Highspire Borough Council Minutes
June 17, 2025

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

The prayer was offered by Member Roman 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

Also in attendance Alley Blazevic, Michelle Phillips and Jenna Condran.

Minutes
President Anderson presented the meeting minutes from the May 20, 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 May 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.

Member A. K. Sutch asked Member Thatcher and President Anderson about the Highspire Happening funds and what the money is being used for. Member Thatcher reported that there is no longer a Highspire Happening Committee due to the lack of volunteers. Solicitor Cassidy stated that the money belongs to the Borough and Council has control of the money and can allocate the funds.

Mayor's Report
Mayor Hess reported the following meetings and upcoming events: 05/21 attend the Advocacy meeting at the Steelton-Highspire High School regarding plans to renovate the football field complex; 05/28 attended an Intergovernmental meeting with Manager Stonbraker and Steelton leaders to discuss possible joint projects and ideas to save money for both Boroughs; 05/26 participated in the annual Memorial Day Service with approximately 100 participants including Senator Patty Kim, Representative Dave Madsen and the Air National Guard, he noted that this was a great event and a significant amount of food was collected during the food drive; and 06/02 attended the National Night Out planning meeting.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, had nothing to report.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of May 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 they are currently having issues with the building. She also reported that the department is working with Champions Sports Bar and Rita's for fundraising ideas.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of May 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 Matesevac. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

Alley Blazevic, 80 Jury Street, Highspire had a complaint regarding high grass at 79 Bank Avenue and rubbish placed at the end of the avenue by 77 Jury Street. She stated that notices of violation are sent and the occupant cuts the grass and then lets it grow until another letter is received. Code Officer Proctor stated that she is aware of the ongoing issue and will be issuing citations.

Correspondence

May 21, 2025 – Dauphin County Office of County Commissioners – Notification that the Dauphin County Board of Commissioners approved the Dauphin County Local Share Municipal Grant awards. The Borough was awarded $100,000.00 for the Lumber Street Repair Project.

May 21, 2025 – Signed 2026-2029 Collective Bargaining Agreement emailed to Teamsters Local 776.

May 22, 2025 – Verizon – First quarter Franchise Fee check in the amount of $3,025.33.

May 22, 2025 – Safeguard Properties Management, LLC – check in the amount of $5,727.66 for maintenance work completed at 312 Market Street.

May 22, 2025 – Lower Swatara Township – April & May 2025 Sewer O&M payments.

May 22, 2025 – Dauphin County Office of County Commissioners – Notification that the Dauphin County Board of Commissioners approved the Dauphin County Local Share Municipal Grant awards. The Citizens Fire Company was awarded $50,000.00 for the refurbishing of the E-One engine.

May 22, 2025 – TRC – Annual Notification of Upstream Regulated Substance – Enola Yard, 218 N. Enola Road,

Enola, PA.

May 22, 2025 – TRC – Annual Notification of Upstream Regulated Substances – Lucknow Yard, 3322 Industrial Road, Harrisburg, PA.

May 22, 2025 – TRC – Annual Notification of Upstream Regulated Substances – Rutherford Yard, 5050 Paxton Street, Harrisburg, PA.

May 23, 2025 – Dauphin County Conservation District – NOT Approval Letter for PAG02-0022-08-024 – Highspire Borough WWTP Upgrades.

May 27, 2025 – Pennsylvania Department of Transportation – Notice of Payment – State Police Fines and Penalties – Amount to be paid June 2, 2025 - $454.38.

May 29, 2025 – Bus Patrol payment in the amount of $200.00.

May 29, 2025 – Dauphin County Economic Development Corp – "Urban County" invitation.

May 30, 2024 – Letter to DCDPS informing them of Sgt. Santiago's appointment to Deputy EMC.

June 2, 2025 – Dauphin County Tax Claim Bureau – Dauphin County Judicial Bidder list.

June 2, 2025 – Pennsylvania Office of Auditor General – 2025 Pension Compliance Audit Reports.

June 2, 2025 – Dauphin County Economic Development Corp. – Eshelman Street Phase II & Hanover Street Roadway Rehabilitation Project 2022/2023 Close-Out letter.

June 2, 2025 – DEP – C22-2 Highspire – Burd Run Flood Protection Project with the enclosure 2025 C22-2 Inspection Report.

June 5, 2025 – RETTEW – Lumber Street Repair Project Aquatic Resource Delineation Report.

June 6, 2025 – Johnson Duffie – Copy of the 2024 Financial Audit Letter for Highspire Borough to Boyer & Ritter.

June 6, 2025 – Dauphin County Fines & Costs – Check in the amount of $271.99.

June 9, 2025 – County of Dauphin – April 2025 Transfer Tax check in the amount of $5,478.59.

June 16, 2025 – Dauphin County Recorder of Deeds – State of Real Estate Transfer Taxes May 2025 and check in the amount of $6,402.83.

Committee Reports

Public Facilities – Member Matesevac asked when the abandoned car on Paxton Street would be towed, she asked the Solicitor for an update on the Conservatorship for 418/420 Market Street. She also mentioned the potholes on Market Street.

Sanitation Committee – Vice President Accorsi had nothing to report.

Highspire Happenings – Member Thatcher reported that there is no longer a committee due to lack of volunteers.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Member Roman reported that the committee met on June 17, 2025 at 6:00 p.m.

Community Development – Member A. K. Sutch

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 office will be closed on Thursday, June 19, 2025 for the Juneteenth holiday. He also reported that he will be on vacation starting Wednesday, June 18,2025 and will return on Monday, June 30, 2025

Deanna Proctor, Code Enforcement, updated members on 612 Second Street, 14 Ann Street/399 Eshelman Street house will be demolished in July and August by the latest, 398 Second Street (230 Café) and informed members that Scott with Approved Code Service met with her to inspected the property, and a Zoning Hearing Board meeting is scheduled for July 22, 2025 at 7:00 p.m. for a variance at 296 Second Street. She stated that a letter will be mailed to members if they would like to attend.

Randy Kreider, Public Works Director reminded members that the last day of street sweeping will be on June 18, 2025.

Deanna Proctor, Highspire Authority, reported that the next meeting is scheduled for Thursday, June 19, 2025 at 7:00 p.m.

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, reported that a draft sanitary sewer agreement was sent to the Lower Swatara Township Solicitor for review and comment. He noted that he is waiting for the Township Solicitor to contact him to schedule a meeting.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that there is still no update regarding Norfolk Southern and the railroad tracks. He noted that the permit is progressing for the Lumber Street project and there was a meeting with HRG.

Old Business

None

New Business

Motion moved by Member Thatcher, seconded by Member Roman to direct staff to release the June 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 R. Sutch, seconded by Member Thatcher to approve the proposal from Hamilton & Musser, P.C., for independent auditing services of the Borough's financial accounts. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the purchase of a solar charging panel and accompanying equipment from All Traffic Solutions (Quote #: Q-97066) for the speed sign shared with Royalton

Borough. Total cost of the equipment will be $2,133.41, half of which will be paid by the Borough of Highspire ($1,066.71) and the remaining half paid by Royalton Borough. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the purchase of two (2) Kussmaul shorelines by B. Moyer Radio Communications (Quote #: 12463) for installation into the new 2024 Chevrolet Tahoe police vehicles. Total cost of the installation is $3,456.98 which will be paid out of the Equipment, Vehicle and Property Reclamation Fund PLGIT. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch 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 A. K. Sutch, seconded by Member Matesevac to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Deanna J Proctor

Deanna Proctor
Assistant Borough Manager