

## Highspire Borough Council Minutes

September 17, 2024

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m. The prayer was offered by Member R. 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   |
|                          | 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 |

Motion moved by Member R. Sutch, seconded by Member Roman to accept the 2024 Highspire Civil Service Eligibility List for the position of Sergeant as approved by the Commission on August 28, 2024. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to promote Christopher Santiago to the rank of Sergeant of the Highspire Police Department. Motion approved unanimously.

Mayor Hess presented Sergeant Santiago with a Certificate and his Sergeant's badge.

### **Minutes**

President Anderson presented the meeting minutes from the August 20, 2024 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 Matesevac. Motion approved unanimously.

### **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of August 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 reported that he attended the following meetings: 08/26 Attended the first day of school at the elementary school to welcome back the students; 08/27 Attended the Intergovernmental meeting with Steelton Borough and the school district to discuss future projects for the two boroughs and the school district. He noted that the next project will be a Trunk-or-Treat and Ghostly Gala at the elementary school on October 27, 2024 at 5:30 p.m. and on 09/17 Attended the Environmental Advisory Board 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 August 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 having an open house on Saturday, October 5, 2024 along with Lower Swatara and Steelton Fire Departments. She noted that the department will have vendors and have a live fire demonstration.

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

### **Citizen's Comments**

Timothy Whittle, 623 Eshelman Street, Highspire, PA, discussed Keyston Collection Group in regards to them requiring proof that he is retired every year he pays his Per Capita and Occupational tax. Discussion followed.

### **Correspondence**

August 21, 2024 – 2024 Crimewatch Semi-Annual Impact Report.

August 21, 2024 – Emailed copies of the 2025 Police and Non-Uniform MMOs to R..J. Hall.

August 21, 2024 – Emailed copies of Authorization to Sign and signed Sales Proposal to Whitmoyer Chevrolet for the purchase of the two new 2024 Chevrolet Police Patrol vehicles.

August 21, 2024 – Emailed signed copies of the Upfit Quote to B. Moyer Radio.

August 21, 2024 – Emailed signed Purchase Order to Motorola Solutions.

August 22, 2024 – Alera Group/AIA – Letter reporting a “cyber event” resulting in the interruption of service.

August 22, 2024 – Notice of Intent to Award letter and Agreement for Collection and Transportation of Municipal Solid Waste & Recyclables emailed to Republic Services.

August 26, 2024 – County of Dauphin – July 2024 Transfer Tax check in the amount of \$1,837.50.

August 29, 2024 – Boyer & Ritter – 2023 Audit – Draft Financial Report.

August 29, 2024 – Management Representation Letter mailed to Boyer & Ritter.

August 30, 3034 – Worker Protection & Investment Certification Form returned to PennDOT.

August 30, 2024 – Letter of Appreciation sent to Chief Thomas Bell, Jr., Lower Swatara Township P.D., for his assistance with the Sergeant's Exam Oral Interview.

August 30, 2024 – Letter of Appreciation sent to Chief Justin Hess, Hummelstown Borough P.D., for his assistance with the Sergeant's Exam Oral Interviews.

September 3, 2024 – Letter of support from Senator John M. DiSanto to Dauphin County Community & Economic Development for Highspire Borough's 2024 TISIP Grant application.

September 9, 2024 – Boyer & Ritter – 2023 Annual Financial Audit.

September 9, 2024 – Dauphin County Fines & Costs – check in the amount of \$151.66.

September 12, 2024 – Uline – Refund check in the amount of \$133.25.

September 12, 2024 – Harrisburg Area Transportation Study (HATS) – Project Summary – Highspire Borough.

### **Committee Reports**

**Public Facilities** – Member Matesevac asked for an update on 418/420 Market Street and 312 Market Street. Solicitor Cassidy stated that he was informed by Deanna Proctor that 418/420 Market Street was posted for Sheriff Sale; however, he is still moving forward with the conservatorship. Discussion followed regarding the cost to the Borough. He also reported that he met with Randy Kreider and Deanna Proctor on-site at 312 Market Street to discuss what legal action could be taken to clean up the property.

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

**Highspire Happenings** – Member Thatcher reported that the Car Show is schedule for September 21, 2024 from 10:00 a.m. – 2:00 p.m. and the last meeting before the event will be held on Wednesday, September 18, 2024 at 5:30 p.m.

**Finance Administration** – Member Thatcher stated that the first meeting to discuss the 2025 Budget will be held on Thursday, September 19, 2024.

**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 and updated Council on 304 Penn Street, 612 Second Street, 418/420 Market Street and 312 Market Street. She noted that on September 9, 2024 49 Notices of Violations were mailed and on September 16, 2024 56 Notices of Violation were mailed.

Randy Kreider, Public Works Director, reported that the Bio-Solids Project is going well and demolition and cleanup should be completed this week.

Robert Sutch, Authority Chairman, reported that he along with Deanna Proctor, Authority Vice Chairperson and Robert Lauriello, RETTEW, attended a meeting on September 19, 2024 with the Lower Swatara Township manager to discuss the PennVest flowchart for the Bio-Solids Project.

Mark Stonbraker, Safety Committee, had nothing to report.

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

### **Solicitor's Report**

Michael Cassidy, Solicitor, had nothing to report; however, Member A.K. Sutch ask about the status of the sewer agreement with Lower Swatara Township and the lawsuit. Mr. Cassidy apologized for the delay and stated that he will work on this issue. Discussion followed regarding the process of the agreement.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, recommended approval for item g., on the Agenda, regarding final Payment Application #3 for the Eshelman Street Phase 2 and Hanover Street CDBG Roadway Repair Project to

Mid-State Paving, LLC. Mr. Lauriello reported that he will be applying for the Local Share Municipal Grant with Dauphin County which is due on October 1, 2024. He noted that one is for the Lumber Street debt service and the second is for the Fire Company engine. He also noted that he will be meeting on-site at the railroad crossing with Randy Kreider and Jeremy Smith.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Vice President Accorsi to direct staff to release the September 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 Roman, seconded by Member Thatcher to approve Highspire Borough Council Resolution #21-2024 formally approving a three-year contract with Republic Services, LLC for the collection and transportation of municipal waste in the Borough of Highspire from January 1, 2025 to December 31, 2027. Member Matesevac opposed the motion. Motion approved.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the “Renewal of Emergency Medical Services Agreement” with South Central Emergency Medical Services, Inc. for an additional period of two (2) years commencing on January 1, 2025 and terminating on December 31, 2026. There is no cost increase for EMS services during the period of the renewal agreement. Motion approved unanimously.

Motion moved by R. Sutch, seconded by A.K. Sutch to approve the transfer of surplus funds from the following Members 1<sup>st</sup> Money Market accounts into their respective PLGIT accounts in order to take advantage of better interest rates:

- General fund Members 1<sup>st</sup> Money Market to General Fund Checking PLGIT = \$350,000.00
- Sewer Revenue Fund Members 1<sup>st</sup> Money Market to Sewer Fund Checking PLGIT = \$80,000.00
- Highway Aid Fund Members 1<sup>st</sup> Money Market to Highway Aid Fund Checking PLGIT = \$60,000.00
- Storm Sewer Fund Members 1<sup>st</sup> Money Market to Storm Sewer PLGIT = \$100,000.00

Motion approved unanimously.

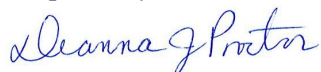
Motion moved by Member Thatcher, seconded by Member Roman to approve final Payment Application #3 (Invoice #24CT008 – 3FINAL) for the Eshelman Street Phase 2 and Hanover Street CDBG Roadway Repair Project (RETTEW Project No. 03935000216) to Mid-State Paving, LLC. The amount of the application is \$5,043.61 which will be paid by the Dauphin County Office of Community & Economic Development. 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.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member R. Sutch, seconded by Member Roman to adjourn the meeting at 8:00 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager