

# Highspire Borough Council Minutes

December 19, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Accorsi 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
	A. Kay Sutch	

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

Motion moved by Vice-President Roman, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #31 of 2023 recognizing Officer Troy P. Elhajj for his heroic actions after being confronted with an armed subject during a domestic dispute call in the Borough of Steelton. Motion approved unanimously.

Mayor Hess presented a Proclamation to Officer Troy Elhajj.

Mayor Hess swore in Police Officer Rivera.

## **Minutes**

President Anderson presented the meeting minutes from the November 21, 2023 Council meeting and the December 12, 2023 Workshop and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and seconded by Member Accorsi. Motion approved unanimously.

## **Financial Reports**

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

## **Mayor's Report**

Mayor Hess reported that he attended the following meetings and events: 11/28 Intergovernmental meeting between Highspire, Steelton and the School District and 12/02 Participated in the Annual Tree Lighting Ceremony.

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

Mark Stonbraker, Public Safety Director, had nothing to add to his report.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of November 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 reported that all of the Christmas trees have sold. She noted that the department participated with the Tree Lighting and did a Santa run this past weekend. She also stated that the department has been involved with the Steelton-Highspire schools. Ms. Condran reported that the Seagrave reserve engine was sold for \$4,000.00 and the department is now down to having one engine.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of November 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 Vice-President Roman. Motion approved unanimously.

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

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

### **Citizen's Comments**

Becky Bacher, 602 Eshelman Street, Highspire, PA, thanked members for their time and commitment and for doing a great job.

### **Correspondence**

November 21, 2023 – Email from Deputy Director Doug Brown, DCCED – Executed copy of the TISIP Agreement.

November 27, 2023 – Permission letters mailed to Principal Financial Group authorizing payment to be made for pension plan funds to R. J. Hall Company, Inc.

November 28, 2023 – Emailed signed copy of the 2024 Animal Services Agreement with the Harrisburg Area Humane Society.

November 29, 2023 – County of Dauphin October 2023 Delinquent Tax check in the amount of \$13,542.38.

November 30, 2023 – Signed copy of the Highspire Borough 2024 Municipal Domestic Animal Services Agreement.

November 30, 2023 – Letter from GeoDecisions advising Civic Vanguard, Inc. had acquired GeoPlan System.

December 4, 2023 – PA Office of the Budget – Payment remittance for October 2023 State Police Fines in the amount of \$579.18.

December 5, 2023 – Executed DCIB-G closing documents from McNeese Law.

December 5, 2023 – Executed copy of the DC TISIP Intermunicipal Cost Sharing Agreement from DCCED.

December 6, 2023 – Dauphin County Fines & Costs – Check in the amount of \$251.78.

December 11, 2023 – County of Dauphin – October 2023 Transfer Tax check in the amount of \$6,538.07.

December 15, 2023 – Osage contribution to the Highspire Police Department in the amount of \$5,000.00.

December 18, 2023 – Emails were sent to the two police applicants informing them of their oral and written scores as well as their overall rankings.

December 18, 2023 – County of Dauphin – November 2023 Delinquent Tax check in the amount of \$84.08.

### **Committee Reports**

**Public Facilities** – Member Matesevac noted that she is pleased with the demolition of the mill.

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

**Highspire Happenings** – Member Thatcher reported that the next committee meeting will be held in February or March 2024.

**Finance Administration** – Member Thatcher had nothing to report.

**Personnel Committee** – Vice-President Roman stated that items d. and e. on the agenda will need to be voted on.

**Community Development** – Member A. Kay Sutch reported that her committee met to discuss the need for a permit to replace a roof. She stated that the members recommend not requiring a permit to install a new roof. Manager Stonbraker stated that he would also like to add to the ordinance no trucks on Mumma and Jury Streets once a traffic study is done.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to amend and advertise the ordinance adding that a roof replacement does not require a permit along with new windows and siding. Motion approved unanimously.

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

**Maintenance & Repair** – Member Matesevac asked when the fence will be installed at the municipal building and noted that it was to be installed in December.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, had nothing to report.

Deanna Proctor, Code Enforcement, informed members that the tenant residing at 143 Second Street, Highspire has been evicted. She reported that there were several complaints regarding the condition of the property.

Randy Kreider, Public Works Director, reported that there haven't been any wash outs from Hanover Street with all the current rain and the trail is fine. Mayor Hess asked about flooding at Memorial Park.

Robert Sutch, Authority Chairman, noted that the next meeting is scheduled for Thursday, December 21, 2023. He also reported that the Authority did not receive funds from the H2O Grant.

Mark Stonbraker, Safety Committee, had nothing to report.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, was absent. His associated John Statler reported that the Lower Swatara Sewer Agreement should be completed in January 2024.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, had nothing to report.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the December 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 approved 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 Thatcher, seconded by Member R. Sutch to approve the promotion of Highspire Borough Waste Water Treatment Plant employee Cody A. Snyder to the position of "Plant Operations Supervisor". The effective date of the promotion will be January 1, 2024. Motion approved unanimously.

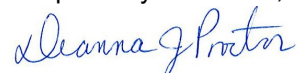
Motion moved by Member Matesevac, seconded by Member A. K. Sutch to approve the promotion of Highspire Borough Highway Department employee Ty A. Konyar to the position of "Highway Supervisor & MS4 Coordinator". The effective date of the promotion will be January 1, 2024. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough council Resolution #32 of 2023 reappointing Boyer & Ritter, Certified Public Accountants to audit the Borough's books for the year 2023. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Accorsi 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 R. Sutch to adjourn the meeting at 7:26 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager