

## Highspire Borough Council Minutes

November 18, 2025

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	Dorothy Matesevac
	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
Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

Member Roman was absent.

Also in attendance were resident William Hoyer and Police Officer Ayram Colon-Rivera with the Highspire Police Department.

A presentation was given by Jacob R. Lemon with the Sons of American Revolution (SAR) to award the Harris Ferry Chapter Award honoring Officer Robert Schmidt with the Highspire Police Department (absent), Officer Scott Schaeffer and Officer Tyler Snyder from the Steelton Police Department.

### **Minutes**

President Anderson presented the meeting minutes from the October 21, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Vice President Accorsi. Motion approved unanimously.

### **Financial Reports**

President Anderson presented the Treasurer's Report and Financial Statements for the month of October 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice President Accorsi and seconded by Member R. Sutch. Motion approved unanimously.

### **Mayor's Report**

Mayor Hess reported the following meetings and upcoming events: 11/06 attended the Active Transportation Summit at Fort Hunter. He reminded members that the Annual Tree Lighting will be held on Saturday, December 6, 2025 at 6:00 p.m. located at the corner of Second and Broad Streets, followed by refreshments at the firehouse.

### **Public Safety Director's Report**

Mark Stonbraker, Public Safety Director, announced that on November 14, 2025 the Borough received notification that the COPS Hiring Grant has been awarded and an officer will be hired to replace Officer McMillan with the grant.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of October 2025 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

### **Fire Department Reports**

Manager Stonbraker reported that the last Bucket Drive for the year will be held on Saturday, November 29, 2025.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of October 2025 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 Vice President Accorsi. Motion approved unanimously.

## **South Central Emergency Medical Services Report**

President Anderson presented the South-Central Emergency Medical Services Report for the month of September 2025 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

## **Citizen's Comments**

None

## **Correspondence**

October 22, 2025 – 2026 Budgets and 2026 Meetings Schedule sent to PennLive for publication.

October 22, 2025 – Portnoff – quarterly status report for the collection of delinquent real estate taxes.

October 23, 2025 – PA DEP – Permit for the Lumber Street Repair Project.

October 24, 2025 – Temporary Easement Request Letters mailed to property owners impacted by the Lumber Street Repair Project.

October 30, 2025 – Buspatrol America, LLC – Invoice & payment in the amount of \$225.00

October 31, 2025 – TE-122 Solicitation Application sent to PennDOT for a Citizen's Fire Company #1 of Highspire Bucket Drive scheduled for November 28, 2025.

November 3, 2025 – County of Dauphin – September 2025 Transfer Tax Check in the amount of \$4,040.05.

November 4, 2025 – Selective Insurance – Notice of Reduction in Coverage – Cyber Incident Exclusion.

November 5, 2025 – Returned signed agreement to Associated Products Services, Inc.

November 5, 2025 – Signed & emailed agreement with Peyton Walker Assn. for the donation of a SaveStation Automated External Defibrillator.

November 5, 2025 – DCDPS October 2025 Statistics and Updates.

November 6, 2025 – Signed & emailed Principal Financial Group 2026 Pension Authorization letters.

November 6, 2025 – Comcast 3<sup>rd</sup> Quarter Franchise Fee payment notification in the amount of \$4,241.02.

November 7, 2025 – Dauphin County Board of Assessment Appeals – Appeal on Value - 510 Rosedale Avenue.

November 7, 2025 – Dauphin County Office of Tax Assessment – Certification of 2026 Real Property Assessment Total.

November 7, 2025 – Dauphin County Fines & Cost – check in the amount of \$132.20.

November 12, 2025 – County of Dauphin District Court 12-2-03 – Fines & Costs check in the amount of \$305.12.

November 13, 2025 – Notification from SMT of the 2025 Dividend Distributions which should arrive by the end of November.

November 14, 2025 – Pennsylvania Department of Labor & Industry – Certification of Workplace Safety Committee.

November 14, 2025 – PA DEP – Municipal Waste Transfer Facility Inspection Report.

November 14, 2025 – USDOJ Office of Community Oriented Policing – 2025 COPS Hiring Grant Award notification.

November 17, 2025 – Verizon 3<sup>rd</sup> Quarter Franchise Fee check in the amount of \$2,972.98.

## **Committee Reports**

**Public Facilities** – Member Matesevac thanked Public Works Director, Kreider for having the banners hung. She clarified with Director Kreider the schedule for the leaf pickup. She discussed the abandoned vehicles and noted that they are being ticketed. Member Matesevac asked the solicitor where he was with the conservatorship for 418/420 Market Street. Solicitor Cassidy stated that he will be requesting an executive session to discuss this. She discussed property maintenance issues on properties in the Borough and also asked what the status was for 312 Market Street. She

asked if the borough will be holding a decorating contest this year. Member Thatcher stated that he wasn't aware that there would be a competition this year.

**Sanitation Committee** – Vice President Accorsi had nothing to report.

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

**Finance Administration** – Member Thatcher reference item b., under “New Business”, on the Agenda, there is a motion to approve, reject or table the 2026 Budgets as advertised.

**Personnel Committee** – Member Roman was absent. Manager Stonbraker referenced item m., under “New Business”, on the Agenda regarding the publication to advertise for the open position of Highway Laborer I.

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

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

**Maintenance & Repair** – Member Matesevac had nothing to report. President Anderson reported that a repair to the HVAC system is needed and referenced item l., under “New Business”, on the Agenda regarding the estimate for repairs. Discussion followed.

### **Staff Activity Reports**

Mark Stonbraker, Borough Manager, referenced two items, under “New Business”, on the Agenda item j. regarding renewing the Winter Municipal Snow Removal Contract with the Pennsylvania Department of Transportation (PennDOT) and item k. regarding the application of rust protection to the undercarriages of six (6) Highspire Public Works vehicles.

Deanna Proctor, Code Enforcement, discussed an upcoming hearing scheduled on December 4, 2025 at 3:00 p.m. She also discussed various Code Enforcement issues, including 152 Penn Street. Member A. K. Sutch discussed her concerns with 612 Second Street.

Randy Kreider, Public Works Director, had nothing to add to his written report.

Deanna Proctor, Highspire Authority, reported that the next Highspire Borough Authority meeting is scheduled for Thursday, November 20, 2025 at 7:00 p.m. She also stated that the Authority will not be renewing the contract with the current solicitor, Kent Patterson, and will submit a Request for Proposal (RFP) for a new solicitor. Public Works Director Kreider updated members on the progress with the Biosolids project. He noted that the project is slowly approaching completion. He added that all equipment, except for the new press, has been received and the press is expected to arrive in four (4) weeks. He stated that once the project is complete, the old building will be demolished.

Member R. Sutch, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month of October 2025 and asked for a motion to accept them. Motion moved by Member A. K. Sutch, seconded by Member Matesevac. Motion approved unanimously.

### **Solicitor's Report**

Michael Cassidy, Solicitor, noted that, in reference to Member Matesevac's question regarding 312 Market Street, he confirmed that M&T Bank sold the property on July 30, 2025 to a real estate investment company and it is now privately owned and is no longer owned by the bank. Mr. Cassidy requested a brief Executive Session to update members and to discuss 418/420 Market Street. Lastly Mr. Cassidy stated that he spoke with the solicitor for Lower Swatara Township and was informed that the agreement will be on the Townships December agenda for approval.

### **Engineer's Report**

Robert Lauriello, Borough Engineer, reported that he met with the County last week to discuss the two funding sources on the Lumber Street project and to confirm that the funds can be combined. He noted that the project is moving forward and is still on schedule to go out for bid after the first of the year. Mr. Lauriello stated that Lower Swatara Township has started a sewer project on Lumber Street and that RETTEW will need to coordinate work so both projects don't overlap. He reminded members that last year, two grant applications were submitted to the Commonwealth Financing Authority for \$1,000,000.00 a piece, one grant was for roadwork and the other was for a fire engine. He added that the Commonwealth has yet to award the grants and although they met today, the grants were not on the agenda and the grants submitted last November are still in flux. He continued that in the event that the Borough is not awarded the grant, the Borough would have to wait until next November to submit the application again. He proposed that council authorize Mark Stonbraker, Borough Manager, sign a resubmission of the grant applications prior to the November 30, 2025 deadline in the event the grants need to be resubmitted. Mr. Lauriello stated that the applications are the same and he will just be changing the dates. He added that there may be a \$50.00 fee to submit the application. Member Thatcher

asked if the Borough resubmits the application, does this mean last years applications are gone. Mr. Lauriello stated, no, if the Commonwealth awards the 2024 grant application, he would withdraw the 2025 application.

Motion moved by Member Thatcher, seconded by Member A. K. Sutch to amend the Agenda to include a motion for Mark L. Stonbraker, Borough Manager, to sign a resubmission of the Dauphin County Local Share Account (LSA) Grant applications prior to the November 30, 2025 grant submission deadline in the event the grants need to be resubmitted. This will be added as item o., under "New Business" on the Agenda. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to authorize Mark Stonbraker, Borough Manager, to sign the 2025 Dauphin County Local Share Account (LSA) Grant applications for the roadway work and fire engine, if necessary, the deadline to submit is November 30, 2025. Motion approved unanimously.

### **Old Business**

None

### **New Business**

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the November 2025 contribution, to the Citizens Fire Company #1 of Highspire, as indicated in the 2025 General Fund Budget (411.500). Amount to be paid to the Company \$3,500.00. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice President Accorsi to approve the 2026 Budgets, comprised of the General fund, Sewer Operations & Maintenance, Sewer Administration, Storm Sewer / MS4, Highway Aid, Citizens Fire Company #1 and Capital Projects Budgets. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve publication of Highspire Borough Ordinance 661 of 2025 fixing the amount of annual compensation to be received by the Mayor, President of Council and Council Members in the amount not to exceed that authorized by Pennsylvania Act 131 of 2024. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve Highspire Borough Council Resolution No. 23 of 2025 authorizing execution of a Cable Franchise Agreement between the Borough and Verizon Pennsylvania, LLC. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the three-year service agreement with iWorQ for their applications and services in the amount of forty-two hundred dollars (\$4,200.00) for the first year and twenty-five hundred dollars (\$2,500.00) for the remaining two years. This is to replace the services of GeoPlan which is being discontinued by Civic Vanguard Inc. at the end of 2026. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the Dauphin County Local Share Municipal Grant Agreement between the County of Dauphin and the Borough of Highspire requesting funding in the amount of one-hundred and fifty thousand dollars (\$150,000.00) for the Lumber Street repair project. Motion approved unanimously.

Motion moved by Vice President Accorsi seconded by Member A. K. Sutch to approve the Dauphin County Local Share Municipal Grant Agreement between the County of Dauphin and Citizens Fire Company #1 of Highspire requesting funding in the amount of one-hundred and fifty thousand dollars (\$150,000.00) for rehabilitation of one of the fire engines and to purchase a new fire hose and turnout gear. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve the Borough of Highspire 2025 Civil Service Commission Police Entry Level Eligibility List as certified by the Commission on November 5, 2025. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the actions of Highspire Borough Manager Mark Stonbraker's signing of a Memorandum of Understanding (MOU) between the Peyton Walker Foundation and the Borough of Highspire for the donation and installation of a SaveStation Automated External Defibrillator (AED) at the Memorial Park Concession Stand. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member A. K. Sutch to approve renewing the Winter Municipal Snow Removal Contract, with the Pennsylvania department of Transportation (PennDOT) for the 2025-2026 winter season (Agreement #: 3900040344). Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member R. Sutch to approve the estimate from Wendell's Performance Truck Shop of the application of Rust Protection to the undercarriages of six (6) Highspire Public Works vehicles. Total cost will be \$1,399.70 which will be paid out of the 2025 General Fund Budget – Highways & Public Works (430.253 1- Maintenance & Repairs) and the 2025 Sewer O&M Budget (429.330 – Vehicle Operations). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approve the estimate from Anderson mechanical for the repair/replacement of the HVAC Daikin Main PCB Control Panel at the Highspire Borough Municipal Building. Total cost of the estimate is \$4,282.18 which will be paid out of the 2025 General Fund Budget – Municipal Building (409.373 – Maintenance & Repairs). Member Thatcher abstained from voting as he is a co-owner of Anderson Mechanical. Motion approved.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the publication of advertisement for the open position of Highway Laborer 1. Motion approved unanimously.

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

Executive Session: 7:56 p.m.

Reconvened: 8:13 p.m.

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 Vice President Accorsi to adjourn the meeting at 8:14 p.m.

Respectfully submitted,



Deanna Proctor  
Assistant Borough Manager