**Highspire Borough Council Regular Minutes**
**September 15, 2026**

Council President A. Kay Sutch 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:**

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

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

Mark Stonbraker, Borough Manager, was absent.

Citizens in attendance: Jenna Condran, Fire Department
Mark Piper
Mike Myers

**Minutes:**
President A. K. Sutch presented the meeting minutes for the August 11, 2026 Workshop Meeting and the August 18, 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 Member Roman. 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 reported that he attended the following meetings and events:

- August 20th: Authority meeting, where he discussed proposed changes regarding the collection of the Stormwater Fee.
- August 21st: Meeting to discuss the Comprehensive Plan.
- September 15th: Met with Kaelan O'Neill, Job Coach for the Capital Area Intermediate Unit, to discuss opportunities for students to gain work experience and develop social skills.

Mayor Hess also reminded members that the Car Show will be held on Saturday, September 19, 2026 from 10:00 a.m. to 2:00 p.m. at Memorial Park**.**

**Public Safety Directors' Report:**
Public Safety Director Mark Stonbraker was absent.

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

**Fire Department Reports:**
Jenna Condran reported that the Department held its roast beef dinner on Sunday, September 13, 2026. She also stated that she spoke with Groff's Meats, which may be able to assist the Department by offering lower pricing.

Mrs. Condran announced that the Department was awarded $500,000.00 through the Local Share Municipal Grant program. The grant application was submitted by RETTEW Associates. The funds will be used toward the purchase of a new fire engine.

Mrs. Condran also reported that the Department collected slightly more than $2,000.00 in donations during its most recent Bucket Drive. The department plans to hold another Bucket Drive in early October.

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 Roman and seconded by Member Matesevac. Motion approved unanimously.

**South-Central Emergency Medical Services Report:**
President A. K. Sutch presented the South-Central Emergency Medical Services Report for July 2026 and asked if there were any questions regarding the report. Hearing none, she noted that it could be filed.

**Citizen's Comments:**
Mike Myers' stated that his mother is a resident of Highspire and lives on Race Street. Tractor-trailers traveling through the area have repeatedly damaged street signs and fences and have even backed into her yard while attempting to maneuver through the street. He asked what can be done to address this ongoing issue and prevent further damage and if a larger sign could be installed. The Mayor stated that installing a larger sign would need to be discussed with PennDOT, as the road is a state-maintained roadway. A traffic study would also need to be conducted to determine whether a larger sign is warranted. Discussion followed.

Mark Piper, a resident of Cherry Street, read a Maintenance Agreement to the Borough Council that had been addressed to the previous property owner approximately 25 years ago. The agreement, dated December 3, 2001, was issued by then-Borough Manager Laura Wilson and addressed the maintenance and snow plowing responsibilities for the roadway, as Cherry Street is a private road. Solicitor James replied that she would need to review the Agreement, as it has expired. If Borough Council agrees to plow and maintain the road, a new agreement would need to be drafted. Discussion followed.

**Committee Reports (see below):**

**Public Facilities:**
Member Matesevac noted that there are still properties within the Borough that require maintenance and attention.

**Sanitation Committee:**
Member Phillips had nothing to report.

**Finance Administration:**
Member Thatcher stated that the first 2027 Budget Meeting was held on September 10, 2026 at 6:00 p.m. The next budget meeting is scheduled for Tuesday, September 29, 2026 at 6:00 p.m.

**Personnel:**
Member Roman had nothing to report.

**Community Development:**
Vice President Accorsi discussed item i., under "New Business" on the Agenda, stating that the second payment for the codification project will be paid.

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

**Staff Activity Reports (see below):**

**Borough Manager:**
Manager Stonbraker was absent. Assistant Manager Proctor stated that Manager Stonbraker is almost finished with the review of the legal and editorial analysis for the recodification after which General Code will create a draft.

**Code Enforcement:**
Code Officer, Rachel Vega, reported that she has issued 131 new Notices of Violations and 12 permits. She also included a map of the Borough which shows all the properties that have received Notices of Violations.

**Public Works**:
Director Kreider discussed ongoing road improvement projects on Chestnut Street, Market Street, and Iron Avenue, including the replacement of curbing and announced that Enterprise was awarded the bid. They plan to start the project the second week of October. The council also addressed the potential use of grant funding for additional roadway repairs on Jury Street, Lusk Avenue, and Race Street.

**Highspire Authority:**
Deanna Proctor reported that the next Authority meeting will be held on Thursday, September 17, 2026 at 7:00 p.m.

**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 August 2026 and asked for a motion to accept them. Motion to accept moved by Vice President Accorsi and seconded by Member R. Sutch. Motion approved unanimously.

**Solicitor's Report:**
Rachel James, Solicitor, provided an update regarding the blighted properties located at 418/420 Market Street. She stated that these two properties had previously gone through the blight process and were ultimately intended to proceed through the Conservatorship process due to pre-existing liens, including liens held by the Dauphin County Tax Claim Bureau. Both properties were placed for Upset Sale and subsequently proceeded to Judicial Sale. Details below:

- The 4/20 Market Street property was offered at Judicial Sale in June/July but did not sell. As a result, the property will proceed to a Repository Sale through the County. Under the Repository Sale process, the property is generally sold without the existing liens attached. The minimum bid for the Repository Sale is $2,000.
- The 4/18 Market Street property is currently scheduled for Upset Sale in October. Manager Stonbraker and staff have discussed several potential strategies for addressing these properties. One option is to revisit the Conservatorship process, which would involve litigation. Another option, given that both properties are proceeding through the respective sale processes, is to consider whether the Borough would be interested in purchasing the properties directly.
- For properties proceeding through the Repository process, the minimum bid is $2,000. The process is conducted by blind bid, with bids submitted directly to the County. The property is awarded to the highest bidder, who then receives title to the property.
- The 4/18 Market Street property will proceed to Upset Sale as scheduled. Solicitor James further advised that the Borough may apply for Conservatorship of the property or, if interested, may consider purchasing it.

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

- The MS4 report is due September 30, 2026 and the Borough is on track to submit the report by the deadline.
- Staff have also been in discussion with Manager Stonbraker regarding the 2026–2027 statewide LSA grant opportunity. The Borough is considering utilizing the grant to fund additional roadway repairs. Initial discussions are underway to develop the scope of work and prepare the grant application.
- Under New Business, Council will consider approval to resubmit the CDBG grant application for improvements to Jury Street, Lusk Avenue, and Race Street. The application was submitted during the previous grant cycle and remains pending; however, staff recommend resubmitting the application for the upcoming grant cycle.

**Old Business:**
None

**New Business:**
Motion moved by Member Matesevac, seconded by Vice President Accorsi to direct staff to release the September 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 Roman, seconded by Member R. Sutch to approve Highspire Borough Ordinance #664 of 2026 providing the transfer to the Highspire Borough Authority of the billing, collection and administration of Stormwater User fees and the administration of Stormwater revenues and budgeted funds thereto. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Roman to approve Highspire Borough Resolution #22 of 2026 appointing Rachel M. Vega to position of PA UCC Building Code Official of Highspire Borough. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Member Phillips to table the proposal from IEC for the replacement of five (5) outdoor outlets at Memorial Park with Legrand outdoor ground boxes (2-gang, 20-amp, duplex receptacle). Total cost of the project is $8,500.00 which will be paid out of the 2026 General Fund Budget (Culture-Recreation – 452-300 – General Expenses). Motion tabled unanimously.

Motion moved by Member Roman, seconded by Member R. Sutch to approve the Renewal of Emergency Medical Services Agreement with South Central Emergency Medical Services, Inc. for a period of two (2) years commencing on January 1, 2027, and terminating on December 31, 2028. There is no cost increase for EMS services during the period of the renewal agreement. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to approve the 2027 Professional Services Agreement with RETTEW Associates, Inc. (RETTEW Project 039535200) reappointing them as the Engineer of Record for the Borough of Highspire. Motion approved unanimously.

Motion moved by Vice President Accorsi, seconded by Member R. Sutch to approve the Service Agreement from iWorQ for their Rental Licensing Application software. Total cost of the software is $2,500.00. Motion approved unanimously.

Motion moved by Member Matesevac, seconded by Member R. Sutch to authorize RETTEW to prepare and submit a Community Development Block Grant (CDBG) application to Dauphin County Economic Development (DCED) for the 2027 funding year. The grant application would be for roadway improvements to Jury Street, Lusk Avenue and Race Street. Motion approved unanimously.

Motion moved by Member Thatcher, seconded by Vice President Accorsi to approve payment of Invoice #PG000047961 from General Code (payment #2) which covers 20% of cost of codification project. Total cost of the invoice is $5,599.00 which will be paid out of the Capital Reserve PLGIT. Motion approved unanimously.

**Approval of Payroll and Bills:**

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

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

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 Vice President Accorsi, seconded by Member R. Sutch. Motion approved unanimously. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Deanna J. Proctor
Assistant Borough Secretary