

# Highspire Borough Council Minutes

October 17, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Mayor Hess 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 September 19, 2023 Council meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. 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 September 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice-President Roman and seconded by Member R. Sutch. Motion approved unanimously.

## **Mayor's Report**

Mayor Hess reported that he attended the following meetings and events: 09/28 Zoning Hearing Board meeting at 7:00 p.m. He also noted that Trick or Treat will be held on Thursday, October 26, 2023 from 6:00 p.m. – 8:00 p.m. and Trunk or Treat will be held on Sunday, October 22, 2023 from 3:00 p.m. – 5:00 p.m. at Memorial Park.

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

Mark Stonbraker, Public Safety Director, reported that the Highspire Police Department will be collecting expired and unused prescriptions on Saturday, October 28, 2023 from 10:00 a.m. – 2:00 p.m. at the Borough building.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of September 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 Citizens Fire Department held a fire prevention presentation at the Steelton-Highspire Elementary School for about 400 students on October 16, 2023 from 9:00 a.m. – 11:00 a.m. She also informed members that the department will be participating with Trunk or Treat. President Anderson asked if the department plans to sell Christmas trees this year. Mrs. Condran stated that the department ordered 70 Christmas trees to sell this year.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of September 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac, 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 August 2023 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Citizen's Comments**

Christina Diaz, 212 Penn Street, Highspire discussed issues she is having with her neighbor planting trees/shrubbery along her privacy fence. She asked if there were any regulations stating that plants have to be so many feet away from a property or fence. Zoning Officer Proctor informed Ms. Diaz that there is nothing in the ordinances referencing a setback for planting along a fence. Solicitor Cassidy addressed her concerns and gave options on how to handle the situation.

### **Correspondence**

September 19, 2023 – Email from Robert Lauriello, RETTEW, to Doug Brown, Dauphin County Community & Economic Development – Combining the 2022 & 2023 CDBG Roadway Projects.

September 20, 2023 – Email from the PA Auditor – Comptroller – 2023 Municipal Pension State Aid Allocation Notification in the amount of \$122,385.65 for the Borough Pension.

September 20, 2023 – Signed DCIB-G Acceptance letter was mailed back to DCCED.

September 21, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 406 Second Street.

September 21, 2023 – Emailed TE-122 Solicitation Permit Request for Citizen's Fire Company #1 "Boot Drive" to PennDOT.

September 22, 2023 – Dauphin County Fines and Costs – Check in the amount of \$160.00.

September 25, 2023 – Dauphin County Tax Claims Monthly Transaction Register – Distribution Summary – August 2023 Delinquent Tax check in the amount of \$9,853.09.

September 26, 2023 – Email from Doug Brown, Deputy Director DCCED – Information on the TSIP Grant.

September 26, 2023 – Cleveland – Cliff's, Inv. Environmental Emergency Prevention and Response Plan (EPRP).

September 27, 2023 – Email from Officer McMillian commending the actions of Officer Elhadj on Tuesday, September 26, 2023 in Steelton Borough.

September 27, 2023 – Portnoff Law Associates, LTD – 2021 Judicial Tax Sale for 205 Frederick Street (Rear) and 174 Walnut Street.

September 27, 2023 – Email from Michael Cassidy in response to the 2021 Judicial Tax Sale distributions.

October 2, 2023 – County of Dauphin – August 2023 Transfer Tax check in the amount of \$2,572.01.

October 3, 2023 – Email from PA Public Utility Realty Tax (PURTA) payment notification in the amount of \$1,871.76.

October 3, 2023 – Letter from Highspire WWTP employee Cody Snyder expressing his interest in the Plant Operations Supervisor position.

October 4, 2023 – R.J. Hall Company, Inc. – 2023 Act-44 Disclosure.

October 5, 2023 – Dauphin County Fines & Costs – Check in the amount of \$932.88.

October 13, 2023 – National Fitness Campaign application submission.

October 16, 2023 – County of Dauphin – check to PennDOT Traffic Services to the Highspire Police Department in the amount of \$188.70.

October 16, 2023 – Letter from Highspire Highway Department employee Ty Konyar expressing his interest in the Highway Supervisor/MS4 Coordinator position.

October 16, 2023 – Dauphin County Court of Common Pleas – Civil Division – RE: Distribution of monies from Judicial Sale, 2021 for 205 Frederick Street, Rear.

October 17, 2023 – Final application for reimbursement submitted to DEP for the Burd Run Streambank Restoration Project.

### **Committee Reports**

**Public Facilities** – Member Matesevac discussed the demolition of the mill and concerns of asbestos. She asked if there was a timeframe on when they plan to demolish the buildings. Manager Stonbraker noted that he has not heard anything regarding a start date. Assistant Manager Proctor reported that they did submit a permit application for the demolition and the permit is ready; however, at this time, it has not been picked up. Member Matesevac also asked about the work being done at 205 Second Street, Highspire and asked what type of business is going in. Assistant Manager Proctor informed Member Matesevac that the owner does have a permit and it will be used as an office for a photographer that goes out in the field for sports events to take pictures and it will not be a customer-based business. Member Matesevac asked if business offices are going in at 647 Second Street, Highspire. Assistant Manager Proctor informed her that this is a car dealership and the new owner is removing the large window and replacing it with a door and smaller windows. She stated that the owner has a permit for the work. Member Matesevac asked members if they see any trash cans, in the street, after trash collection on Fridays, to please inform her or Manager Stonbraker.

**Sanitation Committee** – Member Accorsi had nothing to report.

**Highspire Happenings** – Member Thatcher reported that no date has been set for the next meeting.

**Finance Administration** – Member Thatcher stated the committee is at the end of discussions on the 2024 Budget and, at this point, it looks like there will be no increases in taxes.

**Personnel Committee** – Vice-President Roman requested a meeting with Borough Manager Stonbraker and Member R. Sutch after the meeting.

**Community Development** – Member A. Kay Sutch had nothing to report.

**Public Safety Committee** – Member R. Sutch noted that he attended a pre-bid meeting at the Sewer Plant. He also mentioned a discussion he had with Ty Konyar regarding head phones. Manager Stonbraker explained that the Borough purchased head phones so that the driver of the leaf collector truck could communicate with the person on the back of the truck; however, it is unlawful under Pennsylvania State Law to be wearing head phones while operating a vehicle. Manager Stonbraker stated that he is looking into getting Bluetooth for the truck.

**Maintenance & Repair** – Member Matesevac noted that the repointing of the building looks great. Manager Stonbraker noted that he has a phone call out for the fencing.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, had nothing to add to his report.

Deanna Proctor, Code Enforcement, informed members that after almost a year, the new owner of 19 Race Street, Highspire was able to take possession of the property and it has been cut and the deteriorating shed has been removed.

Randy Kreider, Public Works Director, reported that the Highway Department has started leaf collection. He also noted that the Waste Water Treatment Plant will be selling phosphorus credits and this will be on the agenda for approval at the next Authority meeting.

Robert Sutch, Authority Chairman, stated that the next Authority meeting is scheduled for Thursday, October 19, 2023.

Mark Stonbraker, Safety Committee, had nothing to report.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, discussed concerns members had regarding how to address blighted or delapidated properties in the Borough.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, discussed item e. under New Business regarding the 2023 CDBG Subrecipient Agreement. He reminded members that this is for the Hanover Street Roadway Rehabilitation project in the amount of \$156,000.00, give or take, and this will be combined with the 2022 project. He noted that the projects will go out to bid

this winter with construction starting in the spring. Mr. Lauriello reported that the paving on Poplar Street is complete. Member A. K. Sutch asked Mr. Lauriello if he heard anything from Lower Swatara regarding the Hanover Street/Reservoir project. Mr. Lauriello stated that they haven't started the project yet; however, Public Works Director Kreider noted that they have moved in equipment to begin work. Mr. Lauriello stated that he will keep an eye on the project.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member Thatcher 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. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member R. Sutch 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 Highway Aid Budget – Major Equipment (430.740). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to approve the publication of the 2024 Borough Meeting Dates Schedule Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by A. K. Sutch to approve the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2023 as certified by the Commission on October 4, 2023. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Vice-President Roman to approve the 2023 CDBG Subrecipient Agreement by and between the County of Dauphin and the Borough of Highspire for the Hanover Street Roadway Rehabilitation Project. Motion approved unanimously.

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

Motion moved by Vice-President Roman, seconded by Member Thatcher to approve 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). Motion approved unanimously.

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

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

Motion moved by Member R. Sutch, seconded by Member Accorsi to approve the 2023-2024 generator preventative maintenance agreement with Winter Engine – Generator Service, Inc. for two (2) yearly inspections in the amount of \$850.00 (2024 General Fund Budget – Municipal Buildings – Maintenance & Repairs – 409-373). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve the conditional offer of employment for Ayram J. Colon-Rivera upon his successful completion of the Municipal Police Academy filling the vacant position of police officer. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the publication of Highspire Borough Ordinance No. 652 of 2023 authorizing and directing the incurrence of lease rental debt to the principal amount of two

hundred seventy-four thousand one hundred dollars (\$274,100), pursuant to the Act of the General Assembly of the Commonwealth of Pennsylvania, 53 PA.C.S. Chapters 80-82, as amended, known as the Local Government Unit Debt Act; determining that such debt shall be incurred under the Debt Act as lease rental debt to be evidenced by certain guaranty agreement of Borough securing a guaranteed Sewer Revenue Note to be executed by the Highspire Borough Authority to finance a project for the Authority. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by A. K. Sutch to approve the payroll and bills. Motion approved unanimously.

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 A. K. Sutch to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna Proctor". The signature is written in a cursive, flowing style.

Deanna Proctor  
Assistant Borough Manager