

Highspire Borough Council Minutes

July 16, 2024

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member Thatcher 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 |
| Public Works Director: | Randy Kreider |
| Solicitor: | Michael Cassidy |
| Borough Engineer: | Robert Lauriello |

Assistant Manager Proctor was absent.

Minutes

President Anderson presented the meeting minutes from the June 18, 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 June 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 Vice President Accorsi. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that the next event is National Night Out scheduled for Tuesday, August 6, 2024. He noted that there are a few less vendors this year; however, there will be pony rides and the hot air balloon again this year.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, had nothing to add to his report. He did note that Chief Condran informed him that the department had training and he would not be able to attend the meeting. He reported that he received confirmation from Hondru Fleet that the utility truck will be ready sometime next week. He also mentioned that the Fire Department has a bucket drive scheduled for Saturday, July 20, 2024.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of June 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 June 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 May 2024 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

No citizens were present.

Correspondence

June 21, 2024 – Email to Representative David Madsen requesting his endorsement of, and letter of support, for the Highspire Pedestrian Crosswalk Safety Project.

June 24, 2024 – Overpayment refund from Lease Direct in the amount of \$499.76.

June 24, 2024 – County of Dauphin – May 2024 Real Estate Transfer Tax check in the amount of \$651.70.

June 26, 2024 – 2nd Quarter 2024 USDJ COPS Grant submission.

June 28, 2024 – Email from Hondru Fleet that the Rescue truck should be complete in the next few weeks.

June 28, 2024 – Email, letter and photographs forwarded to Tracy Bechtel, Recording Secretary, Lower Swatara Township Municipal Authority referencing the damages to Race Street caused by their western interceptor.

June 28, 2024 – Email from Mike Miller, Eckert Seamans Cherin & Mellot, LLC advising the issue with the western interceptor will be discussed at their next meeting in July 2024.

July 1, 2024 – Keystone Collections – 2023 Public Funds Audit Report and Tax Officer Bond.

July 2, 2024 – RFP Notice – 2025-2027 Municipal Solid Waste Collection – sent to PennLive for publication.

July 8, 2024 – Letter from Beacon Clinic for Health and Hope requesting a meeting to discuss their planned PA Gaming Grant application.

July 8, 2024 – Dauphin County Fines & Costs – Check in the amount of \$63.64.

July 9, 2024 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 550 Willow Street (Parcel ID 30-013-004-000-0000).

July 11, 2024 – Comcast – Access letter authorization for internet service installation at Memorial Park.

July 11, 2024 – Email from Rob Lauriello – Highspire Borough/Highspire Fire Department – Funding Strategy memo and Railroad Paving Bid Results.

Committee Reports

Public Facilities – Member Matesevac had questions concerning 312 Market Street and 418-420 Market Street regarding the conservatorship status. Solicitor Cassidy informed her that Rettew was sent a draft of the final report to submit to the court and at the next council meeting a petition will be ready for council's approval. Member Matesevac also noted that the abandoned vehicle at 230 Market Street has been removed and the high grass at 213 Market Street has been cut.

Sanitation Committee – Member Accorsi had nothing to report.

Highspire Happenings – Member Thatcher discussed the Car Show.

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 – Member Matesevac mentioned the Lumber Street Roadway Project. Member Thatcher noted that two repairs are required on the HVAC on the new section of building.

Staff Activity Reports

Mark Stonbraker, Borough Manager, discussed item b. on the Agenda under “New Business”. He also reported that four (4) security cameras will be installed (with the possibility of adding an additional twelve (12), if needed) at Memorial Park, he is just waiting on Comcast to install cable into the concession stand. Manager Stonbraker stated that Public Works Director Kreider took the dump truck in for inspection and it will not pass inspection. He stated that a new dump truck will be needed and he will have more information at the next meeting.

Deanna Proctor, Code Enforcement, was absent.

Randy Kreider, Public Works Director, noted that the Biosolids Improvement Project started last Wednesday and they are working on the underground utilities at this time. He also reported that the Eshelman Street Road Project is complete and work on Ligan Street should start on Wednesday, July 17, 2024.

Robert Sutch, Authority Chairman, had nothing to report.

Mark Stonbraker, Safety Committee, had nothing to report.

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

Solicitor’s Report

Michael Cassidy, Solicitor, stated that he is close to the finish line for the conservatorship at 418-420 Market Street and he will be bringing this to council for approval and authorization to move forward with that action at next month’s meeting.

Engineer’s Report

Robert Lauriello, Borough Engineer, discussed item e. under “New Business”, on the Agenda, regarding the Eshelman and Ligan Street project and recommended that payment be made to Mid-State Paving, LLC. He also discussed the Lumber Street project and noted that at the May meeting he provided a funding strategy for long-term road work and on July 19, 2024 he will be meeting with Dauphin County to discuss funding options.

Robert Lauriello, Borough Engineer, asked members to amend the agenda to include under “New Business” the rejection of the bid from Construction Masters, Inc. for the pave over of the railroad crossings at Race and Lumber Streets (item f. on the Agenda)

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to amend the agenda to include under “New Business” the rejection of the bid from Construction Masters, Inc. for the pave over of the railroad crossings at Race and Lumber Streets (item f. on the Agenda). Motion approved unanimously.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the July 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 Vice President Accorsi to approve the Intergovernmental Agreement between the Steelton-Highspire School District and the Highspire Borough Police Department to enforce violations captured using the automated stop sign arm enforcement system (the “Bus Patrol System”) through the issuance of civil penalties pursuant to Title 75 PA.C.S.A. §3345.1 (h.1). Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Matesevac to approve the publication of Highspire Borough Ordinance #656 of 2024 adopting recommendations by the Pennsylvania Department of Transportation (PENNDOT) as referenced in Publication 383 – “Pennsylvania’s Traffic Calming Handbook” , for the installation of traffic calming devices within the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve the proposal from Higher Information Group for the installation of security cameras at Memorial Park. Total cost of the installation is \$11,039.35 which will be paid out of the American Rescue Plan Act (ARPA) PLGIT account. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve Payment Application #1 from Mid-State Paving, LLC Invoice #24CT008-1 for the Eshelman Street Phase 2 & Hanover Street CDBG Project. Total amount of the application is \$55,387.12 which will be paid by the Dauphin County Office of Community & Economic Development. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Roman to reject the bid from Construction Masters, LLC in the amount of \$80,000.00 for the railroad crossing paving overlay project. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman 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 Member Thatcher to adjourn the meeting at 7:44 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Deanna Proctor". The signature is written in a cursive, flowing style.

Deanna Proctor
Assistant Borough Manager