



Borough of Highspire
Regular Meeting
of the Highspire Borough Council
January 16, 2024

“When you are writing laws you are testing words to find their utmost power. Like spells, they have to make things happen in the real world, and like spells, they only work if people believe in them.”

— Hilary Mantel, Wolf Hall

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Regular Meeting held on December 19, 2023 and Reorganization Meeting held on January 2, 2024.
5. Financial Reports
 - a. Treasurer’s Report for December, 2023
 - b. Monthly Financial Statements – December, 2023
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – December, 2023
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for December, 2023
 - b. Treasurer’s Report
9. South Central Emergency Medical Services Report for November, 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 December, 2023
 - g. Safety Committee
13. Solicitor's Report
14. Engineer's Report
15. Old Business
 - a.

16. New Business

- a. Motion to (approve/reject/table) Highspire Borough Council Resolution #1-2024 reappointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee.
- b. Motion to (approve/reject/table) Highspire Borough Council Resolution #2-2024 reappointing Mark Stonbraker as an officer and Deanna Proctor as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments.
- c. Motion to (approve/reject/table) Highspire Borough Council Resolution #3-2024 setting employee contributions to the police pension plan for the 2024 plan year.
- d. Motion to (approve/reject/table) Highspire Borough Council Resolution #4-2024 setting employee contributions to the non-uniformed employee pension plan for the 2024 plan year.
- e. Motion to (approve/reject/table) Highspire Borough Council Resolution #5-2024, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2017, which include Sewer Administration documents, General Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2017 and Tax Collection and Assessment records, all records prior to 2016.
- f. Motion to direct staff to release the January 2024 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2024 General Fund Budget (411.500). Amount to be paid to the Company \$2,500.00.
- g. Motion to approve and accept the Borough of Highspire Civil Service Commission Police Entry Level Eligibility List 2024 as certified by the Commission on January 3, 2024.
- h. Motion to approve Highspire Borough Council Resolution #6-2024 approving the actions of Mayor Hess which include the Declaration of a Snow Emergency on January 6th, 2024.
- i. Motion to (approve/reject/table) the transfer of surplus funds from the following Members 1st Money Market accounts into their respective PLGIT accounts in order to take advantage of better interest rates:**

- **General Fund Members 1st Money Market to General Fund Checking
PLGIT = \$350,000.00.**
- **Sewer Revenue Fund Members 1st Money Market to Sewer Fund Checking
PLGIT = \$170,000.00**
- **Storm Sewer Fund Members 1st Money Market to Storm Sewer PLGIT =
\$30,000.00.**

j. Motion to (approve/reject/table) final Payment Application #2 to Garden Spot Mechanical (Final Retainage) for the Highspire Municipal Building HVAC Project. Amount to be paid, \$4,800.00 which will be paid out of the General Fund Checking PLGIT account.

k. Motion to (approve/reject/table) the publication of Highspire Borough Ordinance #652 of 2024 amending Ordinance 452 of 1991 of its Code of Ordinances by eliminating the requirement for a Building Permit for roof repairs or roof replacement.

17. Approval of Payroll and Bills
18. Adjournment