

Highspire Borough Council Minutes

April 18, 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
	A. Kay Sutch	Vacant Seat

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

Member Matesevac was absent.

Minutes

President Anderson presented the meeting minutes from the March 21, 2023 Council meeting and the April 11, 2023 Workshop meeting minutes 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 March 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member R. Sutch and seconded by Member A. K. Sutch. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 04/01 participated in the Easter Egg Hunt and Breakfast With the Easter Bunny; 04/05 Civil Service meeting to swear in the Chairman; and 04/12 Highspire Happenings meeting to discuss Arbor Day. He reminded members that on April 29, 2023 at 8:00 a.m. there will be a Community Clean-up and at 11:30 a.m. is the Arbor Day Celebration at the Wilson House in Highspire.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, informed members that the Drug Takeback Day is scheduled to be held at the Borough Building on April 22, 2023 from 10:00 a.m. – 2:00 p.m. Manager Stonbraker reported that Sgt. Canfield is applying for a new hire grant since some officers may be retiring soon from the Police Department and the grant will cover \$125,000 for 5 years.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of March 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 company had their first Bucket Drive on Saturday, April 15, 2023 and received around \$1,500.00 in donations in about 3 hours. She stated that the department plans to have a Bucket Drive scheduled every month through September 2023. She also informed members that the first chicken BBQ will be held on Sunday, April 23, 2023 and will continue every month. Jenna stated that someone showed interest in purchasing the Rosenbauer with an offer of \$50,000 for the sale of the engine.

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

Citizen's Comments

None

Correspondence

March 22, 2023 – Email from Roni Ryan, Executive Director, Susquehanna Municipal Trust – 2022 Workers' Compensation Payroll Audit Statement.

March 22, 2023 – Letter to Ms. Susan Houck, 508 Eshelman Street, denying her request for a handicap parking space in front of her residence.

March 24, 2023 – Email from Douglas Soliday, Administrative Project Manager, Derry Township Municipal Authority – Copy of the wastewater treatment plant agreement between Lower Swatara Township and the Derry Township Municipal Authority.

March 24, 2023 – Email from PennDOT – Highway Occupancy Permit Closed.

March 25, 2023 – Pennsylvania Office of the Budget – SR0230 / Second Street Winter Services Agreement payment in the amount of \$9,353.48.

March 27, 2023 – County of Dauphin – February 2023 Transfer Tax check in the amount of \$1,596.91.

March 27, 2023 – Letter mailed to Generations of Hope, LLC regarding standard stormwater facilities and best management practices.

March 28, 2023 – Application for handicapped parking space for 214 Penn Street.

March 29, 2023 – Email with attached letter from Borough Solicitor Michael J. Cassidy, esq. detailing the steps to reduce the size of Borough Council.

March 31, 2023 – Copy of a letter from Pennsylvania DEP to Lower Swatara Township concerning their development plan for 1450 Fulling Mill Road.

April 6, 2023 – Dauphin County Court of Common Pleas Vehicle, Crimes Code & Misc. Income Report – Check in the amount of \$84.67.

April 12, 2023 – Email, PA Liquor Control Board – Use 2020 Census records to determine licensing fees.

April 13, 2023 – Letter from PPL reference bill cancellation and reissuance – December 2022 and January 2023.

April 14, 2023 – ARPA-SLFRF Compliance Report submitted.

April 14, 2023 – Pennsylvania DEP – Notification of 2023 Black Fly Suppression Program.

April 17, 2023 – County of Dauphin – March 2023 Delinquent Tax check in the amount of \$19,083.88.

Committee Reports

Public Facilities – Member Matesevac was absent.

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

Highspire Happenings – Member Thatcher reminded members that the Community Clean-up will be held at 8:00a.m., followed by the Arbor Day Celebration at 11:30 a.m. He noted that the next Highspire Happenings meeting is scheduled for May 17, 2023 at 5:30 p.m. to start planning the 2023 Car Show.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman had nothing to report.

Community Development – Member A. Kay Sutch

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

Maintenance & Repair – Member Matesevac was absent. Manager Stonbraker informed members that the Borough was granted an extension from FEMA on the Poplar Street grant until March 10, 2024 and on May 15, 2023 the contract expires with Farhat Excavating, LLC; however, RETTEW reached out to Farhat and was able to get them to extend the deadline. He also reported that Garden Spot finished work on the new HVAC system and will return on April 26th or 27th to train employees on how to operate the system. He mentioned that the HVAC system on the new side of the borough building stopped working. Manager Stonbraker stated that Osage started the repairs to the foot bridge at Memorial Park on Tuesday, April 18, 2023.

Staff Activity Reports

Mark Stonbraker, Borough Manager, noted that the Safety Committee participated in a webinar through the Susquehanna Municipal Trust (SMT) on “Roadway Safety” at their last meeting. He reported that he has a letter to Senator DiSanto thanking him for his assistance with the \$1,000,000.00 state funding that was awarded to the Authority for the wastewater project. Manager Stonbraker informed members that he has a Dauphin County Traffic Infrastructure Safety Improvement Program (TISIP) grant meeting with the County on April 19, 2023 where he will present the Borough’s plans for the repair of Lumber Street. He noted that this is item e. under “New Business” on the Agenda. He also informed members that the quarterly amount of \$1,460.00 has decreased to \$872.00 a quarter for the Intergovernmental Multi-Municipal Cooperation Agreement renewal for 2023 between Swatara Township and the Borough of Highspire for the use of their compost facility. He noted that this is item f. under “New Business” on the Agenda. Manager Stonbraker reported that he will have planning meeting with the Finance Committee to discuss Members 1st Cash Management Services. He reminded members that the next Dauphin-Lebanon Borough’s Association meeting will be held on Tuesday, April 25, 2023 at 6:30 p.m. at the Hummelstown Municipal Building.

Deanna Proctor, Code Enforcement, reported that she will be mailing Notices of Violations for high grass and weeds and property maintenance on Friday, April 21, 2023.

Randy Kreider, Public Works Director, reported that he contacted the Turnpike regarding issues the Borough is having with commercial vehicles driving on residential side streets. He requested that the Turnpike put up directional signs, one will be close to Roop Street at the traffic signal and the other will be near Rita’s by Paxton Street. He also informed Member Thatcher that Public Works has supplies for the community clean-up if needed.

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 March 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, asked if the request for eminent domain was filed for the Poplar Street culvert project. Manager Stonbraker stated that it has been published and members should be able to vote on it at the next meeting.

Old Business

None

New Business

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to direct staff to release the April 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 Thatcher, seconded by Member A. K. Sutch to approve 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 Live 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 approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve publication of Highspire Borough Ordinance #647 of 2023 amending Chapter 27 of its Code of Ordinances by eliminating the use "Apartment Conversion". Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member Thatcher to approve publication of Highspire Borough Ordinance #649 of 2023, Amending Chapter 15 of the Codified Ordinances of the Borough of Highspire establishing a handicap parking space at 214 Penn Street, Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by A. K. Sutch to approve Highspire Borough Resolution #13 of 2023 authorizing the filing of an application for a Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Grant request of \$347,050.00 to be used for the Lumber Street Repair Project safety improvements. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve the Intergovernmental Multi-Municipal Cooperation Agreement renewal for 2023 between Swatara Township and the Borough of Highspire allowing for the use of Swatara Township's Compost Facility at 780 Kelker Street, Harrisburg. Motion approved unanimously. Motion moved by Member A. K. Sutch, seconded by Member Thatcher to approve amending the Agenda and adding items g. and h. to the Agenda. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member Thatcher to approve amending the April 18, 2023 Agenda to include item g. for the proposal from Peter Edelman, Stevens & Lee for bond counsel services and item h. Change Order #2 for the Poplar Street Culvert Project under "New Business". Motion approved unanimously.

Motion moved by Member R. Sutch, second by A. K. Sutch to approve the proposal from Peter Edelman, Stevens & Lee, for bond counsel services for the USDA/RD loan. They are budgeting \$5,000.00 for legal services plus \$2,000.00 added costs for advertising. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve Change Order #2 for the Poplar Street Culvert Project extending the contract end date will Farhat Excavating, LLC, to allow time for the Borough of Highspire to finalize securing easements outside public Right-of-Way. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member 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 7:26 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager