

Highspire Borough Council Minutes

August 15, 2023

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

Roll call was taken:

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

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

Minutes

President Anderson presented the meeting minutes from the July 18, 2023 Council meeting and the August 8, 2023 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member A. K. 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 July 2023 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 Member R. Sutch. Motion approved unanimously.

Mayor's Report

Mayor Hess thanked everyone who participated with National Night Out. He noted that he has received complaints regarding properties in the Borough and people speeding on Lumber Street.

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 July 2023 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 report that the department is working on becoming more involved with the community by working with the school district. She reported that the Steelton-Highspire school would like to have a bonfire for Homecoming in October and she is waiting for more information from the school. President Anderson thanked the Fire Department for their participation with National Night Out.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of June 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Vice-President Roman, seconded by Member R. Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report

President Anderson presented the South-Central Emergency Medical Services Report for the month of June 2023 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

June 24, 2023 – AOPC – Status of the paper traffic and non-traffic citation contract.

July 19, 2023 – Email from Rob Lauriello, RETTEW, advising PENNVEST awarded HBA a GRANT in the amount of \$1,878,124.00 and LOAN in the amount of \$274,100.00 for the WWTP Biosolids Project.

July 19, 2023 – PPL Electric Utilities – Account supplier change letters (IGS).

July 20, 2023 – DocuSign – PENNVEST Funding Offer.

July 24, 2023 – County of Dauphin – June 2023 Transfer Tax check in the amount of \$7,545.51.

July 25, 2023 – Email from Allied Air Enterprises – Warranties for the Highspire Borough Municipal Building HVAC equipment.

July 25, 2023 – Stevens & Lee - \$88,600.00 Principal Amount, Borough of Highspire, Dauphin County, Pennsylvania, General Obligation Bond, Series of 2023.

July 31, 2023 – 2024 Budget letters were mailed to Boyer & Ritter, LLC, Johnson, Duffie, Steward & Weidner as well as the Borough department heads requesting information for next year's budget.

July 31, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 576 Second Street (Land Split/New Lot or Acreage Parcel).

July 31, 2023 – County of Dauphin – June 2023 Delinquent Tax check in the amount of \$14,686.64.

August 7, 2023 – PSP – Updated NCIC/CLEAN agreement.

August 10, 2023 – Crimewatch Semi-Annual Impact Report.

Committee Reports

Public Facilities – Member Matesevac discussed property maintenance issues in the Borough and asked if a property can be condemned. Discussion followed.

Sanitation Committee – Member Accorsi reported that the next Authority meeting is scheduled for Thursday, August 17, 2023 at 7:00 p.m.

Highspire Happenings – Member Thatcher noted that their next meeting will be held on Thursday, August 17, 2023 at 5:30 p.m. to discuss the Car Show. He reported that all trophies have been sold.

Finance Administration – Member Thatcher stated that he attended a meeting with Members 1st, along with Manager Stonbraker and Assistant Manager Proctor, on July 25, 2023 at 10:00 a.m. where they discussed ACH payments and money market accounts.

Personnel Committee – Vice-President Roman noted that the committee held a meeting on Tuesday, August 15, 2023 at 6:00 p.m.

Community Development – Member A. Kay Sutch asked about the status of Reservoir Park and Lower Swatara. Mr. Lauriello informed her that Lower Swatara plans to begin work in September 2023.

Public Safety Committee – Member R. Sutch had nothing to report.

Maintenance & Repair – Member Matesevac asked Manager Stonbraker when the repointing would start. Manager Stonbraker stated that Hauck needs to fit it in between projects; however, it will be completed this year.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that the Finance Administration meeting will be held on September 14, 2023 at 7:00 p.m. to discuss the 2024 Budget. He informed members that he received an email from Kimberly Bradeen who is retired and recently moved into the Borough (338 High Street) and she is interested in serving on either the Zoning Hearing Board or Planning Commission.

Manager Stonbraker noted that he has a draft of the RFP and requirements for Auditor that can be sent out to the different agencies. He reported that he did receive a response from the CapCOG giving their recommendations. Manager Stonbraker asked for an amendment to the agenda for authorization for the publication of the RFP for

independent financial audits and an amendment to approve an amortization schedule for the PFM loan for the Lumber Street project.

Deanna Proctor, Code Enforcement, reported that she attended the Summary Trial for 282 Second Street on July 19, 2023 at 2:30 p.m. for a citation she issued to the owner. She stated that the owner was found guilty and had thirty (30) days to schedule an inspection and comply with the codes. She noted that she along with Manager Stonbraker, Public Works Director Kreider and Approved Codes performed an on-site inspection of 282 Second Street.

Randy Kreider, Public Works Director, was absent. Manager Stonbraker noted that Director Kreider had nothing to add to his report.

Robert Sutch, Authority Chairman, noted that the next Authority meeting will be held on Thursday, August 17, 2023 at 7:00 p.m.

Mark Stonbraker, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month of July 2023 and asked for a motion to accept them. Motion moved by Member R. Sutch, seconded by Member Thatcher. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, reported the continuation of negotiations regarding the Township with Judge McNally and he requested an Executive Session to brief members on his discussion.

Engineer's Report

Robert Lauriello, Borough Engineer, announced that PennVest awarded Highspire \$1.8 million dollars in grant money and a \$247,000 loan for the Waste Water Treatment Plant's Biosolids Project. He stated that with the other grants that were awarded for the Biosolids Project, the project is 90% funded. He noted that he is still waiting on the decision for the H2O PA Grant which should be announced in September 2023.

He reported that Farhat Excavating completed work on the Poplar Street Culvert project and have submitted Payment Application #1 in the amount of \$71,012.50. He also informed members that during construction, a water line broke twice. Mr. Lauriello stated that he was informed that Veolia Water has been contacted to repair the pipe; however, Veolia won't be able to start until October 1, 2023. He noted that the contract with Farhat Excavating will expire on October 1, 2023 and after the pipe is repaired, Farhat will have to come back to pave, so the Borough may need to ask for another extension on the contract.

He also reported that the Borough submitted an application today (August 15, 2023) for a Dauphin County Infrastructure Bank Loan for the Lumber Street project and noted that this was in addition to the Transportation Infrastructure Safety Program grant that was previously submitted. Mr. Lauriello stated that the Borough is requesting a grant through Dauphin County in the amount of \$347,000.00 and also a loan in the amount of \$675,000.00. Discussion followed regarding the loan requirements and amortization schedule.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the amendment to the agenda adding the approval to apply for the ten (10) year term for the PFM loan. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve the ten (10) year term for the PFM loan. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the amendment to the agenda to add the authorization for the publication of the RFP for independent financial audits and related services for 2024, 2025 and 2026. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to approve the publication of the RFP for independent financial audits and related services for 2024, 2025 and 2026. Motion approved unanimously.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member R. Sutch 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. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve Highspire Borough Council Resolution#18-2023 appointing Samuel A. Rittner III, to the position of Assistant Fire Chief. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the Poplar Street Culvert Repair Project Payment Application #1 (RETTEW Project No. 039742023) from Farhat Excavating, LLC in the amount of \$71,012.50. Payment for this application is being drawn from the Disaster Recovery Fund PLGIT account in the amount of \$48,000.00 and the American Rescue Plan PLGIT account in the amount of \$23,012.50. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve 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). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve the promotion of Highspire Borough Waste Water Treatment Plant employee Ronald Brian Splain to the position of Operator II. As of August 11, 2023 Mr. Splain will have completed all requirements and certifications for the aforementioned position. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve 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. Motion approved unanimously.

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

Executive Session: 8:07 p.m.

Reconvene: 8:28 p.m.

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 Thatcher to adjourn the meeting at 8:29 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager