Highspire Borough Council Workshop Minutes
January 13, 2026

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

Roll call was taken:

Council Members Present:	A. K. Sutch	Robert Sutch
	Mark Accorsi	Tyler Thatcher
	Carolee Roman	Michelle Phillips
	Dorothy Matesevac	
Mayor:	Von Hess	
Borough Manager:	Mark Stonbraker	

Residents in attendance: None

Council Members reviewed the draft Borough Council Meeting Agenda for the January 20, 2026 meeting.

President A. K. Sutch asked Member Phillips if she would say the prayer at the January 20, 2026 Regular meeting. Member Phillips agreed.

President A. K. Sutch asked Mayor Hess if he had anything to discuss. Mayor Hess mentioned that he will be attending the Highspire Borough Authority meeting on Thursday, January 15, 2026 at 7:00 p.m. He reported that he has two Oaths of Office to do, and then at that point, barring any new appointments, he will be caught up.

President A. K. Sutch asked Public Safety Officer Stonbraker if he had anything to discuss. Manager Stonbraker discussed the following items on the Agenda: Office Andrew D. Johnson's resignation, the approval of the revised Civil Service Commission Police Entry Level Eligibility List and the offer of employment to Carly R. Holtzman to fill the open position of Police Officer, all are on the January 20, 2026 Agenda for approval.

President A. K. Sutch asked if there was anything to discuss regarding the Fire Department. Member R. Sutch had nothing to report.

Citizens Comments
None

President A. K. Sutch asked if any Committees had anything to report.

Public Facilities: Member Matesevac asked about the status on 610 and 612 Second Street and whether or not any work was being done on these properties. She also discussed utility work and roads being dug up. Member Phillips asked about the property at 697 Eshelman Street regarding the numerous solar panels placed around the house and in the yard and whether or not there was any ordinance in place with any rules.
Sanitation Committee: Vice President Accorsi had nothing to report.
Highspire Happenings: Member Thatcher was absent.
Finance Committee: Member Thatcher was absent.
Personnel Committee: Member Roman mentioned that a road crew person would need to be hired eventually. Manager Stonbraker stated that the job was posted for a certain amount of time and at this time there are only three (3) applications that have been submitted.
Community Development: Nothing to report.
Public Safety: Member R. Sutch reported that the Safety meeting was held on Thursday, January 8, 2026 at 9:30 a.m.

Maintenance & Repair: Member Matesevac stated that she will work with Manager Stonbraker regarding building maintenance once the weather breaks.

Staff Activity Reports

President A. K. Sutch asked if anyone had anything to report for the Staff Activity Report.

Manager Stonbraker reported that the USDA Rural Development Grants are available again and this may be something to look into for the lintels. He also noted that the inside paint and carpet need to be addressed. Manager Stonbraker informed members that the Borough was awarded $65,000.00 from the DCNR grant for the tennis courts. He noted that the first phase involves a meeting with Lori Yeichs from the Department of Conservation and Natural Resources, and the second phase involves a meeting at Memorial Park to discuss the basketball courts. He stated that bids will be required for the basketball courts which will be done in conjunction with RETTEW Associates, who will handle most of the administration. He continued that the goal is to complete these projects within the year, along with the Lumber Street Project, which is set to begin in the spring. Manager Stonbraker also reported that the Borough received $550,000.00 for roadways in the old section of town, in addition to funds for Market Street and Chestnut Street.

Member Phillips requested a copy of the committee duties for next week. She was told that the Highspire Authority meets on the third Thursday of the month at 7:00 p.m. and to contact Public Works Director Randy Kreider to tour the sanitation plant.

New Business

President A. K. Sutch reviewed the items under New Business and asked if there were any questions on any of the items. Manager Stonbraker gave an overview of each item.

Manager Stonbraker announced that Carly Holtman accepted the conditional offer, based on Council's approval, she will be the first full-time female police officer.

President A. K. Sutch concluded the meeting by thanking everybody for giving her the opportunity to serve her last two (2) years on Borough Council as Council President. She also made a comment to members regarding the roles of members and stated that if anyone sees a property that is in violation of the codes, to call the Code Enforcement Officer or the Police Department regarding a police matter. She asked that members do not confront property owners directly since there are employees who can take care of these issues.

With no action taken, President A. K. Sutch adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Deanna J. Proctor

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Assistant Borough Manager