

## Highspire Borough Council Minutes

June 18, 2024

Council President Anderson called the Highspire Borough Council meeting to order at 7:01 p.m. The prayer was offered by Member A. K. Sutch 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   |

|                            |                  |
|----------------------------|------------------|
| Mayor:                     | Von Hess         |
| Borough Manager:           | Mark Stonbraker  |
| Assistant Borough Manager: | Deanna Proctor   |
| Public Works Director:     | Randy Kreider    |
| Borough Engineer:          | Robert Lauriello |

Member Matesevac and Solicitor Michael Cassidy were absent.

Residents in attendance were Cory Hackman and Michelle Phillips.

### Minutes

President Anderson presented the meeting minutes from the May 21, 2024 Council 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 May 2024 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 A. K. Sutch. Motion approved unanimously.

### Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 05/27 Participated in the Annual Memorial Day Service at Memorial Park from 12:00 – 12:40 p.m. preceded by a food drive for Veterans from 10:00 a.m. – 12:00 p.m.; 05/30 Attended a ribbon cutting ceremony at the PA Turnpike Highspire rest stop, unveiling three glass mosaic murals created by the Steelton-Highspire art students; and 06/17 Attended the National Night Out planning meeting.

### Public Safety Director's Report

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

President Anderson presented the Mayor's and Public Safety Director's reports for the month of May 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 May 2024 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member 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 2024 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

### **Citizen's Comments**

None

### **Correspondence**

May 21, 2024 – Signed Pave-Over agreement emailed to Norfolk Southern.

May 21, 2024 – Signed NFC Fitness Court Installation Proposal emailed to Dynamic Resources.

May 22, 2024 – PMHIC surplus distribution for the 2022 plan year in the amount of \$38,856.78 which will subsequently be divided between the budgets.

May 28, 2024 – County of Dauphin – April 2024 Delinquent Tax check in the amount of \$4,361.60

May 28, 2024 – PA Department of Labor & Industry – Remittance Advise – overpayment refund in the amount of \$211.57.

May 28, 2024 – PA Department of Transportation – Notice of Payment State Police Fines & Penalties in the amount of \$560.48.

May 30, 2024 – Steelton-Highspire Intergovernmental Committee – Letter of Support for Family Movie Night.

May 30, 2024 – Letter from Cumberland County Search and Rescue Team 400 outlining the emergency services they provide.

June 1 & 4, 2024 – TRC – Norfolk Southern Railway Company Annual Notifications of Upstream Regulated substances.

June 4, 2024 – Refund check from Direct Energy in the amount of \$112.69.

June 6, 2024 – Dauphin County Fines & Costs – check in the amount of \$114.18 for June 2024.

June 7, 2024 – Letter from the Borough Solicitor to Lower Swatara informing them of the deteriorating roadway condition on Race Street due to issues with the Western Sewer Interceptor.

June 17, 2024 – County of Dauphin – May 2024 Delinquent Tax check in the amount of \$44,035.06.

### **Committee Reports**

**Public Facilities** – Member Matesevac was absent.

**Sanitation Committee** – Member Accorsi had nothing to report.

**Highspire Happenings** – Member Thatcher had nothing to report.

**Finance Administration** – Member Thatcher had nothing to report.

**Personnel Committee** – Member Roman had nothing to report.

**Community Development** – Member A. Kay Sutch had nothing to report.

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

**Maintenance & Repair** – Nothing to report.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, reported that there were ninety-six (96) people who attended the Memorial Day Ceremony on Monday, May 27, 2024 and six (6) boxes of food were collected and \$64.00 in cash donations were received and delivered to the Robert M. Jackson Veteran Center in Harrisburg. He mentioned that the slide will be installed and Director Kreider stated that it would possibly be installed next week. Manager Stonbraker informed members that the Fire Department's Utility Truck should arrive any day and noted item d. under "New Business" on the Agenda. He also reported that he sent Solicitor Cassidy a copy of Ordinance 656 - Traffic Calming Ordinance, to install speed bumps on Market Street. Manager Stonbraker stated that the Fitness Court is scheduled to be installed on Wednesday, June 19, 2024. He also reminded members that the office will be closed on Wednesday, June 19, 2024 for Juneteenth.

Deanna Proctor, Code Enforcement, reported that she has mailed over seventy (70) Notices of Violation for high grass and weeds in the Borough and wrote six (6) citations.

Randy Kreider, Public Works Director, reported that the contractor started moving equipment in for the Biosolids project June 18, 2024 and they are expected to break ground next week. Manager Stonbraker informed members that Director Kreider's hours may vary since he will be working with the contractor's schedule during the Biosolids project.

Robert Sutch, Authority Chairman, stated that the Highspire Borough Authority meeting will be held on Thursday, June 20, 2024 at 7:00 p.m.

Mark Stonbraker, Safety Committee, had nothing to report.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, was absent. Member A. K. Sutch asked about the letter that was sent by the Solicitor to Lower Swatara Township regarding the collapsed sewer line on Race Street. Discussed followed.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, reported that the paving work on Eshelman and Hanover Streets is progressing. He also stated that he provided a draft report on 418 and 420 Market Street, for the conservatorship of the property, to Solicitor Cassidy and Manager Stonbraker for review. Mr. Lauriello noted that the railroad crossing overlays have taken a different direction and the project will go out for bid. He stated that he would like to have the bids returned by the next council meeting to keep the project moving forward. President Anderson asked what changed with the railroad project. Mr. Lauriello noted that he wanted to do a change order to the road work being done and Solicitor Cassidy felt that it would be more appropriate to bid as a separate project. Manager Stonbraker clarified why it is being bid as a separate project by saying that the legal issue was that the Borough is doing a roadway project using tax payers monies, and the change order is not using tax payer monies.

### **Old Business**

None

### **New Business**

Motion moved by Member Thatcher, seconded by Member Accorsi to direct staff to release the June 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 R. Sutch, seconded by Member Thatcher to approve Highspire Borough Council Resolution #14-2024 authorizing the sale of surplus personal property no longer needed by the Borough, to wit: a 2003 Chevrolet

C35 full-size Silverado 3500 dump truck with Western snow plow, VIN: 1GBJK34U33E221226, used by the Highway Department, at the 2024 Capital Region Council of Governments Auction. Motion approved unanimously.

Motion moved by Vice President Accorssi, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #15-2024 authorizing the sale of surplus personal property no longer needed by the Borough, to wit: a 2010 Bobcat 5600T “D” Series Toolcat. SN: A0W116294, used by the Highspire WWTP, at the 2024 Capital Region Council of Government Auction. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the purchase of a Pace-Edwards Roll Cover for the new fire rescue truck. Total cost of the roll cover and installation is \$3,798.00 which will be paid out of the American Rescue Plan Act (ARPA) PLGIT account. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #16-2024 authorizing Mark L. Stonbraker, Borough Manager, to approve expenses and activities as set forth in Section 4 of the Dauphin County Transportation Infrastructure Safety Improvement Program (TISIP) Intermunicipal Cost Sharing Agreement between the Borough of Highspire and the County of Dauphin for the Highspire Borough Pedestrian Crosswalk Safety Project, hereinafter referred to as the “Project”. Motion approved unanimously.

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

Motion moved by Member A. K. Sutch, seconded by Member Thatcher to approve cancelling the Borough Council Workshop meeting scheduled for July 9, 2024. 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 R. Sutch to adjourn the meeting at 7:43 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager