Highspire Borough Council Minutes
May 20, 2025

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

The prayer was offered by Mayor Hess 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	
Public Works Director:	Randy Kreider	
Solicitor:	Michael Cassidy	
Borough Engineer:	Robert Lauriello	

Also in attendance were Ty Konyar, Michelle Phillips and Jenna Condran.

Solicitor Cassidy arrived at 7:04 p.m. President Anderson and Member Thatcher arrived at 7:10 p.m.

Assistant Borough Manager, Deanna Proctor, was absent.

Minutes
Vice President Accorsi presented the meeting minutes from the April 15, 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 Roman. Motion approved unanimously.

Financial Reports
Vice President Accorsi presented the Treasurer's Report and Financial Statements for the month of April 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: 04/26 Coordinated and participated with the Arbor Day Celebration at the Highspire Municipal Building. Upcoming: 05/26 Memorial Day at Memorial Park including the Veterans Food Drive from 10:00 a.m. – 12:00 p.m. He thanked everyone who plans on helping.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, reported that he received notification from the Department of Justice regarding the DOJ 2025 COPS Hiring Grant. He noted that he plans on applying for the grant again this year and using the grant to hire Officer McMillans replacement. He also announced that the new police vehicles have been picked up and they are now waiting on programming and for Dauphin County to do configurations.

Vice President Accorsi presented the Mayor's and Public Safety Director's reports for the month of April 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 May 2025 was the last roast beef dinner and the dinners will be on hold through the summer. She reported that the Department will be out in the community during Memorial Day weekend and that they will be attending a few school district events including Graduation and the Senior Sendoff to be held the evening of May 30, 2025.

Vice President Accorsi presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of April 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
Vice President Accorsi presented the South-Central Emergency Medical Services Report for the month of March 2025 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments
None

Correspondence
April 18, 2025 – PA DEP – Chesapeake Bay Cap Load Compliance Evaluation (CBAY) that was conducted for Highspire Borough STP on March 5, 2025.

April 21, 2025 – County of Dauphin – March 2025 Delinquent Tax Check in the amount of $6,348.96.

April 24, 2025 – Commonwealth of Pennsylvania Department of Auditor General – Exit Conference for the Police and Non-Uniform Pension Plan Audits.

April 25, 2025 - Email from the PA Comptroller's office for payment of the 2023-904 Municipal Recycling Performance Grant award. The estimated grant award amount will be $2,077.58.

April 29, 2025 – PLGIT 2024 Annual Report.

April 30, 2025 – Letter from Sgt. Santiago to Lowe's Home Improvement thanking them for the donation of two new Ariens DLX 30-inch 306CC snow blowers.

May 5, 2025 – Responses to 2025 PA Department of the Auditor General Audit.

May 6, 2025 – Steelton-Highspire School District letter of support for the Roller National Foundation and On Hill Development, LLC.

May 6, 2025 – Portnoff Law Associates, LD Quarterly Collections Summary Report.

May 7, 2025 – Management letter to the PA Department of Auditor General to potential finding.

May 7, 2025 – Dauphin County Fines & Costs – Check in the amount of $1,008.34.

May 8, 2025 – Received Teamsters Local 776 agreement proposal.

May 12, 2025 – County of Dauphin l- March 2025 Transfer Tax check in the amount of $3,729.94.

Committee Reports
Public Facilities – Member Matesevac asked the status of the Conservatorship. Solicitor Cassidy stated that it is still in process. She also noted that she purchased plants for the planters. She discussed the condition of roads in Highspire. She asked the Solicitor when a resident receives a citation and pays it, but doesn't fix the issue, what can be done. Solicitor Cassidy responded that the Borough can go in and clean up the property and bill the owner and lien the property. Discussion followed. Solicitor Cassidy reported that a lien was placed on 312 Market Street, Highspire for work that the Highway Department did to clean it up. Member A. K. Sutch asked about the road at Cresent and Cherry Alley and she also had a few questions regarding 312 Market Street and how rates are calculated for bills when the Highway Department cuts grass or cleans up a property. Public Works Director, Kreider, explained how fees are calculated.
Sanitation Committee – Vice President Accorsi reported that he attended the annual MS4 meeting presented by RETTEW Associates on May 20, 2025 at 6:00 p.m. held in Council chambers at the Municipal building.
Highspire Happenings – Member Thatcher had nothing to report.
Finance Administration – Member Thatcher had nothing to report.
Personnel Committee – Member Roman had nothing to report.
Community Development – Member A. K. Sutch asked if people who rent the pavilion, at Memorial Park, are responsible for cleaning up after use. Manager Stonbraker responded, yes, they are responsible for cleaning up after using the park. Discussion followed. Member A. K. Sutch discussed her concerns with the election and noted that there were seven (7) open seats out of nine (9) on the School Board. Discussion followed.
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, informed members that the water cooler in the kitchen leaked and was cleaned up and replaced. He also reported that two (2) new Airens 2-Stage ST30DLE Deluxe snow blowers were donated by Lowes. Manager Stonbraker reported that the Borough was awarded $100,000 for the DCIB Debt Repayment and the Fire Department was awarded $50,000 for the Engine Refurbishment from the Dauphin County Local Share Municipal Grant. He also noted that there was one finding on the Police Pension Plan audit by the Auditor General and it was rescinded.

Deanna Proctor, Code Enforcement, was absent.

Randy Kreider, Public Works Director reminded members that street sweeping will be held June 9 – 20, 2025.

Mark Stonbraker, Safety Committee, had nothing to report.

Vice President Accorsi presented the Staff Activity Reports for the month of May 2025 and asked for a motion to accept them. Motion moved by Member R. Sutch, seconded by Member Roman. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, requested an Executive Session to discuss legal matters related to negotiations with the Lower Swatara Township Transportation and Treatment Agreement.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that he is still waiting to hear back from the County as to whether or not they will approve the request made to transfer surplus funds of $42,000.00 from the CDBG grant to the railroad crossing project at Race and Lumber Street. He noted that he is also waiting to hear from Norfolk Southern to see if they received internal authorization to remove the tracks completely. Mr. Lauriello spoke about the Lumber Street Project and noted that the design is progressing and information was received from HRG regarding the retaining wall design and it has been incorporated with RETTEW's plans. He continued that RETTEW is working on applying for an Environmental Permit and he noted that there was a hit on the Indiana Bat protection and this may impact when tree clearing can occur. He added that RETTEW is continuing with stormwater work and permitting.

Old Business

None

Vice President Accorsi turned the meeting over to President Anderson.

New Business

Motion moved by Member Matesevac, seconded by Member R. Sutch to direct staff to release the May 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 Vice President Accorsi to approve participation in the 2025 Capital Region Council of Governments (CapCOG) Auction, to be held on July 16, 2025. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #14 of 2025 authorizing the sale of surplus personal property no longer needed by the Borough, a 2014 Ford Police Interceptor sedan no longer used by the Police Department, at the 2025 CapCOG Auction. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #15 of 2025 authorizing the sale of surplus personal property no longer needed by the Borough, a 2008 Chevrolet Kodiak 5500 truck, that is no longer needed by the Highway Department at the 2025 CapCOG Auction. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #16 of 2025 authorizing the sale of surplus personal property (Attachment A) no longer needed by the Borough. Member Thatcher had questions regarding Attachment A. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the four-year (2026 – 2029) Collective Bargaining Agreement between the Borough of Highspire and Teamsters Union Local 776. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Vice President Accorsi to approve appointing Sergeant Christopher Santiago as the Municipal Deputy Emergency Management Coordinator for the Borough of Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the purchase of an Ex-Mark Lazer E-Series Zero-Turn mower from Messicks Farm Equipment to replace the Toro Groundmaster mower being offered for sale at this year's CapCOG auction. Total cost of the mower is $9,766.98 which will be paid out of the Equipment, Vehicle and Property Reclamation Fund PLGIT. Motion approved unanimously.

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

Executive Session: 7:43 p.m.
Reconvened: 8:02 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 Vice President Accorsi to adjourn the meeting at 8:03 p.m.

Respectfully submitted,

Deanna J Proctor

Deanna Proctor
Assistant Borough Manager