

Highspire Borough Council Minutes

August 20, 2024

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Mayor Hess 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
Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

Minutes

President Anderson presented the meeting minutes from the July 16, 2024 Council meeting and the August 13, 2024 Workshop 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 July 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 Matesevac. Motion approved unanimously.

Mayor's Report

Mayor Hess reminded Council that school starts on August 21, 2024 and to be alert for the school buses. He added that if Council is interested, they can go to the school at 7:15 a.m. to welcome back students.

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 July 2024 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

Jenna Condran informed Council that the Fire Department will be at the Steelton-Highspire Schools to show their support on August 21, 2024. She also reported that the department has a Bucket Drive planned for Friday afternoon and the roast beef dinners will start again next month.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of July 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 June 2024 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

Michelle Phillips, 288 Poplar Street, Highspire, PA, asked what the trash rate will be starting in January 2025 and what was the total cost of the two (2) police vehicles.

Correspondence

July 15, 2024 – County of Dauphin June 2024 Delinquent Property Tax check in the amount of \$15,620.19.

July 17, 2024 – Letter of resignation from Highspire WWTP Trainee Frank Skupny.

July 19, 2024 – Proposed Ordinance 656 of 2024 sent to PennLive for publication.

July 19, 2024 – Signed Intergovernmental Bus Patrol Agreement sent to Steelton-Highspire School District.

July 19, 2024 – Signed Memorial Park security camera proposal sent to Higher Information Group.

July 19, 2024 – 2024 TISIP Application sent to the Dauphin County Office of Community & Economic Development.

July 22, 2024 – Statement of Real Estate Transfer Taxes for June 2024 – check in the amount of \$3,041.78

July 23, 2024 – MD 12-2-02 – Fines & Cost check in the amount of \$1,416.67.

July 29, 2024 – Borough of New Cumberland Police Department – Commendation for Outstanding Service during an active firearms call on July 17, 2024.

July 31, 2024 – Cleveland-Cliffs, Inc., Steelton – Environmental Emergency Prevention and Response Plan (EEPRP).

August 1, 2024 – Republic Service 2025-2027 Municipal Solid Waste bid proposal.

August 2, 2024 – 2025 Budget letters were sent out.

August 7, 2024 – Dauphin County Fines & Costs – Check in the amount of \$930.37.

August 8, 2024 – Lower Paxton Township – PTS Grant Allotment – Aggressive Driving Wave reimbursement check in the amount of \$523.08.

August 9, 2024 – Notification of 2nd Quarter Comcast Franchise Fee payment in the amount of \$5,078.55.

August 9, 2024 – Casella 2025-2027 Municipal Solid Waste bid proposal.

August 12, 2024 – Capital Region Council of Governments – check in the amount of \$19,800.00 for the sale of surplus equipment, to wit: 2023 Chevrolet Dump truck with plow and Toolcat.

August 13, 2024 – Purchase Order sent to Witmer Automotive / Kinley Automotive Group for the purchase of two (2) new Chevrolet Tahoe 4WD PPV police vehicles.

August 14, 2024 – Borough of Highspire – PennDOT 2024-2025 Winter Services Agreement mailed to PennDOT.

August 14, 2024 – Public Funds Banking Resolution and Authorized Signer documents emailed to Members 1st Federal Credit Union.

August 15, 2024 – LSMG Sponsorship and Co-Sponsorship request letters emailed to the Dauphin County Gaming Advisory Board.

August 19, 2024 – Verizon 2nd Quarter Franchise Fee payment in the amount of \$3,295.96.

August 19, 2024 – County of Dauphin – July 2024 Delinquent Tax payment in the amount of \$18,840.10.

Committee Reports

Public Facilities – Member Matesevac reported that she has received complaints from citizens regarding dogs running loose without a leash and one dog attacked another residents dog when he was out walking. She also stated that Republics is not placing the cans back and leaving them on the street. Member Matesevac discussed numerous properties in the Borough, to include, 237 Market Street, 312 Market Street, 152 Penn Street, 610 Second Street, and 612 Second Street with property maintenance issues. Discussion followed.

Sanitation Committee – Member Accorsi had nothing to report.

Highspire Happenings – Member Thatcher reported that the committee has been working on the Car Show schedule for September 21, 2024.

Finance Administration – Member Thatcher stated that on Thursday, September 12, 2024 the committee will meet to begin planning for the 2025 Budget.

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 had nothing to report.

Staff Activity Reports

Mark Stonbraker, Borough Manager, had nothing to add to his report.

Deanna Proctor, Code Enforcement, discussed actions that she has been taking in the Borough regarding property maintenance issues.

Randy Kreider, Public Works Director, noted that PPL Electric will be placing metal braces on over twenty (20) telephone poles throughout the Borough starting on August 21, 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 July 2024 and asked for a motion to accept them. Motion moved by Member Roman, seconded by Member R. Sutch. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, reported that the preliminary report from RETTEW & Associates, with respect to the condition of the property at 418 – 420 Maret Street, Highspire, meets the requirements of the Pennsylvania Blighted and Abandoned Properties Conservatorship Act. He asked for Borough Council's permission to move forward with the filing of the petition with the court, stating that this will trigger the process of serving the petition upon the affected parties and scheduling a hearing before the court, initially for the appointment of the Borough as the conservator of the property. He continued, if the Borough is approved, the Borough will have 120 days to prepare and submit, to the court, a final plan for the property which he would expect, for the most part, will parallel the preliminary plan. Solicitor Cassidy added that if the Borough is appointed Conservator, then the Borough will have the ability to bring RETTEW and their consultants on the property and to go inside to do a more thorough inspection of the building structure itself, to then provide the basis for recommendations on what to do with the property. Discussion followed regarding the cost that the Borough will incur for this process.

President Anderson asked Borough Council Members if they agreed with Solicitor Cassidy moving forward with the conservatorship. All members agreed. Solicitor Cassidy stated that he will proceed with the petition and keep the process moving forward.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that there were two sponsorship letters that were submitted to Dauphin County for the Local Share Municipal Grant, one letter is for the Lumber Street debt repayment and the other one is for funding for the fire company engine. He noted that the applications aren't due until October. He added that Borough employees will perform the work for the railroad crossing by removing the ties, packing with stone and paving the crossings. He mentioned that only one bid for the project was received and rejected.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the August 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 Roman to approve Highspire Borough Ordinance #656 of 2024 adopting recommendations by the Pennsylvania Department of Transportation (PENNDOT) as reference 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 R. Sutch, seconded by Member Thatcher to approve the Minimum Municipal Obligation for Non-Uniformed Employees (2025 budgeting purposes). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the Minimum Municipal Obligation for Police Officers (2025 budgeting purposes). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the proposal from Republic Services of Pennsylvania, LLC for the collection and transportation of Municipal Solid Waste from January 1, 2025 to December 31, 2027. Motion approved unanimously.

Motion moved by Member Roman, seconded by Vice President Accorsi to approve Highspire Borough Council Resolution #20 of 2024 authorizing the Borough of Highspire to purchase two (2) 2024 Chevrolet Tahoe 4WD police patrol vehicles for the Highspire Police Department and method of payment. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the two proposals from B. Moyer Radio Communications (Quote No. 11191 & Quote No. 11192) for the upfit of two (2) 2024 Chevrolet Tahoe 4WD police patrol vehicles for the Highspire Police Department. Total cost of the upfit proposals is \$25,916.27 each, for a total of \$51,832.54, which will be paid out of the Capital Reserve Fund PLGIT. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the proposal from Motorola Solutions (Quote 2748498) for the purchase of two (2) mobile radios for the two new Chevrolet Tahoe police patrol vehicles. Total cost of the radio equipment is \$14,396.90 which will be paid out of the remaining American Rescue Plan Funds PLGIT. Motion approved unanimously.

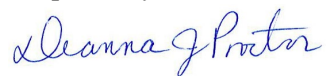
Motion moved by Member R. Sutch, seconded by Member Roman to authorize the Public Works Superintendent to search for buyers and sell, directly or at auction, any nutrient credits as authorized under the Pennsylvania Nutrient Trading Program. Motion approved unanimously.

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

President Anderson asked if there was anything else needing to be discussed. Manager Stonbraker reported that the Sergeants testing is scheduled for Thursday, August 22, 2024 and the oral examinations will follow on Tuesday, August 27, 2024. He added that this will go before the Civil Service Commission on Wednesday, August 28, 2024 for approval and will also be reviewed by the Personnel Committee.

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 7:52 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