Highspire Borough Council Minutes
October 21, 2025

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

The prayer was offered by Member A. K. Sutch then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	Carolee Roman
	Mark Accorsi	Tyler Thatcher
	A Kay Sutch	Robert Sutch

Mayor:	Von Hess
Borough Manager:	Mark Stonbraker
Public Works Director:	Randy Kreider
Solicitor:	Jason Statler
Borough Engineer:	Robert Lauriello

Member Dorothy Matesevac and Assistant Borough Manager Deanna Proctor were absent.

Also in attendance were residents William Hoyer and Michelle Phillips.

Minutes
President Anderson presented the meeting minutes from the September 16, 2025 meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Member Roman. Motion approved unanimously.

Financial Reports
President Anderson presented the Treasurer's Report and Financial Statements for the month of September 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: 9/18 attended the Highspire Borough Authority meeting; 09/20 participated in the Annual Car Show, he noted that this was a record-breaking event; and 10/16 attended the Highspire Authority meeting. Mayor Hess stated that the Police Department has started a vigorous enforcement of tagging and removing abandoned vehicles in the Borough. He reminded members that Trick-or-Treat will be held on Friday, October 31, 2025 from 6:00 p.m. – 8:00 p.m. and the next event will be the Annual Tree Lighting to be held on Saturday, December 6, 2025 at 6:00 p.m. located at the corner of Second and Broad Streets, followed by refreshments at the firehouse. Mayor Hess informed members that Colleen Shank, a Highspire resident, is interested in running as a write-in for Tax Collector.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, announced that the Borough received the COPS Hiring Grant again and only 250 Law Enforcement Agencies received the grant. He noted that this grant will pay for half of the salary for a full-time officer for three (3) years. Director Stonbraker also reported that they had written testing for police applicants and three people applied. He added that oral interviews will be scheduled later this month.

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

Fire Department Reports
Manager Stonbraker reported that after speaking with Jenna Condran, the Department held a Bucket Drive a week ago and had a profit of $1,500.00 and they plan to have another Bucket Drive later this year. He noted that the Department is currently working with Champions to do a fundraiser.

President Anderson presented the Fire Chief's Report and the Fire Department Treasurer's report for the month of September 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 Vice President Accorsi. Motion approved unanimously.

South Central Emergency Medical Services Report

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

Citizen's Comments

Michelle Phillips asked the Solicitor about Workshop meetings and if minutes were required, even if no action is taken. Solicitor Statler replied that under the Open Meetings Act, if you have a quorum, typically minutes should be taken but he felt that it wasn't necessarily the rule and added that he would check on this and have an answer at the next meeting. She also noted that she found that it was very disturbing that there's hardly ever a presence by the Fire Department at the meetings and stated that there wasn't a Treasure's Report submitted and asked if the Department submits a Treasurer's Report. Vice President Accorsi stated that, yes, there is a Treasure's Report in Borough Council's packets showing bank statements and checks that were written. Mrs. Phillips asked if the Trash fee would increase in 2026. Manager Stonbraker stated that it will be increased by $35.00 a year. He informed Mrs. Phillips that only two (2) bids were submitted and Republic Services was the lowest bidder. Member Thatcher added comments regarding the bids. Manager Stonbraker then proceeded to explain the bid process in selecting a Trash hauler. Mrs. Phillips noted that the Borough is currently using Hamilton & Musser as the accountant and asked if the Borough has ever looked into other companies. Member Thatcher stated that Hamilton & Musser are the new accountants for the Borough and that they replaced Boyer & Ritter a month ago. Mrs. Phillips asked if the Borough used Mutual Risk Management Company for their Worker's Compensation insurance or Susquehanna Municipal Trust and asked how often they went out to bid. Manager Stonbraker replied that the Borough currently uses Susquehanna Municipal Trust and have been with them since he started working at the Borough. She added that this can go out for bid every three (3) years. She continued by asking who is the third-party Building Code Officer for the Borough. Manager Stonbraker stated that the Borough currently has a contract with Approved Code Services. Mrs. Phillips asked if this has gone out for bid. Manager Stonbraker replied that he reached out to the CapCOG and asked who they recommended and out of all of the ones they suggested, Approved Code Services was the best fit for the Borough. She then asked if the Borough used the Pennsylvania State Association of Township Supervisors (PSATS). Manager Stonbraker stated that he has used PSATS for some things, but mostly he goes through the Pennsylvania State Association of Boroughs (PSAB). Lastly Mrs. Phillips felt that the Savvy Citizens app doesn't contain enough information on it for residents, it just posts a few events and, as a resident, she feels that all meetings should be on the app as well, and thinks that residents will be more likely to utilize the app.

William Hoyer discussed his concern regarding a resident's vehicle that was tagged by police as an abandoned vehicle. He stated that the resident has passed away and asked why the car was tagged. Mayor Hess replied that it may have been out of inspection. Mayor Hess asked about the sticker on the car and asked if the family contacted the Police Department regarding the abandoned vehicle. William Hoyer stated that another neighbor, who passed away, has a car that has been sitting for over a year and it hasn't moved. He asked why that vehicle wasn't tagged. Member Thatcher replied that he is aware of the vehicle Mr. Hoyer is referencing and the tag and inspections have not expired, so that is why it wasn't tagged. Mr. Hoyer also informed members that he was asked to run as a write-in on the ballot for Council on the upcoming election and asked members for their support.

Correspondence

September 12, 2025 – Notification from SMT – 2026 SMT Safety grant awarded in the amount of $513.00 for the purchase of a gas meter.

September 17, 2025 – Dauphin County Board of Assessment Appeals – Appeal on Value – 510 Rosedale Avenue – Property ID – 30-032-023-000-0000.

September 17, 2025 – PMHIC second surplus claim fund check for 2024 in the amount of $39,716.98.

September 25, 2025 – Card from Senator Patty Kim thanking the Mayor and the Borough for assisting with the mobile office.

September 25, 2025 – Dauphin County Local Share Municipal Grant Program – Sponsorship Request Approval.

September 26, 2025 – Notification from Buspatrol America, LLC of a payment for $75.00.

September 29, 2025 – County of Dauphin - August 2025 Delinquent Tax check in the amount of $6,911.45.

September 30, 2025 – DCDPS – FEMA HMP approval letter.

October 6, 2025 – Dauphin County Economic Development Corporation – Notification that the 2025 CDBG funds in the amount of $75,000.00 were awarded to the Borough for the Chestnut and Market Street Rehabilitation Project.

October 8, 2025 – Pennsylvania Department of Transportation – Notice of Estimated Allocation Municipal Liquid Fuels & Turnback – 2026 Allocation.

October 8, 2025 – Dauphin County Fines & Costs – check in the amount of $65.13.

October 10, 2025 – Notification from the Department of Justice Grant System – 2025 COPS Hiring Grant approved in the amount of $125,000.00.

Committee Reports
Public Facilities – Member Matesevac was absent.
Sanitation Committee – Vice President Accorsi had nothing to report.
Highspire Happenings – Member Thatcher reported that the 2025 Car Show had a record year with 235 entries and with the 50/50 and hopes that it will continue next year.
Finance Administration – Member Thatcher noted that under "New Business", item b., on the Agenda, there is a motion to advertise the 2026 Budgets.
Personnel Committee – Member Roman had nothing to report.
Community Development – Member A. K. Sutch had nothing to report.
Public Safety Committee – Member R. Sutch had nothing to report.
Maintenance & Repair – Manager Stonbraker reported that the Outdoor Fitness Gym is up and running again after some repairs were done.

Member A. K. Sutch thanked staff for the fall decorations in front of the Borough Building and the Memorial Park fence.

Staff Activity Reports
Mark Stonbraker, Borough Manager, informed members that he attended a hearing on October 15, 2025 in regards to Non-Traffic Citations for property maintenance that were issued to Mr. Leon Cichan. He stated that he was found guilty on all counts and ordered to pay fines and for each month that he is not in compliance, a citation can be issued and an additional $100.00 will be added to the next citation.

Deanna Proctor, Code Enforcement, was absent.

Randy Kreider, Public Works Director, discussed the leaf pick up. He also reported that trees fell at the Reservoir and the Highway Department is working on cleaning up the trees.

Deanna Proctor, Highspire Authority, was absent. Manager Stonbraker stated that an RFP will be submitted for a new Authority Solicitor.

Mark Stonbraker, Safety Committee, had nothing to report.

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

Solicitor's Report
Jason Statler, Solicitor, provided an update on the draft Transportation and Treatment Agreement with Lower Swatara Township. He stated that the draft that was presented to the Township's Council, at their September meeting, has been accepted by the Townships Solicitor, Mike Miller, and he recommended to the Township that the agreement be approved at the Townships October meeting. He provided an update on the timing of signature. He stated that the Borough should sign after the Township signs. He noted that the Township will sign in October and Borough Council and the Municipal Authority both need to sign in November.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that the 2026 CDBG Application was submitted to the County which includes Race, Jury and Lusk and added that the borough should hear something early next year.

Old Business

None

Member A. K. Sutch discussed item h. under "New Business" on the Agenda. She asked for clarification on the salaries for members. Solicitor Statler stated that the purpose of Ordinance 661 of 2025 is that in the event of future raises, the raises will be done within the restrictions and confines of Act 131 of 2024. Manager Stonbraker reminded members that this motion is just for publication of the ordinance.

New Business

Motion moved by Member Roman, seconded by Member R. Sutch to direct staff to release the October 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 R. Sutch to approve the publication of the 2026 Budgets, comprised of the General Fund, Sewer Operations and Maintenance, Sewer Administration, Storm Sewer / MS4, Highway Aid, Citizens Fire Company and Capital Projects Budgets. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member R. Sutch to approve the publication of the 2026 Borough Meeting Dates Schedule. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member R. Sutch to approve Highspire Borough Council Resolution No. 19 of 2025 appointing Hamiton & Musser, Certified Public Accounts, as the Borough Auditor to audit the Borough's books for the period January 1, 2025 through December 31, 2025. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve Highspire Borough Council Resolution No. 20 of 2025 fixing the General Tax rate for the year 2026 at 19.0 mills. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Council Resolution No. 21 of 2025 setting the Trash rates for the fiscal year 2026 at $413.34 per collection unit. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Sutch to approve Highspire Borough Council Resolution No. 22 of 2025 correcting a transcription error in the published 2025 General Fund Budget. Motion approved unanimously.

Motion to (approve/ reject / table) publication Highspire Borough Ordinance 661 of 2025 fixing the amount of annual compensation to be received by the Mayor, President of Council and Council Members in an amount not to exceed that authorized by Pennsylvania Act 131 of 2024. A roll call vote was taken.

Member R. Sutch	Yea	Member Roman	Nay
Vice President Accorsi	Nay	Member A. K. Sutch	Nay
Member Thatcher	Yea	President Anderson	Yea
Mayor Hess	Nay		

By a vote of 4 – 3, the motion did not pass.

Motion moved by Member R. Sutch, seconded by Member Roman to approve the proposal from Associated Products Services, Inc. for providing portable toilets to Memorial, Ann Street and Reservoir Parks (2026 General Fund Budget – Culture & Recreation – General Expense 452.300). The proposal will save the Borough $20.00 per month and $240.00 per year compared to the current provider.

Motion moved by Member R. Sutch, seconded by Vice President Accorsi to approve the issuance of a check from the Stormwater PLGIT account to the Sewer Admin. Capital Reserve PLGIT in the amount of $10,000.00 as reimbursement for the Bobcat / Toolcat. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve the amendment to the Civil Service Rules waiving the requirement for completion of a physical fitness test for lateral transfers. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to accept the resignation of full-time employee Eric Boes from his position with the Highspire Borough Highway Department. Motion accepted unanimously.

Motion moved by Member Thatcher, seconded by Member R. Sutch to accept the resignation of full-time employee Cody McLachlin from his position with the Highspire Wastewater Treatment Plant. Motion accepted unanimously.

Motion moved by Member Roman, 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 R. Sutch, seconded by Vice President Accorsi to adjourn the meeting at 7:40 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager