Highspire Borough Council Minutes
December 16, 2025

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

The prayer was offered by Mayor Hess then followed by the Pledge of Allegiance.

Roll call was taken:

Council Members Present:	Michael Anderson	Dorothy Matesevac
	A Kay Sutch	Tyler Thatcher
	Carolee Roman	Robert Sutch

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

Vice President Accorsi was absent.

Also in attendance were residents William Hoyer and Michelle Phillips.

Minutes
President Anderson presented the meeting minutes from the November 11, 2025 Workshop and the November 18, 2025 Regular Meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member A. K. Sutch and seconded by Member R. Sutch. Motion approved unanimously.

Financial Reports
President Anderson presented the Treasurer's Report and Financial Statements from Hamilton & Musser, PC, CPAs for the month of November 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: 11/20 attended the Highspire Authority meeting and discussed the new Transportation and Treatment Agreement with Lower Swatara Township; 12/06 participated in the Annual Tree Lighting Ceremony and thanked everyone who attended and participated; and 12/13 participated in the Fire Department Santa Run. Member A. K. Sutch thanked Mayor Hess and the Fire Department for participating in the Santa Run.

Public Safety Director's Report
Mark Stonbraker, Public Safety Director, referenced items f. and g. under "New Business" on the Agenda regarding the acceptance of the Department of Justice Grant for hiring another full-time police officer and that a conditional offer of employment was made to Robert C. Tritch III to fill the position. He also announced that the Borough received the 2025 Susquehanna Municipal Trust (SMT) Safety award for zero lost days.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of November 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 stated that there are only three (3) Christmas trees left for sale and that the Department did really well this year. She also discussed the Thanksgiving Dinner that was open to families that were in need.

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

South Central Emergency Medical Services Report

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

Citizen's Comments

None

Correspondence

November 18, 2025 – County of Dauphin – October 2025 Delinquent Tax check in the amount of $267.22.

November 19, 2025 – Copies of the 2026 Budgets were emailed to Hamilton & Musser, P.C.

November 19, 2025 – Ordinance #661 of 2025 emailed to PennLive for publication.

November 19, 2025 – Copy of Resolution #23 of 2025 and signed Verizon Pennsylvania, LLC Cable Franchise Agreement sent to Cohen Law Group.

November 19, 2025 – Signed copy of agreement emailed to iWorQ.

November 19, 2025 – Signed copies of the 2025 Dauphin County Local Share Agreements emailed to the Dauphin County Department of Community & Economic Development.

November 19, 2025 – Signed 2025–2026 PennDOT Winter Services Agreement emailed to PennDOT.

November 19, 2025 – Signed estimate emailed to Wendell's Performance Truck Stop.

November 19, 2025 – Signed estimate emailed to Anderson Mechanical HVAC, LLC.

November 21, 2025 – SMT 2025 Dividend Distribution check in the amount of $6,800.69.

November 24, 2025 – PennDOT Notice of Payment State Police Fines & Penalties in the amount of $530.77.

December 01, 2025 – Payment notification from Buspatrol America, LLC in the amount of $375.00.

December 01, 2025 – Temporary Easement Request Letters for the Lumber Street Repair Project received from Mr. Paul Harman, Jr., 221 Lumber Street.

December 02, 2025 – Letter from the Dauphin County Economic Development Corp. informing the Borough that they are awarding an additional $48,027.90 for the 2025 CDBG Award for the Chestnut & Market Street Roadway Rehabilitation Project. The brings the total of the award to $123,027.90.

December 04, 2025 – County of Dauphin – October 2025 Transfer Tax check in the amount of $18,291.70.

December 04, 2025 – PEMA request for written confirmation of participation in HMGP DR-4618.

December 05, 2025 – Email and mailed letter to FEMA/PEMA of the Borough's withdrawal from the HMGP DR4618.

December 08, 2025 – November 2025 Buspatrol America, LLC Activity Report.

December 08, 2025 – County of Dauphin District Court 12-2-03 – Fines & Costs check in the amount of $208.08.

December 08, 2025 – Dauphin County – Fines & Costs check in the amount of $210.17.

December 10, 2025 – Forwarded the revised LSA application from RETTEW to Representative Maden.

December 10, 2025 – Letter to Walters Services informing them we are discontinuing their services on December 31, 2025.

December 11, 2025 – PPL – Notice of rate changes.

December 15, 2025 – County of Dauphin – November 2025 Delinquent Tax check in the amount of $690.39.

Committee Reports

Public Facilities – Member Matesevac reported that the wreaths have been placed on the fence, the trees are lite and the planters will be cleaned once weather permits. Member Matesevac thanked the Fire Department for everything they do.

Sanitation Committee – Vice President Accorsi was absent.

Highspire Happenings – Member Thatcher had nothing to report.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Member Roman commented on what an amazing job the Highway Department did with plowing the roads and pretreating them. She also thanked the Fire Department for everything they do.

Community Development – Member A. K. Sutch reported that Republic Services didn't pick trash up on Rhoda Alley. She noted that she was informed by Manager Stonbraker that there was a wire down and the truck could not make it down the alley. Discussion followed regarding concerns of trash not being picked up.

Public Safety Committee – Member R. Sutch discussed the fire siren and stated that he doesn't feel that sounding the siren is a problem. President Anderson added that unless the siren stops working and needs to be replaced, the current siren will not be removed.

Maintenance & Repair – Member Matesevac had nothing to report.

Staff Activity Reports

Mark Stonbraker, Borough Manager, stated that he, along with Robert Lauriello and Jermy Smith, met with the Dauphin County Economic Development (DCED) on December 2, 2025. He reported that he was informed by DCED that the Borough was awarded an additional $48,027.90 towards the Market Street and Chestnut Street Roadway Project. He added that originally the Borough received $75,000.00 and with the additional funds there is a total of $123,027.90. He continued that this will be used in conjunction with the LSA application the Borough submitted. He noted that he received a phone call from Representative Dave Madsen on December 5, 2025 asking the Borough to prioritize the roadway projects and narrow down what absolutely needs to be repaired. Manager Stonbraker discussed the matter with Robert Lauriello and a revised proposal was submitted to Representative Dave Madsen's office on December 10, 2025.

Manager Stonbraker noted that he attended the CapCOG Managers Holiday Luncheon where he was approached by Zachary Border, Township Manager for Lower Swatara Township, who informed him that he did not receive a copy of the Agreement. Manager Stonbraker stated that he sent a copy of the Agreement to Mr. Border and the Township should vote on this at their January 2026 meeting.

Manager Stonbraker discussed item k., on the Agenda, under "New Business" regarding amending the 2025 Budget to reflect changes in anticipated revenues, expenditures and allocations and item l. regarding the drafting of an Intermunicipal Agreement between the Borough of Middletown and the Borough of Highspire for manufacturing of brine to be sold at cost to the Middletown Highway Department. Lastly, he noted that the Borough will need new check signers for next year and new delegates for the CapCOG and Dauphin County Tax Collection Committee.

Deanna Proctor, Code Enforcement, discussed the hearing she attended on December 4, 2025 at 3:00 p.m. regarding property maintenance issues.

Randy Kreider, Public Works Director, reported that he along with Manager Stonbraker met with a County representative regarding the local bridge inspections. He also updated members on the Biosolids Project. He noted that some of the pumps and blowers were started and one digester was put into service. He added that the dewatering will not be ready until February 2026.

Deanna Proctor, Highspire Authority, reported that the next Highspire Borough Authority meeting is scheduled for Thursday, December 18, 2025 at 7:00 p.m.

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

Solicitor's Report

Michael Cassidy, Solicitor, stated that on Monday, January 5, 2026 at 7:00 p.m. Borough Council will hold their Reorganization meeting as required by the Pennsylvania Borough Code. He reported that with respect to the Conservatorship, as was discussed at last month's meeting and at their direction, he spoke to the owner of 418/420 Market Street regarding an alternate process to buy the property. He informed members that he spoke with the owner's daughter and she informed him that she is open to this concept. He added that he is working on getting a contact number

for the mortgagee to see if he is open to this also. Lastley, he reported that he heard from Mike Miller, Solicitor with Lower Swatara Township, and he is hopeful that the agreement will be on the Township's agenda for their December 19, 2025 meeting, if not, it will be added to their January 2026 agenda.

Engineer's Report

Robert Lauriello, Borough Engineer, reported that the Lumber Street project is progressing and RETTEW is coordinating with HRG to finalize the plans. He noted that the project is still on track to advertise for bid in February and the project will start in the spring. He added that he is working with Lower Swatara Township to coordinated the construction since Lower Swatara is also installing a sewer line on Lumber Street.

Mr. Lauriello updated members on the additional funds for CDBG and on the 2024 Statewide Local Share Municipal Grant. He informed members that he resubmitted the 2024 application along with the 2025 Application. He advised members that there is good news on the Roadway project but not on the engine. He stated that he will continue to move forward and work with the funding agencies to see if we can be successful on those applications.

Old Business

None

New Business

Motion moved by Member R. Sutch, seconded by Member Thatcher to approve 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 the amount not to exceed that authorized by Pennsylvania Act 131 of 2024. Member Matesevac opposed the motion. Motion approved.

Motion moved by Member Matesevac, seconded by Member Roman to direct staff to release the December 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 R. Sutch to approve the employment contract for Randy Kreider, for the term January 1, 2026 through December 31, 2026. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve the employment contract for Deanna Proctor, for the term January 1, 2026 through December 31, 2026. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Roman to approve the employment contract for Mark Stonbraker, for the term January 1, 2026 through December 31, 2026. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Matesevac to approved the acceptance of the Department of Justice Grant for the hiring of another full-time police officer. Total amount of the grant is $125,000.00 for three (3) years. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member Thatcher to approve the conditional offer of employment for Robert C. Tritch, III to fill the open position of Police Officer created upon the resignation of Casey McMillan. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Council Resolution No. 24 of 2025 reappointing Kimberly M. Bradeen to a five-year term of office on the Highspire Borough Authority. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Council Resolution No. 25 of 2025 reappointing Kimberly M. Bradeen to a three-year term of office on the Highspire Borough Zoning Hearing Board. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member Roman to approve Highspire Borough Council Resolution No. 26 of 2025 reappointing Robert L. Condran, Jr. the Chief of the Fire Department. Motion approved unanimously.

Motion moved by Member Thatcher, seconded Member R. Sutch to approve Highspire Borough Council Resolution No. 27 of 2025 amending the 2025 Budget to reflect changes in anticipated revenues, expenditures and allocations. Motion approved unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the drafting of an Intermunicipal Agreement between the Borough of Middletown and the Borough of Highspire for manufacture of brine to be sold at cost to the Middletown Highway Department. Any funds from the sale of the brine will be placed into Highway Aid – Revenues. Motion approved unanimously.

Motion moved by Member Matesevac, 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 A. K. Sutch to adjourn the meeting at 7:47 p.m.

Respectfully submitted,

Deanna Proctor
Assistant Borough Manager