

Highspire Borough Council Minutes

January 16, 2024

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

Roll call was taken:

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

Minutes

President Anderson presented the meeting minutes from the December 19, 2023 Council meeting and the January 2, 2024 Reorganization meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member A. K. Sutch and seconded by Member Matesevac. Motion approved unanimously.

Financial Reports

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

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 1/4 Zoning Hearing Board meeting concerning new homes on Willow Street; 1/6 declared a snow emergency from 12:00 p.m. Saturday until 8:00 a.m. Sunday; and 1/10 Steelton-Highspire School meeting to hear a presentation from the Neighborhood Assistance Corporation of America as well as the Keystone State Challenge Academy to address the lack of homeownership and ways that they can help.

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 December 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 the department participated with Steelton Fire Chief Steve Weaver's memorial service who passed away on December 27, 2023. She also noted that the new engine will be going out next Monday for some upgrades. Mayor Hess asked if the hall was available for the Saturday before Easter for Breakfast with the Easter Bunny to which Mrs. Condran responded "yes". Member A. K. Sutch asked, since the department was down to one engine, when grants are available will the department be allowed to apply? Mrs. Condran replied "yes" and noted that the department is looking into the Casino grant.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of December 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Thatcher, 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 November 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, discussed her concerns with Ordinance 652 of 2024 regarding not requiring a permit for a roof replacement. She discussed her concerns and stated that she feels that a permit should be required for safety reasons. Discussion followed.

Correspondence

December 21, 2023 – DCEDC – Fully executed Subrecipient Agreement for the Hanover Street Roadway Rehabilitation Project.

December 21, 2023 – Refund check from PMHIC for the 2022 Second Surplus Claim Fund in the amount of \$44,358.66.

December 21, 2023 – Refund check from Hondru Ford in the amount of \$50.00 for an overpayment for the new WWTP truck.

December 27, 2023 – Refund check from Robert L. Herr II Insurance for the 1991 Seagrave.

December 27, 2023 – Refund check from Citibank, N.A. for overpayment on the Staples credit card.

December 27, 2023 – County of Dauphin – November 2023 Transfer Tax check in the amount of \$3,265.65.

December 27, 2023 – USDA-RD – Grant and Loan Closeout letters for the Highspire Borough Municipal Building HVAC Project.

December 27, 2023 – Pennsylvania Department of Budget – Payment of the remainder of the DCED-DEP Burd Run Streambank Improvement Project Funds used for the repair of the Poplar Street Culvert in the amount of \$64,515.00.

January 5, 2024 – Dauphin County Fines and Costs in the amount of \$102.53.

January 5, 2024 – Pennsylvania Turnpike Commission – CSC refund check in the amount of \$15.20.

January 5, 2024 – Email from Jenna Charles resigning from her position on the Highspire Borough Authority.

January 8, 2024 – Email from Humane Society of Harrisburg – executed 2024 Agreement.

January 9, 2024 – Pitney Bowes – refund check in the amount of \$97.99.

January 11-12, 2024 – Emails to and from Mr. Kevin McGowan, PEMA and upload of documents to FEMA to close out the FEMA Grant 4618DR-PA (4618DR) Highspire, Borough of (Dauphin County) (043-34656-00).

January 11, 2024 – Pennsylvania Department of Budget – Reimbursement of \$31,575.00 for the purchase of Mobile Data Terminals and portable radios under the PCCD Technology Grant.

Committee Reports

Public Facilities – Member Matesevac thanked the Highway Department for plowing. She also noted that the holiday banners have been changed out with the winter banners.

Sanitation Committee – Member Accorsi had nothing to report.

Highspire Happenings – Member Thatcher reported that the committee's next meeting will be held at the Borough on February 7, 2024 at 5:30 p.m. to discuss Breakfast with the Easter Bunny scheduled for Saturday, March 23, 2024 from 9:00 a.m. – 11:00 a.m.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman thanked the Highway Department for plowing and for doing a great job.

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

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

Maintenance & Repair – Member Matesevac noted that the fence has been installed around the back entrance to the basement. Member Thatcher reported that on January 23, 2024 at 7:30 a.m. Capital Coating will be fixing the leak on the roof and noted that the work is covered under a three (3) year warranty.

Staff Activity Reports

Mark Stonbraker, Borough Manager, stated that after finishing the DOJ Cops Grant he would like to provide a conditional offer of employment to Mr. Schmidt who is on the list for approval. He also noted that he received an invoice from Houck and Company, Inc. for the masonry repairs to the south-east portion of the municipal building. Manager Stonbraker informed members that Republic Services will be picking up trash an hour early on Saturday due to the snow.

Deanna Proctor, Code Enforcement, informed members of an issue with 209 Lumber Street and 246 Lumber Street involving someone living in a camper on the property.

Randy Kreider, Public Works Director, reported that December was a wet month and there have been high flows at the plant causing overtime for the employees.

Robert Sutch, Authority Chairman, noted that the next meeting is scheduled for Thursday, January 18, 2024.

Mark Stonbraker, Safety Committee, had nothing to report.

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

Solicitor's Report

Michael Cassidy, Solicitor, requested an executive session to discuss a litigation matter regarding Lower Swatara Township.

Engineer's Report

Robert Lauriello, Borough Engineer, discussed the 2022/2023 CDBG Grants received for Eshelman and Hanover Street. He noted that he put together a schedule for advertising and construction and would like to start the bid process now to receive favorable bids. He asked for a motion to authorize the advertisement for the bids of Eshelman and Hanover Street. He stated that he would like to advertise the bids in the newspaper in February and open the bids in March and needs authorization from Council to move forward with the bidding process.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to authorize RETTEW to advertise for bids for Eshelman and Hanover Street. Motion approved unanimously.

Old Business

None

New Business

Motion moved by Member Roman, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #1-2024 reappointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Matesevac to approve Highspire Borough Council Resolution #2-2024 reappointing Mark Stonbraker as an officer and Deanna Proctor as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #3-2024 setting employee contributions to the Police pension plan for the 2024 plan year. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #4-2024 setting employee contribution to the Non-uniformed Employee pension plan for the 2024 plan year. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Matesevac to approve Highspire Borough Council Resolution #5-2024 approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2017, which include Sewer Administration documents, General Financial and Purchasing records, Administrative files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2017 and Tax Collection and Assessment records prior to 2016. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the January 2024 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 and accept the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2024 as certified by the Commission on January 3, 2024. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #6-2024 approving the actions of Mayor Hess which include the Declaration of a Snow Emergency on January 6, 2024. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the transfer of surplus funds from the following Members 1st Money Market accounts into their respective PLGIT accounts in order to take advantage of better interest rates: General Fund Members 1st Money Market to General Fund Checking PLGIT in the amount of \$350,000.00, Sewer Revenue Fund Members 1st Money Market to Sewer Fund Checking PLGIT in the amount of \$170,000.00, and Storm Sewer Fund Members 1st Money Market to Storm Sewer PLGIT in the amount of \$30,000.00. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve final Payment Application #2 to Garden Spot Mechanical (final retainage) for the Highspire Municipal Building HVAC Project. Amount to be paid, \$4,800.00 which will be paid out of the General Fund Checking PLGIT account. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member Thatcher to approve the publication of Highspire Borough Ordinance #652 of 2024 amending Ordinance 452 of 1991 of its Code of Ordinances by eliminating the requirement for a Building Permit for roof repairs or roof replacement. Motion approved unanimously.

President Anderson asked for a motion to amend the Agenda to include the following two (2) items of business:

1. Conditional offer of employment for Robert Schmidt Jr.
2. Payment of Houck and Company, Inc. invoice for masonry work that was completed on the municipal building.

Motion moved by Member Thatcher, seconded by Member R. Sutch to amend the Agenda. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member A. K. Sutch to approve the conditional offer of employment to Robert Schmidt Jr. to be hired by the Highspire Police Department under the DOJ Cops Grant. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve payment of Houck and Company, Inc. invoice #110658 for masonry repairs which were completed on the south-east side of the Highspire municipal building, total cost of the repairs is \$37,297.00 which will be paid out of the General Fund Checking PLGIT account. Motion approved unanimously.

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

Executive Session: 7:37 p.m.

Reconvened: 8:00 p.m.

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 8:01 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager