Highspire Borough Council Minutes
August 19, 2025

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

The prayer was offered by President Anderson then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	Carolee Roman
	Mark Accorsi	Tyler Thatcher
	Dorothy Matesevac	Robert Sutch

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Public Works Director:	Randy Kreider
Borough Engineer:	Robert Lauriello

Member A. Kay Sutch and Solicitor Michael Cassidy were absent.

Also in attendance were Michelle Phillips from Highspire and Greg T. Miraglia from Mechanicsburg.

Minutes
President Anderson presented the meeting minutes from the July 15, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member Roman and seconded by Member R. Sutch. Motion approved unanimously.

Financial Reports
President Anderson presented the Treasurer's Report and Financial Statements for the month of July 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member Matesevac and seconded by Member Accorsi. Motion approved unanimously.

Mayor's Report
Mayor Hess reported the following meetings and upcoming events: 07/17 attended the Highspire Borough Authority meeting; 7/24 attended the Highspire Happenings meeting to discuss plans for the Car Show scheduled for Saturday, September 20, 2025; 08/05 participated in the annual Nation Night Out - Mayor Hess added that it was an excellent event and thanked all the Borough departments who participated; and 08/07 attended the Zoning Hearing Board meeting regarding 296 Second Street, Highspire. Upcoming events: 08/20 Welcome back students for the first day of school at 7:15 a.m. he noted that council and Borough employees are welcome to participate and 09/20 Car Show 10 am – 12 pm.

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

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

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

Citizen's Comments

Michelle Phillips, 288 Poplar Street, Highspire, had a complaint regarding the Highspire Borough Authority's solicitor. She stated that stormwater improvements were to begin in her area in the spring; however, it has been four months and the solicitor hasn't mailed the letters to the residents in that area and the project can't begin until the letters are mailed and signed by the residents. Member Thatcher informed Ms. Phillips that Borough Council doesn't oversee the Authority and has no say in who their solicitor is.

Correspondence

July 15, 2025 – Email from the Dauphin County Conservation District – posting water quality signs at Reservoir Park.

July 16, 2025 – Highspire Borough Ordinance 660 of 2025 emailed to PennLive for publication.

July 17, 2025 – Keystone Collections – Dauphin County TCC Public Funds Audit Report and Tax Officer Bond.

July 17, 2025 – Dauphin County Tax Collection Committee – DCTCC Financial Report Year Ended 2024 prepared by Boyer & Ritter, LLC.

July 21, 2025 – County of Dauphin – June 2025 Delinquent Tax check in the amount of $5,036.25.

July 22, 2025 – County of Dauphin – June 2025 Transfer Tax check in the amount of $5,102.86.

July 30, 2025 – Copy of Highspire Borough Council Resolution #18 of 2025 adopting the DCDPs Hazard Mitigation Plan emailed to the Dauphin County Department of Public Safety.

July 30, 2025 – Crimewatch 2025 Semi-Annual Impact Report.

July 30, 2025 – Damage claim for #1732 submitted to AIA.

August 1, 2025 – Form 15314 filed with the IRS to access to IRS.gov/TEGEconnect on-line access.

August 1, 2025 – Email to R. J. Hall – Act 44 Pension Plan Disclosure.

August 4, 2025 – Dauphin County Court of Common Pleas – Administrative Order from the Honorable President Judge A. Scott Evans – Reassignment of Cases from Magisterial District Court 12-2-01.

August 5, 2025 – Comcast 2nd Quarter Franchise Fee Report – amount = $4,533.42.

August 6, 2025 – Application for Handicapped Parking Space for 433 Cherry Avenue.

August 7, 2025 – Email from Robert E. Stout, Office of Emergency Communications, Dauphin County Department of Public Safety l- July 2025 ECC Stats.

August 7, 2025 – 2026 Budget Letters (General Fund, Sewer Admin, Sewer O&M, Stormwater / MS4, Highway Aid) sent out.

August 7, 2025 – Email to USDA-RD- 2nd Quarter 2025 Financial Report.

August 8, 2025 – Dauphin County Fines & Costs - check in the amount of $284.10.

Committee Reports

Public Facilities – Member Matesevac noted that she has noticed several residents cleaning up their properties after receiving a Notice of Violation. She also asked Ms. Proctor if she would be attending the hearing in October 2025 regarding 152 Penn Street, Highspire and stated that she will be attending also. She added that 312 Market Street looks much better outside and the new owner has been cleaning up the property and keeping it maintained. There was also discussion of various streets in the Borough that need repaved or hot patched. Public Works Director Kreider stated that the department has plans to work on Catherine Street and the end of Broad Street as much as they can with the equipment they have.

Sanitation Committee – Vice President Accorsi had nothing to report.

Highspire Happenings – Member Thatcher noted that the Car Show will be held on Saturday, September 20, 2025 at Memorial Park. He stated that this year it is open to non-food vendors. A small area will be set up for tables at no cost.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Member Roman requested a meeting be scheduled for the Personnel Committee as soon as possible.

Community Development – Member A. K. Sutch was absent.

Public Safety Committee – Member R. Sutch had nothing to report.

Maintenance & Repair – Member Matesevac stated that she would like to meet with Manager Stonbraker to discuss any additional projects that need to be addressed with the Borough building.

Staff Activity Reports

Mark Stonbraker, Borough Manager, asked members for approval to purchase a flat screen TV for the window, in the hallway, across from Borough office. He explained that this will be used for information/events and pictures and that this will replace having to decorate the window. The total cost for the TV and mount is $320.00 and will be paid out of the General Fund. Members approved the purchase of the flat screen TV. Manager Stonbraker also discussed the proceeds from the July 16, 2025 CapCOG Auction. He reported that the following funds were received: $493.00 for bicycles, $5,900.00 Toro mower, $8,700.00 dump truck and $2,700.00 for the police sedan for a total amount paid to the Borough, after fees, was $15,374.40.

Deanna Proctor, Code Enforcement, had nothing to add to her report.

Randy Kreider, Public Works Director, had nothing to add to his report.

Deanna Proctor, Highspire Authority, reported that the next meeting is scheduled for Thursday, August 21, 2025 at 7:00 p.m.

Mark Stonbraker, Safety Committee, had nothing to report.

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

Solicitor's Report

Michael Cassidy, Solicitor, was absent.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that the 2025/2026 Dauphin County Local Share Grant application window is now open. He also referenced items f. and g. on the agenda and noted that the items are to authorize RETTEW to request support letters from the County Commissioners. He stated that the plan is to do what was done last year by submitting one application for the Lumber Street debt service, $150,000 was requested last year and $100,000 was received, and the second will be for the Citizens Fire Company #1 to do maintenance and repair on the engine, $75,000 was requested last year and $50, 000 was received. Mr. Lauriello stated that he will repeat the same application this year hopefully with equal or better results. He requested two items be added to the agenda, under "New Business".

Mr. Lauriello discussed the Community Development Block Grant through Dauphin County. He stated that he submitted an application last year for Market Street and Chestnut Street in the amount of $179,000 and $75,000 was received. He noted that this year the grant will be submitted to repair Race Street from Second Street to the railroad tracks and Lusk Avenue since they are both is in poor shape. He continued that these roads are not covered by the larger grant application from the state. He stated that he would like to submit the 2025/2026 CDBG Grant application for Race Street and Lusk Avenue. He continued that it is just one part of Race Street and other part of Race Street is the railroad tracks which there is an inquiry into Norfolk Southern, which Manager Stonbraker is working on, and also moving funding from a previous CDBG grant. He noted that both of those are moving forward but not as quickly as he'd like. He added that Norfolk Southern is still in the process of getting their approval from last years application.

He updated members on the Lumber Street project and stated that the project is continuing to move forward. He reported that he along with Manager Stonbraker, Public Works Director Kreider and Jeremy Smith with RETTEW met with HRG last week to coordinate their work and RETTEWs work. He stated that RETTEW has had conversations with the County about bidding the projects together and still have to work out a strategy to do that. He informed members that the project should go out to bid in the winter and construction should start in spring 2026.

Mayor Hess asked if it would be possible to include the section of Jury Street that comes out to Race Street to the project Mr. Lauriello stated that it's a matter of how much grant money is requested and how much is actually received. He informed the mayor that he will look into adding this to the application.

Old Business

None

New Business

Motion moved by Member Matesevac, seconded by Member Thatcher to direct staff to release the August 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 Matesevac to approve Highspire Borough Ordinance No. 660 of 2025, establishing handicap parking spaces at 395 Market Street and 479 Eshelman Street, Highspire. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice President Accorsi to approve the proposal from Toshiba – DocuWare document management and workflow automation software. Total amount will be $4,500.00 up-front payment for labor and $5,105.52 per year which will be split evenly between the following budgets; General Fund Administration (400.213), General Fund Police Protection (410.252), Sewer Administration (402.213), Sewer Operation and Maintenance (429.200) and Stormwater Management/MS$ (446.213). Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve the 2026 Minimum Municipal Obligation for Non-Uniformed Employees (2026 Budgeting purposes). Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Matesevac to approve the 2026 Minimum Municipal Obligation for Police Officers (2026 Budgeting purposes). Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the drafting of a letter to the Dauphin County Gaming Advisory Board requesting the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant (LSMG) Application that the Borough of Highspire intends to submit for the 2025-2026 grant cycle. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve the drafting of a letter to Dauphin County Gaming Advisory Board requesting the Dauphin County Board of Commissioners sponsor the Local Share Municipal Grant (LSMG) Application that the Borough of Highspire intends to submit as co-sponsor with Citizens Fire Company #1 of Highspire for the 2025-2026 grant cycle. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve the purchase of a 2-ton, one burner, asphalt hot box with arrow stick from Stephenson Equipment, Inc. (SEI) for the Highspire Highway Department in the amount of $40,086.50 which will be paid out of the Highway Aid Fund Checking Account PLGIT. Motin approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to amend the agenda by adding to the agenda, under "New Business", the authorization for RETTEW to prepare and submit the 2025-2026 Dauphin County Local Share Municipal Grant (LSMG) application. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to authorize RETTEW to prepare and submit the 2025-2026 Dauphin County Local Share Municipal Grant (LSMG) application. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to amend the agenda by adding to the agenda, under "New Business", the authorization for RETTEW to prepare and submit the 2026 Dauphin County Community Development Block Grant application. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Accorsi to authorize RETTEW to prepare and submit the 2026 Dauphin County Community Development Block Grant application. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Vice President Accorsi 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 Matesevac, seconded by Member Roman to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager