



Borough of Highspire
Workshop Meeting
of the Highspire Borough Council
October 10, 2023

“Commerce with all nations, alliance with none, should be our motto.”

“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 September 19, 2023.
5. Financial Reports
 - a. Treasurer’s Report for September, 2023
 - b. Monthly Financial Statements – September, 2023
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – September 2023
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for September, 2023
 - b. Treasurer’s Report

9. South Central Emergency Medical Services Report for August, 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 September, 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 October 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) the proposal from AJ's Truck and Trailer Center, Inc. for the purchase and installation of a new ten-foot (10') Western Pro Plus Plow and accessories for the new Waste Water Treatment Plant truck. Total cost will be \$7,785.00 which will be paid out of the 2023 Highway Aid Budget – Major Equipment (430.740).

c. Motion to (approve/reject/table) the publication of the 2024 Borough Meeting Dates Schedule.

d. Motion to approve and accept the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2023 as certified by the Commission on October 4, 2023.

e. Motion to (approve/reject/table) the 2023 CDBG Subrecipient Agreement by and between the County of Dauphin and the Borough of Highspire for the Hanover Street Roadway Rehabilitation Project.

f. Motion to (approve/reject/table) Highspire Borough Ordinance No. 651 of 2023 to authorize and direct the incurring of non-electoral debt through the issuance of a General Obligation Note, Series of 2023 in the maximum principal amount of \$850,000.00 of the Borough of Highspire, Dauphin County, Pennsylvania for the purpose of providing funds to undertake certain Capital Projects as described herein.

g. Motion to (approve/reject/table) the agreement with Esquire Landscaping, LLC. for the mowing of the Memorial, Ann Street & Reservoir parks (2024 General Fund Budget – Culture & Recreation – Professional Services - 452.310).

h. Motion to (approve/reject/table) the appointment of Mark L. Stonbraker as a Borough representative to the Tri-County Regional Planning Commission (TCRPC) Board for the upcoming 2024-2025 Term.

i. Motion to (approve/reject/table) the proposal from the Highspire Borough Police Association amending the second-tier full-time police officer pay rates for the 2022-2025 Highspire Police Contract.

J. Motion to (approve/reject/table) the proposal from Hamilton & Musser, Certified Public Accountants, for independent accounting and auditing services of the Borough's financial accounts.

k. Motion to (approve/reject/table) Highspire Borough Council Resolution #23 of 2023 appointing Hamilton & Musser, Certified Public Accountants to audit the Borough's books for the year 2023.

l. g. Motion to (approve/reject/table) the 2023-2024 generator preventative maintenance agreement with Winter Engine - Generator Service, Inc. for two yearly inspections in the amount of \$850.00 (2024 General Fund Budget – Municipal Buildings – Maintenance & Repairs - 409-373).

17. Approval of Payroll and Bills

18. Adjournment