



Borough of Highspire
Regular Meeting
of the Highspire Borough Council
December 16, 2025

(Please Note: Workshop meetings may be used for official deliberations and decisions)

“But thou, Bethlehem Ephratah, though thou be little among the thousands of Judah, yet out of thee shall he come forth unto me that is to be ruler in Israel; whose goings forth have been from of old, from everlasting.”

— **Micah 5:2**

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Workshop Meeting held on November 11, 2025 and Regular Meeting held on November 18, 2025.
5. Financial Reports
 - a. Treasurer’s Report for November, 2025
 - b. Monthly Financial Statements – November, 2025
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – November to December, 2025
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for November, 2025
 - b. Treasurer’s Report

9. South Central Emergency Medical Services Report for October, 2025
10. Citizens' Comments (limit 3 minutes)
11. Committee Reports
 - a. Public Facilities Committee
 - b. Sanitation Committee
 - c. Highspire Happenings
 - d. Finance/Administration Committee
 - e. Personnel Committee
 - f. Community Development Committee
 - g. Public Safety Committee
 - h. Maintenance & Repair Committee
12. Staff Activity Reports
 - a. Borough Manager's Report - Mark Stonbraker
 - b. Code Enforcement Report - Deanna Proctor
 - c. Public Works Department Report - Randy Kreider
 - d. Highspire Authority – Deanna Proctor
 - e. Grant Administrative Report & Fire Department Financial Report
 - f. Sewer Billing Adjustments & Reconciliations for November, 2025
 - g. Safety Committee
13. Solicitor's Report
14. Engineer's Report

15. Old Business

a.

16. New Business

a. Motion to (approve/reject/table) 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 an amount not to exceed that authorized by Pennsylvania Act 131 of 2024.

b. Motion to direct staff to release the December, 2025 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2025 General Fund Budget (Fire Protection – Contributions – Fire Company 411.500). Amount to be paid to the Company - \$3,500.00.

c. Motion to (approve/reject/table) the employment contract for Randy Kreider, for the term January 1, 2026 through December 31, 2026.

d. Motion to (approve/reject/table) the employment contract for Deanna Proctor, for the term January 1, 2026 through December 31, 2026.

e. Motion to (approve/reject/table) the employment contract for Mark Stonbraker, for the term January 1, 2026 through December 31, 2026.

f. Motion to (approve/reject/table) acceptance of the Department of Justice Grant for the hiring of another full-time police officer. Total amount of the grant is \$125,000.00 for three (3) years.

g. Motion to (approve/reject/table) the conditional offer of employment for Robert C. Tritch, III to fill the open position of police officer created upon the resignation of Casey McMillan.

h. Motion to (approve/reject/table) Highspire Borough Council Resolution No. 24 of 2025 reappointing Kimberly M. Bradeen to a five-year term of office on the Highspire Borough Authority.

i. Motion to (approve/reject/table) Highspire Borough Council Resolution No. 25 of 2025 reappointing Kimberly M. Bradeen to a three-year term of office on the Highspire Borough Zoning Hearing Board.

j. Motion to (approve/reject/table) Highspire Borough Council Resolution No. 26 of 2025 reappointing Robert L. Condran, Jr. the Chief of the fire department.

k. Motion to (approve/reject/table) Highspire Borough Council Resolution No. 27 of 2025 amending the 2025 Budget to reflect changes in anticipated revenues, expenditures and allocations.

l. Motion to (approve/reject/table) the drafting of an Intermunicipal Agreement between the Borough of Middletown and the Borough of Highspire for manufacture of brine to be sold at cost to the Middletown Highway Department. Any funds from the sale of the brine will be placed into Highway Aid - Revenues.

17. Approval of Payroll and Bills

18. Adjournment

**BOROUGH OF HIGHSPIRE
DAUPHIN COUNTY, PENNSYLVANIA**

ORDINANCE NO. 661 of 2025

**AN ORDINANCE OF THE BOROUGH COUNCIL OF THE
BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA,
FIXING THE AMOUNT OF ANNUAL COMPENSATION TO BE
RECEIVED BY THE MAYOR, PRESIDENT OF COUNCIL AND
COUNCIL MEMBERS IN AN AMOUNT NOT TO EXCEED THAT
AUTHORIZED BY PENNSYLVANIA ACT 131 OF 2024.**

WHEREAS, Chapter 10, Section 1001 (e)(2) and Section 10A04 (a)(2) of Pennsylvania Title 8 “The Borough Code” (hereinafter referred to as the Borough Code) authorizes the Mayor, President of Council and Members of Council to receive compensation to be fixed by Ordinance at any time and from time to time; and

WHEREAS, Article III, Section 27 of the Pennsylvania Constitution provides: Changes in Term of Office or Salary Prohibited. No law shall extend the term of any public officer, or increase or diminish his salary or emoluments, after his election or appointment; and

WHEREAS, the Borough Code through Act 131 of 2024 currently authorizes the Boroughs with a population of less than Five Thousand (5,000) a maximum annual compensation of Forty-One Hundred and Ninety Dollars (\$4,190.00) per annum for the Mayor, and a maximum annual compensation of Thirty-One Hundred and Forty-Five Dollars (\$3,145.00) per annum for the President of Council and Council Members.

WHEREAS, Borough Council has a desire to establish an annual compensation for new members of Council and the Mayor, who will be elected during the 2025 election cycle and thereafter and assume office the first Monday in January, 2026 and thereafter.

WHEREAS, this ordinance shall not result in any compensation for Members of Council or the Mayor who are serving under an existing term at the time of adoption of this ordinance.

BE IT ENACTED AND ORDAINED, the compensation of the Mayor, Council President and Members of Council are to be set by Ordinance at a per annum rate less than that authorized by law, to wit;

- a. The Compensation for the Mayor and Council President is Twenty-Four Hundred Dollars (\$2,400.00) per annum.
- b. The Compensation for the Members of Council is Twenty-One Hundred Dollars (\$2,100.00) per annum.

WHEREAS, elected officials may decline this pay, with written notification, directed to the Borough Manager prior to the first meeting in January.

SEVERABILITY. If any provision, sentence, clause, section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of the Borough Council of Highspire that this Ordinance would have been adopted

had such unconstitutional, illegal or invalid provision, sentence, clause, section or part thereof not been included herein.

REPEALER. All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of any such inconsistency.

EFFECTIVE DATE. This Ordinance shall become effective for each elected position in accordance with the Borough Code.

ENACTED AND ORDAINED, this 18th day of November, 2025.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

Attest:

Michael J. Anderson, Council President

Mark L. Stonbraker, Borough Secretary

APPROVED this 18th day of November, 2025 by the Mayor of the Borough of Highspire, Dauphin County, Pennsylvania.

By: _____
Von E. Hess, Mayor

The Proposed Ordinance will be considered for adoption at the regular meeting of the Highspire Borough Council on November 18, 2025 at 7:00 p.m. at the Highspire Borough Municipal Building. All interested residents are encouraged to attend.

AGREEMENT

THIS AGREEMENT, made this 16th day of December 2025, effective January 1, 2026, by and between the BOROUGH OF HIGHSPIRE, Dauphin County, Pennsylvania, (hereafter sometimes "Borough") and RANDY L. KREIDER, (hereinafter "Kreider").

The Parties hereby agree as follows:

1. Kreider is hereby appointed as Public Works Superintendent of the Highspire Borough Public Works Department which includes the Wastewater Treatment Plant, the Highway Department, and other public works of the Borough of Highspire, and other duties as assigned to him from time to time by the Borough Manager. This Agreement is subject to the laws of Pennsylvania and the ordinances of the Borough of Highspire. It is understood that Kreider is an exempt salaried, managerial-level employee.

2. Kreider shall devote his full time to working in the above referenced position. It is recognized that a full-time work week consists of at least forty (40) hours per week.

3. In consideration for his services to the Borough, Kreider will be paid a salary of \$97,415.76 per annum through to December 31, 2026, in equal bi-weekly payments.

4. As additional consideration for his services to the Borough, Kreider shall receive Health Insurance benefits that shall be the same or equivalent to those provided to Borough Public Works Department Employees. Should any change be made in those benefits as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Kreider hereby agrees to accept any changes so made.

5. Kreider shall be eligible to participate in the Non-Uniform Employee Pension plan of the Borough. Should any change be made in those benefits as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Kreider hereby agrees to accept any changes made.

6. Kreider's work day shall be an eight (8) hour work day and he shall keep regular, posted office hours of at least eight (8) hours per day, Monday through Friday, 7:00 a.m. to 3:30 p.m. Any changes in his work hours shall be approved by the Personnel Committee of Borough Council with at least thirty (30) days advance notice. It is understood, however, that Borough business may require Kreider to exceed the regular workweek of forty (40) hours and to attend to Borough business outside of his normal working hours when necessary, including attendance at Borough Council meetings, committee meetings, and meetings of Borough boards, authorities and commissions, as required or necessary to carry out his duties. It is understood that Kreider shall make no claim for compensatory time or additional wages for such work.

7. Kreider shall receive the following benefits that shall be the same as those provided to Borough Public Works Department employees: vacation, sick, Holiday, personal leave, bereavement leave, jury duty leave, and military leave. Leave requests shall be subject to the approval of the Borough Manager. Kreider's vacation usage shall be governed as prescribed in Article 17 of the Agreement between the Borough of Highspire and the Chauffeurs, Teamsters and Helpers Local Union No. 776. Kreider shall also be entitled to accrue sick leave in the same manner as prescribed in Article 18, Paragraph 1 of the above referenced Agreement. Borough Council and Kreider recognize that the Borough engages in collective bargaining over the terms and conditions of employment of the Public Works Department employees, and that these aforementioned benefits may change as a result of that bargaining. Kreider hereby agrees to accept any changes made in those benefits.

8. Kreider shall be allowed to submit claims for compensatory time for emergency call outs, snow, winter, weather emergencies and staffing the Woody Waste Yard. Kreider shall carryover, from year to year, no more than sixty (60) hours compensatory time. Should Kreider accumulate more than sixty (60) compensatory hours as of the submission of the final payroll for the year, of any calendar year, he shall be paid for such excess accumulation at his current rate of pay.

9. Kreider shall report to the Borough Manager, who shall meet with him to evaluate his performance as the Borough Manager deems appropriate. Although Borough Council or its Personnel Committee shall discuss the criteria and provide input under which Kreider shall be evaluated, his evaluation shall be conducted by the

Borough Manager.

10. The terms and conditions of this Agreement shall commence January 1, 2026, and continue until December 31, 2026. Nonetheless, Kreider shall at all times be considered an employee at will. Should either party to this Agreement wish to terminate it without cause during its term, thirty (30) days prior written notice shall be given to the other party and this Agreement shall then terminate. Should Borough Council terminate this Agreement during its term for willful misconduct by Kreider or other compelling reason(s), as determined by Borough Council, termination shall be effective immediately upon notice to Kreider. Should Borough Council terminate this Agreement during its term for reasons other than willful misconduct, the Borough shall provide Kreider the equivalent of three (3) months of his salary and benefits at termination. Should Borough Council allow this Agreement to lapse and not enter into a new Agreement with Kreider, then Council shall pay Kreider the equivalent of his salary and benefits for three (3) months at the end of this Agreement's term.

11. Should the parties wish to continue this Agreement after December 31, 2026, either party may do so by notifying the other party in writing prior to its expiration of that desire and obtaining the other party's written consent. It is understood that the Borough may extend this contract only by resolution of Borough Council.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties have executed this Agreement below.

Randy L. Kreider

Date: _____

ATTEST:

BOROUGH OF HIGHSPIRE

Mark L. Stonbraker
Borough Manager

BY: _____
Michael J. Anderson, President
Borough Council

Date: _____

AGREEMENT

THIS AGREEMENT, made this 16th day of December 2025, effective January 1, 2026, by and between the BOROUGH OF HIGHSPIRE, Dauphin County, Pennsylvania, (hereinafter sometimes “Borough”) and Deanna J. Proctor, (hereinafter “Proctor”).

The Parties hereby agree as follows:

1. Proctor is hereby appointed Assistant Borough Manager / Secretary and Code Enforcement / Zoning Officer of the Borough of Highspire and is vested with the powers and duties of those offices as defined in the Borough Code and other laws of Pennsylvania and the ordinances of the Borough of Highspire. It is understood that Proctor in her position as Assistant Borough Manager / Secretary, and Code Enforcement / Zoning Officer is a salaried, managerial level employee of the Borough. Proctor shall also be responsible for coordinating all Planning Commission activities and meetings, assisting the Borough Manager, and other duties as assigned to her from time to time by the Borough Manager. This Agreement is subject to the laws of Pennsylvania and the ordinances of the Borough of Highspire.

2. Proctor shall devote her full time as Assistant Borough Manager and Code Enforcement / Zoning Office. It is recognized that a full-time work week consists of forty (40) hours.

3. In consideration for her services to the Borough, Proctor will be paid a salary of \$75,308.55 per annum from January 1, 2026 through to December 31, 2026, in equal bi-weekly payments.

4. As additional consideration for her services, Proctor shall receive Health Insurance benefits that shall be the same or equivalent to those provided to Borough Public Works Department Employees. Should any change be made in those benefits as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Proctor hereby agrees to accept any changes so made.

5. Proctor shall be eligible to participate in the Non-Uniform Employee Pension plan of the Borough. Should any change be made in those benefits as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Proctor hereby agrees to accept any changes made.

6. It is recognized that Proctor's workday shall be an eight-hour workday, plus she shall be expected to attend to Borough business outside of regular working hours when necessary, including attendance at Borough Council meetings, committee meetings, and meetings of Borough boards and commissions, as required or necessary to carry out her duties.

7. Travel - Borough Business. Proctor shall use his personally owned vehicle to conduct Borough related business. Proctor shall have access to a Borough fuel card and permitted to put fuel in her vehicle as needed when said vehicle is used solely for Borough business.

8. Proctor shall be entitled to accrue one work-day of sick leave per month, to a maximum accumulation of 120 sick days. Proctor shall be entitled to accrue paid vacation leave at the rate prescribed in the public works employees collective bargaining agreement as it relates to vacation and length of service (160 hours). Proctor may accumulate and carry over into the following year up to ten (10) unused annual leave vacation days or 80 hours. Leave requests and usage shall be subject to the approval of the Borough Manager based on the operational needs of the Borough. Vacation Leave utilization shall not be unreasonably withheld. Should Proctor fail to use or schedule more than ten (10) days of vacation or annual leave days prior to her anniversary date, the Borough Manager may schedule, at his discretion, any unused or unscheduled vacation leave over the maximum allowed to be carried from year to year. It is understood that a reasonable effort shall be made to have Proctor schedule her leave before leave is scheduled by the Manager. Should any change be made in the vacation schedule as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Proctor hereby agrees to accept any changes made. In the event that Proctor has earned, but not used vacation leave as of the termination of

this Agreement or the termination of her employment, she shall be paid for those accrued vacation days at her regular rate of pay.

9. Proctor shall receive the following benefits that shall be the same as those provided to Borough Public Works Department Employees: holidays, bereavement leave, jury duty leave, and military leave. Proctor shall receive paid personal days that shall be the same as those provided to Borough Public Works Department Employees. Council and Proctor recognize that the Borough engages in collective bargaining over the terms and conditions of employment of the Public Works Department Employees, and that these aforementioned benefits may change as a result of that bargaining. Proctor hereby agrees to accept any changes made in those benefits.

10. Proctor shall keep regular, posted office hours of eight (8) hours per day, Monday through Friday, 8:00 a.m. to 4:00 p.m. It is understood, however, that Borough business may require Proctor to exceed the regular work week of forty (40) hours and to attend to Borough business outside of his normal working hours. It is understood that Proctor shall be allowed to submit claims for compensatory time for flood, winter weather and other emergencies. Proctor shall carryover, from year to year, no more than eighty (80) hours compensatory time. Should Proctor accumulate more than eighty (80) compensatory hours as of December 31st of any calendar year, she shall be paid for such excess accumulation at her current rate of pay.

11. The terms and conditions of this agreement shall commence on January 1, 2026 and continue until December 31, 2026. Proctor shall at all times be considered an employee at will. Should either party to this Agreement wish to terminate it during its term for any reason, thirty (30) days prior written notice shall be given to the other party and this Agreement shall then terminate. Should Borough Council terminate this Agreement during its term for willful misconduct of Proctor or other compelling reasons, as determined by Borough Council, termination shall be effective immediately upon notice to Proctor. Should Borough Council terminate this Agreement during its term for reasons other than willful misconduct, the Borough shall provide Proctor the equivalent of three (3) months of her salary and benefits at termination. Should Borough Council allow this

Agreement to lapse and not enter into a new Agreement with Proctor, then the Borough shall pay Proctor the equivalent of her salary and benefits for three (3) months at the end of this Agreement's term.

12. Should the parties wish to continue this Agreement after December 31, 2026, either party may do so by notifying the other party in writing prior to its expiration of that desire and obtaining the other party's written consent. It is understood that the Borough may extend this contract only by resolution of Borough Council.

IN WITNESS WHEREOF, the parties have executed this Agreement below.

Deanna J. Proctor

BOROUGH OF HIGHSPIRE

ATTEST:

Mark L. Stonbraker
Borough Manager

BY: _____
Michael J. Anderson
President, Borough Council

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (hereinafter “Agreement”) is made this 16th day of December, 2025, effective January 1, 2026 between the *BOROUGH OF HIGHSPIRE*, Dauphin County, Pennsylvania (hereinafter referred to as “Borough”) and *MARK L. STONBRAKER*, an adult individual (hereinafter referred to as “Stonbraker”).

BACKGROUND

1. Stonbraker is presently the Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator for the Borough.
2. The Borough and Stonbraker desires such employment with the Borough upon the terms and conditions hereinafter set forth.

NOW THEREFORE, the parties hereto, intending to be legally bound agree as follows:

1. **BACKGROUND.** The above background is incorporated herein as part of this Agreement.
2. **EMPLOYMENT.** The Borough hereby agrees to employ Stonbraker as the Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator, effective January 1, 2026. As the Borough Manager, Stonbraker is vested with the powers and duties of that office as defined in the Borough Code of Pennsylvania and the Ordinances of the Borough of Highspire. This Agreement is subject to the laws of the Commonwealth of Pennsylvania and Ordinances of the Borough of Highspire. It is understood that Stonbraker in his position as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator is a salaried, managerial level employee of the Borough.
3. **HOURS OF EMPLOY.** Stonbraker will devote his best efforts and attention by working full time as the Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator. Stonbraker will work full-time. Stonbraker’s work week will consist of an average forty (40) hours and shall work during the normal business hours of the Borough (between 8:00 AM. to 4:00 PM. except for lunch). It is recognized that Stonbraker’s work day shall be on average an eight (8) hour work day, and that he shall be expected to attend to Borough business outside of the normal business hours of the Borough when necessary, including attendance at Borough Council meetings, committee meetings, and meetings of the Borough Boards and Commissions. Stonbraker shall keep regular, posted office hours of at least eight (8) hours per day, Monday through Friday. Stonbraker shall have the discretion to set his own hours provided they are between the hours of 7:00 AM. and 5:00 PM. and are regular from week to week. Any changes in his work hours shall be approved by the personnel committee with at least thirty (30) days advance notice.
4. **CONSIDERATION.** In consideration of his services to the Borough as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator, Stonbraker will be paid the salary of \$114,947.41 per annum (5.0% increase from 2025) through to December 31, 2026 payable in equal bi-weekly payments, as long

as Stonbraker retains the duties of Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator.

5. TERM. This Agreement shall continue as long as Borough Council, in the exercise of its absolute discretion, deems Stonbraker's performance to be satisfactory or until December 31, 2026. Stonbraker's position as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator is at will. Should either party to this Agreement wish to terminate Stonbraker's position as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator during its term, thirty (30) days prior written notice shall be given to the other party of this Agreement shall then terminate. Should Council terminate this Agreement during its term, due to Stonbraker's willful misconduct or other compelling reasons, termination shall be effective immediately upon notice to Stonbraker. Should Council terminate this Agreement during its term for reasons other than Stonbraker's willful misconduct, the Borough shall provide Stonbraker the equivalent of three (3) months salary and benefits at termination. Should Council allow this Agreement to lapse and not enter into a new agreement with Stonbraker, the Council shall pay Stonbraker the equivalent of his salary and benefits for three (3) months at the end of this contract's term.

6. BENEFITS. While employed as Borough Manager, Public Safety Director and Chief Administrative Officer of the Police Department, Stonbraker shall receive Health Insurance benefits that shall be the same or equivalent to those provided to the Borough Public Works Department employees. Stonbraker shall be eligible to participate in the Non-Uniform Pension Plan of the Borough. Stonbraker shall receive the following benefits that shall be the same as those provided to Borough Public Works Department employees: vacation, sick, holiday, personal leave, compensatory time, bereavement leave, jury duty leave, and military leave. Should any change be made in those benefits as a result of collective bargaining over the terms and conditions of employment of the Public Works Department employees, Stonbraker hereby agrees to accept any changes so made. It is understood that Stonbraker shall be allowed to submit claims for compensatory time for hours over his eight (8) hour work day when conducting Borough business (not while attending required meetings on behalf of the Borough) including, but not limited to, training, serious criminal investigation and emergencies due to flood, winter weather and all other hazards.

Vacation - Stonbraker will receive twenty-five (25) vacation days per year. Council will be notified in writing of any annual leave in excess of five (5) continuous days not less than thirty-days (30) prior to the vacation. Stonbraker shall carry over, from year to year, no more than forty (40) vacation days. If by years end Stonbraker has accumulated more than forty (40) vacation days as of the submission of the last payroll for the year, of any calendar year, he shall be paid for such excess accumulation at his current rate of pay.

Compensatory Time - Stonbraker shall carry over, from year to year, no more than eighty (80) hours compensatory time. Should Stonbraker accumulate more than eighty (80) compensatory hours as of the submission of the final payroll for the year, of any calendar year, he shall be paid for such excess accumulation at his current rate of pay. Should Stonbraker accumulate more than

fifteen (15) hours as of the submission of the final payroll for the year, of any calendar year, he shall be paid for such excess accumulation at his current rate of pay.

Personal Days – Stonbraker shall accrue one (1) personal day for every quarter (three (3) months) of the year for a total of four (4) personal days a year. All personal days must be used prior to the end of the year (December 31st).

Sick Days – Stonbraker shall accrue one (1) sick day for every month worked. Should Stonbraker accumulate more than one hundred and twenty sick days (120) as of the submission of the final payroll for the year, of any calendar year, he shall be paid for such excess accumulation at 1/3 his current rate of pay.

Gym Membership - The Borough shall provide to Stonbraker and at no cost to him, a membership to a local gym.

Equipment & Shoe Allowance – The Borough shall provide Stonbraker an equipment and shoe allowance as outlined in the current Highspire Police Association contract.

7. POST RETIREMENT MEDICAL BENEFITS. Upon retirement the Borough will pay 75% of Stonbraker and spouse's health (including dental and vision coverage) insurance premium from date of retirement until the date Stonbraker becomes Medicare eligible. The level and type of coverage provided for Stonbraker and his spouse shall be the same as is provided for all active full-time employees. Upon becoming Medicare eligible, Stonbraker may choose to continue group health benefits provided by the Borough's group health plan by purchasing both Dental and Vision under the Benecon and Borough of Highspire COBRA Administration Agreement.

8. WORK PERFORMANCE. Stonbraker and Borough Council, or a committee of Council, shall meet to evaluate Stonbraker's performance as a manager as they deem appropriate. Stonbraker's duties, responsibilities and work hours as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator shall be as designated in the Borough Code except as specifically set forth in this Agreement.

9. TRAVEL-BOROUGH BUSINESS. Stonbraker shall use his personally owned vehicle to conduct Borough related business. Stonbraker shall have access to a Borough fuel card and permitted to put fuel in his vehicle as needed when said vehicle is used solely for Borough business.

10. POLICE DEPARTMENT. The parties acknowledge that with Stonbraker having to spend his work time managing the Borough, assistance will be needed in the Police Department. As long as Stonbraker is serving as Borough Manager, Public Safety Director, Chief Administrative Officer of the Police Department and Emergency Management Coordinator, a sergeant's position shall be created and filled in the Police Department. Stonbraker may delegate to the sergeant certain duties, including, but not limited to, basic schedule development, daily report reviews and additional duties all under the approval and supervision of Stonbraker. Also, Stonbraker is permitted to hire and maintain a full-time administrative assistant to be employed by the Borough with duties to be assigned by Stonbraker provided said cost stays within the current approved budget of the Borough for 2026.

11. **NOTICES.** All Notices required or permitted to be given under this Agreement shall be in writing and served by hand delivery or by certified mail to Stonbraker's last known residence or to the Borough's principal office in Highspire, Pennsylvania.

12. **GOVERNING LAW.** This Agreement shall be interpreted, construed, and governed according to the laws of the Commonwealth of Pennsylvania.

13. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and together shall constitute one in the same Agreement.

14. **LEGAL CONSTRUCTION.** In case anyone or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

IN WITNESS WHEREOF, the undersigned have executed this Agreement on the above date with the intent to be legally bound hereby.

BOROUGH OF HIGHSPIRE

STONBRAKER

By: _____

Michael J. Anderson, Council President

Mark L. Stonbraker

By: _____

Von E. Hess, Mayor

The Borough of Highspire

640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698

Office 717/939-3303

Fax 717/939-3371

December 17, 2025

Robert C. Tritch, III
1290 Miller Road
Dauphin, Pa. 17018

Dear Mr. Tritch:

This letter shall serve as a conditional offer of employment to you for the position of Police/Patrol Officer, with the Highspire Borough Police Department. The appointment will begin as soon as is practical.

The Conditions are as follows:

Position Police Officer, with Duties and Specifications to include but not limited to those described in Police Department R&P 305 (attached).

Starting Date Immediately.

One Year Mandatory Probationary Period
Beginning on the first day of Employment

Starting Pay Rate 2026 / \$81,018.00 per year (3-year Lateral Transfer)
(Per Highspire Borough Police Contract)

Benefits As Prescribed in the then applicable Police Contract.

Completion of a favorable Background Investigation.

Undergo and pass both a medical and psychological examination.

Compliance with Borough Drug Testing per Borough Drug Testing Policy.

You will be subject to all provisions contained in the Borough and Police Department Policies, Rules and Procedures.

Additionally, your appointment is contingent upon receiving certification by the Municipal Police Officers education and Training Commission as a police officer.

By signing this document, you understand and agree to the terms listed above. Additionally signing this document is an acceptance of the offer with the Borough as a Police Officer, provided all conditions are successfully completed.

Mark L. Stonbraker
Borough Manager &
Public Safety Director

Signature

Date

A PRODUCTIVE COMMUNITY SINCE 1814

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 24 – 2025**

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING KIMBERLY M. BRADEEN TO A FIVE-YEAR TERM OF OFFICE ON THE HIGHSPIRE BOROUGH AUTHORITY.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Borough Authority; and

WHEREAS, Kimberly M. Bradeen has expressed her desire to continue to serve the Borough as a member of the Highspire Authority.

WHEREAS, Ms. Bradeen is a resident of 338 High Street, in the Borough of Highspire, and is member of good standing within the community.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Kathleen Bradeen is hereby reappointed to a five-year term of office as a member of the Highspire Borough Authority, said term to be effective January 1, 2026 and to expire December 31, 2030.

RESOLVED this 16th day of December, 2025, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

Michael J. Anderson, Council President

Mark L. Stonbraker, Borough Secretary

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 25 – 2025**

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING KIMBERLY M. BRADEEN TO A THREE-YEAR TERM OF OFFICE ON THE HIGHSPIRE BOROUGH ZONING HEARING BOARD.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Zoning Hearing Board; and

WHEREAS, Kimberly M. Bradeen has expressed her desire to continue to serve the Borough as a member of the Highspire Zoning Hearing Board.

WHEREAS, Ms. Bradeen is a resident of 338 High Street, in the Borough of Highspire, and is member of good standing within the community.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Kimberly Bradeen is hereby appointed to a three-year term of office as a member of the Highspire Borough Zoning Hearing Board, said term to be effective January 1, 2026 and to expire December 31, 2028.

RESOLVED this 16th day of December, 2025, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

Michael J. Anderson, Council President

Mark L. Stonbraker, Borough Secretary

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 26 – 2025**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING ROBERT L.
CONDAN, JR. THE CHIEF OF THE FIRE DEPARTMENT.**

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint a Chief of the Fire Department under Borough Ordinance 563 of 2007, § 403; and

WHEREAS, Borough Ordinance 563 of 2007, § 403 designates a two-year term and the Department Rules and Procedures of the Citizens Fire Company, Article 5.2, F, requires the term to be elected in even years; and

WHEREAS, the Fire Chief's term of office is due to expire by limitation on December 31, 2025; and

WHEREAS, on December 1, 2025 the eligible membership of the Citizens Fire Company #1 of Highspire recommended Robert L. Condran, Jr., be reappointed as Fire Chief; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Robert L. Condran, Jr., is to be reappointed Chief of the Fire Department. The term of office shall be effective immediately and expire on December 31, 2027

RESOLVED this 16th day of December, 2025, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

Michael J. Anderson, Council President

Mark L. Stonbraker, Borough Secretary