

Highspire Borough Council Minutes

March 19, 2024

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Matesevac then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	Carolee Roman
	Mark Accorsi	Tyler Thatcher
	A. Kay Sutch	Robert Sutch
	Dorothy Matesevac	

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

Minutes

President Anderson presented the meeting minutes from the February 20, 2024 Council meeting and the March 12, 2024 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Member Roman. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of February 2024 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Roman and seconded by Member R. Sutch. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 02/26 met with eagle Scout George Belfer to discuss his ideas to erect information signs along the Reservoir trail; 03/06 attended the ground breaking ceremony for the new Catherine Hershey School on Oberlin Road; 03/07 attended the Highspire Borough Planning Commission meeting to discuss the Dempsey expansion; 03/19 attended the Highspire Borough Environmental Advisory Board meeting; and 03/19 attended the National Night Out planning meeting.

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 February 2024 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 February 2024 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 Member Roman. Motion approved unanimously.

South Central Emergency Medical Services Report

President Anderson presented the South-Central Emergency Medical Services Report for the month of January 2024 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

February 16, 2024 – Letter from Veolia – Veolia Files Customer investment Plan with PA PUC.

February 17, 2024 – Email from Kim Bradeen expressing her interest in serving on the Highspire Borough Authority.

February 20, 2024 – Dauphin County Tax Claims Monthly Transaction Register – Summary.

February 20, 2024 – Letter from Veolia – Notice of Proposed Rate Changes.

February 21, 2024 – Dauphin County Commissioners – Invitation to attend the 2024 Local Government Forum.

February 22, 2024 – Updated Fire Department Box Cards emailed to DCDPS.

February 22, 2024 – PA LCB - License Fee Distribution (August 01,2023 – January 31, 2024) - \$400.00.

February 22, 2024 – Check from the Dauphin County Industrial Development Authority – Local Share Gaming in the amount of \$90,000.00 for the Highspire Borough Authority.

February 22, 2024 – Updated proposal from CJ Myers, Houck, including prevailing wages for the Memorial Park NFC Fitness Court concrete pad project.

February 26, 2024 – County of Dauphin – January 2024 Transfer Tax check n the amount of \$1,728.31.

February 27, 2024 – Email from Charles & Sundra Boughter, 407 Rosedale Avenue, Highspire, expressing their interest in serving on the Highspire Borough Authority and Borough Council.

February 28, 2024 – PA Office of the Budget – 2024 Liquid Fuels Payment Remittance in the amount of \$79,340.02 which is to be deposited into Highway Aid.

February 29, 2024 – Dauphin County Office of County Controller – 2023 Debt Report request.

March 4, 2024 – Notice of Sherrif Sale, 493 Second Street, Highspire.

March 5, 2024 – Pennsylvania Office of Budget – Refund Liquor and Malt Beverage License fees issued from August 1, 2023 to January 31, 2024.

March 6, 2024 – POL Electric Utilities – Option to prevent disclosure of the Borough's account information.

March 7, 2024 – Dauphin County Fines & Costs – Check in the amount of \$290.55.

March 14, 2024 – Email/ letter from DCDPS cautioning the use of dual radios in mobile units.

Committee Reports

Public Facilities – Member Matesevac asked if the stone wall, near the Turnpike bridge on Lumber Street, was going to be replaced. President Anderson stated that it is part of the Lumber Street project. Mr. Lauriello informed her that the County will be doing the entire project. Manager Stonbraker noted that it will be funded with funds from the Dauphin County Infrastructure loan for the Lumber Street project and funds were also received from the Traffic Infrastructure Safe Improvement Grant which will be used to replace the wall and guide rails. Member Matesevac discussed properties in the Borough that have ongoing property maintenance issues. She asked the status of 418/420 Market Street.

Mr. Cassidy noted that the two properties have been identified for placement in conservatorship and discussed the next steps that need to be taken in this process.

Sanitation Committee – Member Accorsi reported that he spoke with Randy Kreider, Public Works Director, this week regarding personnel changes at the plant and Mr. Kreider informed him that everything is going well with no issues to report.

Highspire Happenings – Member Thatcher reported that the Breakfast with the Easter Bunny is scheduled for Saturday, March 23, 2024 from 9:00 a.m. – 11:00 a.m. and the Easter Egg Hunt will begin following the breakfast at Memorial Park. He also mentioned that the Arbor Day Celebration and annual spring cleanup day will be held on Saturday, April 27, 2024 beginning at 8:00 a.m. at Memorial Park.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Member Roman had nothing to report.

Community Development – Member A. Kay Sutch discussed information she received from Mr. Kreider regarding sliding boards to be installed at the Eshelman Street playground. She discussed the different options and costs. Mr. Kreider noted that he could purchase the slide through Co-Stars at a lower price. Manager Stonbraker stated that he could do a proposal for Council to review at the next meeting.

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

Maintenance & Repair – Member Matesevac asked if the repairs to the walls of the entry way stairs to the basement were complete. Manager Stonbraker informed her that it was completed last year. He also noted that Solicitor Cassidy sent a letter to Capital Coating regarding the roof repair and they are making arrangements to come and repair the roof.

Staff Activity Reports

Mark Stonbraker, Borough Manager, discussed the proposal for Citizens Fire Company for the purchase of a rescue truck through Hondru and financing options. He stated that the fire company will be using funds received from the Fire Commissioners Grant and a loan. Discussion followed.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to amend the Agenda adding a motion to approve, reject or table the underwriting of a loan for Citizens Fire Company #1 for the lease of a 2024 Chevrolet Silverado 3500 HD Crew Cab Work Truck. Motion approved unanimously.

Solicitor Cassidy noted that item “k.” under “New Business” will be added to the agenda.

Deanna Proctor, Code Enforcement, informed members that there is a Planning Commission meeting scheduled for Thursday, April 4, 2024 at 7:00 p.m. regarding the expansion of Dempsey Uniform.

Randy Kreider, Public Works Director, announced that there is an MS4 public meeting that will be held on Tuesday, May 21, 2024 at 6:00 p.m. He reported that the meeting has been advertised on the Borough website, newspaper, sewer bills and the front office bulletin board.

Robert Sutch, Authority Chairman, informed members that there are two (2) new members on the Authority and the next meeting is scheduled for Thursday, March 21, 2024.

Mark Stonbraker, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month February 2024 and asked for a motion to accept them. Motion moved by Member A. K. Sutch, seconded by Member Thatcher. Motion approved unanimously.

Solicitor’s Report

Michael Cassidy, Solicitor, noted that the two topics for discussion were discussed previously in the meeting which were the letter to Capital Coating and action taken for the roof leak issue and the conservatorship matter for the 418/420 Market Street properties.

Engineer's Report

Robert Lauriello, Borough Engineer, stated that his items are covered under "New Business" on the Agenda.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the March 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. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice President Accorsi to approve Highspire Borough Council Resolution #10 of 2024 appointing Kimberly M. Bradeen to complete the remainder of a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Council Resolution #7-2024, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Highspire Borough Resolution #11 of 2024 appointing Charles E. Boughter to complete the remainder of a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the publication of Highspire Borough Ordinance #654 of 2024 amending Chapter 15 of the Codified Ordinances of the Borough of Highspire, providing for the removal of a handicapped-only parking space at 640 Eshelman Street Highspire, PA. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member A. K. Sutch to approve the publication of Ordinance #655 of 2024 amending Chapter 15 of the Codified Ordinances of the Borough of Highspire with the addition of stop intersections and setting an effective date. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve the placement of E-One pumper lease payments received from Citizens Fire Company #1 of Highspire into the Fire Equipment Escrow PLGIT account for the future purchase of a new fire truck. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the bid proposal from Mid-State Paving, LLC, for the 2022/2023 community Development Block Grant (CDBG) Eshelman Street Phase 2 and Hanover Street Roadway Projects (Project No. 03935000216). Rettew Associates, Inc. has reviewed the proposal and recommends the project be awarded to Mid-State Paving, LLC. Total amount of the bid is \$221,548.50. Motion approved unanimously.

Motion to (approve/reject/table) the distribution of surplus funds from the 2019-2023 Sewer O&M Budgets. Based on calculations by Boyer and Ritter, the total amount of the surplus is \$557,665.00 with Lower Swatara Township receiving \$270,735.00 and the Borough of Highspire receiving \$384,920.00, was tabled until after the Executive Session.

Motion moved by Member Thatcher, seconded by Member Matesevac to approve the Eagle Scout Project proposal from George Belfer, Boy Scout Troop 594, Middletown, PA, for the erection of three permanent informational signs along the Reservoir Park Nature Trail. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve the request for grant writing assistance from Rettew Associates, Inc. for Citizens Fire Company #1 of Highspire for the following grants; Dauphin County Local Share Municipal Grant, Community Development Block Grant, and Municipal Fire Department Capital Grant. Motion approved unanimously.

Motion moved by Member Roman, seconded by Vice President Accorsi to approve the payroll and bills. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to approve the lease of a 2024 Chevrolet Silverado 3500HD 4 Wheel Drive Crew Cab Work Truck for \$70,470.00 via Co-Stars contract number 025-E22-388 through Hondru Chevy, vender #157092 to be leased through Leasing-One. Motion approved unanimously.

Executive Session: 8:05 p.m.

Reconvened: 8:27 p.m.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approve the distribution of surplus funds from the 2019-2023 Sewer O&M Budgets. Based on calculations by Boyer and Ritter, the total amount of the surplus is \$557,665.00 with Lower Swatara Township receiving \$270,735.00 and the Borough of Highspire receiving \$384,920.00. Motion approved unanimously.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member A. K. Sutch, seconded by Member Roman to adjourn the meeting at 8:56 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager