

Highspire Borough Council Minutes

September 19, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Member Thatcher 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

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

Member Matesevac was absent.

Minutes

President Anderson presented the meeting minutes from the August 15, 2023 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 A. K. Sutch. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of August 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member R. Sutch and seconded by Member A. K. Sutch. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 08/17 Highspire Happenings meeting; 8/17 Highspire Sewer Authority meeting; 8/22 Intergovernmental meeting with Steelton Borough to discuss the use of the Highspire baseball field and an initiative to have all students certified in CPR; 8/28 participated in the "Welcome Back Students" event on the first day of school; 9/11 Highspire Happenings meeting; 9/12 NNO meeting to review this year's event; 9/13 Steelton-Highspire School Board meeting; and 9/16 participated in the Car Show. He also noted that he, along with Sherry Webb, has been working on a logo for Highspire Happenings.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, reported that he received a letter from the Tri-County Regional Planning Commission. He stated that they are looking for a representative from Highspire Borough to serve a two (2)-year term for the Dauphin Southwest Regional Planning Area and the deadline is October 27, 2023 if anyone is interested. He also noted that Trick or Treat is scheduled for Thursday, October 26, 2023 from 6:00 p.m. – 8:00 p.m.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of August 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 stated that the fire department used the concession stand for the Car Show which was a huge success for the department and she thanked Highspire Happenings for allowing the department to use the concession stand. She also reported that the department has a meeting on Wednesday, September 20, 2023 with the Principal of the Steelton-Highspire High School to discuss the co-op program and also the bonfire for homecoming on Friday, September 29, 2023 with Homecoming being held on Saturday, September 30, 2023. Ms. Condran informed members that the department will be selling Christmas trees this year.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of August 2023 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 July 2023 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

August 15, 2023 – Franchise Fee Schedule/Report 2nd Quarter 2023 – Borough of Highspire in the amount of \$3,235.52.

August 15, 2023 – DCIB-G application for the Lumber Street Repair Project was submitted to Dauphin County.

August 16, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 68 Jury Street.

August 17, 2023 - Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 273 Second Street.

August 18, 2023 – Email from Borough Solicitor Michael Cassidy – Highspire Borough Properties/Upset Tax Sale.

August 21, 2023 – Email from PSAB advising the PSAB 2024 UC Plan Rate will remain the same.

August 22, 2023 – Independent Audit and Related Financial Services RFP emailed to Hamilton & Musser (HM), Maher Duessel (MD), Smithe, Elliot, Kearns (SEK), Brown, Schultz, Sheridan & Fritz (BSSF), and Zelenkofske, Axelrod (ZA).

August 22, 2023 – Email from Solicitor Michael Cassidy advising the second Settlement conference date with LST has been set for August 31, 2023.

August 23, 2023 – Dauphin County Board of Assessment Appeals – Notification of scheduling for an Assessment Appeal Hearing/Exemption request for 282 (Rear) Second Street and Willow Street.

August 23, 2023 – Letter from Mick Iskrick, Jr., Superintendent of Steelton-Highspire School District – Courtesy passes for the Highspire Borough Elected Officials.

August 24, 2023 – Email from Joseph W. Lazzaro, Executive Vice-President for Keystone Collections – recent public funds audit report (Yellow Book Audit) for your Act 32 Tax Collection District and the current tax officer bond, as renewed.

August 25, 2023 – Letter from the Pennsylvania Turnpike, Finance & Administration regarding the termination of Fire Rescue Services with Citizens Fire Company #1 of Highspire.

August 28, 2023 – Administrative Order 40 – 2023 from the Honorable Judge John F. Cherry concerning the redistricting of upper county Magisterial District Courts.

August 28, 2023 – County of Dauphin – July, 2023 Transfer Tax check in the amount of \$3,799.95.

August 29, 2023 – Administrative Order 41 – 2023 and 42 – 2023 with clarification and additional instructions regarding the previous Administrative Order from the Honorable Judge John F. Cherry.

August 29, 2023 – Email from Holly C. Martz, Deputy Director, Dauphin County Tax Claim Bureau – List of properties in the collection area scheduled for the 2022 Upset Sale.

August 30, 2023 – Email request from Special Olympics Pennsylvania requesting written support for their Law Enforcement Torch Run scheduled for September 15, 2023 and subsequent response letter.

September 1, 2023 – Email from Dough Brown, Deputy Director, Dauphin County Community & Economic Development – Acceptance letter for the Dauphin County Infrastructure Bank Program – General FY 2026-2024 Award for the Lumber Street Repair Project.

September 1, 2023 – Completed Demolition Permit Application from Homestat Farms for 201 Race Street.

September 7, 2023 – Email from Chief Jason Campbell, South Central Emergency Medical Services, Inc. – 2024 -2025 EMS Services Renewal Agreement.

September 7, 2023 – Email from patrolman Troy Elhajj – Investigation summary of missing person Robert Turner and positive identification of recovered remains.

September 7, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 7 Jury Street.

September 7, 2023 – Dauphin County Industrial Development Authority – Dauphin County Infrastructure Bank Program – G FY 2023-2024 Award for the Lumber Street Repair Project.

September 8, 2023 – Dauphin County Economic Development Corp. – Approval of the FY2023 CDBG / HOME grant for the Hanover Street Roadway Rehabilitation Project in the amount of \$156,970.00.

September 8, 2023 – Dauphin County Fines & Costs – Check in the amount of \$103.59.

September 11, 2023 – Dauphin County Board of Assessment Appeals – Reassessments of 282 Second Street (Rear) and a vacant lot on Willow Street.

September 13, 2023 – Email from Solicitor Michael Cassidy to Peter Edelman, Stevens & Lee, regarding Bond Council for the WWTP Biosolids Project, Penn Vest Loan.

September 14, 2023 – Commitment letter to Stevens & Lee requesting bond council for the PENNVEST Loan.

September 14, 2023 – PA Auditor Comptroller – Volunteer Fire Relief Association allocation in the amount of \$12,772.88.

September 18, 2023 – Letter from SEK advising they are declining to submit a proposal for audit and accounting services.

September 18, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 168 Market Street, Highspire.

Committee Reports

Public Facilities – Member Matesevac was absent. Member Thatcher reported issues he had with the repointing process and he noted that he met with the crew to discuss his concerns. He noted that his concerns were addressed.

Sanitation Committee – Member Accorsi reported that he attended the August 17, 2023 Highspire Borough Authority meeting where the 2022 Audit was discussed and he reported that there were no findings and the financial statements looked good.

Highspire Happenings – Member Thatcher reported that they had a successful Car Show with a record of 221 cars. He also announced that next year's Car Show is scheduled for September 21, 2024. President Anderson thanked Mayor Hess, Manager Stonbraker, Public Works Director Kreider, the Highway Department, the Fire Department and members of council for their participation with the 2023 Car Show.

Finance Administration – Member Thatcher stated that he attended the first 2024 Budget meeting and the next meeting is scheduled for September 21, 2023 at 6:00 p.m.

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 stated that the meeting was postponed until Thursday, September 21, 2023.

Maintenance & Repair – Member Matesevac was absent. Manager Stonbraker informed members that there is a chip in one of the new windows. He also noted that the tree and stump were removed from the Borough Building playground. He noted that it was discussed at the Environmental Advisory Board meeting the possibility of planting a tree at the playground for Arbor Day. President Anderson asked the status of the Norfolk Southern Railroad crossing. Manager Stonbraker noted that he has a meeting next week with the PUC and Norfolk Southern to discuss options.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported the PennVest application requires approval from the Authority to proceed. He noted that he spoke with Peter Edelman from Stevens and Lee who are ready to be the Borough's Bond Council.

Deanna Proctor, Code Enforcement, reported that there is a Zoning Hearing Board meeting scheduled for Thursday, September 28, 2023 at 7:00 p.m. regarding 282 Second Street, Highspire.

Randy Kreider, Public Works Director, had nothing to report.

Robert Sutch, Authority Chairman, stated that the next Authority meeting is scheduled for Thursday, September 21, 2023.

Mark Stonbraker, Safety Committee, reported that the committee filed for their certification for the year which will be in December and everything is on track.

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

Solicitor's Report

Michael Cassidy, Solicitor, requested an Executive Session to discuss an ongoing litigation matter regarding Lower Swatara Township.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that since the last council meeting, he was notified that the Borough was awarded the CDBG grant for 2023 for Hanover Street from Second to Willow Street in the amount of \$156,000.00. He noted that this will be in combination with the 2022 CDBG grant award of \$113,000.00 for Eshelman Street from Hanover to Logan Street. He stated that he was in communications with the County and the 2023 and 2022 grant years will be combined into one project. He also discussed the Poplar Street project, informing members that Veolia is done with their work and will be paving. He noted that there is a request for a time extension for Farhat Excavating on the agenda and he recommends approval. Mr. Lauriello also reported that he spoke with Scott Washinger regarding Hanover Street/Reservoir Park and was informed that they plan to start the project in October 2023. Member A. K. Sutch asked if someone will monitor what they are doing. Mr. Laurello stated that they can provide inspections to keep tabs on the project.

Old Business

None

New Business

Motion moved by Member R. Sutch, seconded by Member Thatcher to direct staff to release the September 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. K. Sutch to approve the Minimum Municipal Obligation for 2024 Non-Uniformed Employees (2024 Budgeting Purposes). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to approve the Minimum Municipal Obligation for 2024 Police Officers (2024 Budgeting Purposes). Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Thatcher to approve 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 Sewer O&M Budget (429.740). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #21-2023 appointing Jean M. McCathern to serve out the remainder of a vacant four-year term of office on the Highspire Borough Planning Commission. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by A. K. Sutch to approve Highspire Borough Council Resolution #22-2023 appointing Kimberly M. Bradeen to serve out the remainder of a vacant three-year term of office on the Highspire Zoning Hearing Board. Motion approved unanimously.

Mayor Hess swore in Kimberly M. Bradeen.

Motion moved by Member R. Sutch, seconded by Member Accorsi to approve the Dauphin County Infrastructure Bank Program – General Fiscal Year 2023-2024 Award for the Lumber Street Repair Project. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the Renewal of Emergency Medical Services Agreement with South Central Emergency Medical Services, Inc. for an additional period of two (2) years commencing on January 1, 2024, and terminating on December 31, 2025. There is no cost increase for EMS services during the period of the renewal agreement. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Accorsi to approve Change Order #3 for the Poplar Street Culvert Project extending the contract end date with Farhat Excavating, LLC, to October 31, 2023. The Change Order is needed to allow time for Veolia to finish with the water main replacement in the next two or three weeks. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to authorize the Public Works Superintendent to search for buyers and sell, directly or at auction, any nutrient credits as authorized under the Pennsylvania Nutrient Trading Program. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Accorsi to approve the payroll and bills. Motion approved unanimously.

Member A. K. Sutch discussed her concerns regarding Second Street and the poor condition of the road from the utility companies doing work since the road was repaved. President Anderson suggested keeping a list and following up with the utility companies to confirm that the patch work is acceptable. Manager Stonbraker noted that he already keeps a list. Discussion followed.

President Anderson thanked Representative Dave Madsen for attending the meeting.

Executive Session: 7:36 p.m.

Reconvene: 7:50 p.m.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member A. K. Sutch, seconded by Member R. Sutch to adjourn the meeting at 7:51 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager