Highspire Borough Council Regular Minutes
July 28, 2026
(July 21, 2026 Rescheduled)

Council President A. Kay Sutch 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:

Council Members Present:	A. Kay Sutch	Robert Sutch
	Carolee Roman	Michelle Phillips
	Tyler Thatcher	

Mayor: Von Hess
Borough Manager: Mark Stonbraker
Codes/Zoning Officer: Rachel Vega
Solicitor: Rachel James
Engineer: Frank Chlebnikow

Citizens in attendance: Mark Wingard

Vice President Mark Accorsi, Member Dorothy Matesevac, Public Works Director Kreider and Assistant Borough Manager Deanna Proctor were absent.

Minutes:
President A. K. Sutch presented the meeting minutes for the June 9, 2026 Workshop Meeting and the June 16, 2026 Regular Meeting and asked for questions regarding them. Hearing none, a motion to accept minutes was made by Member Thatcher and Seconded by Member Roman. Motion approved unanimously.

Financial Reports:
President A. K. Sutch presented the Treasurer's Report and Financial Statements from Hamilton & Musser, PC, CPAs for the month of June 2026 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 Thatcher. Motion approved unanimously.

Mayor's Report:
Mayor Hess reported that National Night Out will be held on Tuesday, August 4, 2026 from 6:00 p.m. – 8:00 p.m. at Memorial Park. He added that there will be 22 vendors along with a petting zoo, hot air balloon and the Fire Department will be putting on a presentation. Hot dogs and other refreshments will be available to everyone.

Public Safety Directors' Report:
Public Safety Director Mark Stonbraker noted that the majority of the correspondences that were received were checks from the MDJ's office for Fines and Costs, thanking the Police department for a job well done.

President A. K. Sutch presented the Mayor's Report and Public Safety Director's Report for the month of June 2026 and asked if there were any questions. Hearing none, she noted that the reports could be filed.

Fire Department Reports:
Jenna Condran was absent. Manager Stonbraker stated that the Department raised $700 at their last Bucket Drive. Member Phillips reported that the Department was invited along with Middletown, Londonderry and Lower Swatara for the Knights of Columbus, at the Seven Sorrow School, where there were donations of water.

President A. K. Sutch asked if there were any further questions concerning the Fire Chief's Report and Fire Department Treasurer's Report for June 2026. Hearing none, a motion to accept the reports was made by Member Thatcher and seconded by Member Roman. Motion approved unanimously.

South-Central Emergency Medical Services Report:
President A. K. Sutch presented the South-Central Emergency Medical Services Report for June 2026 and asked if there were any questions regarding the report. Hearing none, she noted that it could be filed.

Citizen's Comments:
Mark Wingard stated that at the request of Codes & Zoning Officer, Rachel Vega, he came to speak with Council regarding his solar panels. He asked if members had any questions or comments regarding the panels. Ms. Vega stated the she, along with Assistant Manager Proctor, toured his home to inspect the setup of the solar panels. Ms. Vega noted that this was a very unique situation and wanted to figure out a way to work with Mr. Wingard. President A.K. Sutch asked Ms. Vega

if she found any code violations. She replied that there were issues with the placement of the panels since he has two front yards and he can't have the solar panels freestanding, especially in the front yard. Mr. Wingard informed members that he installed the entire system himself and has added to it for the past 17 years. President A. K. Sutch asked if any were moved during that time. Mr. Wingard noted that after receiving complaints that it was unsightly on the fence along Eshelman Street, he did move the panels to the alley side behind Turkey Hill. He discussed ways to be in compliance with the codes and requested more time to come into compliance. He invited anyone who is interested in taking a tour to his home. Ms. Vega stated that he is totally off grid and it is a unique use and he could file for a "Special Exception - Use Not Provided For" and may need some variances. Conclusion is that it has been there that long and he has worked with Codes and moved some things around, so President A. K. Sutch feels that he doesn't need to go any further with it and will need to continue to work with Ms. Vega and revisit this in a few months.

Committee Reports (see below):

Public Facilities:
Member Matesevac was absent.

Member R. Sutch asked about the Quality-of-Life Ordinance and why the Ordinance needed to be amended. Ms. Vega replied that because the Quality-of-Life Ordinance did not match with what the Zoning Ordinance's appeals process and penalties had. It makes more sense to put the common things all in one ordinance so you will have the same appeal process and penalties and this will bring the ordinances into agreement. There was a discussion on the Quality-of-Life Ordinance.

Sanitation Committee:
Member Phillips reported that she attended the last Authority meeting noting that the Biosolids Project is at substantial completion and the final payments are being made to all vendors. The Department of Environmental Protection (DEP) performed their final inspection on July 6, 2026 and only found a few documents that weren't noted. She stated that the odor from the plant has calmed down and that the sludge was causing the odor and now that it's moving, it has reduced the odor. Member Phillips announced that the Authority approved a new solicitor Rachel James with Johnson and Duffie for a one-year contract. She added that the Agenda was amended at the meeting and it was not posted within 24 hours after the meeting.

Finance Administration:
Member Thatcher had nothing to report.

Personnel:
Member Roman stated that an offer for the Wastewater Treatment Plant position was made to Jeff Shellenberger and to Derrick Baker for the Highway Department.

Community Development:
Vice President Accorsi was absent.

Public Safety:
Member R. Sutch had nothing to report.

Staff Activity Reports (see below):

Borough Manager:
Manager Stonbraker reported that at the CapCOG Auction, the police vehicle sold for $4,000.00 and the bicycles and other equipment sold for $122.00. With commissions the Borough will receive a check in the amount of $3,701.60 which will be deposited into the surplus account PLGIT.

Code Enforcement:
Code Officer, Rachel Vega, noted that since she started, she has issued 200 Notices of Violations, 12 tickets and 9 are going to citations. President A. K. Sutch asked if Ms. Vega would explain the Tree letters. Ms. Vega stated that according to the ordinances, the Tree Violation ordinance states that when she issues a Notice of Violation, she has to notify Council. Discussion followed.

Public Works:
Director Kreider was absent.

Highspire Authority:

Deanna Proctor was absent.

Grant Administrative Report & Fire Dept. Financial Report:
Nothing further to add to the report.

Sewer Billing, Adjustments & Reconciliations:
Nothing further to add to the report.

Safety Committee:
Member R. Sutch had nothing to report.

President A. K Sutch presented the Staff Activity Reports for the month of June 2026 and asked for a motion to accept them. Motion to accept moved by Member R. Sutch and seconded by Member Roman. Motion approved unanimously.

Solicitor's Report:
Rachel James, Solicitor, reported that the 418 and 420 Market Street properties were on the list for Judicial Sale and did not sell. Ms. James noted that she has a phone call set up with the Dauphin County Tax Bureau, since the Bureau is the one who listed the property, to see whether or not they intend to relist it. She stated that Council may want to think strategically about whether or not they would be interested in purchasing the property. Ms. James noted that she spoke with Manager Stonbraker last week regarding moving away from Portnoff Law Associates in handling liens and moving forward with Johnson Duffie and moving Stormwater fees to the Authority. Ms. James discussed item g. under "New Business" on the Agenda pertaining to Ordinance #663 of 2026.

Engineer's Report:
Frank Chlebnikow, Borough Engineer, discussed item k. under "New Business" on the Agenda regarding the anticipated project schedule from RETTEW. Mr. Chlebnikow reported that the project is a week behind schedule and at this time he has no concerns with the delay. He noted that Jeremy Smith with RETTEW is still coordinating with the County on the CDBG funds.

Old Business:
None

New Business:
Motion moved by Member Phillips, seconded by Member R. Sutch to direct staff to release the July 2026 contribution to the Citizens Fire Company #1 of Highspire as indicated in the 2026 General Fund Budget (Fire Protection – Contributions – Fire Company 411.500). Amount to be paid to the Company $3,500.00. Motion approved unanimously.

Motion moved by Member Phillips, seconded by Member R. Sutch to approve the proposal from Witmer Public Safety Group, Inc. (Quote #QUO331808) for the purchase of seven (7) Glock 45 Gen 6 pistols with Aimpoint COA optics, Streamlight TLR-7X Flex tactical lights along with holsters and duty gear as indicated in the 2026 General Fund Budget (Police Protection – Firearms 410.240 and Uniforms 410.238). Total cost of the pistols and accruements - $8,286.68. Motion accepted unanimously.

Motion moved by Member Phillips, seconded by Member R. Sutch to approve the proposal from Witmer Public Safety Group, Inc. (Quote #QUO3326424) for the purchase of two (2) Benelli M4 Entry 12 Gauge shotguns as indicated in the 2026 General Fund Budget (Police Protection l- Firearms 410.240). Total cost of the shotguns - $4,110.00. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve the Transportation and Treatment Agreement between the Borough of Highspire, the Highspire Borough Authority, Lower Swatara Township and the Lower Swatara Township Authority. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve Highspire Borough Council Resolution #21-2026 approving the actions of Mayor Hess which include the Emergency ban on open burning and the use of fireworks on July 3, 2026. Motion approved unanimously.

Motion moved by Member Phillips, seconded by Member R. Sutch to approve publication of Highspire Borough Ordinance #662 of 2026 amending Chapter 10, Part 5 of the Highspire Borough Code of Ordinances entitled "Quality of Life Improvement Ordinance". Motion approved unanimously.

Motion moved by Member Phillips, seconded by Member R. Sutch to approve publication of Highspire Borough Ordinance #663 of 2026 authorizing the selection, condemnation and appropriation of permanent easements and temporary construction easements across portions of certain lands situate in the Borough of Highspire, Dauphin County, Pennsylvania, for municipal purposes, to include and construction, use and maintenance of certain improvements to Lumber Street, and

authorizing the filing of one or more Declarations of Taking, and all necessary action for the acquisition thereof as of date of condemnation. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the action of Highspire Borough Manager Mark Sonbraker in soliciting the services of Pronto Plumbing for emergency repairs to the Municipal Building sewer line. Total cost of repairs is $16,002.00 for the lateral replacement and cleanout. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the conditional offer of employment for Jeffrey D. Schellenberger to fill the vacant position of Wastewater Treatment Plant Operator Trainee. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the conditional offer of employment for Derrick L. Baker to fill the vacant position of Highway Department Laborer I. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the Anticipated Project Schedule from RETTEW Associates, Inc. for the 2025 Market Street Community Development Block Grant (CDBG) Repaving Project (Lumber Street to Chestnut Street). Motion approved unanimously.

Approval of Payroll and Bills:
President A. K. Sutch asked for a motion for approval of payroll and bills. Motion moved by Member R. Sutch and seconded by Member Thatcher. Motion approved unanimously.

President A. K. Sutch asked if there was any other business to be discussed.

Member Phillips reported that on July 20, 2026 she attended the CapCOG meeting and then discussed two (2) webinars that she attended. She attended the “Rules of Council’ webinar with the Pennsylvania State Association of Boroughs (PSAB) and the Department Community and Economic Development (DCED) “Who Are We, and How Can They Help” webinar. She stated that both webinars were very beneficial and she would like to have Troy Kreider with DCED attend the September or October Council meeting to discuss how they can help with budgets, job descriptions and funding programs.

With no other action to be taken, President A. K. Sutch asked for a motion to adjourn the meeting. Motion moved to adjourn the meeting by Member Phillips, seconded by Member Thatcher. Motion approved unanimously. Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Deanna J. Proctor
Assistant Borough Secretary