Highspire Borough Council Minutes
March 18, 2025

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

The prayer was offered by Member Thatcher 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
Solicitor:	Michael Cassidy
Borough Engineer:	Robert Lauriello

Minutes
President Anderson presented the meeting minutes from the February 18, 2025 meeting and the Workshop meeting minutes from the March 11, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member A. K. Sutch and seconded by Vice President Accorsi. Motion approved unanimously.

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

Mayor's Report
Mayor Hess reported the following: 03/07 met with members of the Audubon Society to discuss their involvement in future Borough projects (ie: a bird box); 03/11 attended a breakfast and discussion with Senator Patty Kim at the Capitol; 03/14 attended and spoke at an event with Penn Environment at the high school; and 03/18 attended the Environmental Advisory Board meeting at 1:00 p.m. Mayor Hess noted that the Arbor Day Celebration will be held on Saturday, April 26, 2025 at 12:00 p.m. and will be held at the Borough building. He noted that they may have a clean-up day prior to the Arbor Day Celebration.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, noted that the Police Department will be involved in intensive enforcement efforts regarding aggressive drivers between March 17, 2025 and April 27, 2025 and grant money is available for this detail.

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

Fire Department Reports
President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of February 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Roman seconded by Member A. K. Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report
President Anderson presented the South-Central Emergency Medical Services Report for the month of January 2025 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments
None

Correspondence

February 18, 2025 – 4th Quarter 2024 Verizon Franchise Fee check in the amount of $3,286.56.

February 18, 2025 – County of Dauphin January 2025 Delinquent Tax Check in the amount of $5,240.36.

February 18, 2025 – Dauphin County conservation District Memorandum – Municipal Low Impact Development.

February 19, 2025 – Signed Professional Service Agreement for the Lumber Street Repair Project emailed back to Rettew Associates, Inc. Signed executed agreement received as well.

February 21, 2025 – completed FEMA Closeout of DR-4618 Grant Projects documentation emailed to PEMA.

February 24, 2025 – Email – PennDOT District-8 Local Road Count program.

February 25, 2025 – Pennsylvania Department of Transportation "Notice of Payment Liquid Fuels March 2025" in the amount of $79,452.14.

February 26, 2025 – Senate Office Letter of Understanding signed and returned to the office of Senator Patty Kim.

February 26, 2025 – Email from advising a mediator has been assigned (Public Employee Relations Act, No. 195 of 1970) for contract negotiations with Teamsters Local 776.

February 28, 2025 – Dauphin County Office of Tax Assessment – Notice of Change in Assessment for 63 Roop Street (Parcel ID: 30-005-036-000-0000).

March 3, 2025 – Accu-Audits audit statement for 2024 payroll – SMT workers compensation.

March 3, 2025 – County of Dauphin – January 2025 Transfer Tax check in the amount of $3,851.40.

March 4, 2025 – Grievance denial letter delivered to Mr. Joseph Peyton.

March 7, 2025 – Lower Paxton Township/PTS Grant Allotment – COIT reimbursement check in the amount of $166.44.

March 11, 2025 – Amended agreement emailed to Portnoff Law Associates, Ltd.

March 11, 2025 – Ordinance 659 of 2025 sent to PennLive for publication.

March 12, 2025 – PA State Land Use and Growth Development Report submitted to the PA Department of Community and Economic Development.

March 13, 2025 – Invoice in the amount of $5,727.66 emailed to M&T Bank for the work completed at 312 Market Street.

March 17, 2025 – County of Dauphin – February 2025 Transfer Tax check in the amount of $649.10.

Committee Reports

Public Facilities – Member Matesevac stated that 312 Market Street looks much better since it has been cleaned up. She noted that Member A. K. Sutch spoke with Manager Stonbraker concerning the cost and all bills are being sent to the bank for reimbursement of the clean-up.

She asked the Solicitor for an update on the Conservatorship for 418/420 Market Street. Solicitor Cassidy stated that it is still underway and had some issues arise with a perspective buyer for the property, which fell through. He stated that this was a good thing since it could have delayed matters with respect to the Conservatorship. He added that he has filings to make with the court with respect to the Conservatorship and needs to submit plans for rehabilitation and he expects that to happen this month.

Member Matesevac asked why some of the Christmas banners still haven't been replaced with the spring banners. Director Kreider stated that utility work was being done on Second Street and it was blocking the poles and as soon as the work is completed, he will hang the spring banners. She also mentioned that Tony's Pizza is closing.

Member Matesevac reported that she along with Mayor Hess attended the auction for the United Methodist Church and that the property sold for $262,000.

Member Matesevac asked about 152 Penn Street. Assistant Manager Proctor stated that a citation was issued and the owner paid the citation, but still has not cleaned up his property. She stated that she will be sending a citation for every day he is in violation.

Sanitation Committee – Vice President Accorsi had nothing to report.

Highspire Happenings – Member Thatcher had nothing to report.

Finance Administration – Member Thatcher asked that item h. under "New Business" be tabled until the next meeting because he would like the Finance Committee to review the agreement first. Discussion followed on the proper procedure when having negotiations on a Collective Bargaining Agreement.

Motion moved by Member Thatcher, seconded by Vice President Accorsi to table the approval of the Collective Bargaining Agreement between the Highspire Police Association and the Borough of Highspire for 2026 thru 2029. A roll call vote was taken:

Member R. Sutch – Nay	Vice President Accorsi - Aye
Member Roman – Nay	Member A. K. Sutch - Nay
Member Matesevac – Nay	Mamber Thatcher - Aye

With a vote of 4-2, the nays have it.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the Collective Bargaining Agreement between the Highspire Police Association and the Borough of Highspire for 2026 thru 2029. Motion approved unanimously.

Personnel Committee – Member Roman requested an Executive Session to discuss a personnel matter.
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. Manager Stonbraker reported that he has a meeting with Norfolk Southern on March 31, 2025 regarding the railroad crossing project. Mr. Lauriello, Borough Engineer, noted that there are CDBG funds remaining from the Eshelman Street project and he is checking to see if the remaining funds can be moved over to the Railroad Crossing project.

Staff Activity Reports
Mark Stonbraker, Borough Manager, noted that item i. under "New Business" was added to the Agenda regarding payment to Mr. Annis for damage incurred to his parked vehicle. Solicitor Cassidy stated that if Council is inclined to approve this, Manager Stonbraker should have Mr. Annis sign a release of claims.

Deanna Proctor, Code Enforcement, reported that she has been issuing citations and Notice of Violations for property maintenance issues.

Randy Kreider, Public Works Director, reported that he will be meeting with the young man with the Eagle Scouts on March 19, 2025 regarding the nature trail signs. He noted that the signs will be installed in the next couple of weeks. President Anderson asked when street sweeping will start. Director Kreider replied that street sweeping will start on June 9, 2025 – June 20, 2025.

Robert Sutch, Highspire Authority, reported that the next Authority meeting will be held on Thursday, March 20, 2025 at 7:00 p.m.

Deanna Proctor, Assistant Borough Manger, reported that Debbie Ebersole, Administrative Assistant, has been working on the delinquent sewer bill list to send to Portnoff Law Associates for collections.

Mark Stonbraker, Safety Committee, had nothing to report.

President Anderson presented the Staff Activity Reports for the month February 2025 and asked for a motion to accept them. Motion moved by Member R. Sutch, seconded by Member Matesevac. Motion approved unanimously.

Solicitor's Report
Michael Cassidy, Solicitor, stated that he has been working with Mayor Hess, Manager Stonbraker, Director Kreider and Rob Lauriello, Borough Engineer, regarding the draft of the Sewage Transportation Treatment Agreement with Lower Swatara Township and the committee is very close to a final draft and hopefully he will get the green light to move forward with initiating formal negotiations with the Township on the draft agreement. Member A. K. Sutch asked what the time frame was on this. Solicitor Cassidy stated that he needs to have another meeting within the next week or two, with the committee and, as long as the committee agrees with this draft agreement, it will be sent to the Township to start the negotiation process.

Engineer's Report
Robert Lauriello, Borough Engineer, reported that the Lumber Street project is progressing, with the survey done, he will be moving into design and permitting over the next month or so. He discussed item g., under "New Business" which

is for a resolution for the DCNR grant application for Phase 1 of the tennis court project at Memorial Park. Mr. Lauriello stated that he should be hearing something about the two grant applications submitted to Dauphin County for the DCIB Debt Repayment and also the Engine Refurbishment maybe as soon as tomorrow or by next week.

Old Business
None

New Business
Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the March 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 A. K. Sutch to approve Highspire Borough Ordinance No. 659 of 2025 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 R. Sutch, seconded by Member A. K. Sutch to approve the successful completion of the 90-day Employment Probation period for Highspire Wastewater Treatment Plant employee Jed D. Halbleib. Mr. Halbleib's probation period concluded on March 2, 2025. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the successful completion of the 90-day Employment Probation period for Highspire Wastewater Treatment Plant employee Cody S. McLachlan. Mr. McLachlan's probation period concludes on March 20, 2025. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the promotion of Highspire Public Works employee Cody S. McLachlan to the position of "Operator 1" effective March 3, 2025. On February 27, 2025 Mr. McLachlan completed the required CDL certification for the position. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approve the successful completion of the one (1) year Employment Probation period for Highspire Police Officer Robert J. Schmidt. Officer Schmidt's probation period concluded on February 5, 2025. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member R. Sutch to approve Highspire Borough Council Resolution No. 12 of 2025 authorizing the filing of an application for a grant with the Pennsylvania Department of Conservation and Natural Resources for Highspire Memorial Park Improvement – Phase One. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve payment to Mr. Cody Annis, 300 Penn Street, Highspire, in the amount of $435.00 for the damage incurred to his parked vehicle on January 19, 2025. Motion approved unanimously.

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

Executive Session: 7:46 p.m.
Reconvened: 8:12 p.m.

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 Roman to adjourn the meeting at 8:13 p.m.

Respectfully submitted,
Deanna J Proctor

Deanna Proctor
Assistant Borough Manager