

# Highspire Borough Council Minutes

January 17, 2023

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

Roll call was taken:

Council Members Present:	Michael Anderson	Dorothy Matesevac
	Carolee Roman	Tyler Thatcher
	A. Kay Sutch	Robert Sutch

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

## **Minutes**

President Anderson presented the meeting minutes from the December 20, 2022 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Vice-President Roman and seconded by Member R. Sutch. 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: 01/04 Citizens Fire Company Department meeting to swear in new Officers and 01/11 National Night Out planning meeting.

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

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

President Anderson presented the Mayor's and Public Safety Director's reports for the month of December 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 department is going to open the hall for dine in roast beef dinners and continue to have the drive-thru. She noted that the last few months the roast beef dinner sales have been down.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of December 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 Thatcher. Motion approved unanimously.

## **South Central Emergency Medical Services Report**

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

## **Citizen's Comments**

None

## **Correspondence**

December 22, 2022 – Dauphin County Office of Tax Assessment – Notice of Change of Assessment for 410 Market Street.

December 22, 2022 – Email from Denali Water Solutions – Biosolids contract packet.

December 27, 2022 – County of Dauphin – November 2022 Delinquent Tax check in the amount of \$3,366.25.

December 27, 2022 – County of Dauphin – November 2022 Transfer Tax check in the amount of \$7,531.30.

December 28, 2022 – DCDPS – 2023 Emergency Operations Plan (EOP).

December 28, 2022 – Denali Water Solutions, LLC – A copy of the executed Biosolids Removal and Disposal Agreement.

December 29, 2022 – Dauphin County Fines & Costs – Restitution check in the amount of \$1.18.

December 29, 2022 – Updated signed PennDOT Winter Services Agreement Supplemental.

December 30, 2022 – Dauphin County Conservation District – Approval letter for the Highspire Authority Biosolids Project.

January 3, 2023 – Advance Publications Inc. – Newspaper Adviser refund check in the amount of \$638.08.

January 5, 2023 – Dauphin County Conservation District – DCCD Erosion and Sedimentation review letter for the WWTP Biosolids project.

January 5, 2023 – Letter from the US Equal Employment Opportunity Commission – Determination and Notice of Rights in the matter involving the allegations of former employee Michael Wetten.

January 5, 2023 – Borough Floodplain and Stormwater Consistency letter mailed by the Borough on behalf of RETTEW to the Highspire Authority.

## **Committee Reports**

**Public Facilities** – Member Matesevac discussed the Poplar Street Culvert repair and asked for an update on the owner of 302 Market Street, Highspire, who hasn't granted the Borough access to his property to repair the culvert. Solicitor Cassidy stated that if there is a public facility located on private property the Borough would need to file for Eminent Domain and a Temporary Construction Easement in order for construction equipment to access Burd Run and repair the Poplar Street culvert. Discussion followed. Mr. Lauriello, Borough Engineer, stated that the contractor is on standby and also grant money is associated with the project and he will need to look into the deadlines on when the grant money needs to be used.

Member Matesevac noted that the bid for the HVAC was passed at the December 2022 meeting. She also asked if the Borough was any further with the insurance claim on the foot bridge that was hit at Memorial Park. Manager Stonbraker stated that the insurance claim was approved by the driver's insurance company and he needs to submit estimates of the damage.

Member Matesevac discussed the poor condition of the road from Rosedale to the Turnpike Bridge and from Market Street to Lumber Street and that cold patch has been put down temporarily. Manger Stonbraker noted that he met on Lumber Street with RETTEW two weeks ago and they determined that the Borough may be able to apply for CDBG grant money. Mr. Lauriello further explained that he along with Jeremy Smith with RETTEW, Highspire Borough Manager, Mark Stonbraker, and Public Works Director, Randy Kreider, met on Lumber Street. He noted that this is an area where it is not automatically eligible for CDBG grant money and a survey would need to be done to determine if the area meets the requirements of low to moderate household incomes.

He stated that Sam Meckley plans to reach out to the County to get the criteria for the surveys and that the surveys won't be available until June 2023 and in the meantime the Borough can look into other funding sources. He noted that if the Borough wants to use CDBG funds that the process needs to start in June with house income surveys.

Member A. Kay Sutch discussed her concerns with regards to Lower Swatara Township and the repairs to Hanover Street at Reservoir Park. Discussion followed. She mentioned a discussion she had with Public Works Director Kreider with the possibility of posting signs along the trail that state "Walk at Your Own Risk". Solicitor Cassidy suggested waiting to hear what Lower Swatara Township has to say and if needed he can reach out to their solicitor regarding the delays to try to resolve any issues.

**Sanitation Committee** – Vacant

**Highspire Happenings** – Member Thatcher reported that checks were given out for the five (5) home decorating entries. He stated that there were five entries and five prizes were given out, first place, second place, third place and two choice awards. He also noted that the committee is working on picking a date for their next meeting. Member Thatcher stated that the next event will be the Easter Egg Hunt and Breakfast With the Easter Bunny at the fire house.

**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** – See *Public Facilities* report.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, noted that he received a letter from Holly C. Martz, Dauphin County Tax Claim Bureau Deputy Director, asking if the Borough would like to offer an extension of the 30-day interest free tax period for delinquent tax claims of effected properties within the Borough of Highspire. He also noted that Member A. Kay Sutch discussed purchasing a winter banner for the fence at Memorial Park using funds from the Holiday Decorating PLGIT fund, which will be on next months agenda to be decided on.

Deanna Proctor, Code Enforcement, had nothing to report.

Randy Kreider, Public Works Director, reported that the Middletown Borough has a new Public Works Director who wants to set up a meeting once a month with Middletown Borough, Londonderry Township, Lower Swatara Township, Swatara Township and the Highspire Borough so they can work better together.

Manager Stonbraker reported that the Borough will receive a five percent (5%) discount for Worker's Compensation insurance due to completing the yearly Safety Committee certification.

President Anderson presented the Staff Activity Reports for the month of December 2022 and asked for a motion to accept them. Motion moved by Member Matesevac, 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, reported that he received the signed contract from Garden Spot Mechanical, Inc. and is asking Council for a motion to execute the contract. He noted that the contract will be sent to Solicitor Cassidy for certification that he reviewed the contract and then the contract needs to be sent to the USDA for their review and approval. He stated that he feels that a preconstruction meeting with the contractor could be scheduled; however, a Notice to Proceed cannot be issued until the USDA's approval is received. Mr. Lauriello asked for a motion to approve the execution of the agreement with Garden Spot Mechanical, Inc., contingent on the Solicitor's review, and related documents by the Borough Manager, Mark

Stonbraker and to authorize Manager Stonbraker to sign the contract, Solicitor Cassidy to review the contract and RETTEW to submit the contract to USDA

Motion moved by Member Thatcher, seconded by Member A. Kay Sutch to approve the execution of the agreement with Garden Spot Mechanical, Inc., contingent on the Solicitor's review, and related documents by the Borough Manager, Mark Stonbraker and to authorize Manager Stonbraker to sign the contract, Solicitor Cassidy to review the contract and RETTEW to submit the contract to USDA. Motion approved unanimously.

### **Old Business**

None

### **New Business**

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #1-2023 reappointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member A. Kay Sutch to approve Highspire Borough Council Resolution #2-2023 reappointing Mark Stonbraker as an officer and Deanna Proctor as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #3-2023 setting employee contributions to the Police Pension Plan for the 2023 plan year. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve Highspire Borough Council Resolution #4-2023 setting employee contributions to the Non-uniformed Employee Pension Plan for the 2023 plan year. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #5-2023 approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2016, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2016 and Tax Collection and Assessment records, all records prior to 2015. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the January 2023 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2023 General Fund budget (411.500). Amount to be paid to the Company \$2,500.00. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. Kay Sutch to reimburse Mr. Ken Becker for 2022 & 2023 Highspire Educational Coalition website fees in the amount of \$180.00. He is asking for reimbursement of website fees for 2022 and taking down the website due to inactivity. Motion approved unanimously.

Motion moved by Member A. Kay Sutch, seconded by Member R. Sutch to approve the 2023 Domestic Animal Protective Services Agreement with the Humane Society of Harrisburg with an administrative fee of \$250.00. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve Highspire Borough Ordinance #644 of 2022 Establishing Restrictions on the Operation and Parking of Large Vehicles and Motor Vehicles. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve 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 Vice-President Roman, seconded by Member R. Sutch to approved Highspire Borough Council Resolution #6-2023 adopting the 2023 Dauphin County Emergency Operations Plan as approved by the Dauphin County Commissioners on December 14, 2022. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Matesevac to approve payment to Pyramid Construction, Inc. (PCI Estimate #1-201-5805A) for replacement of five (5) council room windows of the Highspire Borough Municipal Building. Total cost of the project is \$25,050.00 which will be paid out of the 2023 General Fund Budget – Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member A. Kay Sutch to approve payment to Pyramid Construction, Inc. (PCI Estimate #1-201-5805B) for replacement of eight (8) basement windows of the Highspire Borough Municipal Building. Total cost of the project is \$13,290.00 which will be paid out of the 2023 general Fund Budget – Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve payment to Pyramid Construction, Inc. (PCI Estimate #1-201-6161) for replacement of two (2) entrance way windows of the Highspire Borough Municipal Building. Total cost of the project, \$3,525.00 which will be paid out of the 2023 General Fund Budget – Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve the Borough Manager, Mark Stonbraker, to draft a letter to Dauphin County Tax Claim Bureau Deputy Director, Holly C. Martz, informing her that the Borough of Highspire opposes and extension of the 30-day interest free tax period for delinquent tax claims of effected properties within the Borough of Highspire. Motion approved unanimously.

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

Member Thatcher asked Solicitor Cassidy what the Borough's liability is regarding the Reservoir Park Nature Trail should a pedestrian get injured by a limb or branch that may fall on the trail from a tree that is dead since trees cannot be removed from the trail. He asked if warning signs like "Walk at Your Own Risk" could be put up. Solicitor Cassidy asked why dead trees could not be removed. Manager Stonbraker stated that part of the grant required that it be an unmaintained forest. Director Kreider noted that maintenance is done on the trail but mainly along the bridges and walkway. Solicitor Cassidy asked why there was a restriction. Director Kreider stated that the equipment is unable to fit on the bridges and trail. Manager Stonbraker also noted that the Reservoir is declared a wetland and one of the requirements is that if anything falls, it needs to stay where it falls. Solicitor Cassidy recommended mediating the problem if there is a dangerous situation. President Anderson asked if there should be proper signage posted warning pedestrians of the possible dangers. Solicitor Cassidy stated that yes, the Borough should have signage. Discussion followed.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Matesevac, seconded by Thatcher to adjourn the meeting at 8:02 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager