Highspire Borough Council Minutes
January 21, 2025

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m.

The prayer was offered by Vice President Accorsi then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	Carolee Roman
	Mark Accorsi	Tyler Thatcher
	A. Kay Sutch	Robert Sutch
	Dorothy Matesevac	

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

Michael Cassidy, Solicitor, was absent.

Citizens: Steven Mull and family, Becky Bacher, Cory Hackman and Bill Hoyer.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #8 of 2025 recognizing Steven P. Mull for his heroic actions in extricating and saving an injured dog from the icy waters of the Pennsylvania Canal in the Borough of Highspire. Motion approved unanimously.

Mayor Hess presented Steven P. Mull a Certificate of Recognition for his heroic actions on January 8, 2025.

Minutes
President Anderson presented the meeting minutes from the December 10, 2024 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 Anderson presented the Treasurer's Report and Financial Statements for the month of December 2024 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice President Accorsi and seconded by Member R. Sutch. Motion approved unanimously.

Mayor's Report
Mayor Hess reported the following: 12/19 attended the Highspire Borough Authority meeting; 01/16 participated in a meeting with Senator Patty Kim to discuss any issues with the Borough and how the Senator could help; and 01/21 attended the Highspire Borough Authority meeting. Mayor Hess reported that he administered Oaths of Office to five (5) appointed officials who started new terms this year. He also mentioned that currently there is one (1) opening on the Planning Commission and the Highspire Borough Authority.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, had nothing to report.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of December 2024 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports
Member A. K. Sutch asked about the calls the Fire Department has been receiving regarding the odor of gas. Bill Hoyer, with the department, explained that it is due to the cold weather and the conditions of the heating units. Discussion followed.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of December 2024 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 Anderson presented the South-Central Emergency Medical Services Report for the month of November 2024 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

Bill Hoyer, 341 Market Street, Highspire, stated the Borough employees did an excellent job cleaning the snow from the roads.

Correspondence

December 10, 2024 - Reimbursement check from Lower Paxton Township PD / PTS Grant Allotments – OIOT Wave 3 Enforcement Detail in the amount of $332.84.

December 11, 2024 - Capital Region COG Engagement letter to perform Verizon Cable Franchise Fee Services signed and emailed to Cohen Law Group.

December 11, 2024 - Agreement for the collection of Delinquent Real Estate Taxes and municipal claims, Resolution #35-2024 directing Dauphin County Tax Claim Bureau not to collect delinquent Real Estate Taxes on behalf of the Borough of Highspire emailed to Portnoff Law Associates LTD.

December 12, 2024 - PA Municipal Health Insurance Cooperative (PMHIC) second surplus claim check for the 2023 plan year in the amount of $33,422.72.

December 16, 2024 - Letter to Dauphin County TCB advising them that Portnoff Law Associates LTD has been engaged to collect delinquent Real Estate Taxes from 2024 onward.

December 16, 2024 - CapCOG SAFER Grant payment to Citizens Fire Company #1 in the amount of $2,500.00.

December 18, 2024 - Liquid Fuels Tax Fund of the Borough of Highspire 2023 Audit.

December 18, 2024 - Pennsylvania Department of Labor & Industry – Approval of Application for Certification Renewal – Workplace Safety Committee.

December 20, 2024 - Letter of resignation from Robert Sutch resigning from his position as Highspire Borough Authority Chair.

December 23, 2024 - County of Dauphin – November 2024 Transfer Tax check in the amount of $5,448.80.

December 30, 2024 - County of Dauphin – November 2024 Delinquent Tax check in the amount of $2,328.46.

January 6, 2025 - End of year servicing documents sent to USDA-RD.

January 6, 2025 - Updated 2025 NARM and Checklist emailed to DCDPS.

January 8, 2025 - Dauphin County Fines & Costs check in the amount of $181.58.

January 9, 2025 - Emails to both Senator John DiSanto and Representative David Madsen request letters of support for the Citizens Fire Department Local Share Gaming Grant application.

January 13, 2025 - County of Dauphin December 2024 Delinquent Tax check in the amount of $4,918.39.

January 15, 2025 - PSAB 2025 Membership plaque.

Committee Reports

Public Facilities – Member Matesevac thanked Public Works Director, Randy Kreider, and the road crew for removing the banners and wreaths from the poles and noted that the winter banners will be going up soon. She also thanked them for the excellent job they did plowing the snow.
Sanitation Committee – Vice President Accorsi had nothing to report.
Highspire Happenings – Member Thatcher had nothing to report.
Finance Administration – Member Thatcher had nothing to report.
Personnel Committee – Member Roman thanked the road crew for plowing.
Community Development – Member A. Kay Sutch had nothing to report.
Public Safety Committee – Member R. Sutch had nothing to report.

Maintenance & Repair – Member Matesevac referenced the Public Facilities/Maintenance & Repair Report in members packets and noted that they could review the upcoming projects for 2025. Discussion followed regarding the Lumber Street roadway repairs and the ConAgra Mill regarding the removal of the old transformers. Member Matesevac discussed the email received from Solicitor Michael Cassidy, after his review of the Solid Waste Collection Agreement; which was prompted after Republics failed to pick up trash and if it was justified after receiving less than an inch of snow. Discussion followed.

Staff Activity Reports

Mark Stonbraker, Borough Manager, announced that the Borough has subscribed to Savvy Citizen, a notification system which allows municipalities to easily communicate with their residents via text message or emails. He noted that the Borough's website has a link with the QR code and that the link will also be in the next newsletter.

Deanna Proctor, Code Enforcement, informed members that she attended the Zoning Hearing Board meeting Thursday, January 9, 2025 at 7:00 p.m. She continued that that the Board approved the Bed & Breakfast at 510 Rosedale Avenue, Highspire. She also reported that she will be posting properties on Wednesday to residents that have not shoveled snow from their sidewalks. Ms. Proctor noted that she completed and submitted her year-end reports.

Randy Kreider, Public Works Director, reported that he has not been able to clean up the rubbish from 312 Market Street, Highspire due to the weather and stated that as soon as he is able, the rubbish from the property will be cleared.

Mark Stonbraker, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month December 2024 and asked for a motion to accept them. Motion moved by Member Thatcher, seconded by Vice President Accorsi. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, was absent.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that he, along with Manager Stonbraker, attended the Dauphin County Local Share Public Hearing on January 8, 2025 and presented for the Lumber Street Debt Service Grant and presented with Robert and Jenna Condran on the Fire Engine Refurbishing Grant. He stated that he should hear something in March 2025 on the two grants.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the January 2025 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2025 General Fund Budget (411.500). Amount to be paid to the Company $3,500.00. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve Highspire Borough Ordinance No. 658 of 2024 approving appointment of Solicitor, Interest Assessment and Attorney fees and Collection fees added to the amount collected as part of unpaid Real Estate taxes and Municipal Claims for delinquent accounts. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve Highspire Borough Council Resolution #1 of 2025 reappointing Mark Stonbraker as a voting delegate and reappointing Deanna Proctor as an alternative delegate to represent the Borough of Highspire on the Dauphin County Tax Collection Committee. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #2 of 2025 reappointing Mark Stonbraker as an officer and Deanna Proctor 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 of 2025 setting employee contributions to the Police Pension Plan for the 2025 plan year. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve Highspire Borough Council Resolution #4 of 2025 setting employee contributions to the Non-uniformed Employee Pension Plan for the 2025 plan year. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member Thatcher to approve Highspire Borough Council Resolution #5 of 2025, approving the disposition of records in accordance with the Municipal Records Manual, for records prior to year 2018, which include Sewer Administration documents, General Financial and Purchasing records. Administration files, Correspondence, Payroll records and documents, Police Department records, all records prior to 2018 and Tax Collection and Assessment records, all records prior 2017. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve Highspire Borough Resolution #6 of 2025, revising and updating the Schedule of Fees for the Borough and Office of Code Enforcement. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the resignation from Rober J. Sutch from his position as Chairperson for the Highspire Borough Authority effective December 31, 2024. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve the resignation of Officer Casey K. McMillan from his position as full-time police officer with the Highspire Police Department effective January 8, 2025. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Thatcher to approve Payment #2 of 3 in the amount of $200,000.00 from the Sewer Admin. Capital Reserve PLGIT account to the Lower Swatara Township Authority as per the May 21, 2024 Settlement Agreement. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #7 of 2025, adopting the Dauphin County Emergency Operations Plan. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve Highspire Council Resolution #8 of 2025, appointing Nathan C. Zeigler as Deputy Chief of the Fire Department. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approved Highspire Borough Council Resolution #10 of 2025, reappointing Sammuel A. Rittner, III as Assistant Chief of the Fire Department. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi 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 Anderson asked for a motion to adjourn the meeting. Motion moved by Vice President Accorsi, seconded by Member Matesevac to adjourn the meeting at 7:43 p.m.

Respectfully submitted,

Deanna J Proctor

Deanna Proctor
Assistant Borough Manager