from Lower Swatara Township concerning the Hanover Street Project. Mr. Lauriello stated that he hasn't heard anything, but stated he would follow-up. Mr. Lauriello suggested Council go into Executive Session to discuss the HVAC project bids.

President Anderson called for an Executive Session.

Executive Session: 7:35 p.m.

Reconvene: 8:01 p.m.

Motion moved by Member Keith, seconded by Member Thatcher to amend the agenda by adding a motion to accept Frey-Lutz Corporation's letter of bid withdraw and return of bid bond and a motion to accept the bid from Garden Spot for the Highspire Borough Municipal Building HVAC Project in the amount of \$96,000.00. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to accept the letter of bid withdraw from Frey-Lutz Corporation. Member Matesevac abstained due to her relationship with Tuckey Mechanical Services. Motion approved.

Motion moved by Member Keith, seconded by Member A. Kay Sutch to accept the bid from Garden Spot for the HVAC project in the amount of \$96,000.00. Member Matesevac abstained. Motion approved.

### **Old Business**

None

### **New Business**

Motion moved by Vice-President Roman, seconded by Member Keith to approve the publication of Highspire Borough Ordinance #644 of 2022 Establishing Restrictions on the Operations and Parking of Large Vehicles and Motor Vehicles. Motion approved unanimously.

Motion moved by Member Keith, seconded by Member Thatcher to approve the publication of Highspire Borough Ordinance #645 of 2022 Establishing Penalties and Restitution of Damages Caused by Commercial Trucking Companies, Commercial Truck Drivers Who Cause Property Damage and Personal Injuries When Operating Their Vehicles Illegally on Borough Streets Which Prohibit Commercial Vehicles for the Safety of the Residents of the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member A. Kay Sutch to approve the resignation of Member Christina Keith from Highspire Borough Council, The Highspire Authority and the Highspire Planning Commission. Member Keith abstained. Motion approved.

Motion moved by Member A. Kay Sutch, seconded by Member Matesevac 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 Vice-President Roman, seconded by Member Keith to adjourn the meeting at 8:06 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager