Highspire Borough Council Minutes
January 20, 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 Phillips then followed by the Pledge of Allegiance.

Roll call was taken:

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

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Solicitor:	Michael Cassidy, absent
Borough Engineer:	Robert Lauriello and Frank Chlebnikow

Solicitor Michael Cassidy was absent.

Also in attendance were residents William Hoyer and Jenna Condran.

Minutes
President A. K. Sutch presented the meeting minutes from the December 9, 2025 Workshop and the December 16, 2025 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 Roman. 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 December 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Matesevac and seconded by Vice President Accorsi. Motion approved unanimously.

Mayor's Report
Mayor Hess reported the following meetings and upcoming events: 01/15 Attended a community networking meeting, along with Representative Dave Madsen, at the Harrisburg Christian Performing Arts Center to discuss taking some of what they do and moving it out into the community with family friendly events and 01/15 attended the Highspire Authority meeting where he performed two (2) Oath's of Office. Mayor Hess reported that due to the potential snow storm expected, he declared and signed a State of Emergency. He also discussed the Easter Egg Hunt and Breakfast with the Easter Bunny and noted that this will be held the Saturday before Easter weekend and the Arbor Day celebration will be held the Saturday after Arbor Day. He asked if anyone has potential names for who to plant the tree for and where, to let him know. Member Phillips mentioned Wayne Shank.

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 December 2025 and asked if there were any questions regarding the reports. Hearing none, she noted that the reports could be filed.

Fire Department Reports
Jenna Condran stated that the Department is working on fundraisers for the new year and they are still looking into the fishing tournament. She noted that Engine-1 will be going out in February to get upgrades, using funds from the Local Share Grant, and will be out for two to three months. Mrs. Condran informed members that there will be staffing in house over the weekend and through the beginning of the week in case of snow. She reported that a substantial year-end report was given and any questions can be directed to Robert Condran, Mark Stonbraker or Robert Sutch. She continued that the Fire Chief, Robert Condran, heard that someone is working on cutting back on their boxes so they

would not be going to as many fire alarms. Member Phillips stated that she really liked the year-end report that was provided to the board.

President A. K. Sutch presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of December 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac seconded by Member R. Sutch. 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 November 2025 and asked if there were any questions regarding it. Hearing none, she noted that it could be filed.

Citizen's Comments

None

Correspondence

December 17, 2025 – DCEDC – Dauphin County Local Share Agreement.

December 19, 2025 – PMHIC Agreement Amendments.

December 19, 2025 – Notification from the Commonwealth Financing Board that our LSA Statewide Program application was approved for $550,000.00.

December 20, 2025 – Notification from Officer Andrew Johnson of his resignation from the Highspire Police Department.

December 23, 2025 – Osage Piping & Fabricating, Inc. – Check in the amount of $5,000.00.

December 29, 2025 – County of Dauphin – November 2025 Transfer Tax check in the amount of $4,502.12.

December 29, 2025 – Letter to Members 1st Federal Credit Union informing them that Colleen Shank is the new Tax Collector for the Borough of Highspire.

December 30, 2025 – Email from Stephen B. Libhart, District Court Administrator, 12th Judicial District – AO-17-2025 which extends the effective period of AO-10-2025 through December 31, 2026.

January 2, 2026 – Notification from Buspatrol America, LLC – Payment in the amount of $462.00.

January 2, 2026 – 2024-2025 Local Share Grant payment documentation emailed to the Dauphin County Community & Economic Development Corp.

January 5, 2026 – County of Dauphin, District Court 12-2-01 – Restitution check in the amount of $25.00.

January 6, 2026 – Letter from VFIS concerning the Fire Departments claim (damaged bunker gear due to a chemical fire).

January 7, 2026 – Notification from Mercury Opinion, a DBA for Working for America, and affiliate of AFL-CIO that they will be going door-to-door to conduct a survey.

January 9, 2026 – Dauphin County Fines & Costs – Check in the amount of $27.35.

January 9, 2026 – Buspatrol America, LLC – December 2025 activity report.

January 12, 2026 – Notification from DCNR that Highspire Borough has been awarded $65,000.00 from the Community Conservation Partnership Program for Memorial Park–Development.

January 13, 2026 – Dauphin County Annual NBIS Bridge Inspection Notification 2026.

January 14, 2026 – 4th Quarter 2025 Statement of Budget, Income and Equity emailed to the USDA-RD.

January 14, 2026 – Dauphin County Office of Tax Assessment – Two (2) Notices of Change in Assessment for 399 Eshelman Street and 46 Vine Street.

January 15, 2026 -l 2026 NARM submitted to DCDPS.

January 20, 2026 – County of Dauphin, District Court 12-2-01 – Fines & Costs check in the amount of $750.21.

Committee Reports

Public Facilities / Maintenance & Repair– Member Matesevac reported that there are a number of maintenance issues that need to be addressed this year regarding the municipal building. She continued that some areas of the building need

patching and painting, some carpet squares are dirty or stained and need to be replaced, the lintels on the windows need to be replaced due to leakage. She added that the lights that light the flag outside, in front of the building, sometimes don't go on. Member Matesevac then discussed a property across from Knights Funeral Home on Second Street, close to the Turnpike Bridge, that the steps need to be repaired. There was also discussion regarding 312 Market Street and replacing the HVAC system. Member Thatcher suggested that Council consider getting an estimate for a new system now to avoid future heating and cooling issues and that it should be upgraded within the next one (1) to two (2) years.
Sanitation Committee – Member Phillips noted that she attended the Highspire Authority meeting on January 15, 2026 and asked for clarification on her duties on the committee.
Finance Administration – Member Thatcher had nothing to report.
Personnel Committee – Member Roman reported that the committee is working on scheduling interviews.
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, stated that last week he spoke with Lori Yeich from the Department of Conservation and Natural Resources (DCNR) and her recommendation is that the next project the borough does, is the playground. He continued that she suggested coming up with three separate proposals with public input via a QR code on signs. He added that this will be Phase II. Manager Stonbraker reported that he along with Public Works Director Kreider and RETTEW Associates will be meeting with Zack Border with Lower Swatara Township, to discuss flow meter locations on Thursday, January 22, 2026. He stated that Lower Swatara Township has the new agreement on their agenda for their January 21, 2026 meeting and that exhibits were provided to Mr. Border detailing capacity of the plant, points of connection between the Township and Borough, metered/unmetered, and GIS mapping.

Deanna Proctor, Code Enforcement, reported that she, along with Public Works Director Kreider, posted eight (80) Notices of Violation for snow removal. She also informed members that she is continuing to work with IWORQs training on the new code enforcement software and has two trainings remaining. Ms. Proctor reported that she is looking into options regarding the property with solar panels all over the property, not sure if this is a property maintenance issue or Building Code violation.

Randy Kreider, Public Works Director, updated members on the Biosolids Project stating that the upgrade is nearing substantial completion and is aiming for full operation on February 9th & 10th, 2026. He also reported that the roads will be pretreated on Friday, January 23, 2026 for the snow storm expected.

Deanna Proctor, Highspire Authority, reported that she attended the Highspire Borough Authority meeting on January 15, 2026 at 7:00 p.m. She also reported that Manager Stonbraker drafted and RFP for a new solicitor for the Authority, which is being reviewed by Authority members and Public Works Director Kreider.

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

President A. K. Sutch presented the Staff Activity Reports for the month of December 2025 and asked for a motion to accept them. Motion moved by Member Phillips seconded by Member R. Sutch. Motion approved unanimously.

Solicitor's Report
Michael Cassidy, Solicitor, was absent. Manager Stonbraker noted that Solicitor Cassidy will be attending the next Workshop meeting to introduce Rachel James, who will be coming to the meetings regularly in his place. He continued that Solicitor Cassidy will still be involved, handling most of the heavy lifting, and Ms. James will handle the duties as Solicitor for the Borough.

Engineer's Report
Robert Lauriello, Borough Engineer introduced Frank Chlebnikow and stated that he would be taking over as the representative from RETTEW. Mr. Lauriello noted that the Borough received $550,000.00 in grant funds from the LSA Statewide grant for road work, to be used with $123,000.00 from the CDBG grant for road work. He added that the Borough originally applied for a million dollars and resubmitted the same application for 2026 and will likely modify the scope. He also reported that the Lumber Street Project is ready to be advertised, pending easement signatures from property owners.

Mr. Lauriello discussed the Iron Avenue easements. He suggested informing Kent Patterson, former Authority Solicitor, to stop working on the easement letters to avoid confusion. He noted that the project is still planned for this year, aiming for a summer completion.

Old Business
None

New Business
Motion moved by Member Matesevac, seconded by Member R. Sutch 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 l - Fire Company 411.500). Amount to be paid to the Company l- $3,500.00. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the resignation of Officer Andrew D. Johnson from his position as full-time Police Officer with the Highspire Police Department effective January 2, 2026. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher 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. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the conditional offer of employment for Carly R. Holtzman to fill the open position of Police Officer created upon resignation of Andrew Johnson. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve payments to Anderson Mechanical HVAC, LLC (Invoice No. 1251220172) in the amount of $6,034.00 for repairs to the Highspire Borough Municipal Building HVAC system and (Invoice No. 1260117228) in the amount of $949.81 for routine inspection and maintenance to the Municipal Building HVAC system and water heater. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #1-2026 appointing Deanna Proctor as a voting delegate and Mark Stonbraker as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch 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. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Vice President Accorsi to approve Highspire Borough Council Resolution #3-2026 setting employee contributions to the Police Pension Plan for the 2026 plan year. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #4-2026 setting employee contributions to the Non-Uniformed Employee Pension Plan for the 2026 plan year. Motion approved unanimously.

Motion moved by Member Roman, seconded by Vice President Accorsi to approve 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. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Roman to approve Highspire Borough Council Resolution #6-2026, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #7-2026 appointing Johnathan J. Reichard to complete the remaining six-year term of office on the Highspire Civil Service Commission vacated by the late Mary Jane Snyder. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #8-2026 appointing Cory D. Hackman to the position of Vacancy Chair. Motion approved unanimously.

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

President Anderson 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 8:06 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager