

# Highspire Borough Council Minutes

November 21, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member R. Sutch then followed by the Pledge of Allegiance.

Roll call was taken:

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

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

Member A. K. Sutch and Solicitor Michael Cassidy were absent.

## **Minutes**

President Anderson presented the meeting minutes from the October 17, 2023 Council meeting and the November 14, 2023 Workshop and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Member Accorsi. Motion approved unanimously.

## **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of October 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 Matesevac. Motion approved unanimously.

## **Mayor's Report**

Mayor Hess reported that he attended the following meetings and events: 10/22 Participated with Trunk-or-Treat with the HCPAC and the Police Department; 10/26 Rode with Officer Elhadj to distribute candy on Trick-or-Treat night; 11/15 Participated in the Pennsylvania State Association of Borough's training session; and 11/16 Participated in the Highspire Happenings meeting to discuss the Car Show and Tree Lighting. Mayor Hess informed members that the Tree Lighting Celebration is scheduled for Saturday, December 2, 2023 at 6:00 p.m. and will be held at Broad and Second Streets followed by a get together at the firehouse.

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

Mark Stonbraker, Public Safety Director, reported that he received a complaint about crosswalk safety. He noted that he asked officers to conduct additional enforcement and he will also look for grant funding to erect flashing pedestrian crosswalk signs.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of October 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 ordered seventy Christmas trees to sell this year. Ms. Condran reported that the Seagrave broke down and had to be towed. She stated that financially the department is unable to repair the engine. She noted that they will ask for bids to sell the engine and that the department is down to one engine.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of October 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 Matesevac. Motion approved unanimously.

## **South Central Emergency Medical Services Report**

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

## **Citizen's Comments**

None

## **Correspondence**

October 17, 2023 – Copy of the signed 2023-2024 Generator Maintenance Agreement emailed to Winter Engine Generator Services, Inc.

October 17, 2023 – Copy of the Conditional Letter of Employment emailed to Ayram Colon-Rivera.

October 17, 2023 – Copy of the 2024 Highspire Borough Meeting Schedule emailed to PennLive Legals for publication.

October 17, 2023 – Copy of Highspire Borough Ordinance No. 652 emailed to PennLive Legals for publication.

October 17, 2023 – Copy of the signed 2024 Borough of Highspire Independent Contractor Agreement emailed to Esquire Landscaping, LLC.

October 18, 2023 – Copies of the signed 2023 CDBG Subrecipient Agreement for the Hanover Street Roadway Rehabilitation Project were delivered to Dauphin County DCED.

October 20, 2023 – Email from Pennsylvania Auditor General – Advising that the Auditor General's Municipal Pension Reporting Program has reviewed and approved the Act 205 form for the Highspire Police and Non-Uniform Pension Plans.

October 20, 2023 – Portnoff Law Associated, LTD – Dauphin County Tax Claim Bureau Rule to Show Cause for Judicial Sale for the following properties: 174 Walnut Street and 205 Frederick Street (Rear).

October 23, 2023 – County of Dauphin – PennDOT Traffic Services check in the amount of \$535.44.

October 24, 2023 – National Fitness Campaign grant award letter – Grant award in the amount of \$30,000.00 for the installation of an Outdoor Fitness Court in Memorial Park.

October 25, 2023 – PA Treasury – Unclaimed Property claim submitted to the PA State Treasury for monies owed back to the Borough of Highspire and the Highspire Police Department.

October 25, 2023 – Selective Insurance – Dividend refund check in the amount of \$48.28.

October 25, 2023 – Letter from the Dauphin County Conservation District inquiring if the Borough of Highspire was interested in hosting homeowner education workshops.

October 30, 2023 – County of Dauphin – September, 2023 Transfer Tax check in the amount of \$3,540.25.

November 1, 2023 – Email from PA LCB – License Fee Distribution in the amount of \$200.00.

November 1, 2023 – Email from Deputy Director Doug Brown, Dauphin County Community & Economic Development Department advising the Borough that the County Commissioners approved the TSIP Grant for the Lumber Street Repair Project.

November 2, 2023 – Jeremy Smith, RETTEW – Change Order #4 and Final Payment Application #2 for Farhat Construction.

November 2, 2023 – Notification from the US Department of Justice, Office of Community Oriented Policing Services (COPS) Hiring Program Award to hire an additional Police Officer.

November 6, 2023 – Certificate of Substantial Completion for the Poplar Street Culvert Repair Project.

November 6, 2023 – Dauphin Count Fines & Costs – Check in the amount of \$130.15.

November 9, 2023 – Dauphin County Community & Economic Development Department TSIP Award letter.

November 9, 2023 – Dauphin County Office of Tax Assessment – Certification of 2024 Real Property Assessment Total.

November 13, 2023 – Comcast 3<sup>rd</sup> Quarter Franchise Fee payment notification in the amount of \$5,603.22.

November 13, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for Whitehouse Lane.

November 14, 2023 – Susquehanna Municipal Trust 2023 Safety Award and Risk Management Report Card.

November 15, 2023 – copies of the 2024 Sewer O&M Budget delivered to Lower Swatara Township Manager.

November 15, 2023 – Verizon 3<sup>rd</sup> Quarter Franchise Fee payment notification in the amount of \$3,399.19.

November 15, 2023 – Environmental Maintenance Company – Notification of Final Report, Michael Black Property, 420 Willow Street, testing due to a fuel oil delivery spill.

November 15, 2023 – The AMES Companies – Downstream Notification.

November 17, 2023 – DCIB Loan Closing documents emailed and delivered to McNeese.

November 17, 2023 – TISIP documents emailed and delivered to DCC & ED.

### **Committee Reports**

**Public Facilities** – Member Matesevac discussed 312 Market Street and the mill demolition.

**Sanitation Committee** – Member Accorsi noted that interviews were held for the Public Works Department.

**Highspire Happenings** – Member Thatcher reported that the committee meeting was held on Thursday, November 16, 2023.

**Finance Administration** – Member Thatcher informed members that the 2024 Budget is ready to be advertised.

**Personnel Committee** – Vice-President Roman stated that interviews were held for the Public Works Department. She noted that she will have more information at the December meeting.

**Community Development** – Member A. Kay Sutch was absent.

**Public Safety Committee** – Member R. Sutch discussed his concerns regarding safety crossing roads on Trick-or-Treat night.

**Maintenance & Repair** – Member Matesevac discussed the fence that will be installed at the municipal building. Manager Stonbraker informed her that members voted an accepted the bid from R&S Fencing. He reported that the fence will be installed early to mid-December 2023.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported the following: The Steelton-Highspire School District is looking for a Highspire representative for the School Board, the Department of Environmental Protection advised the Borough that the grass can not be mowed within the riparian buffer at Memorial Park (35' x 1,300 LF), the Employee Holiday Luncheon will be held on Friday, December 15, 2023 at 11:30 a.m., the Outdoor Fitness Court will be delivered to the Public Works Maintenance Garage on Wednesday, November 22, 2023 in the morning, Houck will be providing a quote to resurface the tennis court for both tennis and pickle ball, R&S Fencing will provide a quote to install new fencing around the court and another roof leak was found in the hallway by the records room.

Deanna Proctor, Code Enforcement, informed members that there is a Zoning Hearing Board meeting scheduled for Thursday, December 28, 2023 regarding a new build on Willow Street.

Randy Kreider, Public Works Director, reported that the Highway Department will be taking down the fall decorations and putting up winter and holiday decorations on Monday.

Robert Sutch, Authority Chairman, stated that the Authority needs members. Ms. Proctor informed members that Jenna Charles is planning to resign from the Authority.

Mark Stonbraker, Safety Committee, had nothing to report.

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

#### **Solicitor's Report**

Michael Cassidy, Solicitor, was absent.

#### **Engineer's Report**

Robert Lauriello, Borough Engineer, reported that the sewer project bids came in higher and the project is still 1.8 million dollars short. He noted that there was a meeting today regarding the H2O grant; however, no award announcement has been made as of yet. He stated that the notice to proceed will most likely be pushed back to the April – May timeframe. Mr. Lauriello also reported that Lower Swatara Township started work on the Hanover Street project and he plans to stop there on Wednesday, November 22, 2023 to check the impact the rain had, if any.

#### **Old Business**

None

#### **New Business**

Motion moved by Member Thatcher, seconded by Vice-President Roman to direct staff to release the November 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 Accorsi, seconded by Member Thatcher to approve the 2024 Borough Meeting Dates Schedule. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to contract Deanna J. Proctor for weekly custodial services and cleaning of the Borough building. Total amount of the custodial services will be \$7,800.00 (2024 General Fund Budget – 409-373). Motion approved unanimously.

Motion moved by Member Thatcher, second by Member R. Sutch to approve the publication of the 2024 Budgets, comprised of the General Fund, Sewer Operations & Maintenance, Sewer Administration, Storm Sewer/MS4, Highway Aid, Citizens Fire Company and Capital Projects budgets. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Accorsi to approve Highspire Borough Council Resolution #23 of 2023, fixing the general taxation rate on Real Property for 2024 at 19.0 mills. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice-President Roman to approve Highspire Borough Council Resolution #24 of 2023, setting the trash rate for the fiscal year 2024 at \$336.00 per collection unit. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Vice-President Roman to approve Highspire Borough Council Resolution #26 of 2023, reappointing Donald R. Miller, Sr. to another four-year term of office on the Highspire Borough Planning Commission. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve Highspire Borough Council Resolution #27 of 2023, reappointing Carolee A. Roman to another five-year term of office on the Highspire Civil Service Commission. Vice-President Roman abstained. Motion approved.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve Highspire Borough Council Resolution #28 of 2023, reappointing Ann M. Castaneira to another three-year term of office on the Highspire Zoning Hearing Board. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #29 of 2023, reappointing Nicholas M. Matesevac to another five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #30 of 2023, authorizing Mark L. Stonbraker, Borough Manager, to approve expenses and preconstruction activities as set forth in Section 4 of the Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Intermunicipal Cost Sharing Agreement between the Borough of Highspire and the County of Dauphin for the Lumber Street Repair Project hereinafter the "Project". Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Accorsi to approve the 2024 Municipal Domestic Animal Agreement between the Humane Society of Harrisburg Area, Inc. and the Borough of Highspire (2024 General Fund Budget – General Expense 400.300). Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by R. 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 Member Matesevac, seconded by Member Thatcher to adjourn the meeting at 7:35 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