

Highspire Borough Council Minutes

June 20, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by President Anderson 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
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Borough Engineer:	Robert Lauriello
Solicitor:	Michael Cassidy

Minutes

President Anderson presented the meeting minutes from the May 16, 2023 Council meeting and the June 13, 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 May 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 Matesevac. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 05/24 met with the school district officials and the neighboring academy to discuss ways to keep students active during the summer break. He also discussed using students to help rehabilitate the baseball field as well as a cleanup day on August 1, 2023 culminating with National Night Out; 05/29 participated in the Borough's Memorial Day service. He noted that 50+ attended the noon event which followed a donation drive for veterans; 06/08 enacted a temporary Ban on Open Burning due to the dry weather conditions; and 06/14 attended the Highspire Happenings meeting to discuss Car Show plans.

Public Safety Director's Report

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

President Anderson presented the Mayor's and Public Safety Director's reports for the month of May 2023 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of May 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 April 2023 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

Timothy Whittle, 619 Eshelman Street, Highspire, noted that the invasive light coming from 629 Second Street has been taken care of, he asked what was being done regarding dog owners not cleaning up after their pets and he stated that there is still a problem with motorized scooters and bikes. Discussion on these issues followed.

Correspondence

May 15, 2023 – Letter from PennDOT – Notice of Payment State Police Fines & Penalties – Payment of \$480.64 will be paid on June 1, 2023.

May 16, 2023 – Letter from Verizon – Renewal Proceedings under Section 626 of the Communications Act.

May 17, 2023 – Email from Amber Haller, Executive Assistant, Senator John M. DiSanto advising Senator DiSanto would not be able to attend the Memorial Day Service on May 29, 2023.

May 18, 2023 – Letter to Mr. & Mrs. Searer thanking them for their donation to the Highspire Police Department.

May 23, 2023 – County of Dauphin – April 2023 delinquent tax check in the amount of \$6,810.95.

May 24, 2023 – Letter from Mr. Mark Accorsi expressing his interest in the vacant seat on Borough Council.

May 26, 2023 – Letter from RETTEW – Financial Security Release Request for Tower Transportation, 19 Lumber Street, Highspire.

May 30, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 212 Frederick Street, Highspire.

May 30, 2023 – Notification from Dauphin County Fines and Costs that they will no longer be issuing monthly checks and are transitioning to a debit card system.

June 1, 2023 – DEP Bureau of Waterways Engineering and Wetlands – Burd Run Letter and Inspection Report.

June 4, 2023 – Email from Rachel Croft, 100 Roop Street, expressing concerns over two Steelton PD officers searching around her residence.

June 5, 2023 – Peter Edelman, Stevens & Lee – 2023 Series Bond application to DCED.

June 5, 2023 – HCPAC – Thank You card to the Highspire Police Department.

June 6, 2023 – Dauphin County Solid Waste Management & Recycling – Updated recycling center and dumping hotline information.

June 7, 2023 – Dauphin County Fines & Costs – Check in the amount of \$1,387.00.

June 8, 2023 – Email from George H. Connor, Executive Director, Dauphin County Office of Community & Economic Development – Inspection fee waiver request for 47 Ann Street.

June 8, 2023 – Burn Ban Declaration signed by Mayor Hess.

June 12, 2023 – County of Dauphin – April 2023 Transfer Tax check in the amount of \$3,181.79.

Committee Reports

Public Facilities – Member Matesevac reported that violations regarding pools in her neighborhood have been resolved. She then asked for clarification on the Burn Ban since her neighbor had a fire pit over the weekend. Member Thatcher clarified by stating that you cannot have any open flames. Member Matesevac informed members that the road crew have started putting up the banners for summer. She also noted that the planters are doing fine.

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

Highspire Happenings – Member Thatcher reported that the Car Show was discussed at their last meeting; however, the next meeting has not been scheduled. He noted that he will contact members with a date.

Finance Administration – Member Thatcher had nothing to report.

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

Community Development – Member A. Kay Sutch had nothing to report, but asked about the Quality-of-Life tickets. Assistant Manager Proctor reported that the tickets were ordered on Friday, June 16, 2023.

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

Maintenance & Repair – Member Matesevac asked about the fencing on the side of the Borough building. Manager Stonbraker stated that the fence will be addressed after some masonry repairs and repointing are finished. Member Matesevac stated that she will be attending the next HATS meeting along with Mayor Hess.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that there is a renewal agreement with Toshiba for a new copier with the old copier going to the Police Department. He noted that the cost is \$130.00 less a month and color copies will be included.

Deanna Proctor, Code Enforcement, informed members that the May 25, 2023 Zoning Hearing Board meeting was continued until July 6, 2023 at 7:00 p.m. for 205 Second Street regarding parking requirements. She noted that the “Quality-of-Life” tickets were ordered on Friday, June 16, 2023. Ms. Proctor mentioned that she mailed sixty-seven (67) Notices of Violation for high grass/weeds and property maintenance and issued two (2) citations. She also noted that she received a Summary Trial notice for a citation she issued to the owner of 282 Second Street and the trial is scheduled for July 19, 2023 at 2:30 p.m.

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

Robert Sutch, Authority Chairman, had nothing to report.

Mark Stonbraker, Safety Committee, reported that Republic Service will be cleaning up Race Street, Industrial Road and Lumber Street and will continue to do weekly street sweeping to resolve the issue of nails and other debris falling off their trucks.

Deputy Fire Chief Michael Hamilton informed members that the new engine is at the fire station. He noted that the radio needs to be installed and some decals. He stated that within the next month, it will be used for calls. Manager Stonbraker reminded Deputy Fire Chief Hamilton that the registration will need to be changed over.

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

Solicitor’s Report

Michael Cassidy, Solicitor, stated that he had nothing to report.

Engineer’s Report

Robert Lauriello, Borough Engineer, noted that item c. under New Business on the Agenda is a motion to release the outstanding financial security to Tower Transportation. He stated that everything is in order and it can be released. He also reported that they are in position to issue a Notice to Proceed for the Poplar Street culvert which will be done this week. He noted that the contractor’s schedule has filled up; however, they should be moving onsite in the beginning to middle of July.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #15-2023 approving the actions of Mayor Hess which include the Emergency Burn Ban Declaration on June 8, 2023. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the June 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 Thatcher to approve the release of outstanding financial security to Tower Transportation, 19 Lumber Street, Highspire, in the amount of \$6,933.00. In a letter dated May 26, 2023 from RETTEW Associates, Inc., conducted a site visit and all outstanding landscaping work has been completed as required for the project. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the Vehicle Lease Agreement between the Borough of Highspire (Lessor) and Citizens Fire Company #1 of Highspire (Lessee) for the lease of a 2005 Emergency-One 1500/780 Rescue Pumper. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the signing of the Local Share Grant Agreement, Grant #2023-32 between Highspire Borough Authority, the Borough of Highspire and the Dauphin County Industrial Development Authority. The Borough is a co-applicant for the grant which is to be used for the Highspire Borough Wastewater Treatment Plant Biosolids Project. Motion approved unanimously.

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

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve the renewal of the lease agreement with Toshiba for a new copier. Motion approved unanimously.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to adjourn the meeting at 7:35 p.m.

Borough Solicitor, Michael Cassidy, asked members to stay for an Executive Session.

Executive Session: 7:36 p.m.

Session ended at 7:54 p.m. with no executive action taken.

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