

Highspire Borough Council Minutes

March 21, 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	Vacant Seat
	Dorothy Matesevac	

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

Assistant Borough Manager, Deanna Proctor, was absent.

Minutes

President Anderson presented the meeting minutes from the February 21, 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 R. Sutch. Motion approved unanimously.

Financial Reports

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

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 02/22 Dauphin County Government Forum; 02/24 Harrisburg Area Transportation Study meeting; and 03/07 he along with Manager Stonbraker attended the Intergovernmental meeting. He noted that one of the items discussed was that the Steelton-Highspire School District wished to use the baseball field at Memorial Park in Highspire.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, informed members that a letter was added from Ms. Susan Houch, 508 Eshelman Street, requesting a handicap parking space. He stated that her request will need to be denied due to having two (2) prior handicap parking spaces on the same block.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of February 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 discussed the sale of the Rosenbauer, the Breakfast with the Easter Bunny, Roast Beef Dinners, Chicken BBQs, Bucket Drives, the Air Pack Grant and classes by Ron Givler at HACC.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of February 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member A. K. Sutch, 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 January 2022 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

Scott Rose, 205 Frederick Street, asked about removing him off the public sewer and back on to his septic tank and the justification for sewer billing and MS4. He was told he is unable to put a septic tank back in. Solicitor Cassidy responded by informing Mr. Rose that PA State Law municipality required to come up with an ordinance with managing waste water. Mr. Rose also mentioned issues of the roadway conditions on Rosedale at the driveway of 320 Rosedale and North Lumber Street.

Correspondence

February 21, 2023 – PennDOT Notice of Payment Liquid Fuels March 2023 – Liquid Fuels Tax Fund payment in the amount of \$79,873.07.

February 21, 2023 – Dauphin County January 2023 Delinquent Tax check in the amount of \$2,902.30.

February 21, 2023 – Email from Matt Hockenberry, Transportation Planning Specialist, PennDOT – List of 2023 traffic analysis locations.

February 23, 2023 – Received the Confirmatory Deed RECORDED – Highspire Borough Parcel No. 30-012-002 from Borough Solicitor, Michael Cassidy, Esq.

February 23, 2023 – Email from Michael Cassidy, Esq., with attached letter from Eckert Seamans detailing how they would like payment made.

February 28, 2023 – Notification from PEMA that the Public Assistance Grant from FEMA, administered by PEMA was paid and electronically transferred by ACH to the General Fund. Amount of the grant is \$46,938.06.

February 28, 2023 – Email from Johnson Duffie with attached 2022 Audit letter addressed to Boyer & Ritter, LLC.

February 28, 2023 – Email from the PA Liquor Control Board advising the semi-annual municipal return for Permit License Fees will be sent out starting March 3, 2023.

March 6, 2023 – Dauphin County Court of Common Pleas – Misc. Income Report – check in the amount of \$73.87.

March 8, 2023 – Completed the Dauphin County Tax-Exempt Parcel Recertification for 272-280 Second Street, (Citizens Fire Company #1 of Highspire).

March 8, 2023 – Downstream chemical storage notification from World Energy Harrisburg (WEH).

March 8, 2023 – Dauphin County Conservation District – Low Impact Development Fact Sheet.

March 8, 2023 – Notification of Sheriff Sale – 312 Market Street.

March 13, 2023 – Cleveland Cliffs, Steelton LLC – Annual Downstream notification.

Committee Reports

Public Facilities – Member Matesevac gave her opinion on the new “Quality of Life” Ordinance. She also discussed the ongoing property maintenance issues at 418/420 Market Street, 237 Market Street, 151 Market Street, 152 Penn Street, and 523 Eshelman Street. Member Matesevac noted that she attended a HATS meeting with Mayor Hess.

Sanitation Committee – Vacant – Member R. Sutch had nothing to report.

Highspire Happenings – Member Thatcher noted that the Breakfast with the Easter Bunny and Easter Egg Hunt will be held on April 1, 2023 and the next meeting will be held on April 12, 2023 at 5:30 p.m.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman noted that a meeting will be scheduled with Member R. Sutch.

Community Development – Member A. Kay Sutch discussed a meeting that was held prior to the Council meeting to discuss the purchase of four (4) new benches for the baseball field at Memorial Park.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to purchase the benches in green for the baseball field at Memorial Park. Member Thatcher was the dissenting vote because he wanted blue. Motion approved.

Member Sutch asked Solicitor Cassidy and Borough Council about considering reducing the number of council members from seven (7) to five (5). Vice-President Roman commented and discussion followed.

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

Maintenance & Repair – Member Matesevac asked for an update on the HVAC installation. President Anderson stated that the heating system is up and running in the administrative offices and in council chambers. He noted that the crew was pulled this week and will return at the end of the month to finish. Member Matesevac asked about the windows; to which, Manager Stonbraker replied that the window project was complete. Discussion followed regarding the repointing of the masonry on the south-east corner of the Municipal Building, fencing stairs and repair of basement stairs.

Staff Activity Reports

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

Deanna Proctor, Code Enforcement, was absent. Manager Stonbraker reported that a citation was issued for 418 & 420 Market Street for property maintenance issues and working toward a conservatorship for the properties. Member Sutch commented on a meeting she attended on March 16, 2023 with Approved Code Services.

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

Robert Sutch, Authority Chairman, had nothing to report.

Manager Stonbraker informed members that a grant application for the Dauphin County Transportation Safety Grant to repair North Lumber Street was submitted.

President Anderson presented the Staff Activity Reports for the month of January 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, reported that he reached out to the Lower Swatara Township Solicitor, Michael Miller, Esq., asking for an update to the stormwater outflow culverts at Reservoir Park and Hanover Street and asked for a status on the project. He stated that Mr. Miller, Esq. indicated that the Borough may be mistaken and that the work had been completed. Mr. Cassidy noted that he forwarded the email to Manager Stonbraker and Robert Lauriello to confirm. Mr. Lauriello reported that the Lower Swatara project is going out to bid in April in combination with another project and will be awarded in May and completed in August/September.

Mr. Cassidy discussed the Poplar Street culvert repair project. He informed members that he has all the information that he needs from RETTEW to finalize the documents regarding the easements and is ready for council to take action at the next meeting.

Engineer's Report

Robert Lauriello, Borough Engineer, announced that the Highspire Borough Authority was awarded a \$1 million grant for the Biosolids Project from the Commonwealth Financing Authority for an LSA-Statewide grant at the March 16, 2023 CFA Board meeting. Member A. K. Sutch asked if a thank you letter could be sent to Senator John DiSanto.

Old Business

None

New Business

Motion moved by Vice-President Roman, seconded by Member A. K. Sutch to direct staff to release the March 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 was tabled for the publication of Highspire Borough Ordinance #646 of 2023 amending Chapter 10 of the Highspire Borough Code of Ordinances to add a new chapter entitled "Quality of Life Improvement Ordinance", which provides (1) a ticketing program to potentially resolve certain property maintenance and other property violation matters in a more expeditious manner than traditional ordinance enforcement, (2) procedures for issuing tickets under the ticketing program, and (3) preserve traditional ordinance enforcement, and further provides for severability, failure to enforce not a waiver, applicability, and effective date.

Motion moved by Member Thatcher, seconded by Member 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 Vice-President Roman to adjourn the meeting at 7:58 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager