HIGHSPIRE BOROUGH AUTHORITY

Minutes January 15, 2026

1. **Call to Order**. *Ms. Deanna Proctor, Chair, called the meeting to order at 7:00 p,m. in Borough Council Chambers.*
2. **Pledge of Allegiance**.
3. **Roll Call**. *All members were present: The Mses. Deanna Proctor and Kimberly Bradeen, the Messrs, Nicholas Matesevac, Charles Boughter, and Cory Hackman. Also attending: Mr. Kent Patterson, Solicitor; Mr. Robert Lauriello and Mr. Steven Siegfried, Engineers; Mr. Randy Kreider, Public Works Director; Mr. Von Hess, Mayor; and Ms. Michele Phillips, Councilwoman.*
4. **Citizen's Comments**. *Mayor Von Hess swore in Kimberly Bradeen as both HBA and Zoning Board member.*
5. **Reorganization for 2026.** *Mr. Matesevac nominated the following slate of officers for 2026. The roll-call vote was unanimous and the duly elected officers for 2026 are as follows:*
   - ***Chairman – Ms. Deanna Proctor***
   - ***Vice Chairman – Mr. Charles Boughter***
   - ***Secretary – Mr. Cory Hackman***
   - ***Treasurer – Ms. Kimberly Bradeen***
   - ***Assistant Secretary/Treasurer – Mr. Nicholas Matesevac***
6. **Approval of Minutes**. *The Bradeen/Hackman motion to approve the minutes of the December meeting, carried.*
7. **Correspondence**. *Ethics Forms were made available and are due back by April 1 to the Borough Office. The Authority Magazine was made available.*
8. **Statement of Accounts**. *Ending Balances December 31, 2025: (All outstanding Nov. Reqs. have cleared):*

M&T Bank Reserve Account:	$ 46,859.77	(includes: $95,000.00 MS4 Reserve Funds)
M&T Bank 2009 Construction Fund:	$ 1,266,822.00	
PLGIT 2011 Construction Account (#5302-02):	$ 60,141.70	
PENNVEST Account (9891602089)	$ 0.00	Account Closed
PENNVEST Account	$ 16,990.34	

SANITARY SEWER SYSTEM

9. **Unfinished Business**.
   - **Biosolids Project & Funding and Engineer's report**. *Construction proceeding. Screw press start up is scheduled for Feb. 4.*
     - **PENNVEST Reimbursement Request**.*The Boughter/Matesevac motion to authorize Rettew to request a reimbursement of $45,577.96 carried.*
     - **Statewide LSA Reimbursement Request**. *The Boughter/Matesevac motion to authorize Rettew to submit reimbursement request #13 for $8,307.09 carried.*
     - **LSTMA Cost Share Requests**. *None this month.*
     - **Change Order requests**. *None this month.*
   - **M&T fraud investigation**. *Old account was closed and a new account was opened. No fraud insurance was purchased. Mr. Gross will be working with Heather Brookmeyer at PENNVEST to switch over to using the new account.*
10. **New Business**.
    - **LSA Grant Reporting due 2/27/26**. *Rettew will take care of this by the deadline.*
    - **Biosolids Disposal.** *Waste Management was contracted for solids disposal for three years.*
    - **Chapter 94 report.** *Rettew is working on it and requires information from LSTMA. Report is due in March.*

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

11. **MS4 Unfinished Business**.
    - **MS4 Bank Accounts**. *Nothing to report. We'll continue issuing requisitions as we currently do.*
    - **MS4 reimbursement**. *Nothing to report.*
    - **Iron Ave. Swale**. *Easement letters will be distributed in February.*
12. **MS4 New Business**.
13. **Requisitions for Payment**. *The Boughter/Matesevac motion to approve Reqs. 2704-2709 for payment carried.*

.

Req. #	Payee	Description	Amount	Invoice #	Project #	MS4?	Paid From:
2704	Rettew Associates, Inc	Biosolids Construction Management	$ 8,307.09	28287	039742029	NO	Construction Fund
2705	Rettew Associates, Inc	PENNVEST Funding Admin	$ 636.50	28288	039742030	NO	Construction Fund
2706	Rettew Associates, Inc.	LSA Statewide funding admin	$ 1,120.00	28289	039742030	NO	Construction Fund
2707	Rettew Associates, Inc.	RFP for Biosolids Disposal	$ 359.25	28284	0393505363	NO	Construction Fund.
2708	LB Industries LLC	HBA 2023-01 Payment Application #18	$ 39,307.96	App. for Payment #18	039742029	NO	Construction Fund
2709	Garden Spot Mechanical	HBA 2023-02 Payment application #5	$ 6,270.00	App. for Payment #5	039742029	No	Construction Fund
Req. #	**Payee**	**Description**	**Amount**	**Invoice #**	**Project #**	**MS4?**	**Paid From:**

13. **Adjournment**. *The Boughter/Bradeen motion ended the meeting at 7:19 p.m. The next regularly scheduled meeting of the Authority will be at 7:00 p.m. on Thursday, February 19, 2026, in Borough Council Chambers. As always, the public is invited to attend.*

Respectfully Submitted,

Robert L. Gross

Chief Clerk
Highspire Borough Authority