Borough of Highspire
Workshop Meeting
of the Highspire Borough Council
January 13, 2026

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

"Pick a leader who will keep jobs in your country by offering companies incentives to hire only within their borders, not one who allows corporations to outsource jobs for cheaper labor when there is a national employment crisis. Choose a leader who will invest in building bridges, not walls. Books, not weapons. Morality, not corruption. Intellectualism and wisdom, not ignorance. Stability, not fear and terror. Peace, not chaos. Love, not hate. Convergence, not segregation. Tolerance, not discrimination. Fairness, not hypocrisy. Substance, not superficiality. Character, not immaturity. Transparency, not secrecy. Justice, not lawlessness. Environmental improvement and preservation, not destruction. Truth, not lies."
— Suzy Kassem, <u>Rise Up and Salute the Sun: The Writings of Suzy Kassem</u>

1. Call to Order

2. Prayer/Pledge of Allegiance

3. Roll Call

4. Acceptance of Minutes – Workshop Meeting held on December 9, 2025 and Regular Meeting held on December 16, 2025.

5. Financial Reports

    a. Treasurer's Report for December, 2025

    b. Monthly Financial Statements – December, 2025

        1. General Fund

        2. Sewer Administration Fund

        3. Sewer O & M Fund

6. Mayor's Report

7. Public Safety Director's Report – December 2025 to January, 2026 & Yearly Police Report for 2025.

8. Fire Department Reports

a. Fire Chief Report – Monthly Report for December, 2025 & Yearly Fire Department Report for 2025.

b. Treasurer's Report

9. South Central Emergency Medical Services Report for November, 2025

10. Citizens' Comments (limit 3 minutes)

11. Committee Reports

a. Public Facilities / Maintenance & Repair Committee

b. Sanitation Committee

c. Finance/Administration Committee

d. Personnel Committee

e. Community Development Committee

f. Public Safety 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 December, 2025

g. Safety Committee

13. Solicitor's Report

14. Engineer's Report

15. Old Business

a.

16. New Business

a. Motion to direct staff to release the January, 2026 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2026 General Fund Budget (Fire Protection – Contributions – Fire Company 411.500). Amount to be paid to the Company - $3,500.00.

b. Motion to approve the resignation of Officer Andrew D. Johnson from his position as full-time police officer with the Highspire Police Department (effective January 2nd, 2026).

c. Motion to approve the revised Borough of Highspire 2025 Civil Service Commission Police Entry Level Eligibility List as re-certified by the Commission on January 7, 2026.

d. Motion to approve the conditional offer of employment for Carly R. Holzman to fill the open position of police officer created upon the resignation of Andrew Johnson.

e. Motion to approve payment to Anderson Mechanical HVAC, LLC. (Invoice No. I251220172) in the amount of $6,034.00 for repairs to the Highspire Borough Municipal Building HVAC system.

f. Motion to approve Highspire Borough Council Resolution #1-2026 reappointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee.

g. Motion to approve Highspire Borough Council Resolution #2-2026 reappointing Mark Stonbraker as an officer and Michelle Phillips as a voting delegate representing the Borough of Highspire on the Capital Region Council of Governments.

h. Motion to approve Highspire Borough Council Resolution #3-2026 setting employee contributions to the police pension plan for the 2026 plan year.

i. Motion to approve Highspire Borough Council Resolution #4-2026 setting employee contributions to the non-uniformed employee pension plan for the 2026 plan year.

j. Motion to (approve/reject/table) Highspire Borough Council Resolution #5-2026, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to the year 2019, which include Sewer Administration documents, General

Financial and Purchasing records, Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2019 and Tax Collection and Assessment records, all records prior to 2018.

k. Motion to approve Highspire Borough Council Resolution #6-2026, revising and updating the schedule of fees for the Borough and Office of Code Enforcement.

l. Motion to approve Highspire Borough Council Resolution #7 of 2026 appointing Johnathan J. Reichard to complete the remaining six-year term of office on the Highspire Borough Civil Service Commission vacated by the late Mary Jane Snyder.

17. Approval of Payroll and Bills

18. Adjournment

12/19/2025

Director of Public Safety Mark Stonbraker

Dear Director Stonbraker,

Please accept this letter as formal notice of my resignation from my position as Patrolman with the Highspire Borough Police Department, effective two weeks from December 19, 2025. My last day of employment will be January 2, 2026.

Thank you for the opportunity to serve the department.

Respectfully,

Andrew Johnson

Patrolman #9

The Borough of Highspire
Civil Service Commission
Revised Eligibility List 2025

Rank	Applicant Name	Written		Oral		PT	Total Points	Vet Points 10	Final Score
		Score x 50%		Score x 50%					
1	Carly Holtzman	92.5	46.25	90.4667	45.2333	5	96.48	-	96.48
2	Tyler Zehring	90.25	45.125	89.2333	44.6166	5	94.74	-	95.74

Recertified this 7th day of January, 2026

Kenneth Becker, Chairman
Highspire Civil Service Commission

Carolee Roman, Commissioner
Highspire Civil Service Commission

Cory Hackman, Commissioner
Highspire Civil Service Commission

VACANT, Commissioner
Highspire Civil Service Commission

**This list is valid for a period of one year form the certification date

The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698
Office 717/939-3303
Fax 717/939-3371

January 21, 2026

Carly R. Holzman
121 Katelyn Drive
New Oxford, Pa. 17350

Dear Ms. Holzman:

This letter shall serve as a conditional offer of employment to you for the position of full-time 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 / $59,133.48 per year (Per Highspire Borough 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

Invoice

Anderson Mechanical HVAC, LLC
298 Market Street
Highspire, PA 17034
Office Phone: 717-982-6438
andersonmechanical@live.com

Invoice Number: I251220172
Invoice Date: 12/19/2025
Payment Terms: Due On Receipt
Invoice Amount: 6,034.00

Billing Address
Highspire Borough
640 Eshelman Street
Highspire, PA 17034
Office Phone: 717-939-3303
mstonbraker@highspire.gov

Shipping Address
Highspire Borough
640 Eshelman Street
Highspire, PA 17034
Office Phone: 717-939-3303
mstonbraker@highspire.gov

Item Name	Quantity	Unit Price	Total
No Heat 11/13/25 - Received message from manager Mark stating the manager's office thermostat has a U4 error code. Arrived and verified the system has a U4 error code. Error code U4 is a lost communication error that will appear when the indoor units and outdoor unit loose communication between each other. Verified all indoor units have proper line voltage. Verified condenser on roof has proper voltage. Condenser control board usually has status LED lights illuminated showing system status and/or system errors, but all lights are off. Attempted to force unit into diagnostic mode but outdoor control board is nonresponsive. The condenser main PCB board has failed and requires replacement. While on site, the main system components were tested to see if possibly a failed component caused main board failure. The compressor windings were tested for short circuit or grounding, along with the compressor crankcase heater, reversing valve, and condenser fan motors. Inspected wiring and other controls to see if a wire rubbed through or chaffed but nothing found. The outdoor main PCB board requires replacement for operation. 12/18/25 - Arrived and replaced main PCB board. After installing board, startup could not be completed. Main PCB is now active but both condenser fan motors are not communicating or functioning. Place call for Daikin Tech support to verify issue, and the condenser fan motors were confirmed to be what damaged the main PCB. Contacted local distributor and found current condenser fan motors have been superseded to new part numbers. Ordered new fan motors. 12/19/25 - Picked up new fan motors and returned for installation. Once new fan motors were installed, the condenser was reassembled. Power was restored to the unit and self-test was performed. This is a function the unit must complete after replacing components to verify operation and calibration. Self-test completed properly, and unit was started up. Turned all 5 thermostats on and tested operation.	1.00	0.00	0.00
Daikin Main PCB Control Board	1.00	3,124.68	3,124.68
Daikin DC Condenser Fan Motor- Communicating/Digital Electronically controlled variable speed communicating condenser fan motor.	2.00	638.41	1,276.82
Shipping	1.00	45.00	45.00

Hourly Labor Rate - Commercial (Same Day Service Call) Diagnostic of U4 error code- dead controls, non-responsive, could not perform diagnostics through board.	2.50	185.00	462.50
Hourly Labor Rate - Commercial 12/18/25- 4 hours to pick up control board, return, and installation of control. 12/19/25 - 3 hours to pick up new fan motors, return, and installation of motors.	7.00	150.00	1,050.00
Fuel/Van Surcharge Three charges, one charge per visit.	3.00	25.00	75.00

Subtotal:	$ 6,034.00
Invoice Amount	**$ 6,034.00**

Terms & Conditions:

- All invoices are "Due Upon Receipt", which means that the customer/client/recipient is expected to pay the balance in full as soon as they receive the invoice.
- Invoices not paid in full within 30 days of the invoice date will be assessed a 1.5% late fee per month until the balance is PAID IN FULL, plus all legal charges associated with any collections process of unpaid balances.
- Payments of any amount made via the online invoice payment option, are subject to the corresponding service fee listed during payment verification.
- To avoid paying a processing or service fee, please send a check to the address listed above.

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 1 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, APPOINTING A VOTING DELEGATE AND ONE OR MORE ALTERNATES TO REPRESENT THE BOROUGH OF HIGHSPIRE ON THE DAUPHIN COUNTY TAX COLLECTION COMMITTEE.

WHEREAS, Act 32 of 2008, (July 27, 2009, P.L. 197) (hereinafter "Act") mandates the consolidation of the collection of local income taxes; and

WHEREAS, Section 504 of the Act establishes a Tax Collection District ("TCD") in each county; the geographic boundaries of which shall be coterminous with the county in which it is created excepting those municipalities within a school district located in more than one district with the greatest share of the school district's population based upon the 2000 Federal Decennial Census; and

WHEREAS, Section 505 of the Act provides that each TCD shall be governed by a Tax Collection Committee ("TCC"); and

WHEREAS, Section 505(b) of the Act requires each political subdivision within a TCD to appoint one voting delegate and one or more alternates to represent the political subdivision of the TCC; and

NOW, THEREFORE, BE IT SO RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, and through the authority of the same that **Deanna Proctor, Assistant Borough Manager**, is hereby reappointed as the voting delegate representing Highspire Borough on the Dauphin County TCC and reappointing **Mark L. Stonbraker, Borough Manager**, as alternate(s) on the TCC.

RESOLVED this 20th day of January, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 2 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF BOROUGH OF HIGHSPIRE BOROUGH, DAUPHIN COUNTY, PENNSYLVANIA, APPOINTING A VOTING DELEGATE AND ONE OR MORE ALTERNATES TO REPRESENT THE BOROUGH OF HIGHSPIRE ON THE CAPITOL REGION COUNCIL OF GOVERNMENTS.

WHEREAS, Highspire Borough has become a member of the Capital Region Council of Governments, as directed by Borough Council action on June 21, 2005, and

WHEREAS, each member of the COG must appoint a voting delegate and an alternate.

NOW, THEREFORE, BE IT SO RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, and through the authority of the same that **Mark Stonbraker, Borough Manager**, is hereby reappointed as the voting delegate on the Executive Board and **Michelle Phillips**, is hereby reappointed as alternate(s) delegate representing Highspire Borough on the Capital Region Council of Governments.

RESOLVED this 20th day of January, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 3 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, SETTING EMPLOYEE CONTRIBUTIONS TO THE POLICE PENSION PLAN FOR THE 2026 PLAN YEAR.

WHEREAS, the condition of the Police Pension Plan is such that employee contributions may be reduced or eliminated as evidenced by an actuarial study; and

WHEREAS, the Borough of Highspire is able to meet the 2026 funding requirements for the Borough of Highspire Police Pension Plan; and

WHEREAS, the conditions required by Act 600 allowing for the setting of employee contributions to the Police Pension Plan have been met.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, that the members of the Police Pension Plan shall contribute into the pension fund an amount equal to three percent (3%) of total compensation for the 2026 plan year, effective January 1, 2026

RESOLVED this 20th day of January, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 4 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, SETTING EMPLOYEE CONTRIBUTIONS TO THE NON-UNIFORMED EMPLOYEE PENSION PLAN FOR THE 2026 PLAN YEAR.

WHEREAS, the condition of the Non-Uniformed Employee Pension Plan is such that employee contributions may be reduced or eliminated as evidenced by an actuarial study; and

WHEREAS, the Borough of Highspire is able to meet the 2026 funding requirements for the Borough of Highspire Non-Uniformed Employee Pension Plan.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, that the members of the Non-Uniformed Employee Pension Plan shall contribute into the pension fund an amount equal to three percent (3%) of total compensation for the 2026 plan year, effective January 1, 2026.

RESOLVED this 20th day of January, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 5 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, DECLARING IT'S INTENT TO FOLLOW THE PROCEDURES FOR THE DISPOSITION OF RECORDS AS SET FORTH IN THE RETENTION AND DISPOSITION SCHEDULE FOR RECORDS OF PENNSYLVANIA MUNICIPALITIES ISSUED DECEMBER 16, 2008, (AS AMENDED JULY 23, 2009).

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

WHEREAS, the Municipal Records Manual was approved by said Committee on December 16, 2008; and

WHEREAS, the Highspire Borough Council stated in Council Resolution #4-2009, its intent to follow the schedule and procedures as set forth in the municipal records manual; and

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Highspire determines the below cited files have no material value to the Borough and authorize their disposal in accordance with the above cited schedule:

Sewer Administration Documents prior to 2019, to include Account Billings, Receipts, Customer Registers, Deposit Records, Closed Delinquent Sewer Account Records, Collection Records, Penalty & Interest Registers and Sewer Administration Correspondence.

General Financial and Purchasing Records prior to 2019, to include Account Distribution Summaries, Accounts Payable and Receivable Files and Ledgers, Annual Budget Reports (as submitted to the PA Department of Community & Economic Development), Balance Sheets, Bank Statements and Reconciliations, Bills, Cancelled Checks, Check Registers, Daily Cash Records, Deposit Slips, Expense Reports, General Ledger Analyses, Investment Records, Invoices, Purchase Order Files, Supply Requisitions, Utility and Paid Services Receipts, Vendor Files, Voucher Files

Administrative Files and Correspondence prior to 2019, to include Correspondence, Reports, Program Forms, and other records created or received in the course of administering specific programs and providing basic municipal services, routine correspondence, replies not part of a specific case file, communications on supply, maintenance and other internal operation matters, correspondence of a transitory nature having no value after action is completed, and general housekeeping records. Contract Files, Insurance Claims and Policies, Mailing Lists, Ethics Commission Statements of Financial Interest and requests for service Records.

Payroll Records and Documents prior to 2019, to include Cancelled Payroll Checks, Employee Payroll Adjustment Records, Individual Employee Earning Records, Payroll Deduction Authorizations, Payroll Earnings and Deduction Registers, Payroll Voucher (Check) Registers, Quarterly Returns of Withholding of Federal State and Local Income Taxes Withheld, Social Security Reports, Time Cards and Attendance Records, Unemployment Compensation Records, Wage and Tax Statements and Withholding Allowances.

Highspire Police Department Records prior to 2019 which, including parking tickets, daily logs, faulty equipment cards, abandoned vehicle records, traffic citations, voided and duplicate copies of traffic citations, police warning cards, police BOLO information, duplicate copies of police complaints reports, County and Metro call summary reports.

Tax Collection and Assessment Records prior to 2018, to include Bill of Taxes, Certifications for taxes paid on Real Estate, Change of Address Records, Delinquent Tax Collection Records, Exoneration Certificates Issued to the Tax Collector, General and specific tax Ledgers/Journals (includes real estate, per capita, occupation, earned income, intangible personal property, mercantile, business privilege, amusement and other local taxes.), Mobile Home Removal Permits, Occupational Tax Lists, Personal Property Tax Return Forms/Cards, Public Utility Reports, Real Estate Transfer Records, Tax Bills, Paid Receipts, Tax Collector Settlement Sheets, Tax Duplicates, Tax Notice Certification Statements.

ADOPTED this 20th day of January 2026.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 6 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REVISING A SCHEDULE OF FEES FOR THE BOROUGH OF HIGHSPIRE AND OFFICE OF CODE ENFORCEMENT.

WHEREAS, Section 503 (1) of the Pennsylvania Municipalities Planning Code, as amended, allows for the recovery of costs incurred by the Borough for the costs of processing subdivision applications; and

WHEREAS, Section 617.2 (e) of the Pennsylvania Municipalities Planning Code, as amended, allows for the recovery of costs incurred by the Borough of the cost of processing zoning variance requests; and

WHEREAS, the Borough Council is empowered to set fees and charges for Permits, Licenses and other services; and

WHEREAS, changes have been made to Administrative Costs and Inspection Fees for New Construction, Additions, Alterations, Repairs.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, that the attached lists of fees, as indicated in Attachment A and Attachment B, shall be charged by the Borough for permits, licenses, services, processing of preliminary and final subdivision applications and zoning variance requests.

BE IT FURTHER RESOLVED that these fees become effective immediately and remain in effect until notified by resolution of Borough Council.

RESOLVED this 20th day of January 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

SCHEDULE OF FEES
ATTACHMENT "A"
Effective January , 2026

Administrative Costs	**Wage (hr.)**
Borough Manager / EMA	$ 85.59
Assist. Boro. Manager / Codes Enforcement / Zoning / Planning	$ 53.80
Borough Solicitor	$190.00
Zoning Hearing Board Solicitor	$185.00
Public Works Superintendent	$ 78.50
Administrative Assistant	$ 47.99

Other Administrative Costs

Newspaper Advertisement	Variable
Copies	$ 0.25
Postage-First Class	Actual Cost
Certified Letter	Actual Cost
Delivery Confirmation	Actual Cost
Envelope	$ 0.25
Returned Check Fee	$ 25.00

Building Permit Fees – All Types

Permit fee calculation (*Based on Construction Cost*)	**$8.00 per every $1,000**
**** Minimum permit fee***	***$180.00***

* Inspection fees may apply. See inspection fees below.

* All Building Permits are subject to an additional required fee of $4.50 under Act 13 of 2004.

Demolition Permit Fees – All Types

Accessory Structure	$ 50.00 Minimum Charge
Residential Structure	$125.00 Minimum Charge
Non-Residential Structure	$250.00 Minimum Charge

Note: All US EPA and PA DEP Waste Generator Requirements must be met.
Fee is applicable per each structure demolished.

Street Cut Permit

All Street Cuts	$ 125.00

Transient Business License

One Calendar Week or fraction thereof	$ 25.00
One Calendar Year or fraction thereof	$ 60.00

Charitable Solicitation License

One Calendar Week or fraction thereof	$ 10.00
One Calendar Year or fraction thereof	$ 50.00

Vehicle Storage Permit

One 6 month period	$ 45.00
One-time 6 month extension	$ 90.00

Park Space Reservations & Pavilion Rental

Borough Residents & Non-Residents	$ 50.00
Clean-up Fee – Only assessed if user does not remove trash and return space to original condition.	Actual Cost

Sewer Authority Fees

Final Sewer Reading	$ 10.00
Sewer Inspection Fee (New/Disconnection/or Repair)	$ 150.00
Sewer Connection Fee*	$1,500.00**

* Per each new service
** Payable to the **Highspire Borough Sewer Authority**

Sewer Administration

Water Termination Fee (for non-payment of sewer account)	$ 50.00*
Stormwater Permit Application	$ 25.00**

* Or actual cost to the Borough by Suez
** Payable to the Stormwater Account

Zoning Fees

All Applications (Appeals, Special Exceptions, Variances, etc.)	$ Variable

Zoning Permits and Inspections

Zoning Permits	$ 45.00
Temporary Zoning Permits	$ 40.00
Sign Permits – All Types	$ 65.00
Zoning Inspections (Stake-Out/Pre-Construction and Final)	$ 25.00
Use and Occupancy Certificates (Temporary or Permanent)	$ 15.00
Certificate of Non-Conformance	$ 25.00

Subdivision and Land Development Fees

All Applications	$1,500.00
Plan Review Fee	$ 25.00
Stormwater Permit	$ 40.00
Grading Permit	$ 25.00
Public/Site Inspection Fee	$ 25.00

Park and Recreation Fees

Under 30 Residential Units	$ 750.00 Per Unit
30 and Over Residential Units	Land Dedication

Inspections Fees – New Construction, Additions, Alternations, Repairs

Refer to Approved Codes Municipal Back-Up Fees (Attachment "B")

*** All required inspections are assigned following Plan Review. Inspection placard will be provided.**

** All inspections are allotted up to 1 hour. Inspections taking longer than 1 hour may be charged additional hours for any part thereof.*

** Re-inspections due to failed inspections will be changed at the same above rates.*

Property Clean-up and Debris Removal Fees

Minimum Fee Per Employee	$ 38.00 Per Hour + Expenses
Third Party Contractor	Contractor Costs

Rental Dwelling Inspection Fees

Set by Separate Resolution

Community Development Appeals Board

Appeals from action, notices, or interpretations of the Codes Officer	$ 75.00*
* Plus advertising, Attorney fees, and other notices minimum posting in advance	If applicable

Please Note:

1. All fees are non-refundable.

2. Any work commenced without a permit, all applicable fees double, and other fees and fines may apply.

4. Expenses associated with the Zoning Hearing Board such as advertising, stenographer, and administrative services will be assessed on the applicant.

5. Expenses incurred by the Borough associated with the Planning Commission such as engineering and legal services will be assessed on the applicant.

Woody Waste & Leaf Collection Annual Permit

Use of the Woody Waste and Leaf Collection Facility is only allowed for borough residents. Non-residents and commercial entities will not have access to the facility.

One year period (residents only)	$ 20.00
Residential Curbside pickup (additional fee per trip)	$ 25.00

Photo I.D. and proof of address is required. The facility will be open to drop off woody waste every Wednesday 3:00 p.m. – 6:00 p.m. (except for holidays and inclement weather).

Massage Establishment Registration and Licensing Fee

Massage Establishment License Fee	$ 150.00
Massage Therapy Technician License Fee	$ 25.00

Fireworks Permits

Applications for fireworks permits must be made in writing at least thirty (3) days in advance of the date of the display.

Consumer Fireworks Permit	$ 25.00
Display Fireworks Permit	$ 75.00

EST. 2007

APPROVED CODE SERVICES

ATTACHMENT "B"

2026 | SERVICE FEES

MUNICIPAL FEE SCHEDULE (BACKUP SERVICES)

RESIDENTIAL

Residential Plan Review	$100.00/hr
Residential Inspection	$100.00/hr
Residential Inspection Electrical Service Cut-in up to 400 Amps	$120.00/hr
Residential Inspection Electrical Service Cut-in over 400 Amps	$165.00/hr
Hearings, Appeals and Township Mtgs, Prep & Appearance	$120.00/hr
Certified Building Code Official *(Administrative &/or Enforcement Actions)*	$120.00/hr
Clerical Services	$50.00/hr
New Single-Family Dwelling - Plan Review	
up to 3,000 s.f.	$345.00/ea
over 3,000 s.f.	$485.00/ea
over 6,000 s.f. *(Same as Commercial)*	$525.00/ea

Note: 10 required inspections at $95 each, 1 Service Cut-in at $115 each for new single-family

Multiple Duplexes & Townhouses Plan Review of Similar Design	$220.00/unit

COMMERCIAL

Commercial Plan Review	$130.00/hr
Commercial Inspection	$130.00/hr
Commercial Electrical Inspection	$140.00/hr
Commercial Electrical Service Cut-in Inspection	
up to 400 Amps	$155.00/hr
up to 800 Amps	$185.00/hr
up to 1200 Amps	$275.00/hr
over 1200 Amps	$390.00/hr
* Expedited Plan Review available upon request.	RFQ

Approved Code Services offers guaranteed expedited Plan Reviews.
Call our office for a quote on your specific expedited review needs .

**All Inspections are allotted up to 1-hour. Inspections taking longer than 1 hour will be charged additional hours for any part thereof. Failed inspections billed the same.*

5060 RITTER ROAD, SUITE A2, MECHANICSBURG, PA 17055 | WWW.APPROVEDCODE.COM | TEL: 717.506.0464 | FAX: 717.918.5798

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 7 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, APPOINTING JOHNATHAN J. REICHARD TO COMPLETE THE REMAINING SIX-YEAR TERM OF OFFICE ON THE HIGHSPIRE BOROUGH CIVIL SERVICE COMMISSION VACATED BY THE LATE MARY JANE SNYDER.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Borough Civil Service Commission pursuant to Article 11 of the Borough Code and Ordinance No. 443 (Chapter 1, Part 3, §315 of the Codified Ordinances of the Borough of Highspire; and

WHEREAS, Act 43 of 2012, The Borough Code, Section 1172, authorizes Borough Council to appoint up to three Members and three alternate Board Members to the Civil Service Commission; and

WHEREAS, a vacancy was created on the Highspire Civil Service Commission with the passing of the late Mary Jane Snyder, and

WHEREAS, Mr. Johnathan Reichard has expressed his interest in filling the vacant position on the Highspire Civil Service Commission, in which that term of office is to expire by limitation on December 31, 2030; and

WHEREAS, Mrs. Reichard is a resident of 305 Market Street, in the Borough of Highspire, and is a member in good standing within the community.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Johnathan Reichard is hereby appointed to the vacancy and complete the remaining term of office as a Member of the Highspire Borough Civil Service Commission. Said term is to be effective January 20, 2026, and expire at midnight on December 31, 2030.

RESOLVED this 20th day of January, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

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A. Kay Sutch, Council President

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Mark L. Stonbraker, Borough Secretary