Highspire Borough Council Minutes
April 15, 2025

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

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

Minutes
President Anderson presented the meeting minutes from the March 18, 2025 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 March 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 Matesevac. Motion approved unanimously.

Mayor's Report
Mayor Hess reported the following meetings and upcoming events: 04/07 Attended the first National Night Out meeting; 4/12 Participated in the Easter Egg Hunt, he thanked Carolee Roman and her sons, the Fire Department, Mark Accorsi and Mark Stonbraker for their participation. Upcoming events: 4/26 Arbor Day Celebration at the Borough Building starting at 12:00 p.m. and 5/26 Memorial Day Service will be held at Memorial Park at 12:00 p.m., food drive will be from 10:00 a.m. – 12:00 p.m.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, noted that on April 15, 2025 he attended the Dauphin County Department of Public Safety meeting in reference to the startup of the Crane Clean Energy Center which is the former Three Mile Island (TMI). He added that Crane Clean Energy anticipates starting the plant in 2027 and prior to that, the County will conduct a drill which is expected to be held the first quarter of 2027.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of March 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 reported that the Department will have a roast beef dinner in May for Mother's Day. She also stated that the Department is working on dates to hold bucket drives starting in April and then having one every month. She mentioned that she is working on ideas for more community involvement to hopefully bring in more donations and even more volunteers to assist with different events.

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

South Central Emergency Medical Services Report

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

Citizen's Comments

Vanessa Moore, former resident of Highspire, stated that she moved from Highspire in 2019 and continues to receive the Per Capita/ Occupational tax bill from Keystone Collections. She informed Council that she has sent them all the information that Keystone required to show proof that she has moved. Solicitor Cassidy apologized and stated that Keystone collects the taxes for Highspire and the Borough does not have access to the database to research this. He suggested that the staff write a letter on Ms. Moore's behalf stating that she no longer is a resident of Highspire.

Correspondence

March 18, 2025 – Copy of Highspire Borough Ordinance 659 of 2025 was emailed to Portnoff Law Associates, LTD.

March 18, 2025 – Copy of Highspire Borough Resolution #12 of 2025 forwarded to RETTEW.

March 20, 2025 – 2023 CDBG Amendment request letter from RETTEW to Dauphin County Community and Economic Development.

March 24, 2025 – Susquehanna Municipal Trust 2024 Payroll Audit refund check in the amount of $1,966.00.

March 24, 2025 – TE-122 Solicitation Permit sent to PennDOT for the Citizens Fire Company Bucket Drives.

March 24, 2025 – County of Dauphin February 2025 Transfer Tax check in the amount of $5,049.45.

March 25, 2025 – Response letter and revised payroll sent to CDBG in response to their findings.

April 2, 2025 – TE-122 Solicitation Permit was approved by PennDOT.

April 2, 2025 – DCNR Grant application submitted.

April 2, 2025 – Final Coronavirus State and Local Fiscal Recovery Funds Project and Expenditure Report completed and submitted.

April 3, 2025 – 2025 Annual Servicing and 1st Quarter Financial Reports sent to USDA-RD.

April 7, 2025 – Dauphin County Fines & Costs – Check in the amount of $177.62.

April 9, 2025 – 2023 CDBG Amendment response letter with revised Shull's payroll emailed to Dauphin County Community and Economic Development.

Committee Reports

Public Facilities – Member Matesevac reported on the bad condition of Catherine Street and stated that it needs to be repaved along with the road on Market Street by the square and Rhoda Alley. She asked what could be done regarding the tractor trailers still driving on Paxton Street even after signs have been posted. Manager Stonbraker suggested that Member Matesevac contact the Police Department when it happens. Member A. K. Sutch discussed the motorcycles and cars racing down the alleys. Discussion followed. Solicitor Cassidy noted that the Borough could install traffic calming devices such as speed bumps; however, this may make it difficult when plowing snow in the winter and would be an added expense to the Borough. Member Matesevac asked the status of 169 Second Street where the roof appears to be torn up. Code Officer Proctor stated that she was in contact with property owner, who does not live at this address, and he is aware of the problem and had a roofer come out to take a look at it. Member Matesevac asked the status of 612 Second Street. Code Office Proctor reported that she sent the owner a citation and the owner called to say the citation was paid and asked what he needed to do so that he didn't receive any more citations.

Sanitation Committee – Vice President Accorsi had nothing to report.

Highspire Happenings – Member Thatcher had nothing to report.

Finance Administration – Member Thatcher reported that a meeting for the negotiations for the Non-Uniform employees will be held on April 16, 2025 at 3:00 p.m.

Personnel Committee – Member Roman had nothing to report.

Community Development – Member A. Kay Sutch noted that the Easter Bunny decorations have been removed from the fence at Memorial Park and stated that they will need to be replaced with new ones next year. She also thanked Officer Johnson for patrolling the corner of Paxton & Broad Street.

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 report.

Deanna Proctor, Code Enforcement, reported that she continues to work on violations in the Borough and with the grass growing, she will be out checking properties for high grass violations.

Randy Kreider, Public Works Director, reminded members that a public MS4 meeting will be held in Council Chambers on Tuesday, May 20, 2025 at 6:00 p.m.

Robert Sutch, Highspire Authority, reported that the next Authority meeting will be held on Thursday, April 17, 2025 at 7:00 p.m.

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, informed members that he has hard copies of the draft Sewage Transportation and Treatment Agreement with Lower Swatara Township for Council Members to review and will hand them out at the end of the meeting. He added that he will provide an electronic version to Manager Stonbraker if members prefer an electronic copy. He noted that this is a work product of the committee which includes Robert Sutch, Mayor Von Hess, Public Works Director Randy Kreider, Borough Manager Mark Stonbraker and input from Kent Patterson, Authority Solicitor. He continued that it reflects a lot of the issues the Authority has been dealing with over the years with Lower Swatara Township. He feels that this is a good foundation moving forward with an agreement with the Borough and the Township. Member A. K. Sutch asked when members need to let him know what comments they may have. Solicitor Cassidy clarified that the draft has not been presented to the Township and he is sharing this with Council just for informational purposes and is not presenting this to Council for their approval on the agreement. He added that the committee was put together to develop this agreement and he is presenting it to all of Council, so they are aware of what is being presented to the Township. He continued that this will be presented to the Township for formal negotiations and will likely lead to further negotiations on the agreement.

Member Matesevac asked the Solicitor for an update on the Conservatorship for 418/420 Market Street. Solicitor Cassidy stated that he is working with his associate and he has a draft document to finalize and file with the court to get that moving forward. Member Matesevac also asked if the bank has taken possession of 312 Market Street. Solicitor Cassidy explained that he has been in communications with the bank and the property management company that the bank has hired to oversee repossessed or foreclosed properties. He explained that the bank is aware that they are not absolved of their obligation to properly maintain that property, even though its foreclosed upon and even though the prior owner is still living there. He continued that the bank will need to take care of it and if they don't, it is a violation of the Code of Ordinances and, if need be, the Borough will go in and take care of any violation and will lien the property which we have already done. Discussion followed.

Engineer's Report
Robert Lauriello, Borough Engineer, reported that he met with Norfolk Southern at the railroad crossing and noted that Norfolk is seeking internal approval to remove the tracks. He added that RETTEW has made a formal request to the County to transfer surplus CDBG funds, from the last project that was done, to the railroad project. He added that the two efforts are moving forward simultaneously and both will take about 60 days, so hopefully, in late summer, the project will be ready to go out for bid.

Mr. Lauriello spoke about the Lumber Street Project and noted that the design is progressing and he is awaiting information from HRG on the retaining wall design so that he can incorporate it with RETTEW's plans. He continued that once received, RETTEW will be able to complete the design and move forward with submitting the environmental permits. He remined members that at last month's meeting Council approved the Resolution to submit a grant application to DCNR for the Memorial Street Tennis Court Project and stated that the application has been submitted. Mr. Lauriello updated members regarding the grant application that was submitted through the Dauphin County CDBG program last year for Market Street and Chestnut Street in the amount of $180,000.00. He stated that he found out recently that the decision that is usually made in April was postponed until July 2025. Mr. Lauriello stated that he still has not heard any

announcements regarding the Dauphin County Local Share Municipal Grant for the DCIB Debt Repayment and the Engine Refurbishment grants.

Old Business
None

New Business
Motion moved by Member Roman, seconded by Member Matesevac to direct staff to release the April 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 Thatcher, seconded by Member R. Sutch to approve the successful completion of the one (1) year employment probation period for Highspire Police Officer James V. Nguyen. Officer Nguyen's probation period concludes on April 16, 2025. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve the distribution of surplus funds from the 2024 Sewer O&M Budget. Based on calculations by Boyer and Ritter, the total amount of the surplus is $114,190.00, with Lowr Swatara Township receiving $69,479.00 and the Borough of Highspire receiving $44,711.00. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #13 of 2025 to purchase a used 1997 Seagrave Pumper, VIN: 1F9EK28T2VCST2067, from the City of Harrisburg and formally authorizing Borough Manager, Mark L. Stonbraker, on behalf of the Borough of Highspire, to execute and deliver, the Purchase Agreement and any related documents necessary to the consummation of the transactions contemplated by said agreement. Total cost of the truck is $2,000.00 which will be paid out of the General Fund Checking Account PLGIT. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the Purchase Agreement between the Borough of Highspire and the City of Harrisburg for the purchase of a used 1997 Seagrave Pumper for the Citizens Fire Company #1 of Highspire. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman 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 J Proctor

Deanna Proctor
Assistant Borough Manager