



Borough of Highspire
Regular Meeting
of the Highspire Borough Council
March 17, 2026

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

“Corruption is uniquely reprehensible in a democracy because it violates the system's first principle, which we all learned back in the sunshiny days of elementary school: that the government exist to serve the public, not particular companies or individuals or even elected officials. ”

— **Thomas Frank, The Wrecking Crew: How Conservatives Rule**

1. Call to Order
2. Prayer/Pledge of Allegiance
3. Roll Call
4. Acceptance of Minutes – Workshop Meeting held on February 10, 2026 and Regular Meeting held on February 17, 2026.
5. Financial Reports
 - a. Treasurer’s Report for February, 2026
 - b. Monthly Financial Statements – February, 2026
 1. General Fund
 2. Sewer Administration Fund
 3. Sewer O & M Fund
6. Mayor’s Report
7. Public Safety Director’s Report – February, 2026 to March, 2026.
8. Fire Department Reports
 - a. Fire Chief Report – Monthly Report for February, 2026.

- b. Treasurer's Report
- 9. South Central Emergency Medical Services Report for January, 2026
- 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 February, 2026
 - g. Safety Committee
- 13. Solicitor's Report
- 14. Engineer's Report
- 15. Old Business
 - a.

16. New Business

a. Motion to approve the Proclamation of Mayor Von Hess recognizing the retirement of Highspire Borough Engineer Robert Lauriello and his twenty-six plus years of service with the Borough of Highspire.

b. Motion 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 – Fire Company 411.500). Amount to be paid to the Company - \$3,500.00.

c. Motion to approve Highspire Borough Council Resolution #11 of 2026 authorizing the creation of an Intermunicipal Governmental Cooperation Agreement between the Borough of Highspire and the Borough of Middletown for the purchase of brine solution.

d. Motion to approve the Intergovernmental Agreement between the Borough of Middletown and the Borough of Highspire for the purchase of brine solution.

e. Motion to approve the PMHIC agreement amendment which addresses improper terminations.

f. Motion to approve Highspire Borough Council Resolution #12 of 2026 revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement with the addition of Sewer Lien Fees.

g. Motion to approve Highspire Borough Council resolution #13 of 2026 appointing Council Member Michelle A. Phillips as the Borough's voting delegate to the 2026 PSAB 114th Annual Conference which is to be held at the Hershey Lodge from May 31st to June 3rd, 2026.

h. Motion to approve the refund of sewer payment request by Cheryl Moses, the previous owner of 508 Eshelman Street, Highspire, PA in the amount of \$165.00. MPL Land Services made final payment on Mrs. Moses' behalf at settlement, but Mrs. Moses mistakenly overpaid by making another payment when she received her February, 2026 sewer bill.

i. Motion to approve the proposal from IEC for the replacement of the lights at the base of the Highspire Municipal Building flag pole with two (2) LED lights and the installation of an outlet above the front entrance doors for the holiday wreath. Total cost of the project will be \$787.00 which will be paid out of the 2026 General Fund Budget (Municipal Building – 409.373 – Maintenance & Repairs).

17. Approval of Payroll and Bills

18. Adjournment

“Every time government attempts to handle our affairs, it costs more and the results are worse than if we had handled them ourselves.”

— **Benjamin Constant**

Proclamation

HONORING ROBERT M. LAURIELLO

FOR HIS TWENTY-SIX-PLUS-YEARS OF SERVICE AS BOROUGH ENGINEER WITH THE BOROUGH OF HIGHSPIRE AND THE HIGHSPIRE BOROUGH AUTHORITY, DAUPHIN COUNTY, PENNSYLVANIA.

WHEREAS, Robert “Rob” Lauriello was hired by RETTEW Associates, Inc. in 1998 as a Project Engineer in the firm’s civil / municipal group; and

WHEREAS, during his tenure with Rettew Mr. Lauriello distinguished himself being promoted to Project Manager, Assistant Director of Telecommunications (2003), Director of Civil / Municipal Engineering (2004) and as the result of his contributions to the firm’s overall growth and success, to the position of Shareholder; and

WHEREAS, with Mr. Lauriello’s keen business sense, proven leadership skills and steadfast commitment he continued his upward climb with RETTEW assuming the dual role as Director of Civil / Municipal Engineering and Transportation (2009); and

WHEREAS, in 2010 Mr. Lauriello was promoted vice president and subsequently to the position of Chief Operating Officer (COO) from July 1, 2016 to April 7, 2025; and

WHEREAS, Mr. Lauriello attended his first meeting as Borough Engineer for the Borough of Highspire on January 18, 2000; and

WHEREAS, Mr. Lauriello also became engineer for the Highspire Borough Authority; and

WHEREAS, Mr. Lauriello has been extremely instrumental in grant acquisition, infrastructure development and project administration completing more projects during his tenure to count. Without his hard work and enthusiasm, the Borough of Highspire would not be where it is today; and

WHEREAS, after 26 plus years as Borough Engineer Rob will be retiring with the thanks, admiration, appreciation and gratitude of his colleagues and the Borough of Highspire.

NOW, THEREFORE, be it resolved this 17th day of March 2026, that the Mayor and Borough Council, of the Borough of Highspire, Dauphin County, Pennsylvania, wish to formally recognize **Mr. Robert M. Lauriello** for his many years of service and longstanding dedication, devotion and commitment to the community of Highspire. He is a credit to himself, his family, RETTEW Associates, Inc. and the Borough of Highspire.

BOROUGH OF HIGHSPIRE

MAYOR

BOROUGH COUNCIL PRESIDENT

ATTEST:

BOROUGH SECRETARY

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 11 – 2026**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, AUTHORIZING THE
CREATION OF AN INTERGOVERNMENTAL COOPERATION AGREEMENT
BETWEEN THE BOROUGH OF HIGHSPIRE AND THE BOROUGH
MIDDLETOWN FOR THE PURCHASE OF BRINE SOLUTION AT COST.**

WHEREAS, 53 PA. C.S. Chapter 23 §2301, et seq. allows for the creation of Intergovernmental Cooperation Agreements and authorizes two or more local governments in this Commonwealth may jointly cooperate, or any local government may jointly cooperate with any similar entities located in any other state, in the exercise or in the performance of their respective governmental functions, powers or responsibilities; and

WHEREAS, For the purpose of carrying the provisions of this chapter into effect, the local governments or other entities so cooperating shall enter into any joint agreements as may be deemed appropriate for those purposes; and

WHEREAS, the Borough of Middletown has expressed interest in the creation of an Intergovernmental Cooperation Agreement for the purchase brine solution from the Borough of Highspire, at cost, for the pre-treatment of their roadways; and

WHEREAS, the Borough of Highspire has the adequate facilities for mixing sodium chloride and water to create a brine solution for Borough of Highspire’s needs as well as the Borough of Middletown.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, hereby authorizes creation of an Intergovernmental Cooperation Agreement for the purpose of providing brine solution to the Borough of Middletown.

BE IT FURTHER RESOLVED by the authority of the Borough Council of the Borough of Highspire, Dauphin County, that the Borough Secretary be authorized and directed to sign the Intergovernmental Cooperation Agreement on its behalf.

RESOLVED this 17th. day of March, 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

**INTERGOVERNMENTAL AGREEMENT FOR THE PURCHASE OF BRINE
FROM THE BOROUGH OF HIGHSPIRE PUBLIC WORKS DEPT.**

THIS AGREEMENT is made effective the ____ day of _____, 2026, by and between the Borough of Highspire (the “Borough”), a Pennsylvania Municipality with its principal place of business at 640 Eshelman Street, Highspire, PA 17034, and the Borough of Middletown, a Pennsylvania Municipality with its principal place of business at 60 West Emaus Street, Middletown, PA 17057 (the “Municipality”), to authorize the Municipality to purchase at cost, sodium chloride brine solution (“Brine Solution”) for the treatment of the Municipalities’ roadways (collectively, the parties will sometimes be referred to as the “Parties”).

This Intergovernmental Agreement is authorized and required pursuant to applicable law including, but not limited to, 53 Pa.C.S.A. § 2301, *et seq.*

RECITALS

WHEREAS, the Parties have agreed to the purchase of brine solution from the Borough by the Municipality at cost; and

WHEREAS, the Parties also recognize that establishing an intermunicipal agreement to allow the Municipality to purchase said salt brine solution would provide an efficient and economic services to the Municipalities’ residents for the pre-treatment of their roadways; and

WHEREAS, the Borough owns and operates the Highspire Public Works Department facility (the “Facility”) located at 301 Industrial Road, Highspire, PA 17034; and

WHEREAS, the Facility has developed a process of mixing sodium chloride and water to create a brine solution for application on to roadways; and

WHEREAS, the Municipality desires to purchase the brine solution and the Borough agrees to provide the Municipality with brine solution at cost in accordance with the terms and conditions of this Agreement; and

NOW, THEREFORE, the Parties hereto, in consideration of the mutual promises, covenants, and undertakings herein contained, each binding itself and representing that it has proper legal authority to enter into this Agreement, and intending to be legally bound, agree as follows:

1. **Recitals.** All of the Recitals hereto are incorporated herein by reference as if fully set forth at length.
2. **Authorization of Pick-up at the Facility.**

- a. The Borough hereby authorizes the Municipality to pick up brine solution at the Facility during the term of this Agreement.
- b. The Facility's general management, including day-to-day operations of the Facility, shall be the sole and exclusive responsibility of Borough.
- c. Hours of Operation. Brine solution may be picked up at the Facility on Weekdays from 8:00 a.m. to 3:00 p.m., except for holidays in which Borough facilities are closed.
- d. The availability of brine solution to the Municipality is secondary to the needs of the Borough. Brine Solution will only be available if an ample amount has been produced for the Borough.
- e. The Municipality shall only be permitted to transport brine solution from the Facility during its normal hours of operation. In the event the Borough is required to reduce the amount of brine solution available at the Facility for any reason, the Municipality will be notified. In the event any regulatory agency should impose or enforce new or more stringent regulations that impact the production of brine solution at the Facility which would be affected by the volume or quality brine solution available at the Facility, the Parties shall modify this Agreement to address such regulations.

3. Day-to-Day Operation of the Compost Processing Facility.

- a. Day-to-day operation of the Facility shall be the responsibility of the Borough. The Borough shall employ personnel to appropriately staff operations at the Facility. The Borough shall own and maintain the Facility and all equipment used at the Facility.
- b. All persons employed in the operation of the Facility shall be employees of the Borough and not the Municipality.

4. Financial Terms and Conditions.

- a. Fiscal Year. The fiscal year shall be the calendar year.
- b. Municipality's Contributions for Brine Solution. The Municipality shall contribute to the Borough's cost of making brine solution at the Facility. The contribution amount shall be based on the actual cost per gallon of water and cost per pound of sodium chloride as indicated in "Exhibit A".
- c. Municipality's Contributions for Costs. Costs of brine solution at the Facility shall be paid by check or ACH.

- d. Payment Schedule. The Borough shall send monthly invoices to the Municipality of the amount due. The Municipality shall make payment of its amount due and owing within thirty (30) days of the invoice's receipt. Payments not made within thirty (30) days of the invoices receipt will be charged a late fee of an, additional 1.5% per month.

5. Insurance and Immunity.

- a. Insurance and Waiver of Claims. The Parties shall maintain adequate liability insurance against claims arising out of or relating to this Agreement. In the event of a dispute as to the appropriate level of insurance, the level shall be determined by a consultant engaged by the Borough. The Borough of Highspire shall be named as an additional insured on all of the Municipality's liability insurance policies.
- b. Immunity. The services performed and the expenditures incurred under this Agreement shall be deemed for public and governmental purposes, and all immunities from liability enjoyed by each of the Parties shall extend to its participation in services outside its boundaries.
- c. Indemnity. The Municipality agrees to indemnify, defend and save harmless the Borough against all costs, losses or damage, including payment of reasonable attorney's fees, on account of any injury to persons or property occurring in the performance of this Agreement due to its negligence or the negligence of its agents or employees; provided, however, that Municipality does not waive any rights or immunities arising out of any applicable governmental immunity laws and statutes. Further, the Municipality shall defend, indemnify and hold harmless the Borough and its respective elective and appointive officers, and their duly authorized agents, members, servants, and employees from and against any claims, charges, damages, fines, judgments, penalties, costs, liabilities, or losses arising out of, based upon or in connection with federal, state, or local laws, regulations, and requirements, arising out of or relating to Municipality's use of brine solution.

Additionally, the Municipality shall be solely responsible for and shall indemnify and hold harmless the Borough from and against any and all charges, damages, fines, penalties, costs, liabilities, or losses incurred by the Township due to the Participating Municipality's violation of this agreement including, but not limited to, damages resulting from the Municipality's acceptance of brine solution at the Facility and any resultant disruption or termination of operations at the Facility.

- 6. **Effective Date.** The Effective Date of this Agreement shall be January 1, 2026.

7. **Term of Agreement.** The term of this Agreement shall be for a period of one (1) year commencing from the Effective Date hereof (the “Term”). This Agreement shall automatically renew for additional one (1) year terms unless either party delivers to the other notice of its intent not to renew the Agreement at least thirty (30) days prior to the expiration of the then current term.

8. **Participation of Other Municipalities.** The Borough may, in its sole and exclusive discretion authorize other parties, including other municipalities to purchase brine solution at the Facility.

9. **Termination.** The Borough may terminate this Agreement at any time, and for any reason at all, upon sixty (60) days’ notice given to the Municipality.

10. **Authorization.** The Parties certify that they are authorized to enter into and execute this Agreement in the exercise and/or performance of their governmental functions, powers, or responsibilities. The Parties further certify that they are not the subject of any pending lawsuits, regulatory fines, consent decrees, or other similar sanction of whatever kind.

11. **Applicable Law.** The Parties agree and affirm that Pennsylvania law applies to this Agreement and all matters covered by and addressed by this Agreement. It is acknowledged and agreed that the sole and exclusive jurisdiction and venue for any dispute relating to any matter covered by this Agreement, and/or regarding any dispute over the enforcement or interpretation of this Agreement, shall rest with the Dauphin County Court of Common Pleas. The Parties hereby submit to the exclusive jurisdiction of that Court.

12. **Integration.** This Agreement contains the entire agreement between the Parties regarding its subject matter. There are no understandings or agreements, verbal or otherwise, in relation hereto, except those expressly and specifically set forth herein. The Parties have not relied upon any statement, projection, disclosure, report, information or any other representation or warranty except for those as may be specifically and expressly set forth in this Agreement.

13. **No Oral Modification.** This Agreement may not be modified except in writing executed by all Parties. This Agreement shall be amended only in writing, by duly authorized representatives of all Parties, and such revision(s) must be approved by official action of each Party, and as required by any applicable law of the Commonwealth.

14. **Severability.** No determination by any court, governmental body, arbitration, or other judicial body, that any provision of this Agreement or any amendment that may be created hereto, is invalid or unenforceable in any instance shall affect the validity or enforceability of any other provision of the Agreement or applicable amendment. Each provision shall be valid and enforceable to the fullest extent permitted by applicable law and shall be construed where and whenever possible as being consistent with applicable law.

15. Representation by Counsel. This Agreement has been negotiated by the Parties through their respective legal counsel and embodies terms that were arrived at through mutual negotiation and joint effort, and the Parties shall be considered to have contributed equally to the preparation of this Agreement. The Parties warrant and represent that the terms and conditions of this Agreement have been discussed and negotiated between them, and their respective counsel, and are voluntarily and knowingly accepted for the purpose of making a full and final compromise between the Parties, as referenced herein. The Parties further acknowledge that they understand the facts and their respective legal rights and obligations pursuant to this Agreement.

16. Counterparts. This Agreement may be executed in counterparts, each of which will be an original, and all of which taken together shall constitute one and the same instrument.

17. Assignment. No transfer or assignment of this Agreement or any right accruing hereunder shall be made by the Municipality without the prior written approval of the Borough.

18. Passage of Resolution. The Parties to this Agreement will each enact a resolution within sixty (60) days from date of execution hereof pursuant to and in accordance with the Pennsylvania Intergovernmental Cooperation Act for the purpose of authorizing and effectuating this Agreement.

19. Execution by Facsimile or Electronic Scanning. Delivery of an executed counterpart of this Agreement by facsimile, or by electronically scanning and e-mailing an executed counterpart signature page, while not specifically required, will be acknowledged by the Parties as being equally as effective as delivery of a manually executed counterpart of this Agreement. The use of a signature page received by facsimile, or through an electronic scan and e-mail, shall not affect the validity, enforceability, or binding effect of this Agreement.

20. Signatures. The Parties hereto, and the undersigned individuals and/or representatives, represent and warrant that they have the authority to enter into this Agreement and be legally bound hereby.

IN WITNESS WHEREOF, the Parties hereto have caused this Intergovernmental Cooperation Agreement for the purchase of brine solution effective on January 1, 2026.

ATTEST:

Middletown Borough

_____ (SEAL)

By:

**Title: President, Middletown Borough
Council**

ATTEST:

Borough of Highspire

_____ (SEAL)

**Mark L. Stonbraker
Borough Manager**

**A. Kay Sutch
Borough Council President**

Exhibit A

Pick-Up: \$0.265 / gallon

Delivered: \$0.307 / gallon

(The above cost of Brine is for the period of May 1, 2025 to April 30, 2026)

February 13, 2026

Dear Members,

In late December, the Pennsylvania Municipal Health Insurance Cooperative (PMHIC) Board of Directors (the "Board") distributed proposed amendments to the PMHIC Membership Agreement (the "Agreement") for Member review and vote. These amendments establish an Improper Termination Fee applicable only to Members that do not complete their required initial three-year term or that fail to provide the notice required under the Agreement prior to terminating Membership.

Importantly, the underlying termination requirements themselves remain unchanged. The amendment was intentionally drafted with a narrow focus to address situations in which a Member does not comply with the established termination provisions of the Agreement.

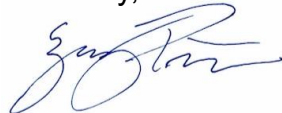
The purpose of this amendment is to promote fairness, ensure that all Members meet their obligations, and protect Members in good standing from increased costs that may result when another Member fails to fulfill its responsibilities.

As required under Article IX of the Agreement, amendments must be approved by two-thirds of the voting Members. As of February 12, 2026, the proposed amendment received the necessary approval and is now formally adopted.

Attached is the final, approved version of the amended Agreement. Please retain this updated Agreement in your records and replace any prior version currently on file.

Thank you for your continued commitment to the stability and long-term success of PMHIC.

Sincerely,



Zachary Peirson
VP, Program Management
Benecon

**Pennsylvania Municipal Health
Insurance Cooperative Agreement**
(Amended as of February 13, 2026)

This **Agreement** is made by and between the undersigned participating municipalities ("Members").

ARTICLE I – DEFINITIONS

1. **"Agreement"** shall mean this instrument, including any amendments hereto made in conformity with its terms.
2. **"Benefits"** shall mean any and all benefits provided for eligible employees and dependents as herein defined.
3. **"Board of Delegates"** shall be composed of one representative from each Member of the Cooperative.
4. **"Board of Directors"** hereafter called "the Board" shall be composed of nine representatives of the Membership voted on by the voting members who will have all express and implied powers as may be necessary to carry out the purposes of this Agreement.
5. **"Carrier"** shall mean an insurance company licensed in the Commonwealth of Pennsylvania.
6. **"Cooperative"** shall mean the Pennsylvania Municipal Health Insurance Cooperative (PMHIC) created and established by this Agreement.
7. **"Cross Share"** shall mean the percentage of funds that each Member obligates from their claim aggregate surplus fund in order to fund deficits from other Member's accounts.
8. **"Delegate"** shall mean the appointed representative of the Member who has the full authority to act for and on behalf of the Member at all official meetings of the Board of Delegates.
9. **"Improper Termination Fee"** shall be the total amount of money in U.S. Dollars owed to the Cooperative by a Member if the Member withdraws from the Cooperative without finishing its initial three year term or failing to provide notice as required by this Agreement. It shall be calculated by:
 - a. Determining the highest monthly cost incurred by the terminating Member during the twelve months preceding the date of the Member's termination for each of the Improper Termination Fee Factors; then

- b. Adding the highest month's cost for each of the Termination Fee Factors together.
10. **"Improper Termination Fee Factors"** shall mean the following expenses: Benecon fee; ASO fee; specific stop loss; specific share fund; aggregate stop loss; and claim fund deposits.
 11. **"Eligible Employee"** shall mean any person designated as eligible for coverage by a Member.
 12. **"General Administrator"** shall mean the company selected by the Board to fulfill the day to day duties of the general administration of the Cooperative.
 13. **"Member"** shall mean any government subdivision of the Commonwealth or instrumentality thereof; including agencies established under the authority of Act 180, Pa. Consolidated Statutes, Title 53, Sections 2301 thru 2315; which voluntarily applies to become a party to this Agreement, including the organizing Members of the Cooperative and those new Members accepted by an affirmative vote of the Board of Directors. The Members shall agree to be bound by this Agreement and comply with the provisions hereof by executing such instruments as the Cooperative may require.
 14. **"Health Care Plan"** shall mean the self-funded health insurance program established by the Board of Directors pursuant to this Agreement.
 15. **"Voting Member"** shall mean a Member that participates in the self funded health insurance program.
 16. **"Policy" or "Policies"** shall mean any policy or policies of insurance as permitted by this Agreement, including amendments and riders, issued pursuant to the Agreement and accepted by the Board of Directors as part of the Cooperative.
 17. **"Premiums"** shall mean the amount of dollars that shall be paid to the Cooperative by a Member for certain eligible benefits under this Agreement.
 18. **"Run Out Claims"** shall mean claims incurred in the year (or partial year) the Member terminates its Cooperative membership but not paid until after the Member terminates from the plan.

ARTICLE II – ESTABLISHMENT OF COOPERATIVE

1. There is hereby established an Intergovernmental Insurance Cooperative to be known as the Pennsylvania Municipal Health Insurance Cooperative (PMHIC). The purpose of the Cooperative is to develop and administer an employee benefits program for the Members using cost effective funding models. The program may include medical/health benefits, prescription drug benefits, vision benefits, dental benefits, life insurance benefits, disability insurance benefits, long

term care benefits, and accidental death/dismemberment benefits, and other benefits approved by the Board of Directors.

2. The Cooperative shall be governed by a Board of Directors as set forth in Article IV herein and the Board of Directors shall have the powers and duties as set forth in this Agreement.

3. Members agree to comply with all provisions of this Agreement and shall provide a certified copy of an ordinance or resolution, as applicable, approved by the officials of the Member indicating that the Member is authorized to enter into an Intergovernmental Cooperation Agreement for the purpose of joining the Cooperative.

ARTICLE III – BOARD OF DELEGATES

1. Each Member shall appoint a representative to serve on a Board of Delegates. The Board of Delegates shall oversee Cooperative operations and shall have the powers and duties set forth in this Agreement:

2. Voting Members of the Board of Delegates shall have the powers and duties set forth below:

(a) To elect a Board of Directors as set forth in Article IV of this Agreement.

(b) To amend this Agreement as set forth in Article IX of this Agreement.

3. An annual report from the Board of Directors will be available to all Members on the status of the Cooperative's overall business affairs.

4. The voting members of the Board of Delegates shall meet at least once over a two-year period, but no later than November 30 of each even year. Notice of the date, time and location of the annual meeting must be given to every voting member at least two (2) weeks in advance thereof. Special meetings of the Board of Delegates may be called by the Board of Directors or through a petition signed by 25% of the total membership. Such participation may take the form of being physically present, participating telephonically, or by other electronic means. In addition, votes may occur by electronic means. Notice of the date, time and location of any special meeting must be given to every Member at least two (2) weeks in advance thereof. In order for the Voting Members of the Board of Delegates to take action at any meeting a majority of the Voting Members must be present or be represented by a proxy vote given to the Secretary of the PMHIC Board of Directors. Meetings of the Board of Delegates may be in person or by electronic means as so directed by the Board of Directors. In addition, votes may occur by electronic means.

5. Representatives appointed to the Board of Delegates shall serve until their successor is appointed by the respective Cooperative Member.

ARTICLE IV – BOARD OF DIRECTORS

1. The Cooperative shall be governed by a nine Member board, known as the Board of Directors. Directors shall be elected by and from the membership's Board of Delegate's voting members. Directors shall serve a two (2) year term as long as they remain qualified as a Member of the Board of Delegates or until his/her successor is elected. There shall be no limit on the number of successive terms that a Director may serve. Directors shall serve without salary and shall be bound by the Pennsylvania State Ethics Act. Any Director who resigns or is removed from office shall forthwith turn over to the Chair or Secretary of the Board of Directors, any and all records, books, documents, money, and other property in their possession or under their control which belong to the Cooperative, or which were received by them in their capacity as Director and shall receive a receipt therefore. A vacancy created by a resignation or removal of a member of the Board of Directors may be filled on a temporary basis by the Board of Directors until the next meeting of the Board of Delegates. Such temporary appointment must follow the eligibility requirements for a Board of Director as stated in this Agreement.

2. The Board of Directors shall elect a Chair, Vice-Chair, Secretary, Treasurer and an Assistant Secretary/Treasurer from its Members. All officers shall serve a two (2) year term, provided they remain qualified as a Member of the Board of Directors or until their successors are elected. There will be no limit on the number of successive terms that an officer may serve.

3. The Board of Directors shall hold a minimum of three (3) regular meetings per year. Special meetings may be called by the Chair as needed. Notice of any special meeting shall be given to all Directors at least seventy-two (72) hours in advance, and such notice shall state the nature of the business to be discussed or transacted at such meeting. Any Member has the right to appear at any meeting of the Board of Directors and address the Board on any item related to Cooperative business.

4. In order to take official action at any meeting of the Board of Directors there shall be a majority of the Directors participating. Such participation may take the form of being physically present, participating telephonically or by other electronic means approved by the Board. In addition, votes may occur by electronic means where the majority of the Board agrees to vote by this method.

5. Directors are expected to attend all regular and special meetings of the Cooperative. If a Director fails to participate in a majority of the meetings in any one calendar year, the Board of Directors may declare the position vacant.

ARTICLE V – POWERS AND DUTIES OF THE BOARD OF DIRECTORS

1. The Board of Directors shall have all expressed and implied powers as may be necessary to carry out the purposes of this Agreement and to discharge their obligations as officers hereunder. They shall carry out their duties with the care, skill, prudence, and diligence, which a prudent man acting in a like capacity would use under conditions prevailing at the time. Such powers shall include, but not be limited to, the following:

- (a) The Board, through its General Administrator, shall collect, demand, receive, hold and administer Premiums from Members and other moneys due and payable to the Cooperative, to pay or provide for payment of all reasonable and necessary expenses of collecting amounts due from Members and administer the overall affairs of the Cooperative.
- (b) The Board shall adopt an annual budget of the Cooperative no later than December 31st of each calendar year. The annual budget shall be part of the annual report made available to the Board of Delegates. The annual budget shall consist of all projected revenues and expenditures of the Cooperative for the next fiscal year.
- (c) The Board shall promulgate polices, procedures, rules and regulations for the general operation of the Cooperative so long as they are consistent with this Agreement.

2. The Board shall pay or provide, by insurance or otherwise, for the payment of benefits authorized hereunder to eligible employees and their dependents in accordance with the rules and regulations adopted from time to time. The Board shall have authority to structure funding arrangements for Member benefits through the adoption of fully insured policies or by utilizing self-funding methodologies. The Board shall pay out of the Cooperative such sums as may be necessary for the purpose of providing said benefits and administering the Cooperative. The payment of said expenses shall be made pursuant to the approved annual budget or special appropriation by the Board.

3. The Board shall admit new Members to the Cooperative. The Board may expel Members upon 120 day notice. Notwithstanding this notice requirement, if any Member is delinquent in their obligations as defined in Article VII of this Agreement or otherwise fails to comply with the reasonable requirements of the Board concerning contractual obligations, then immediate expulsion may occur.

4. The Board shall establish policies and procedures for the safe investment of all funds of the Cooperative.

5. The Board shall be responsible for the management of the finances and all assets of the Cooperative.

6. The Board shall authorize, all products and services to be provided by the Cooperative through the annual budget process.

7. The Board may authorize the distribution of surplus funds to the Members as it deems appropriate for the good of the Cooperative and its Members.

8. The Board shall authorize an annual audit of the financial statements of the Cooperative. The audit shall be conducted by a Certified Public Accounting firm licensed to conduct business in the Commonwealth of Pennsylvania.

9. The Board may establish regional districts or zones to allow for the most efficient and effective administration of the Cooperative.

10. The Board shall originate and maintain any and all actions or legal proceedings which may be deemed necessary for the protection of the Cooperative, or to secure payment of Member Premiums and payments to the Cooperative, or to secure the benefits contemplated hereby in connection therewith, to compromise, settle, or release claims on behalf of or against the Cooperative.

11. The Board shall keep true and accurate books of accounts and records of all transactions in the care of the Secretary, Treasurer or the General Administrator.

12. The Board shall select and retain a General Administrator which shall function as the chief administrator for the Cooperative. The Board of Directors may also select and retain other professional advisors and professional service providers to assist and advise the Board of Directors and the General Administrator in the carrying out of the Cooperative functions. The Board shall determine and authorize fee for the General Administrator and other professional advisors and professional services and such fees shall be an item included in the annual budget.

13. The Board may establish underwriting criteria and funding requirements for prospective Members.

14. The Board may do all things including, but not limited to, the execution of all instruments and entering into all agreements and transactions as are reasonable, desirable, or necessary to execute the specific powers set forth herein but not contrary to the terms or conditions of this agreement.

15. The Board of Directors may purchase errors or omissions insurance for the Cooperative collectively and/or individually for the Board and to provide for payment for same out of the Cooperative to the extent permitted by law.

16. The Board of Directors may establish a financial reserve account so as to minimize the risk of losses to the Cooperative.

17. The Board of Directors may from time to time consult with legal counsel and shall be entitled to act upon such advice of counsel to the Cooperative with respect to legal questions.

ARTICLE VI – MEMBER OBLIGATIONS

1. Each Member shall certify to the Cooperative each employee and dependent who shall become entitled to coverage in accordance with the terms of the Agreement, Member's Plan of Benefits, and/or the Member's Summary Plan Documents. Members are obligated to provide the General Administrator accurate and timely information on new enrollees to the benefit plan and provide accurate and timely information on terminations from said plan. Timely is defined as not to exceed 90 days of receipt of the invoice.

In the event the Cooperative pays or provides, by insurance or otherwise, benefits authorized hereunder for an ineligible employee or an ineligible dependent designated as eligible by the Member, the Member shall be responsible therefore and shall reimburse the Cooperative for all payments or provisions made for the employee or dependent. If litigation arises as a result of such an error by a Member, the responsible Member shall indemnify and hold harmless the Cooperative from any and all judgments, costs, settlements and reasonable attorney's fees incurred by the Cooperative as a result thereof.

2. Before becoming entitled to coverage under a Member's Plan, an Eligible Employee dependent, or employer on behalf of an employee shall execute such enrollment or application forms as may be required and accepted for coverage by the Cooperative.

3. Each Member will indemnify the Cooperative for any and all judgments, costs, settlements and reasonable attorney's fees incurred by the Cooperative as a result of the Member's noncompliance irrespective of action or inaction of the Cooperative. The Cooperative will indemnify each Member from any and all judgments, costs, settlements and reasonable attorney's fees incurred by the Member as a result of the Cooperative's noncompliance.

4. A Member shall be responsible for the Premiums payable by the Member, pursuant to the Agreement with the Cooperative. The Member shall not have any responsibility or liability for the acts of the Directors.

5. The initial term of participation by a Member in the Cooperative shall be 3 years. Members must complete the entire initial three-year term before being eligible to withdraw. A Member may begin the process of terminating its membership in the Cooperative only after December 31 of its second year as a Member by providing written notice to the Board through the Member's General Administrator no later than June 30 of the year the Member intends to terminate its membership. The termination shall be effective December 31 after the member provides such notice. Once proper notice is provided, said Member may rescind their notice by providing a written rescission letter no later than November 30 prior to its termination date. If the Member does not provide a rescission letter by November 30, the Cooperative shall not be liable to provide for or pay any of the costs for any benefits owed to any employee, employee dependent, or other individuals for which the Member is obligated to provide benefits after the Member's termination date. If the Member provides a rescission letter by November 30, the Member shall remain part of the Cooperative. Unless waived by the Board of Directors, terminated Members shall not be eligible to rejoin the Cooperative for a period of one year if proper notice was provided pursuant to this Agreement. Upon termination a Member shall be responsible for all of the applicable obligations set forth below:

- (a) Payment of Run-Out Claims: When a Member uses a self-fund arrangement to finance benefits and terminates its membership, the former Member shall pay all Run-Out Claims within thirty (30) days of being presented with a notice for Run-Out Claims by the Cooperative.
- (b) Stop Loss: Terminating Member shall be required to pay for the purchase of 4 months of continuing Stop Loss insurance by the Cooperative. The premium paid for 4 months of continuing Stop Loss insurance will provide 12 months of Stop

Loss coverage. Terminating Member will be invoiced by the Cooperative separately for the total amount of the continuing Stop Loss insurance premium.

- (c) Claims Administrative Fees: For self-funded plans, an insurance carrier or a third party administrator will be engaged by the Cooperative to adjudicate claims. Any fees associated with the administration of claims after a Member leaves the Cooperative shall be the responsibility of the former Member until the Member's account is closed. Former Member shall pay any and all costs billed to the former Member or Cooperate within thirty (30) days of being presented with a notice for administration fees.
- (d) General Administrator Fee: Former Members of the Cooperative shall be obligated to pay the General Administrator's fee in effect at the time of departure for a period not to exceed two (2) months after terminating from the Cooperative in order to close out a Member's account.

Should a properly terminating Member have a positive cash balance with the Cooperative at the time of exiting from the Cooperative, said funds shall first be used to satisfy any financial obligations to the Cooperative. Thereafter, any balance will be returned to the former Member at the point in time when the Board of Directors declares a distribution of surplus to the general membership for the year or years the former Member participated in the Cooperative if all run-out claims and/or obligations are satisfied. If a member or former member does not have a surplus balance to cover the Run-out Claims obligations, then the member or former member will be invoiced by the Cooperative for all fees explained above and the former member will pay all costs within thirty (30) days of receipt of the invoice.

6. If a Member fails to provide proper termination notice and leaves the Cooperative, the Member will forfeit all surplus funds owed to the Member once the Member's account is closed out, and shall pay the Improper Termination Fee, all Run-Out Claims, claims in excess of the Member's stop-loss point, Claims Administrative Fees, and General Administrator fees consistent with Article VI Section 5 and any other sums owed under this Agreement.

7. If a Member does not complete the initial three year membership requirement, the Member must pay back any Cross Share funds that were paid to the Member during membership in the Cooperative and an Improper Termination Fee. This amount may be drawn against any surplus funds remaining in the Member's account once all obligations are closed out.

8. If Member fails to provide proper termination notice as set forth in Article VI Section 6, or does not complete the initial three year membership requirement as required by Article VI Section 7, leaves the Cooperative, and fails to pay any sum owed to the Cooperative under this Agreement, Member shall pay the Cooperative interest on such sums not paid from the due date up until the date of actual payment at the maximum interest rate permitted by Pennsylvania or other applicable law, and said Member shall be liable for any costs associated with such collection, including, but not limited to legal costs, attorneys' fees, courts costs, and collection agency fees.

9. If a Member who leaves the Cooperative fails to provide proper termination notice as defined in this Agreement or fails to fulfill the initial three year term, such Member is not entitled to join the Cooperative for a three year period commencing on the date when the Member officially terminates membership in the Cooperative.

ARTICLE VII – MEMBER FINANCIAL OBLIGATION

1. Each Member agrees to pay Premiums established by the Cooperative to cover the cost to the Cooperative for providing benefits to the Members. The Premiums are intended to include sufficient funds to pay (1) claim costs, claim administration fees, reinsurance, and all other reasonable and necessary expenses of the Cooperative together with such reserve funds as the Cooperative shall deem reasonable and prudent and, (2) sufficient funds to cover similar costs incurred by the Cooperative for any self-funded claims incurred while a Member of the Cooperative but paid after the Member's withdrawal from the Cooperative as specified in Article VI. This paragraph states the goal of the Agreement but shall not be interpreted to modify or limit any Member Obligations set forth in Article VI.

2. Premiums are due on the first day of the month for the period of enrollment of eligible employees and shall be delinquent if not received in full on or before the last day of the month for which the Premiums are due. When the last day of the month falls on Saturday or Sunday, or a legal holiday, the said Premiums shall be delinquent if not received on the next business day following such Saturday, Sunday, or legal holiday. If a report and/or payment of Premiums is made and placed in the mail properly addressed and postage paid and is postmarked (other than by postage meters) on or before the last day of the month, or the first business day thereafter if the last day of the month shall fall on Saturday, Sunday, or a legal holiday, no interest will accrue should the report and/or payment of Premiums not actually be received until subsequent to that date. If marked by a postage meter, it must be received by the General Administrator on or before the last day of the month. Premiums shall be based on the billing report prepared by the General Administrator and/or the insurance carrier.

3. Each failure of a Member to submit timely reports as to new enrollees and terminations, in the form or forms prescribed by the Board, General Administrator or contracted insurer, and/or to pay its Premiums as required herein shall constitute a separate violation of such Member's obligation hereunder. Timely is defined as not to exceed 90 days from receipt of the invoice. Non-payment or non-reporting by a Member shall not relieve any other Member of its obligation to make reports and payment of its required Premiums. The Board may, at its sole discretion, take any action necessary to enforce the timely filing of reports and the timely payment of Premiums hereunder. However, the Board may only sue such Member with 2/3 approval by the Board. In the event that the Board sues a Member, the non-prevailing party agrees to pay all expenses of suit, including court costs and reasonable attorney's fees.

4. The parties recognize and acknowledge that the regular and prompt payment of Member Premiums to the Cooperative is essential to the effective maintenance of this Cooperative. Therefore, to the extent that the Cooperative is required to take any action against any Member to enforce the terms of the Agreement, including, without limitation, the timely payment of Member Premiums, the Member shall be responsible for all of the cost and expense incurred by the Cooperative, including counsel fees, whether or not formal litigation is required. All such costs

and expenses shall become due from the Member upon the date it is incurred and interest on that amount shall accrue at the rate of eighteen (18%) per cent per annum as of that date

5. If a Member fails to pay Premiums and/or fees as prescribed by the Board, interest on such Premiums which are late shall accrue on and after the first day of delinquency at the rate of eighteen (18%) percent per annum until such Premiums are paid. No coverage will be provided for a period when no Premiums have been received for a particular Member.

6. All Members paying Premiums to the Cooperative shall make such reports to the Cooperative with respect to the amount and calculation of any and all Premiums, or with respect to any other matter pertinent to the establishment, maintenance, and administration of the Cooperative, as the Board may deem necessary and desirable. The Board may, at reasonable times and during normal business hours, conduct an audit or examination by a Certified Public Accountant or other designated representative of the Cooperative of the payroll records, books and records, information, data, reports, or documents of any Members which may be pertinent in connection with said Premiums and reports and insofar as same may be necessary to comply with this Agreement. Such audit or examination may be made whether or not the Member has had any previous record of delinquency in filing any reports and/or in failing to pay Premiums to the Cooperative as provided herein. In connection with such audits or examination and upon request thereof, the Member shall make available to said Certified Public Accountant or other designated representative all relevant documents, records and reports that have some relevancy to programs offered by the Cooperative. Further, in the event such examination or audit discloses unpaid Premiums in excess of ten (10%) percent of those Premiums previously reported during the period of time being audited, the Member shall be liable for and shall pay to the Cooperative the reasonable cost of such examination or audit.

7. Notwithstanding the foregoing, the Board may waive, in whole or part, interest, accounting and/or legal fees for any default of any Member upon good cause shown thereof as determined in the discretion of the Board.

ARTICLE VIII – DIRECTORS’ STANDARD OF CARE AND LIABILITY

1. The Members of the Board of Directors are hereby empowered to do acts, whether or not expressly authorized herein, which the Board of Directors may deem necessary to accomplish the general objectives of maintaining the Cooperative solely in the interests of the Members and beneficiaries for the exclusive purpose of (a) providing benefits to Members and beneficiaries, and (b) defraying reasonable expenses of administering the Cooperative. Such actions shall be taken with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims. Such actions shall include the diversification of the investments of the Cooperative so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so, and all such actions shall be in accordance with the documents and instruments governing the Cooperative insofar as such documents and instruments are consistent with applicable law.

If an investment manager or managers have been appointed in accordance with the terms of this Agreement, no Director shall be liable for the acts or omissions of such investment manager or

managers or, shall any Director be under an obligation to invest or otherwise manage any asset of the Cooperative which is subject to the management of such investment manager.

2. The Board of Directors shall be entitled to act upon any instrument, certificate, or paper reasonably believed by them to be genuine and to be signed or presented by the proper person or persons and shall be under no duty to make any investigation or inquiry as to any statement contained in any such writing, but may accept the same as conclusive evidence of the Cooperative and accuracy of the statement therein contained.

3. As permitted by law, Directors shall not be liable for any act pursuant to this Agreement in good faith taken or omitted, or for the act or omission of any agent, employee, or attorney selected with reasonable care, or for any act or omission of any other Director, but a Director shall be liable only for his/her failure to act according, to the standards set forth in paragraph 1 of this Article or his own gross negligence or willful misconduct.

ARTICLE IX – AMENDMENT AND TERMINATION OF AGREEMENT

1. Any decision to modify, amend or terminate this Agreement shall require the approval of two-thirds (2/3) of all voting Members. Following approval of any amendments, all interested parties shall be bound thereby; provided, however, said amendments shall not disqualify the Cooperative under State or Federal Law.

2. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto, and those Members who agree to be bound thereby, their successors and assigns, and shall continue in full force and effect in all of its terms and provisions until termination by an instrument in writing. If the Cooperative is terminated by the Members, all payments (including any refunds) due to the Cooperative shall be collected; all costs, expenses and outstanding obligations of the Cooperative shall be paid and satisfied or otherwise provided for; and any funds of the Cooperative remaining thereafter shall be allocated and repaid to the Members, all in accordance with generally accepted accounting principles. In the event there are funds remaining after termination, such funds shall be distributed as follows:

- (a) First, payments made by Members on account of anticipated, current costs and expenses, which because of termination did not become due and payable, shall be distributed to each Member in the same proportion as each such Member's payments bear to the total of all such payments by all such Members.
- (b) Second, accumulated reserve funds, if any, shall be distributed to those Members contributing to reserves in the same proportion, after consideration of the interest earned or other return on investment obtained on each such Member's contributions to reserves during the period of investment, as such Member's contributions to reserves bears to the total of all such contributions by all such Members to such reserve funds.

ARTICLE X – GENERAL PROVISIONS

1. Should any provision in this Agreement or any Plan, rule, or regulation adopted hereunder be deemed invalid or determined to be invalid by any authoritative body, providing that if such invalidity shall make impractical the further operation of the Cooperative under this Agreement, the Agreement shall be forthwith amended as to provide for its effective continuance according, to its general purposes.

2. When used herein, words in the masculine shall be read as in the feminine, or neuter and words in the singular shall be read as in the plural, in all cases where such construction would so apply. This Agreement is executed and accepted by the Members and the parties hereto in the Commonwealth of Pennsylvania and questions pertaining to its validity, the Commonwealth of Pennsylvania and the United States.

3. Any notice required to be given under the terms of this Agreement or rules and regulations adopted by the Board of Directors shall be deemed to have only been duly served if delivered personally to the person to be notified in writing, or if mailed, by placing same in a sealed envelope with sufficient postage prepaid thereon, addressed to such person at his last known address as shown in the records of the Cooperative and deposited in a depository of the United States mail, or if sent by wire, to such person at such last known address. In the event that notice is given by mail or wire, it shall be deemed to have been served seventy-two (72) hours after depositing same in a depository of the United States mail or sending by wire.

4. If the last day of any time period falls on a Saturday, Sunday, or legal holiday, said time period shall be extended to the next day that is not a Saturday, Sunday, or legal holiday.

ARTICLE XI – EXECUTION OF AGREEMENT

Upon its execution by the undersigned Members, after authorization granted pursuant to appropriately adopted Ordinances, or resolutions, as applicable, this Agreement and any amendments thereto shall be binding upon and inure to the benefit of all Members and all Eligible Employees employed by Members who are participating in the Cooperative.

In Witness whereof, the signatures set forth below by the duly authorized officers of the _____ of _____ County, Pennsylvania, indicate the _____'s acceptance of the terms and conditions set forth in the Pennsylvania Municipal Health Insurance Cooperative Agreement and its intention to become a party to the PMHIC.

Duly approved and executed on the _____ day of _____, 20____,
the undersigned:

Member Name: _____

By: _____

(Seal) **Title:** _____
Attest: _____
Title: _____

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 12 – 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, additional fees have been added to the Schedule of Fees, Attachment A, to cover the cost of professional services rendered by the Borough Solicitor for Municipal Sewer Leins and filing fees.

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 17th day of March 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 March 17, 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 **\$8.00 per every \$1,000**
(Based on Construction Cost)

*** 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

Sewer Leins (for filing of sewer liens by Borough Solicitor) \$ 317.50

Zoning Fees

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

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 charged 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 (<i>Administrative &/or Enforcement Actions</i>)	\$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. (<i>Same as Commercial</i>)	\$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
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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.*

**HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 13 – 2026**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF
HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, APPOINTING MICHELLE A.
PHILLIPS A VOTING DELEGATE ON BEHALF OF THE BOROUGH OF
HIGHSPIRE TO THE ANNUAL PSAB CONFERENCE**

WHEREAS, Highspire Borough is a member in good standing of the Pennsylvania State Association of Boroughs; and,

WHEREAS, the Pennsylvania State Association of Boroughs is holding its 114th Annual Conference and Exhibition at the Hershey Lodge and Convention Center May 31st through June 3rd, 2026; and

WHEREAS, Michelle A. Phillips, Highspire Borough Council Member, is scheduled to attend the conference as a representative of the Borough of Highspire,

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, Michelle A. Phillips is by this resolution appointed as the Voting Delegate for the Borough of Highspire at the PSAB annual conference May 31-June 3, 2026.

RESOLVED this 17th day of March, 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



Contract

Ian's Electrical Contracting, LLC

281 E. Main Street
Middletown, PA 17057
Phone: (717) 350-5555

Borough Of Highspire
640 Eshelman Street
Highspire, PA 17034

March 16th, 2026

Page 1

Contract for Flag lights:

Location and details for the proposed project:

Customer Name: Borough Of Highspire

Customer Address: 640 Eshelman Street
Highspire, PA 17034

1)Power/Lighting

- 1.1) IEC will demo (2) high pressure sodium light fixtures for flag pole.
- 1.2) IEC will install (2) 30,900 lumen Max - 200 Watt Max - wattage and color selectable LED flood light. Watts 150-180-200 - Kelvin 3000-4000-5000 - Trunnion Mount - 120-277 Volt.
- 1.3) IEC will install 120v GFCI outlet above main doors. Outlet to be fed off of existing main entrance door lighting circuit and controlled via existing light switch.

Ian's Electrical Contracting, LLC

281 E. Main Street
Middletown, PA 17057
Phone: (717) 350-5555

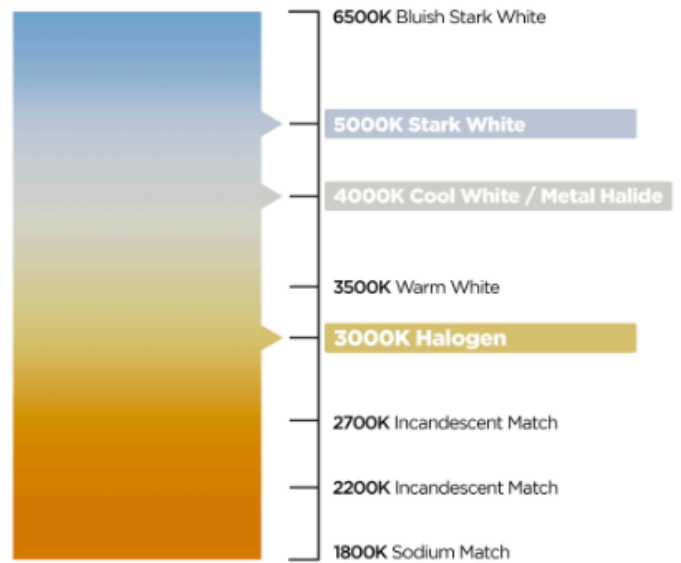
Borough Of Highspire
640 Eshelman Street
Highspire, PA 17034

March 16th, 2026

Page 2



Color Temperature in K (Kelvin)





Contract

Ian's Electrical Contracting, LLC

281 E. Main Street
Middletown, PA 17057
Phone: (717) 350-5555

Borough Of Highspire
640 Eshelman Street
Highspire, PA 17034

March 16th, 2026

Page 3

Notes: Manufacture offers five year warranty on materials only other limitations may apply.

Contract Price to conduct the above:

\$787.00

Payment Schedule:

Net 30



Contract

Ian's Electrical Contracting, LLC

281 E. Main Street
Middletown, PA 17057
Phone: (717) 350-5555

Borough Of Highspire
640 Eshelman Street
Highspire, PA 17034

March 16th, 2026

Page 4

LIGHTING

I/we, the approved representative(s) hereunder, hereby accept the above contract to furnish all labor and materials (as listed) necessary for service, renovations, repair as described above on the location described hereinafter.

Borough Of Highspire hereunder agrees to pay for said work, the total sum of \$787.00, and payable as per the payment schedule listed above. Please make all payments payable to Ian's Electrical Contracting, LLC, and mail to the above address.

If prior to the time Ian's Electrical Contracting starts performance of this contract, buyer(s) fail(s) or refuse(s) to accept delivery of goods or performance of the services covered hereby, buyer(s) agree(s) to pay Ian's Electrical Contracting, as liquidated damages an amount equal to ten percent (10%) of the total price stated herein above. If Ian's Electrical Contracting refers to this contract to an attorney (not a salaried employee) for collection, buyer(s) agree(s) to pay an attorney's fee, a sum equal to thirty percent (30%) of the amount due under this contract, plus Court costs actually incurred. Fulfillment of this order is contingent, however, upon strikes, fires, ability to obtain materials, or other conditions beyond the control of the Company. This contract constitutes the entire understanding of the parties, and no other agreements shall be binding unless in writing, and signed by both parties.

ACCEPTANCE OF CONTRACT

The above prices, specifications, and conditions are satisfactory, and are hereby accepted. Ian's Electrical Contracting, LLC is authorized to carry out the work as specified. Payments will be made as outlined above.



Contract

Ian's Electrical Contracting, LLC

281 E. Main Street
Middletown, PA 17057
Phone: (717) 350-5555

Borough Of Highspire
640 Eshelman Street
Highspire, PA 17034

March 16th, 2026

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Borough Of Highspire Signature _____ Date _____

Ian's Electrical Contracting Authorized Signature _____ Date _____