

Highspire Borough Council Minutes

February 17, 2026

Council President A. K. Sutch called the Highspire Borough Council meeting to order at 7:00 p.m.

The prayer was offered by Member Matesevac then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	A Kay Sutch	Tyler Thatcher
	Mark Accorsi	Robert Sutch
	Carolee Roman	Michelle Phillips
	Dorothy Matesevac	

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Solicitor:	Rachel James
Borough Engineer:	Robert Lauriello

Minutes

President A. K. Sutch presented the meeting minutes from the February 10, 2026 Workshop and the January 20, 2026 Regular 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 A. K. Sutch presented the Treasurer's Report and Financial Statements from Hamilton & Musser, PC, CPAs for the month of January 2026 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 Vice President Accorsi. Motion approved unanimously.

Mayor's Report

Mayor Hess reported the following meetings and upcoming events: 03/28 Easter Breakfast at Citizens Fire Co. from 9:00 a.m. – 11:00 a.m. and the Easter Egg Hunt at 11:30 a.m. at Memorial Park; 4/25 Arbor Day Celebration at 12:00 p.m. at Memorial Park – planting a tree in memory of Wayne Shank; and 5/25 Memorial Day Food Drive from 10:00 a.m. – 12:00 p.m. and the Memorial Day Ceremony starting at 12:00 p.m. Mayor Hess also mentioned the Steelton-Highspire Revitalization Project that he will be attending and invited members to attend. He asked that members review and update their contact information, if needed, in the Highspire Borough Directory.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, had nothing to add to his report.

President A. K. Sutch presented the Mayor's and Public Safety Director's reports for the month of January 2026 and asked if there were any questions regarding the reports. Hearing none, she noted that the reports could be filed.

Fire Department Reports

Manager Stonbraker announced that the Fire Department will be having a Fish Fry on Friday, February 20, 2026 from 5:00 p.m. – 8:00 p.m. (or until sold out). He continued that this will be take-out only.

President A. K. Sutch presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of January 2026 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member R. Sutch seconded by Member Thatcher. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

January 21, 2026 – Dauphin County Industrial Development Authority – Gaming Grant Reimbursement in the amount of \$100,000.00 which will be placed into the General Fund Checking PLGIT.

January 23, 2026 – Letter of interest from J. J. Reichard for appointment to the Highspire Civil Service Commission.

January 27, 2026 – SLRF closeout report completed for the Treasury Department.

January 27, 2026 – Notice from the IRS that the examination of the 2023 Series Bond for the USDA-RD HVAC project has been closed.

February 2, 2026 – County of Dauphin – December 2025 Transfer Tax check in the amount of \$3,003.01.

February 2, 2026 - Magisterial District Court 12-2-02 – Fines & Costs check in the amount of \$221.28.

February 4, 2026 – Signed DCNR Grant contract.

February 4, 2026 - Dauphin County Conservation District – Notice of Termination Completeness Letter – Barnet Tract – Lumber Street.

February 6, 2026 – Notification from Comcast 4th Quarter Franchise Fee report in the amount of \$4,185.98.

February 6, 2026 – Dauphin County Fines & Costs – Check in the amount of \$96.38.

February 9, 2026 – Keystone Collections Group – 2026 Per Capita / Occupational Tax Notice.

February 12, 2026 – PSP Bureau of Forensic Services – Notification of destruction of test fires retained more than ten years.

February 13, 2026 – Department of the Treasury – SLRF Closeout Letter.

February 13, 2026 – Verizon Franchise for Notification – 4th Quarter 2025 in the amount of \$2,834.78.

February 13, 2026 – DCDPS – January 2026 Winter Weather Event After-Action Review.

February 17, 2026 – DCED Department of Community and Economic Development – Application ID 20241269565 – Highspire Borough Roadway Rehabilitation Program Grantee Approval Request signed.

February 17, 2026 – County of Dauphin – January 2026 Transfer Tax check in the amount of \$2,999.61.

Committee Reports

Public Facilities / Maintenance & Repair – Member Matesevac discussed the following properties in need of maintenance: 612 Second Street and 282 Second Street and members requested citations be issued. She also discussed 312 Market Street and the possibility of it being used as a two-dwelling rental unit. Discussion followed. Member Matesevac asked about replacing the HVAC system. Member Thacher stated that council needs to consider getting estimates for a new system to avoid future heating and cooling issues in the next one to two years. He noted that the current system is working. Member Phillips asked what version of the Property Maintenance Plan is being used. Ms. Proctor stated that it is an older version and will need to get the updated version.

Sanitation Committee – Member Phillips had nothing to report.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Member Roman reported that R. Eric Stone was offered and accepted the position as a Laborer I with the Highway Department.

Community Development – Vice President Accorsi had nothing to report.

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

Staff Activity Reports

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

Deanna Proctor, Code Enforcement, reported that after speaking with Frank Chlebnikow, Borough Engineer, she will be sending a letter to 697 Second Street regarding the solar panels on the house and in the yard. Member Thatcher stated that there are still a number of abandoned vehicles parked on private property.

Randy Kreider, Public Works Director, informed members that the new centrifuge should be up and running by Wednesday, February 18, 2026 and the only items left to complete the Biosolids Project are the demolition of the old centrifuge and landscaping.

Deanna Proctor, Highspire Authority, reported that the next Highspire Borough Authority meeting is scheduled for February 19, 2026 at 7:00 p.m.

Member R. Sutch had nothing to report for the Safety Committee.

President A. K. Sutch presented the Staff Activity Reports for the month of January 2026 and asked for a motion to accept them. Motion moved by Member Phillips seconded by Member R. Sutch. Motion approved unanimously.

Solicitor's Report

Rachel James, Solicitor, followed up on a couple of issues discussed at the Workshop meeting last week. She discussed the Agreement with Lower Swatara Township and informed members that she will touch base with Mike Miller on the status of the Agreement. She noted that the Township still has not posted their meeting minutes as of today. Ms. James stated that she is trying to schedule a time this week to discuss the next steps with Mike Miller and hopefully move it onto the agenda for next month.

Ms. James noted that Council directed them to try to negotiate an agreement with the property owner at 418/420 Market Street, Highspire with regards to the Conservatorship. She continued that the mortgager has many properties in which he lets become blighted properties and then disappears. She stated that she is trying to track him down to negotiate with him as part of any potential settlement and purchase agreement and asked her legal assistant to pull a background search on him. She noted that once she gets his information, she will be able to contact him and hopefully see if they can negotiate to purchase the property for the amount already authorized.

Engineer's Report

Robert Lauriello, Borough Engineer reported that the Lumber Street Project is ready to be advertised. He noted that he is waiting on the easements from property owners, and Manager Stonbraker and Solicitor James are working on this. He continued that once he receives the easements from property owners, he can move forward with the advertising. He added that RETTEW will need to coordinate with the sewer project that Lower Swatara Township is working on.

Mr. Lauriello stated that the two grant applications submitted through the Local Share Grant, one for debt repayment on the Lumber Street Project and the other one for the Fire company. He noted that he expects a decision/announcement at the March or April meeting of the commissioners.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Phillips to direct staff to release the February 2026 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2026 General Fund Budget (Fire Protection – Contributions 1 - Fire Company 411.500). Amount to be paid to the Company 1- \$3,500.00. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the actions of Highspire Borough Manager Mark L. Stonbraker in notifying the Dauphin County Office of Tax Claim Bureau, by letter, that the Borough of Highspire opposes being included in the 30-day interest free grace period for returned 2025 County Real Property Tax. Motion approved unanimously.

Motion moved by Member R. Matesevac, seconded by Member Thatcher to approve Highspire Borough Council Resolution #9-2026 approving the actions of Mayor Hess which include the Proclamation of Snow Emergency on January 24, 2026. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Roman to approve Highspire Borough Council Resolution #10-2026 amending the amount in fees collected by the Office of the Tax Collector for Non-Sufficient Fees (NSF) as outlined in Chapter 24 of the Codified Ordinances of the Borough of Highspire, Section 1 (B). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Phillips to approve the conditional offer of employment for R. Eric Stone to fill the position of full-time Laborer 1 with the Highspire Public Works – Highway Department. Motion approved unanimously.

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

President A. K. Sutch ask for an Executive Session to discuss a personnel matter.

Executive Session 7:30 p.m.

Reconvened 7:57 p.m.

President A. K. Sutch asked if there was anything else needing to be discussed. With no other action to be taken, President A. K. Sutch asked for a motion to adjourn the meeting. Motion moved by Member Thatcher, seconded by Vice President Accorsi to adjourn the meeting at 7:58 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager