



Borough of Highspire
Workshop Meeting
of the Highspire Borough Council
November 14, 2023

“I can concede that the government has no knowledge of the people, but I believe the people know less of the government. There are useless officials, evil, if you like, but there are also good ones, and these are not able to accomplish anything because they encounter an inert mass, the population that takes little part in matters that concern them.”

— **José Rizal, Noli Me Tángere (Touch Me Not)**

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Regular Meeting held on October 17, 2023.
5. Financial Reports
 - a. Treasurer’s Report for October, 2023
 - b. Monthly Financial Statements – October, 2023
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – October, 2023
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for October, 2023
 - b. Treasurer’s Report

9. South Central Emergency Medical Services Report for September, 2023
10. Citizens' Comments (limit 3 minutes)
11. Committee Reports
 - a. Public Facilities Committee
 - b. Sanitation Committee
 - c. Highspire Happenings
 - d. Finance/Administration Committee
 - e. Personnel Committee
 - f. Community Development Committee
 - g. Public Safety Committee
 - h. Maintenance & Repair Committee
12. Staff Activity Reports
 - a. Borough Manager's Report - Mark Stonbraker
 - b. Code Enforcement Report - Deanna Proctor
 - c. Public Works Department Report - Randy Kreider
 - d. Highspire Authority – Bob Sutch
 - e. Grant Administrative Report & Fire Department Financial Report
 - f. Sewer Billing Adjustments & Reconciliations for October, 2023
 - g. Safety Committee
13. Solicitor's Report
14. Engineer's Report
15. Old Business

- a.
16. New Business
- a. Motion to direct staff to release the November 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.
 - b. Motion to (approve/reject/table) the 2024 Borough Meeting Dates Schedule.
 - c. Motion to contract Dee Proctor for weekly custodial services and cleaning of the Borough building. Total amount of the custodial Services will be \$7,800.00 (2024 General Fund Budget - 409.373).
 - d. Motion to (approve/reject/table) the publication of the 2024 Budgets, comprised of the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer / MS4, Highway Aid, Citizens Fire Company, Capital Projects budgets.
 - e. Motion to (approve/reject/table) Highspire Borough Council Resolution #23 of 2023 fixing the general taxation rate on Real Property for 2024 at 19.0 mills.
 - f. Motion to (approve/reject/table) Highspire Borough Council Resolution #24 of 2023 setting the trash rate for the fiscal year 2024 at \$336.00 per collection unit.
 - g. Motion to (approve/reject/table) Highspire Borough Ordinance No. 652 of 2023 authorizing and directing the incurrence of lease rental debt to the principal amount of two hundred seventy-four thousand one hundred dollars (\$274,100), pursuant to the Act of the General Assembly of the Commonwealth of Pennsylvania, 53 PA.C.S. Chapters 80—82, as amended, known as the Local Government Unit Debt Act; determining that such debt shall be incurred under the Debt Act as lease rental debt to be evidenced by certain guaranty agreement of the Borough securing a guaranteed Sewer Revenue Note to be executed by the Highspire Borough Authority to finance a project for the Authority.
 - h. Motion to (approve/reject/table) Highspire Borough Council Resolution #25 of 2023 adopting and allocating funds for the Outdoor Fitness Court as part of the 2023 National Fitness Campaign.
 - i. Motion to (approve/reject/table) Highspire Borough Council Resolution #26-2023, reappointing Donald R. Miller, Sr. to another four-year term of office on the Highspire Borough Planning Commission.
 - j. Motion to (approve/reject/table) Highspire Borough Council Resolution #27-2023, reappointing Carolee A. Roman to another five-year term of office on the Highspire Civil Service Commission.

- k. Motion to (approve/reject/table) Highspire Borough Council Resolution #28-2023, reappointing Ann M. Castaneira to another three-year term of office on the Highspire Zoning Hearing Board.
- l. Motion to (approve/reject/table) Highspire Borough Council Resolution #29-2023, reappointing Nicholas M. Matesevac to another five-year term of office on the Highspire Borough Authority.
- m. Motion to (approve/reject/table) Change Order #4 for the Poplar Street Culvert Project. The Change Order is needed to rectify final paving quantities as installed and incorporate placement of a leveling course.
- n. Motion to (approve/reject/table) the final Poplar Street Culvert Repair Project Payment Application #2 (RETTEW Project No. 039742023) to Farhat Excavating, LLC. in the amount of \$38,441.50. Payment for this application is being drawn from the Storm Sewer PLGIT account.
- o. Motion to (approve/reject/table) acceptance of the Department of Justice Grant for the hiring of another full-time police officer. Total amount of the grant is \$125,000.00 for three (3) years.
- p. Motion to (approve/reject/table) the Dauphin County Traffic Infrastructure Safety Improvement Program (TSIP) Cost Sharing Agreement between Dauphin County and the Borough of Highspire for traffic safety improvement projects on Lumber Street.
- q. Motion to (approve/reject/table) payment to Hondru Ford for the COSTARS purchase of a 2023 Ford Super Duty F-350 pickup truck with Reading Classic II Service Body for the Highspire Wastewater Treatment Plant. Total cost of the vehicle is \$70,833.00 which will be paid out of the 2023 Sewer O&M Budget (New Equipment – Capital Purchase – 429,700).
- r. Motion to (approve/reject/table) the proposal from R&S Fence Company for the installation of extruded black vinyl coated security fencing along the west side of the Highspire Borough Municipal Building which would encompass the HVAC compressor units and stairwell. Total cost of the project is \$5,998.07 which will be paid out of the General Fund Checking PLGIT account.
- s. Motion to (approve/reject/table) the transfer of funds from the Jury Street Escrow PLGIT account in the amount of \$5,801.84 +/- into the General Fund Checking PLGIT and closing of the Jury Street Escrow PLGIT.

17. Approval of Payroll and Bills

18. Adjournment