

Highspire Borough Council Minutes

July 18, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Vice-President Roman 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	Mark Accorsi
	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

Mayor Hess swore in the new Council Member, Mark Accorsi.

Minutes

President Anderson presented the meeting minutes from the June 20, 2023 Council meeting minutes and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Vice-President Roman. 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: 06/23 attended the Harrisburg Area Transportation Study meeting along with Member Matesevac; 06/26 participated in the National Night Out planning meeting; and 07/06 attended the Zoning Hearing Board meeting. He also reminded members that National Night Out will be held on Tuesday, August 1, 2023 from 6:00 p.m. to 8 p.m.

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 June 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 report that the department has been holding various fundraisers. She also noted that the new fire engine is 80% complete and once lettering is completed on the new engine, it will be put into use. She noted that they plan to take it out for National Night Out. Mrs. Condran thanked Borough Council for their support of the Fire Department. She presented a "Thank You" plaque to the council.

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

Citizen's Comments

None

Correspondence

June 20, 2023 – Dauphin County Fines & Costs – Restitution check in the amount of \$640.00.

June 20, 2023 – county of Dauphin – May 2023 Delinquent Tax check in the amount of \$11,465.91.

June 20, 2023 – Mailed all executed copies of the Local Share Municipal Grant Agreement for the Highspire Borough Authority to the Dauphin County Industrial Development Authority.

June 21, 2023 – Email from George Connor, Executive Director, Dauphin County Office of Community & Economic Development – Thanking the Borough for waiving the rental inspection requirement for 47 Ann Street.

June 21, 2023 – Email from Brian Enterline, Pyramid Construction – Proposal(s) for the Highspire Municipal Building exterior repairs.

June 21, 2023 – Email from Peter Edelman, Stevens & Lee – DCED approval documents for the 2023 Bond / Highspire HVAC Repair Project.

June 22, 2023 – Letter from BENECON / PMHIC – First surplus claim fund distribution check for the 2022 plan year in the amount of \$50,210.00.

June 22, 2023 – Letter from Jean McCathern expressing her interest to volunteer for any of the open board positions.

June 23, 2023 – Numerous media notifications made – referencing the discovery of human remains in Reservoir Park and ensuing investigation.

June 23, 2023 – Email from Steven Trostle, Houck Group, Inc. – Proposal(s) for the Highspire Municipal Building exterior masonry repairs.

June 23, 2023 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 304 Market Street, Highspire.

June 23, 2023 – Signed 2022 Highspire Financial Audit Management letter sent back to Boyer & Ritter.

June 28, 2023 – Email sent to the PA PUC requesting assistance with the damage Norfolk Southern crossings at Race and Lumber Streets.

July 3, 2023 – County of Dauphin – May 2023 Transfer Tax check in the amount of \$6,106.77.

July 3, 2023 – Citizens Fire Company #1 approved and signed the new fire truck agreement.

July 7, 2023 – Dauphin County Fines & Costs – Check in the amount of \$1,452.09.

July 7, 2023 – email From Michael Cassidy, esq., Borough Solicitor – Order signed by Judge McNally approving the appointment of Mr. Mark Accorsi to Council.

July 10, 2023 – Letter from Dauphin County Industrial Development Authority – Local Share Gaming Grant congratulations letter and executed agreement.

Committee Reports

Public Facilities – Member Matesevac reported that Notices of Violations must have been mailed since residents have been cleaning up their properties. She informed members that the summer banners are up and will be taken down after Labor Day. Member Matesevac discussed the Poplar Street Culvert project and asked how long it would take to complete the project. Borough Engineer Lauriello replied that it should take about four weeks. Discussion followed.

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

Highspire Happenings – Member Thatcher reported that their next meeting will be held on Wednesday, July 26, 2023 to discuss the 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 had nothing to report. President Anderson asked if the benches were received for the baseball field. Manager Stonbraker stated that he is waiting to see what Steelton is doing with the field since the benches they originally wanted are not available.

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

Maintenance & Repair – Member Matesevac asked Manager Stonbraker about the repointing and if it has gone out for bid. Manager Stonbraker stated that it is already on the agenda for Borough Council to vote on under items e., f., g. and h. for Houck Group, Inc. to do the work.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that on Wednesday, July 19, 2023 at 10:00 a.m. the closing is scheduled for the HVAC project with the USDARD.

Deanna Proctor, Code Enforcement, reported that she will be attending a Summary Trial on July 19, 2023 at 2:30 p.m. for a citation she issued to the owner of 282 Second Street.

Randy Kreider, Public Works Director, reported that he has a meeting with Steve Siegfried, RETTEW Associates, to review the final draft for the biosolids upgrade and the project should go out for bid in September 2023. Manager Stonbraker added that the basketball court was resealed and noted that the lines need to be painted. Member A. K. Sutch asked what was being done with the tennis court. Manager Stonbraker stated that he hasn't had a chance to look into grants that may be available.

Robert Sutch, Authority Chairman, noted that the next Authority meeting will be held on Thursday, July 20, 2023 at 7:00 p.m.

Mark Stonbraker, Safety Committee, reported that he notified PUC about the crossing at Race Street and Lumber Street and they responded the next day stating that they have reached out to Norfolk Southern and they are now waiting for a response

President Anderson presented the Staff Activity Reports for the month of June 2023 and asked for a motion to accept them. Motion moved by Member R. 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 there is a motion on the agenda for Resolution #17-2023 to authorize assistance to Manager Stonbraker with the filing of an application for the Dauphin County Infrastructure Bank-General loan request for the Lumber Street Repair Project. He also reported that the Commonwealth Finance Authority met and was supposed to act on the H2O PA Funding Grant; however, this was postponed until the next meeting which isn't until September 2023. Mr. Lauriello informed members that there is also a PennVest meeting scheduled on Wednesday, July 20, 2023 for the application submitted for the Biosolids Upgrade Project. He stated that he expects an announcement, of the award, at that meeting and plans to be on the call; however, he is not sure what amount will be a grant and how much will be a loan.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the July 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 Vice-President Roman to approve Highspire Borough Council Resolution #16-2023 appointing Michael J. Hamilton to the position of Deputy Fire Chief. Motion approved unanimously.

Mayor Hess swore in Michael J. Hamilton as Deputy Fire Chief.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve Highspire Borough Council Resolution #17-2023 authorizing the filing of an application for a Dauphin County Infrastructure Bank-General Loan request of \$675,000.00 to be used for the Lumber Street Repair Project. Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve the purchase of three (3) bunker coats at \$1,900.00 each and ten (10) pair of bunker pants at \$1,380.00 each for Citizens Fire Company #1 of Highspire from Witmer Public Safety Group, Inc. using American Plan Rescue Act (ARPA) funds. The total amount of the gear and equipment should not exceed \$20,000.00. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve Proposal #1 from Houck Group, Inc. for masonry repairs, cleaning and application of a water repellent on the east-side corner, south entryway and parapet. The total cost of the project will be \$17,274.00 which will be paid out of the 2023 General Fund Budget Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Vice-President Roman, seconded by Member R. Sutch to approve Proposal #4 from Houck Group, Inc. for the caulking and concrete repairs located on the outside stairwell. The total cost of the project will be \$14,165.00 which will be paid out of the 2023 General Fund Budget Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve Proposal #5 from Houck Group, Inc. for the inside stairwell repair. The total cost of the project will be \$4,490.00 which will be paid out of the 2023 General Fund Budget Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve Proposal #6 from Houck Group, Inc. for the garage bay crack repair and sealing of saw cuts. The total cost of the project will be \$1,368.00 which will be paid out of the 2023 General Fund Budget Capital Reserve (480.000). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher 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 7:24 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager