



Borough of Highspire
Workshop Meeting
of the Highspire Borough Council
August 8, 2023

“It is error alone which needs the support of government. Truth can stand by itself.”

— **Thomas Jefferson**

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Regular Meeting held on July 18, 2023.
5. Financial Reports
 - a. Treasurer’s Report for July, 2023
 - b. Monthly Financial Statements – July, 2023
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – July 2023
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for July, 2023
 - b. Treasurer’s Report
9. South Central Emergency Medical Services Report for June, 2023
10. Citizens’ Comments (limit 3 minutes)

11. Committee Reports
 - a. Public Facilities Committee
 - b. Sanitation Committee
 - c. Highspire Happenings
 - d. Finance/Administration Committee
 - e. Personnel Committee
 - f. Community Development Committee
 - g. Public Safety Committee
 - h. Maintenance & Repair Committee
12. Staff Activity Reports
 - a. Borough Manager's Report - Mark Stonbraker
 - b. Code Enforcement Report - Deanna Proctor
 - c. Public Works Department Report - Randy Kreider
 - d. Highspire Authority – Bob Sutch
 - e. Grant Administrative Report & Fire Department Financial Report
 - f. Sewer Billing Adjustments & Reconciliations for July, 2023
 - g. Safety Committee
13. Solicitor's Report
14. Engineer's Report
15. Old Business
 - a.

16. New Business

a. Motion to direct staff to release the August 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.

b. Motion to (approve/reject/table) Highspire Borough Council Resolution #18-2023 appointing Samuel A. Rittner, III to the position of Assistant Fire Chief.

c. Motion to (approve/reject/table) Highspire Borough Council Resolution #19-2023 authorizing Mark L. Stonbraker, Borough Manager, to execute for, and in behalf of, the Borough of Highspire, all required forms and documents for the purpose of obtaining financial assistance from FEMA for the Hazard Mitigation Grant Program (HMGP), Building Infrastructure & Communities (BRIC) & Flood Mitigation Assistance (FMA) programs.

d. Motion to (approve/reject/table) Highspire Borough Council Resolution #20-2023 authorizing the purchase of a new Bobcat UW56 for the Public Works Department, method of payment and repayment of funds used for the purchase.

e. Motion to (approve/reject/table) the proposed Diversified Billing 2022 upgrade by Diversified Technology for the new Civic Action Center (CAC) bill pay website. Total cost of the upgrade will be \$5,267.50 which will be paid out of the 2023 Sewer Administration Budget (402.213 – Computer Hardware / Software).

f. Motion to (approve/reject/table) promoting Highspire Borough Waste Water Treatment Plant employee, Ronald Brian Splain, to the position of Operator II. As of August 11, 2023 Mr. Spain has completed all requirements and certifications for the aforementioned position.

g. Motion to (approve/reject/table) renewing the yearly contract with ATS, Atlantic Transportation Systems, Inc. for the maintenance of the three (3) traffic signals in the Borough of Highspire. There is no increase in cost from the previous contract.

17. Approval of Payroll and Bills

18. Adjournment