Highspire Borough Council Minutes
July 15, 2025

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

The prayer was offered by Member Matesevac then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Mark Accorsi	Carolee Roman
	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

President Anderson and Member Thatcher were absent.

Also in attendance was Michelle Phillips.

Minutes
Vice President Accorsi presented the meeting minutes from the June 17, 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 Member R. Sutch. Motion approved unanimously.

Financial Reports
Vice President Accorsi presented the Treasurer's Report and Financial Statements for the month of June 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 reported the following meetings and upcoming events: 07/14 attended the National Night Out meeting. He also reported that the next Highspire event will be National Night Out (NNO) scheduled for Tuesday, August 5, 2025 from 6-8 p.m. and that he will be attending another meeting at the end of July for NNO.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, reported that the police car, dump truck and mower are some of the items that will be taken to the CapCOG auction on July 16, 2025.

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

Fire Department Reports
Vice President Accorsi presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of June 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 Member Roman. Motion approved unanimously.

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

Citizen's Comments
None

Correspondence

June 11, 2025 – CapCOG – May 2025 Safer Grant Report.

June 17, 2025 – Signed quote for Kussmaul charging stations sent back to B. Moyer Radio.

June 23, 2025 – County of Dauphin – May 2025 Delinquent Tax check in the amount of $6,781.50.

June 24, 2025 – 2024-2025 School Year Bus Patrol Report.

June 24, 2025 – Application for Handicapped Parking Space, 479 Eshelman Street.

June 26, 2025 – Boyer & Ritter, LLC – Draft 2024 Financial Audit and Management Representation letter.

June 26, 2025 – Signed Management Representation letter sent to Boyer & Ritter, LLC.

June 27, 2025 – Email notification from Buspatrol America, LLC – Payment in the amount of $175.00.

June 30, 2025 – COPS 2025 grant application was submitted.

July 01, 2025 – Email from DCDPS – June 2025 call report.

July 07, 2025 – Dauphin County Fines & Costs – Check in the amount of $161.50.

July 08, 2025 – Application for Handicapped Parking Space, 395 Market Street.

July 09, 2025 – Dauphin County Cleark of Courts – Administrative Order directing all Criminal, Traffic, Non-Traffic and Civil cases be temporarily filed at MDC 12-2-03 effective July 14, 2025.

July 10, 2025 – Management Response letter mailed to the Pennsylvania Department of the Auditor General – 2024 Liquid Fuels Audit.

July 15, 2025 – Dauphin County 2025-2029 Small Bridge Inspection Municipal Participation letter returned to HRG.

Committee Reports

Public Facilities – Member Matesevac asked if anything new is happening with 312 Market Street. Ms. Proctor stated that someone has been cutting the grass and cleaning up the property but she is unaware if the property has sold. She also mentioned 213 Market Street, the grass is being cut; however, they are not cutting the weeds in the front of the property. Member Matesevac asked the Solicitor for an update on the Conservatorship for 418/420 Market Street. Solicitor Cassidy stated that the Conservatorship is still in process.
Sanitation Committee – Vice President Accorsi had nothing to report.
Highspire Happenings – Member Thatcher was absent.
Finance Administration – Member Thatcher was absent.
Personnel Committee – Member Roman had nothing to report
Community Development – Member A. K. Sutch had nothing to report.
Public Safety Committee – Member R. Sutch reported that the Committee met to discuss Ordinance 660 of 2025 and, at this time, the Committee feels that the proposed Ordinance should not be pursued. Member Matesevac stated that she would like this pursued in the future. Member A. K. Sutch asked why the agenda is posted prior to meetings. Solicitor Cassidy stated that this is required under the Sunshine Act.
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, informed members that due to a conflict with the Zoning Hearing Board Solicitor, the Zoning Hearing Board meeting scheduled for July 22, 2025 has been cancelled. She stated that she will send letters to members with the new date.

Randy Kreider, Public Works Director noted that the street sweeping went well; however, due to weather the Highway Department is behind on cleaning up limbs. He also reported that Memorial Park was flooded and requested that it be closed for activities for the week. Member A. K. Sutch discussed the signs that will be posted at the Memorial Park pavilion. Director Kreider noted that he is just waiting for the proof to approve the sign.

Deanna Proctor, Highspire Authority, reported that the next meeting is scheduled for Thursday, July 17, 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 June 2025 and asked for a motion to accept them. Motion moved by Member Roman, seconded by Member A. K. Sutch. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, reported that the draft sanitary sewer agreement is still under review by the Lower Swatara Township Solicitor. He stated that he will keep contact with them to keep this moving forward.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that the Lumber Street project is progressing and noted that HRG had a meeting with the County to discuss whether the projects could be bid together and he has not heard any news on the outcome of the meeting. He added that the Dauphin County Local Share Municipal Grant window is open and he will be attending a public meeting with the intent to request Lumber Street Debt Services as in 2024, noting that the Borough applied for $150,000.00 in 2024 and received $100,000.00 and he plans to do something similar to that. Mr. Lauriello reminded members that he did apply for a $1,000,000.00 grant through the Statewide Local Share and this is still outstanding with no decision at this time.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member A. K. Sutch to direct staff to release the July 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 Highspire Borough Council Resolution No. 17 of 2025 authorizing the submission of a proposal for funds in the amount of $125,000.00 with the U.S. Department of Justice Office of Community Oriented Policing Services (COPS). Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Council Resolution No. 18 of 2025 adopting the Dauphin County 2025 Hazard Mitigation Plan. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the publication of Highspire Borough Ordinance No. 660 of 2025, establishing a handicap parking space at 395 Market Street and 479 Eshelman Street, Highspire. Motion approved unanimously.

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

Public Works Director Kreider added that the FAA determined trees located on the Authority property behind the treatment plant, need to be removed since they are obstructing the easement and encroaching in the right-of-way. Solicitor Cassidy asked Director Kreider to send him the information and he will send a letter to the airport regarding this. He stated that grant money was received by the airport to remove trees.

Vice President Accorsi asked if there was anything else needing to be discussed. With no other action to be taken, Vice President Accorsi asked for a motion to adjourn the meeting. Motion moved by Member A. K. Sutch, seconded by Member Matesevac to adjourn the meeting at 7:37 p.m.

Respectfully submitted,

Deanna J Proctor

Deanna Proctor
Assistant Borough Manager