HIGHSPIRE BOROUGH AUTHORITY

Minutes September 17, 2026

1. **Call to Order**. *Ms. Deanna Proctor, Chair, called the meeting to order at 7:00 p.m. in Borough Council Chambers.*
2. **Pledge of Allegiance**.
3. **Roll Call**. *All Authority members were present: The Mses. Deanna Proctor and Kimberly Bradeen, and the Messrs. Nicholas Matesevac, Cory Hackman, and Charles Boughter. Also attending: Mr. Steven Siegfried, Engineer; Mr. Randy Kreider, Public Works Director; Solicitor, Rachel James; and Ms. Dorothy Matesevac, Borough Council Member.*
4. **Citizen's Comments**. *None.*
5. **Approval of Minutes**. *The Boughter/Matesevac motion to approve the Minutes of August 20, 2026, carried.*
6. **Correspondence**. *WET magazine was made available to the Members.*
7. **Statement of Accounts**. *Ending Book and Bank Balances as of August 31, 2026--all August's Reqs are outstanding:*

	Bank Balance	Book Balance
M&T Bank Reserve Account:	$ 14,579.35 - $4,025.00 outstanding	= $10,554.35
M&T Bank 2009 Construction Fund:	$ 1,241,185.75 - $29,822.19 outstanding	= $1,211,363.56
PLGIT 2011 Construction Account:	$ 61,591.31	
PENNVEST Account:	$ 22,671.22	

SANITARY SEWER SYSTEM

8. **Unfinished Business**.
   - **Biosolids Project & Funding and Engineer's report**. *Nothing to report. Project finished.*
     - **PENNVEST Reimbursement Request**. *None.*
     - **LSTMA Cost Share**. *Waiting for the check for Cost Shares #33 and #34*
     - **Change Order requests**. *None.*
9. **New Business**.
   - **2027 Engineering Services**. *The Bradeen/Hackman motion to accept Rettew's proposal for Engineering Services for 2027 carried.*
10. **Requisitions for Payment**. *The Bradeen/Matesevac motion to approve Reqs. 2760 – 2763 for payment carried.*

Req. #	Payee	Description	Amount	Invoice #	Project #	MS4 ?	Paid From:
2760	Rettew Associates, Inc.	2026 General Engineering	$ 189.00	36575	039742029	NO	Reserve Acct.
2761	Rettew Associates, Inc.	PENNVEST Funding Admin	$ 1,272.25	36576	039742030	NO	Construction Fund
2762	Rettew Associates, Inc.	2026 NPDES permit renewal	$ 1,173.20	36574	0393505335	NO	Reserve Acct.
2763	Boyer & Ritter LLC	2025 Audit – Final Billing	$ 6,180.00	305295	None	NO	Reserve Acct.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

11. **MS4 Unfinished Business**.
    - **MS4 reimbursement**.
    - **Iron Ave. Swale**. *Waiting for the eminent domain proceedings to be completed.*
    - **Ordinance 664**. *Ms. James will prepare an agreement between the Authority and the Borough further allocating their respective administrative, financial, regulatory and operational responsibilities, per section 6F of the ordinance.*
12. **MS4 New Business**.
    - **Annual Report to PADEP**. *Rettew will submit the report to DEP next week.*
13. **MS4 Requisitions for payment**. *None.*
14. **Adjournment**. *The Bradeen/Hackman motion ended the meeting at 8:06 p.m. The next regularly scheduled meeting of the Authority will be held at 7:00 p.m. on Thursday, October 15, 2026, in Borough Council Chambers. As always, the public is invited to attend.*

Respectfully Submitted,

Robert L. Gross

Chief Clerk
Highspire Borough Authority