Highspire Borough Council Regular Minutes
August 18, 2026

Council President A. Kay Sutch called the Highspire Borough Council meeting to order at 7:03 p.m.

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

Roll Call:

Council Members Present:	A. Kay Sutch	Tyler Thatcher
	Mark Accorsi	Robert Sutch
	Carolee Roman	Michelle Phillips
	Dorothy Matesevac	

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Codes/Zoning Officer:	Rachel Vega
Public Works Director:	Randy Kreider
Engineer:	Frank Chlebnikow

Rachel James, Solicitor, was absent.

Citizens in attendance: Tyler Wilson and Josh Nelson from Commonwealth Code Service, LLC.

Minutes:
President A. K. Sutch presented the meeting minutes for the July 14, 2026 Workshop Meeting and the July 28, 2026 Regular Meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Matesevac and Seconded by Vice President Accorsi. 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 July 2026 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Vice President Accorsi and seconded by Member Matesevac. Motion approved unanimously.

Mayor's Report:
Mayor Hess reiterated what he had stated at last week's meeting and thanked everybody who contributed to and came to the National Night Out event, which turned out to be a very nice event. He noted that the next event will be the Car Show on Saturday, September 19, 2026.

Public Safety Directors' Report:
Public Safety Director Mark Stonbraker reported that he met with representatives from LTAP concerning the issues on Poplar Street. He met with Logan Schumann from Pennoni and Brian Snyder with the Tri-County Regional Planning Commission where they discussed a traffic calming study on Poplar Street. Traffic monitors were set up on Roop, Paxton, Chestnut, between Market and just North of Market Streets, to determine how much traffic comes through and to monitor the speed as well. This will determine whether or not speed limit signs and/or stop signs need to be added to the area. He also noted that they discussed another study, down the road, concerning crosswalks and issues with cars not stopping.

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

Fire Department Reports:
Jenna Condran stated that the department will be starting their roast beef dinner sales on Sunday, September 13, 2026 and they also have a bucket drive on Eisenhower Boulevard and Second Street on Saturday, August 22, 2026 from 12:00 p.m. – 2:00 p.m. She noted that they plan to have more bucket drives in September, October and November, depending on how cold it gets.
President A. K. Sutch asked if there were any further questions concerning the Fire Chief's Report and Fire Department Treasurer's Report for July 2026. Hearing none, a motion to accept the reports was made by Member R. Sutch and seconded by Vice President Accorsi. 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:
None

Committee Reports (see below):

Public Facilities:
Member Matesevac asked Rachel Vega, Codes Officer, if she found out any information regarding 312 Market Street. Codes Officer Vega replied that she has looked into this property and at this time the first floor is being rented; however, no one is living on the second floor. Member Matesevac also asked about the shed at 237 Market Street. Ms. Vega stated that she received an email from the homeowner stating that she did submit a permit application and it was approved by the Borough; however, this was not approved by the Codes Officer, but by another Borough employee that was filling in while the Codes Officer was out of the office.

Sanitation Committee:
Member Phillips reported that the next Authority meeting will be held on Thursday, August 20, 2026 at 7:00 p.m.

Finance Administration:
Member Thatcher stated that the first 2027 Budget Meeting will be held on September 10, 2026 at 6:00 p.m.

Personnel:
Member Roman noted that all departments are fully staffed.

Community Development:
Vice President Accorsi had nothing to report.

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

Staff Activity Reports (see below):

Borough Manager:
Manager Stonbraker reported on the following:

- He submitted a claim with Selective Insurance for the sewer lateral repairs in the amount of $16,002.00 and Selective paid the full amount for the repair.
- Friday, August 21, 2026 he will be meeting with Frank Chlebnikow, RETTEW, to discuss the Comprehensive Plan.
- There is a pre-construction meeting next Friday, August 28, 2026 with New Enterprise for the Market Street project.
- The 2027 Budget letters were mailed out, and so far, he has received responses from Tax Collector Colleen Shank, Nick Schearer from Hamilton and Musser, Mike Cassidy from Johnson & Duffy and Police Sergeant Chris Santiago, who submitted the Police Department Budget.
- Received Ordinance 664 from Rachel James, Solicitor, to transfer the administration of the Stormwater Program over to the Authority. The Borough will continue to collect the fees with sewer payments.

President A. K. Sutch asked for a motion to amend the Agenda.

Motion moved by Member R. Sutch, seconded by Member Matesevac to amend the Agenda by adding Highspire Borough Ordinance 664 of 2026 as item "g" under "New Business". Motion approved unanimously.

President A. K. Sutch asked for a motion to approve publication of Highspire Borough Ordinance 664 of 2026.

Motion moved by Member R. Sutch, seconded by Member Roman to approve publication of Highspire Borough Ordinance 664 of 2026 providing the transfer to the Highspire Borough Authority the right to establish, impose, bill and collect stormwater user fees; providing for the administration of stormwater revenues and budgeted funds; and preserving certain Borough administrative responsibilities. Motion approved unanimously.

Code Enforcement:
Code Officer, Rachel Vega, reported that she has issued 209 Notices of Violations since she started, 59 violations have been abated and 8 citations were issued.

Public Works:
Director Kreider informed members that he was notified by DEP that an MS4 audit is scheduled for Thursday, August 20, 2026 in the morning.

Highspire Authority:
Deanna Proctor reported that the next Authority meeting will be held on Thursday, August 20, 2026 at 7:00 p.m. and the Authority will be welcoming new solicitor, Rachel James.

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 July 2026 and asked for a motion to accept them. Motion to accept moved by Member Matesevac and seconded by Member R. Sutch. Motion approved unanimously.

Solicitor's Report:
Rachel James, Solicitor, was absent. No report was given.

Engineer's Report:
Frank Chlebnikow, Borough Engineer, gave the following report:

- A meeting is scheduled for Friday, August 21, 2026 regarding the Comprehensive Plan. He noted that they will discuss goals, objectives and projects.

- As Public Works Director, Randy Kreider, noted DEP scheduled an MS4 audit for Thursday, August 20, 2026.

Old Business:
None

New Business:
Motion moved by Member Accorsi, seconded by Member R. Sutch to direct staff to release the August 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 R. Sutch, seconded by Vice President Accorsi to approve 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 Roman, seconded by Member Matesevac to approve Highspire Borough Ordinance #663 of 2026 authorizing the selection, condemnation and appropriation of permanent easements and temporary construction easements across portions of certain lands situated in the Borough of Highspire, Dauphin County, Pennsylvania, for municipal purposes, to include the 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 Vice President Accorsi, seconded by Member R. Sutch to approve the 2027 Minimum Municipal Obligation for Non-Unformed Employees (2027 Budgeting Purposes). Opposed by Member Phillips due to the lack of information being provided. Motion approved.

Motion moved by Member Matesevac, seconded by Member Thatcher to approve the 2027 Minimum Municipal Obligation for Police Officers (2027 Budgeting Purposes). Opposed by Member Phillips due to the lack of information being provided. Motion approved.

Motion moved by Member Roman, seconded by Member Thatcher to approve the services of Commonwealth Code Inspection Service, Inc. for third-party PA-UCC consulting, plan review, building permits and inspections. Motion approved unanimously. Code Officer, Rachel Vega, introduced Tyler Wilson and Josh Nelson from Commonwealth Code Service, LLC.

Approval of Payroll and Bills:

President A. K. Sutch asked for a motion for approval of the payroll and bills. Motion moved by Member Matesevac and seconded by Member Thatcher. Motion approved unanimously.

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

Member Phillips requested an Executive Session to discuss a personnel matter.

Executive Session: 7:35 p.m.
Reconvene: 7:43 p.m.

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 Matesevac, seconded by Member Thatcher. Motion approved unanimously. Meeting adjourned at 7:44 p.m.

Respectfully submitted,



Deanna J. Proctor
Assistant Borough Secretary