Highspire Borough Council Minutes
September 16, 2025

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

The prayer was offered by Vice President Accorsi 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
	A Kay Sutch	

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Assistant Borough Manager:	Deanna Proctor
Borough Engineer:	Robert Lauriello

Public Works Director, Randy Kreider, was absent.

Also in attendance were residents Stephen Navitsky and Melanie Rupp.

Minutes
President Anderson presented the meeting minutes from the August 19, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Vice President Accorsi and seconded by Member Matesevac. Motion approved unanimously.

Financial Reports
President Anderson presented the Treasurer's Report and Financial Statements for the month of August 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 Roman. Motion approved unanimously.

Mayor's Report
Mayor Hess reported the following meetings and upcoming events: 08/20 participated in the annual "Welcome Back Students" day at the Steelton-Highspire Elementary School; 09/02 attended the final meeting to plan the Annual Car Show which will occur on Saturday, September 20, 2025 at 10 a.m. at Memorial Park; 09/04 attended the grand opening of Senator Patty Kim's satellite office on Colonial Road in Harrisburg; and 09/16 attended the semi-annual meeting of the Environmental Advisory Board to discuss plans for next year's Arbor Day Celebration. Mayor Hess discussed an issue with cars parking too close to stop signs in the Borough. Borough Solicitor Cassidy asked if the curbs were painted or if there were any signs. Manager Stonbraker stated that the vehicle code covers this and a vehicle cannot park within 30 feet of a stop sign. Discussion followed regarding enforcement.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, reported that the Borough was awarded $513.00 for the 2026 Susquehanna Municipal Trust (SMT) Safety Grant for the purchase of gas detection meters for the Waste Water Treatment Plant.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of August 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 reported that the department will be attending the Steelton-Highspire Elementary School on October 9, 2025 for a Fire Prevention presentation along with the Lower Swatara Township and Steelton Fire Departments. She also noted that the Steelton-Highspire Elementary school reached out to the Department wanting to utilize the hall for community involvement with parents and students once every quarter. She added that the school will have bingo and a spaghetti dinner and this will all be paid for by the school and will be free to the parents and students in the community. Member A. K. Sutch asked if the roast beef dinner did well. Mrs. Condran replied that it didn't do as well as they had hoped since they haven't had a dinner since May 2025. She stated that the next dinner will be held in November and she plans to do more advertising for the dinner.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of August 2025 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Member Matesevac seconded by Member R. Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

Steve Navitsky voiced his concerns regarding the overgrowth of weeds from homes backing up to Bessemer Alley. He also reported that a neighbor's pit bull attacked a cat in the neighbor's backyard and he is concerned about the safety of other animals and children. He also mentioned that the tenant does not clean up waste from the dog and has an inoperable vehicle parked on the property.

Melanie Rupp stated that she also lives next door and her and her kids witnessed the attack on the cat.

Correspondence

August 19, 2025 – DocuWare agreement signed and emailed back to Toshiba.

August 20, 2025 – Response letter to Mrs. Kim wright, 433 Cherry Avenue, Highspire, denying her application for a Handicapped Parking Space.

August 20, 2025 – TE-122 Solicitation Permit submitted to PennDOT for Citizens Fire Company #1 of Highspire Boot Drives.

August 20, 2025 – Dauphin County Board of Assessment Appeals – Notification of Scheduling for an Assessment of Appeal Hearing / Exemption Request for 510 Rosedale Avenue.

August 25, 2025 – County of Dauphin – July 2025 Transfer Tax check in the amount of $13,853.03.

August 26, 2025 – Dauphin County Economic Development – Notice of a public hearing to be held to present a Substantial Amendment to Dauphin County's Annual Action Plan FY 2023. The County's allocation for the FY 2023 CDBG program was $1,425,028.00.

August 27, 2025 – Proposal from Walters services, Inc. for portable toilets and hand washing stations.

August 27, 2025 – Tel-122 Solicitation Permit approved by PennDOT.

August 28, 2025 – 2025 LSMG Request for Letters of Support from the Dauphin County Commissioners for the Lumber Street Repair Project Debt Reduction and Citizens Fire Company Engine Upgrade were submitted by RETTEW.

September 2, 2025 – Notification email from the Chief Clerk of the PA Senate that Senator Patti Kim will no longer be using the Municipal Building as a satellite office.

September 8, 2025 – Dauphin County Fines & Costs – Check in the amount of $108.98.

September 12, 2025 – Notification from the PA Auditor / Comptroller – Volunteer Fire Relief Association allocation in the amount of $14,048.41.

September 12, 2025 – County of Dauphin, MDC 12-2-03 – Fines & Costs check in the amount of $361.79

Committee Reports

Public Facilities – Member Matesevac discussed various property maintenance issues in the Borough and asked what further action could be taken for property owners that won't comply with the Notices of Violation and citations.
Sanitation Committee – Vice President Accorsi had nothing to report.
Highspire Happenings – Member Thatcher reminded members that the Car Show will be held on Saturday, September 20, 2025 at Memorial Park.
Finance Administration – Member Thatcher reported that the next Budget Meeting will be held on Thursday, September 18, 2025 at 6:00 p.m.
Personnel Committee – Member Roman had nothing to report.
Community Development – Member A. K. Sutch asked if the Borough could purchase six (6) new scarecrows to place on the fence, along with the banner, at Memorial Park.
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, discussed item b. on the agenda, under "New Business". He also requested an amendment to the agenda to include the proposal from IEC for the installation of three (3) 45' – 20-amp retractable cord reels for the new patrol cars.

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

Randy Kreider, Public Works Director, was absent.

Deanna Proctor, Highspire Authority, reported that the next meeting is scheduled for Thursday, September 18, 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 August 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, updated members on upcoming meetings he has scheduled next week with Mike Miller, Solicitor for Lower Swatara Township, to discuss the draft Sewer Treatment and Transportation Agreement. President Anderson asked if there was any indication that Lower Swatara was holding up to their end of the bargain regarding the agreement. Solicitor Cassidy stated that he hasn't had a meeting yet to discuss the agreement with Lower Swatara Township. Member A. K. Sutch stated that depending on what happens at the meeting with Mr. Miller, she would like to see action before the next Council Meeting. Solicitor Cassidy noted that there will be a back and forth when negotiating the agreement and if the parties can't agree, a mediator will get involved. Discussion followed regarding the agreement between the Borough and Lower Swatara Township.

Mr. Cassidy discussed a Tax Assessment Appeal by 510 Rosedale Avenue, Highspire. He noted that the property sold in 2024 for $600,000 and the property was assessed at $322,300 which equates to a process to determine a fair market value of $720,000. He continued that the Tax Assessment Appeals Board agreed to reduce the assessed value to $261,000 which is an implied fair market value of $640,000 which means the Borough will have a net reduction of tax revenue of $2,100 per year. He advised that it wouldn't be worth the cost to appeal the board's decision.

Engineer's Report
Robert Lauriello, Borough Engineer, reminded members of his request to the County to move $42,000 over from a previous CDBG Grant to the Railroad Crossing Project at Race and Lumber and he, along with Manager Stonbraker, will be attending a public hearing at the Commissioner's office on September 16, 2025 regarding this. He informed members that he is in the process of preparing the CDBG and Local Share Municipal Grant applications and the applications will be submitted by the deadline. Mr. Lauriello stated that everything is on schedule for a spring bid on the Lumber Street project.

Old Business
None

New Business
Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the September 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 Thatcher, seconded by Member K. Sutch to approve the purchase of a 24 x 24 Compaction Basket with 12-volt which for the 2-ton asphalt hot box from Stephenson equipment, Inc. (SEI) in the amount of $5,109.00 which will be paid out of the Highway Aid Fund Checking Account PLGIT. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member Thatcher to amend the agenda to include the proposal from IEC for the installation of three (3) 45' – 20-amp retractable cord reels for the new patrol cars. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approved the proposal for IEC for the installation of three (3) 45' 20-amp retractable cord reels for the new patrol cars. Total cost of the installation will be $2,700.00 which will be paid out of the Equipment, Vehicle & Property Reclamation Fund PLGIT. Motion approved unanimously.

Motion moved by Member A. K. Sutch, 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 Matesevac, seconded by Member Thatcher to adjourn the meeting at 7:43 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager