Highspire Borough Council Minutes
February 18, 2025

Council President Anderson called the Highspire Borough Council meeting to order at 7:00 p.m.

The prayer was offered by Member A. K. Sutch 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: Mr. Jae Cho, Mrs. Nan Cho, Mr. Carl Burger, Mrs. Judy Burger, Mr. Bill Hoyer, Mr. Eric Chubb, Mrs. Jenna Condran and Mr. Cory Hackman.

Motion moved by Member Thatcher, seconded by Member A. K. Sutch to approve Highspire Borough Council Resolution #11 of 2025 appointing Cory D. Hackman to complete the term of office on the Highspire Borough Authority which was recently vacated. Motion approved unanimously.

Mayor Hess swore in Cory D. Hackman.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approve a Proclamation by the Mayor and Borough Council of Highspire honoring Mr. and Mrs. Cho for their thirty-years of operating and owning Chubb's Market, 13 Roop Street, Highspire, and their continued service to the community of Highspire. Motion approved unanimously.

Mayor Hess presented the Proclamation honoring Mr. and Mrs. Cho.

Minutes
President Anderson presented the meeting minutes from the January 21, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and seconded by Member R. Sutch. Motion approved unanimously.

Financial Reports
President Anderson presented the Treasurer's Report and Financial Statements for the month of January 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Roman and seconded by Member R. Sutch. Motion approved unanimously.

Mayor's Report
Mayor Hess had nothing to report.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, noted that the arrival of the new police vehicles has been pushed back to the middle of March.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of January 2025 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

Jenna Condran stated that the department has been working on different funding avenues. She also reported that a few times between now and October 2025 members will be out at various places, including HACC, for classes. She informed members that she will keep everyone updated to make sure the department has coverage. She added that the department will be opening up classes to local departments to help with expenses. Mrs. Condran announced that the department did decide to move forward with the Breakfast with the Easter Bunny and she will be working on getting egg donations.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of January 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member A. K. Sutch 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 December 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. He also expressed his concerns regarding drivers running the stop sign at Market and Lumber Street. Discussion followed on ways to prevent drivers from running the stop sign, i.e. putting STOP signs on both sides of the road or attaching flashing lights to get the drivers attention.

Correspondence

January 22, 2025 – Copy of Highspire Borough Ordinance No. 658 of 2024 emailed to Portnoff Law, LTD.

January 22, 2025 – Resolution #1 of 2025, 2024 PA State Ethics forms and Conflict of Interest Questionnaires emailed to the Dauphin County Tax Collection Committee.

January 22, 2025 – Resolution #2 of 2025 and 2024 PA State Ethics forms emailed to CapCog.

January 22, 2025 – Resolution #3 of 2025 and Resolution #4 of 2025 emailed to R.J. Hall.

January 22, 2025 – Resolution #7 of 2025 emailed to DCDPS.

January 24, 2025 – Letter from Senator Patty Kim in support of the Fire Department's Local Share Gaming Application.

January 27, 2025 – December 2024 Transfer Tax check in the amount of $5,791.31.

February 3, 2025 – Crimewatch 2024 Impact Report.

February 6, 2025 – Engagement letter from the PA Auditor General for the 2020-2024 Pension Audit.

February 6, 2025 – Letter to Mr. Ronald Hicks, Business Agent, Teamsters Local Union No. 776 regarding contract negotiations.

February 7, 2025 – Comcast 4th Quarter 2024 Franchise Fee statement - $4,707.09.

February 10, 2025 – PTS Grant Allotment – CIOT Wave – Check in the amount of $478.59.

February 10, 2025 – Check from Lower Swatara in the amount of $10,000.00 for miscalculated 2024 Sewer O&M payments.

February 10, 2025 – Letter from the Highspire Police Association regarding contract negotiations.

February 10, 2025 – Dauphin County Fines & Costs – Check in the amount of $159.00.

February 13, 2025 – Borough of Highspire 2024 Debt compilation emailed to Dauphin County Office of County Controller.

February 17, 2025 – 4th Quarter Verizon Franchise Fee Schedule Report.

Committee Reports

Public Facilities – Member Matesevac stated that she noticed that 312 Market Street was getting cleaned up. She also discussed concerns with drivers running STOP signs in other areas of the Borough. Member Thatcher asked if the speed bumps were ever installed on Market Street Ext. Manager Stonbraker stated that it is on the "to do list"; however, the focus has been on the Lumber Street project.

Sanitation Committee – Vice President Accorsi had nothing to report.
Highspire Happenings – Member Thatcher noted that the next event will be the Easter Egg Hunt.
Finance Administration – Member Thatcher had nothing to report.
Personnel Committee – Member Roman reported that the Police Union negotiations will start in a couple of weeks.
Community Development – Member A. Kay Sutch had nothing to report.
Public Safety Committee – Member R. Sutch had nothing to report.
Maintenance & Repair – Member Matesevac had nothing to report.

Staff Activity Reports
Mark Stonbraker, Borough Manager, had nothing to add to his report.

Deanna Proctor, Code Enforcement, discussed the following properties in the Borough: 406 Second Street – rear apartment that has not been permitted; 418/420 Market Street – Summary Trial held on February 5, 2025, owner pled not guilty to citations – found guilty; 170 Second Street – United Methodist Church auction to be held on March 4, 2025 and a woman is interested in buying the property and turning into a single family dwelling with a business in the basement; and 14 Ann Street/399 Eshelman Street – the house is collapsing and Deanna spoke with the Reverend who stated that they are planning to demolish the house.

Randy Kreider, Public Works Director, reported that the rubbish at 312 Market Street, Highspire has been cleaned up. He also informed members that the Annual Stormwater Public meeting will be held on Tuesday, May 20, 2025 at 6:00 p.m. in Council Chambers.

Mark Stonbraker, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month January 2025 and asked for a motion to accept them. Motion moved by Member Roman, seconded by Member Thatcher. Motion approved unanimously.

Solicitor's Report
Michael Cassidy, Solicitor, was absent.

Engineer's Report
Robert Lauriello, Borough Engineer, noted that the Lumber Street project is being funded by two different sources through Dauphin County. He stated that he was under the impression that because Dauphin County was funding the project and HRG was doing the work, that HRG would be working on the entire project, but that is not the case. He referenced Item d. on the Agenda. Mr. Lauriello gave a word of caution that there could be some environmental permitting that is going to be required for culverts under the roadway to be repaired. He stated that it is unknown as to whether or not the entire project can be completed this year. He noted that there is a lot of logistics working with HRG and whether or not the County wants to put this project out to bid separately because there are two separate sources of funding or bid it together.

Mr. Lauriello reported that he has been working with Manager Stonbraker on a couple other funding strategies, the first is with DCNR for Memorial Park, to work on infrastructure of the tennis court and the other is through the USDA for the lintel project. He noted that there should be a resolution for council at next month's meeting to apply for the DCNR Grant.

Old Business
None

New Business
Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the February 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 Member Roman, seconded by Member R. Sutch to approve the Professional Service Agreement with RETTEW Associates, Inc. for the Lumber Street Repair Project (Project No. 039352071). Total Proposal Fees - $92,300.00 which will be paid out of the DCIB-G PLGIT account. Motion approved unanimously.

Motion moved by Member Thatcher, 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 Member Matesevac, seconded by Member A. K. Sutch to adjourn the meeting at 7:46 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager