Borough of Highspire
Regular Meeting
of the Highspire Borough Council
November 17, 2026

(Please Note: Workshop meetings may be used for official deliberations and decisions)

"Whenever governments adopt a moral tone - as opposed to an ethical one - you know something is wrong."
— John Ralston Saul, The Unconscious Civilization

1. Call to Order

2. Prayer/Pledge of Allegiance

3. Roll Call

4. Acceptance of Minutes – Workshop Meeting held on October 13, 2026 and Regular Meeting held on October 20, 2026.

5. Financial Reports

    a. Treasurer's Report for October, 2026

    b. Monthly Financial Statements – October, 2026

        1. General Fund

        2. Sewer Administration Fund

        3. Sewer O & M Fund

6. Mayor's Report

7. Public Safety Director's Report – October, 2026 to November, 2026.

8. Fire Department Reports

    a. Fire Chief Report – Monthly Report for October, 2026.

    b. Treasurer's Report

9. South Central Emergency Medical Services Report for September, 2026

10. Citizens' Comments (limit 3 minutes)

11. Committee Reports

    a. Public Facilities / Maintenance & Repair Committee

    b. Sanitation Committee

    c. Finance/Administration Committee

    d. Personnel Committee

    e. Community Development Committee

    f. Public Safety Committee

12. Staff Activity Reports

    a. Borough Manager's Report - Mark Stonbraker

    b. Code Enforcement Report – Rachel Vega

    c. Public Works Department Report - Randy Kreider

    d. Highspire Authority – Deanna Proctor

    e. Grant Administrative Report & Fire Department Financial Report

    f. Sewer Billing Adjustments & Reconciliations for October, 2026

    g. Safety Committee

13. Solicitor's Report

14. Engineer's Report

15. Old Business

    a.

16. New Business

a. Motion to direct staff to release the November, 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.

b. Motion to approve Highspire Borough Ordinance No. 665 of 2026 amending Chapter 24 of the Codified Ordinances of the Borough of Highspire, establishing fees which may be charged by the Borough Tax Collector for any requests for certificates of payment status, or duplicate bills, payment without bills, as well as, fees regarding returned checks.

c. Motion to approve publication of Highspire Borough Ordinance No. 666 of 2026 repealing Chapter 5 of the Codified Ordinances of the Borough of Highspire and enacting a revised Chapter 5 entitled "Code Enforcement Ordinance of the Borough of Highspire".

d. Motion to approve publication of the 2027 Borough Meeting Dates Schedule.

e. Motion to approve the publication of the 2027 Budgets, comprised of the General Fund, Sewer Operations and Maintenance, Sewer Administration, Highway Aid, Citizens Fire Company and Capital Projects Budgets.

f. Motion to approve Highspire Borough Council Resolution No. 24 of 2026 appointing Hamilton & Musser, Certified Public Accountants, as the Borough Auditor to audit the Borough's books for the period January 1, 2026 through December 31, 2026.

g. Motion to approve Highspire Borough Council Resolution No. 25 of 2026 fixing the General Tax Rate for the year 2027 at 19.0 mills.

h. Motion to approve Highspire Borough Council Resolution No. 26 of 2025 setting the trash rates for the fiscal year 2027 at $444.90 per collection unit.

i. Motion to approve Highspire Borough Council Resolution No. 27 of 2026, reappointing Nicholas M. Matesevac to another four-year term of office on the Highspire Planning Commission.

j. Motion to approve Highspire Borough Council Resolution No. 28 of 2026 reappointing Cory D. Hackman to a five-year term of office on the Highspire Borough Authority.

k. Motion to approve Highspire Borough Council Resolution No. 29 of 2026 reappointing Cory D. Hackman to a three-year term of office on the Highspire Borough Zoning Hearing Board.

l. Motion to approve Highspire Borough Council Resolution No. 30 of 2026 re-establishing fees, timelines, zones and inspections for residential rental units.

m. Motion to approve Highspire Borough Council Resolution No. 31 of 2026 requesting a Statewide Local Share Assessment Grant from the Commonwealth Finance Authority to be

used for the Memorial Park Improvements Project.

n. Motion to approve the actions of Highspire Borough Solicitor Rachel James and Borough Manager Mark Stonbraker with regards to the Repository Sale of 420 Market Street on November 20, 2026 and the submission of a repository bid on behalf of the Borough of not more than Four-Thousand ($4,000.00) Dollars plus additional fees.

o. Motion to approve the 2026-2027 generator preventative maintenance agreement with Winter Engine - Generator Service, Inc. for two yearly inspections in the amount of $1,276.58 (2027 General Fund Budget – Municipal Buildings – Maintenance & Repairs - 409-373).

p. Motion to approve renewing the Winter Municipal Snow Removal Contract, with the Pennsylvania Department of Transportation (PennDOT) for the 2026-2027 winter season (Agreement #: 3900040344).

q. **Motion to approve the proposal by Mantis Innovation Group for the purchase of natural gas from Major Energy for a period of forty-eight (48) months for the Highspire Municipal Building.**

r. Motion to approve the conditional offer of employment for Travis M. Forney to fill the vacant position of Operator Trainee at the Wastewater Treatment Plant.

s. **Motion to (approve, reject, table) the Quality-of-Life violation appeal by Fitriyah Huwel / Alhaz Bah (RE: 175 Walnut Street, Highspire – rubbish and abandoned vehicles).**

t. **Motion to (approve, reject, table) the Quality-of-Life violation appeal by David Rife (RE: 253 Walnut Street, Highspire – yard waste and vehicle in grass).**

u.

17. Approval of Payroll and Bills

18. Adjournment

“Lord, the money we do spend on Government and it's not one bit better than the government we got for one-third the money twenty years ago.”
— Will Rogers

BOROUGH OF HIGHSPIRE
DAUPHIN COUNTY, PENNSYLVANIA

ORDINANCE NO. 665 of 2026

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, AMENDING CHAPTER 24 OF THE CODIFIED ORDINANCES OF THE BOROUGH OF HIGHSPIRE, ESTABLISHING FEES WHICH MAY BE CHARGED BY THE BOROUGH OF HIGHPSIRE TAX COLLECTOR FOR ANY REQUESTS FOR CERTIFICATION OF PAYMENT STATUS OR DUPLICATE BILLS, PAYMENT WITHOUT BILLS, AS WELL AS, FEES REGARDING RETURNED CHECKS.

WHEREAS, the duly elected Borough of Highspire Tax Collector from time to time is requested to provide documentation including certifications and duplicate tax bills to individuals; and

WHEREAS, as a result of these requests, the Tax Collector provides additional documentation in addition to the tax bills already provided; and

WHEREAS, as a result of allowing for tax payments and other payments to be made by check, from time to time, said checks are returned for nonpayment; and

WHEREAS, a fee is generally assessed by the bank that originally processed the check and the fee is collected from the Tax Collector who submitted the check; and

WHEREAS, these fees should be assessed to the individual or entity that submitted the check, not the Tax Collector or the taxpayers of the Borough of Highspire.

BE IT HEREBY ORDAINED AND ENACTED, by the Borough Council of the Borough of Highspire, and it is hereby ordained and enacted by the authority of the same as follows, to wit:

Chapter 24, of the Codified Ordinances of the Borough of Highspire is hereby amended by adding the following:

SECTION I

A. FEES ESTABLISHED

Fees Established

The Borough Council of the Borough of Highspire hereby establishes the following fees which may be charged by the Borough of Highspire Tax Collector to each person, firm, corporation, partnership, association, entity, or other agency requesting the following:

a. Certification as to the payment status of real estate taxes for a tax parcel in the amount of Thirty Dollars ($30.00) for each tax parcel.

b. Issuance of a duplicate bill in the amount of Five Dollars ($5.00) each.

c. Payment without a bill in the amount of Five Dollars ($5.00)

Fees to be paid to Tax Collector

The service fees paid pursuant to this article shall be paid to the individual tax collector.

B. RETURNED CHECKS

The duly elected Borough of Highspire Tax Collector is hereby authorized to charge a fee of Twenty-Nine Dollars ($29.00) to any person(s), firm, corporation, partnership, association, entity or other agency which makes payment to the Tax Collector of any sum, whether for taxes, fees, charges, interest, penalties, obligations, or other amounts owed, for which a check is returned for insufficient or unavailable funds. The amount of the fee described herein may be changed from time to time by resolution of the Borough of Highspire Borough Council.

C. AUTHORIZATION

The duly elected Borough of Highspire Tax Collector shall be authorized to prepare and send invoices for said tax certifications and check charges and to do all things necessary and appropriate to impose said fees, as established from time to time by resolution of the Borough of Highspire Borough Council and to collect same when due.

D. FAILURE TO PAY

In the event any person(s), firm, corporation, partnership, association, entity or other agency fails to pay the statement for the service fees authorized by this article, the Borough of Highspire Tax Collector is hereby authorized to commenced the appropriate civil action before the offices of the Magisterial District Court Judge Civil Division of the Court of Common Pleas of Dauphin County, Pennsylvania, in order to collect these service fees together with court costs.

SECTION II

A. REPEALER

Any ordinance or part thereof in conflict with the provisions hereof is hereby repealed except that nothing in this ordinance shall affect any act done or liability incurred, or any suit or prosecution pending or to be instituted under any repealed or superseded ordinance.

B. SEVERABILITY

If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Borough that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

C. EFFECTIVE DATE

This Ordinance shall take effect and be enforced from and after its passage and adoption.

ORDAINED AND ENACTED this 17th day of November, 2026.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

Attest:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

APPROVED this 17th day of November, 2026 by the Mayor of the Borough of Highspire, Dauphin County, Pennsylvania.

By: _____
Von E. Hess, Mayor

The Proposed Ordinance will be considered for adoption at the regular meeting of the Highspire Borough Council on November 17, 2026 at 7:00 p.m. at the Highspire Borough Municipal Building. All interested residents are encouraged to attend.

BOROUGH OF HIGHSPIRE
DAUPHIN COUNTY, PENNSYLVANIA

ORDINANCE NO. 666 of 2026

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REPEALING CHAPTER 5 OF THE CODIFIED ORDINANCES OF THE BOROUGH OF HIGHSPIRE AND ENACTING A REVISED CHAPTER 5 ENTITLED "CODE ENFORCEMENT ORDINANCE OF THE BOROUGH OF HIGHSPIRE".

BE IT HEREBY ORDAINED AND ENACTED, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania, pursuant to the Borough Code to wit:

Chapter 5, of the Codified Ordinances of the Borough of Highspire is hereby enacted as follows:

PART 1
OFFICE OF CODE ENFORCEMENT

§l01. Title. This Part l shall be known and may be cited as the "Code Enforcement Ordinance of the Borough of Highspire."

§l02. Establishment of Office of Code Enforcement.

l. Creation of Office of Code Enforcement - There is hereby created, by the Council of the Borough of Highspire, an office of the Borough of Highspire to be known as the "Office of Code Enforcement." Said office shall have the responsibility for administrating and enforcing the provisions of this Part 1 and those other codes and/or ordinances of the Borough, herein referred to as the "applicable codes and ordinances", which designate said Office of Code Enforcement as their official administrative and enforcement authority.

2. Relief from Personal Liability - The Code Enforcement Officer or other official or employee shall not, while acting for the municipality, render himself liable personally because of any act or omission as required or permitted in the discharge of his official duties. Any suit instituted against such Code Enforcement Officer, official or employee, because of any act performed by him in the lawful discharge of his/her duties, shall be defended by the solicitor of the municipality and in no case will said officer, official or employee be liable for costs in any action, suit or proceeding.

3. Department Record - An official record shall be kept of all business and activities of the Office of Code Enforcement and all such records shall be open to the public for inspection at all appropriate times, except that no individual, owner, operator, occupant or other person shall be subject to unwarranted invasion of privacy, and except that all evidence or information obtained in the course of any inspection shall be considered privileged information and shall be kept confidential. Such evidence or information shall not be disclosed except as may be necessary in the judgment of the Code Enforcement Officer for the proper and effective administration and enforcement of the provisions of this Part and shall not otherwise be made public without the consent of the owner,

occupant, operator or other person in charge of the unit, structure or premises inspected. Such records shall be retained in the official records so long as the building or structure to which they relate remains in existence unless otherwise provided by other regulations.

4. Annual Report — At least annually, the Code Enforcement Office shall submit to Borough Council, a written statement of operations in the form and content as shall be prescribed by Council.

§103. Enforcement Authority.

l. Appointment of Code Enforcement Officer - There shall be appointed, by the Council of the Borough of Highspire a Code Enforcement Officer, who Shall be in charge of the Office of Code Enforcement of the Borough of Highspire. The Code Enforcement Officer shall supervise such other employees or assistants as shall be necessary for the administration and execution of the responsibilities of said office, as appointed and approved by the Council of the Borough of Highspire subject, nevertheless, to the supervision and authority of the Borough Manager as chief administrative officer of the Borough. Said Code Enforcement Officer and other personnel may consist of employees directly hired and compensated by the Borough of Highspire. Upon resolution of the Borough Council, all or part of the non-prosecutorial duties of the Codes Enforcement Officer as described in §104 of this Chapter may be transferred to other Borough employees or to an outside agency under contract with the Borough to provide such services.

2. Fire Chief - In accordance with the Fire Prevention Code of the Borough of Highspire the Fire Chief of the Borough or his designee has been established as the authorized representative of the Office of Code Enforcement of the Borough of Highspire having all of the duties of enforcement of the Fire Prevention Code of the Borough, provided for in this Part. The Fire Chief shall continue to serve in the capacity until such times as Council declares otherwise.

3. Approved Inspection Agencies — The Code Enforcement Officer shall make all the required inspections or may accept reports of inspections by authoritative and recognized services or individuals, which satisfy requirements as to qualifications and reliability. All inspection reports shall be in writing and shall be certified by the approved authority or responsible officer of the agency or the individual when expert inspection services are accepted. The Code Enforcement Officer may engage such expert opinion as may be deemed necessary to report upon unusual technical issues that may arise subject to the approval of the appointing authority. When required by the provisions of the codes or by the approved rules, materials or assemblies shall be inspected at the point of manufacture or fabrication.

§104 Duties and Powers of the Code Enforcement Officer.

l. Enforcement of Codes — The Code Enforcement Officer shall enforce and administer all of the provisions of this Part and of those other applicable codes and ordinances which establish the Office of Code Enforcement as their official administration and enforcement authority.

2. Duties - The duties of the Code Enforcement Officer shall include the receipt of applications; the issuance of permits, notices, certificates and orders; the making of inspections to determine conformance with applicable codes and ordinances; the undertaking of research and investigations; the recommendation of appropriate administrative rules for review and adoption by the Code Hearing Board; the keeping of records; the issuance of written annual reports; and such other activities as may be required.

3. Credentials — The Code Enforcement Officer or his authorized representative shall disclose proper credentials of their respective office for the purpose of inspecting any and all buildings and premises in the performance of duties under the applicable code and/or ordinances where requested.

4. Coordination of Enforcement - When, in the opinion of the Code Enforcement Officer initiating an inspection under the applicable codes and/or ordinances, it is deemed necessary or desirable to have inspections by any other department, the Code Enforcement Officer shall make reasonable effort to arrange for the coordination of such inspections so as to minimize the number of visits by Borough officials and may confer with the other departments for the purpose of eliminating conflicting orders before any are issued. The assistance and cooperation of all other municipal officials, including police and fire departments shall be available to the Code Enforcement Officer to assist in the performance of his duties.

5. Right of Entry — Except in the case of any emergency or a mutually convenient time agreed to by the Code Enforcement Officer and the owner, the Code Enforcement Officer or his authorized representative in discharging his duties and upon showing proper credentials where requested, is hereby authorized to enter and inspect between the hours of 8:00 A.M. and 4:00 P.M. any structure or premises in the Borough of Highspire to enforce the provisions of this Part and of those other applicable codes and ordinances. Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs, or alterations as are necessary to comply with the provisions of this code.

6. Access/Entry Refused - If any owner, operator, occupant or other person in charge fails or refuses to permit entry and free access to the structure or premises under his control or to any part thereof, with respect to any authorized inspection, the Code Enforcement Officer may, upon showing that probable cause exists for the inspection, file a complaint and may petition for and obtain an order directing compliance with the inspection requirements of this Part from a court of competent jurisdiction. Any person who refuses to comply with such an order issued pursuant to this section shall be subject to such penalties as may be authorized by law for violation of a court order.

7. Rule Making Authority - The Code Enforcement Officer shall have the power as may be necessary in the interest of public safety, health and general welfare to interpret the intent of the applicable codes in specific cases where it clearly appears that by reason of special conditions, undue hardship would result from a literal application of any section of the applicable codes. Where such undue hardship clearly appears, the Code Enforcement Officer may permit a variance from the literal provision of the code, but such variance shall not have the effect of waiving working stresses or fire protection requirements specifically provided in the code or violating accepted engineering practice involving public safety, but will comply with the spirit and intent of the code.

8. Preliminary Inspections - Before issuing a permit, the Code Enforcement Officer may examine or cause to be examined all buildings, structures and sites for which an application has been filed for a permit to construct, enlarge, alter, repair, remove, demolish or change the use thereof.

9. Required Inspections — After issuing a permit, the Code Enforcement Officer shall conduct inspections from time to time during and upon completion of the work for which a permit has been issued. A record of all such examinations and inspections and of all

violations of this code shall be maintained by the Code Enforcement Officer. Upon completion of the building or structure, and before issuance of the certificate of use and occupancy a final inspection shall be made and all violations of the approved plans and permits shall be abated. No new building or portion of an existing building which is enlarged or altered shall be used or occupied in whole or in part, until such a certificate of use and occupancy shall have been issued by the Code Enforcement Officer.

10. Accounting ~ The Code Enforcement Officer shall keep an accurate account of all fees collected; and such collected fees shall be deposited in the Borough treasury or otherwise disposed of as required by law.

PART 2
UNIFORM CONSTRUCTION CODE

§201 Title. This article shall be known and may be cited as the "Borough of Highspire Uniform Construction Code."

§202 Purpose.

1. The purpose of this article is to promote the general health, safety and welfare of the citizens of the Borough and to conform to the requirements of the Pennsylvania Construction Code Act and regulations to the Act promulgated by the Pennsylvania Department of Labor and Industry (hereinafter sometimes collectively referred to as the "code").

2. The Pennsylvania Construction Code Act requires the enactment of an appropriate ordinance by municipalities electing to administer and enforce the building code provisions of the code.

§203 Election to Administer and Enforce.

The Borough of Highspire hereby elects to administer and enforce the provisions of the Pennsylvania Construction Code Act, Act 45 of 1999, 35 P.S.§§ 7210.101 to 7210.1103, as amended from time to time, and its regulations.

§204 Adoption of Standards.

The Uniform Construction Code, contained in 34 Pa. Code Chapters 401 to 405, as amended from time to time, is hereby adopted and incorporated herein by reference as the municipal building code of the Borough of Highspire.

§205 Method of Administration.

Administration and enforcement of the code within the Borough of Highspire shall be undertaken in any of the following ways as determined by the governing body of the Borough of Highspire from time to time by resolution:

1. By the designation of an employee of the Borough of Highspire to serve as the Municipal Code Official to act on behalf of the Borough of Highspire;

2. By the retention of one or more construction code officials or third-party agencies to act on behalf of the Borough of Highspire;

3. By agreement with one or more other municipalities for the joint administration and enforcement of this Act through an intermunicipal agreement;

4. By entering into a contract with another municipality for the administration and enforcement of this Act on behalf of the Borough of Highspire;

5. By entering into an agreement with the Pennsylvania Department of Labor and Industry for plan review, inspections and enforcement of structures other than one-family or two-family dwelling units and utility and miscellaneous use structures.

§206 Board of Appeals.
A Board of Appeals shall be established by resolution of the governing body of the Borough of Highspire in conformity with the requirements of the relevant provisions of the code, as amended from time to time, and for the purposes set forth therein. If at any time enforcement and administration is undertaken jointly with one or more municipalities, said Board of Appeals shall be established by joint action of the participating municipalities.

§207 Effect on Other Legislation.

1. All building code ordinances or portions of ordinances which were adopted by the Borough of Highspire on or before July 1, 1999, and which equal or exceed the requirements of the code shall continue in full force and effect until such time as such provisions fail to equal or exceed the minimum requirements of the code, as amended from time to time.

2. All building code ordinances or portions of ordinances which are in effect as of the effective date of this article and whose requirements are less than the minimum requirements of the code are hereby amended to conform with the comparable provisions of the code.

3. All relevant ordinances, regulations and policies of the Borough of Highspire not governed by the code shall remain in full force and effect.

§208 Fees.
Fees assessable by the Borough of Highspire for the administration and enforcement undertaken pursuant to this article and the code shall be established by the Council by resolution from time to time.

§209 Municipal Enactment of Stricter Standards than Required by the UCC.
Pursuant to the Pennsylvania Construction Code Act, Section 503(c), as amended by Act 92 of 2004 (35 P.S. §7210.503), the following regulations are hereby enacted to provide for municipal regulations that are more stringent than standards contained in the UCC administrative and enforcement regulations.

§210 Final Inspections and Occupancy Certificates.
Final inspections and occupancy certificates as required under if issued in conjunction with the Code shall be conducted and issued with, and at the same time as, final inspections and use and occupancy certificates required by Chapter 27, Zoning. No inspection or permit shall be

conducted or issued under either this chapter or Chapter 27, Zoning, separately from the other. It shall be the responsibility of the applicant to request such inspections or permits from both the Borough's Building Code Official and Zoning Enforcement Officer, who shall be responsible between them for coordination the inspections and the issuance of the required permits within the time set by the Code and Chapter 27, Zoning.

§211 Violations and Penalties.

Any owner or person, as those terms are defined in the UCC who or which shall violate any of the provisions of this chapter or of the UCC, or shall fail to comply with any of the requirements thereof, or who shall erect, construct, alter or repair, demolish a building or structure in violation of an approved plan or directive of the Code Official or of a permit or certificate issued under the provisions of the Code shall, upon conviction thereof, pay a fine of not more than $1,000, plus all costs of prosecution which may be collected as provided by law; or by imprisonment to the extent allowed by law for summary offenses, or both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense, and each separate violation of this chapter or the UCC shall be considered a separate violation.

PART 3
PERMITS REQUIRED

§301 Permits.

1. When Permit is Required an application for a permit shall be filed with the Code Enforcement Officer and no work shall be commenced until a permit has been issued by the Code Enforcement Officer. Permits are required to repair, construct, enlarge, alter or demolish a building or structure; or change the occupancy of a building or structure requiring greater strength, exit or sanitary provisions; or to change to another use; or to install or alter any plumbing, electrical or mechanical equipment or systems.

2. Permits are not required for minor repairs not involving structural work to floors, walls, ceilings and roofs; plumbing repairs which involve only the working parts of a faucet or valve, clearance or stoppages, or repairing or replacement of defective faucets or valves; and for minor electrical repair work such as repairing or replacing fuses, switches, receptacles, lamps or lighting fixture parts and the connection of portable electrical appliances to previously approved permanent receptacles.

3. The applications for a permit shall be submitted in such form as the Code Enforcement Officer may prescribe and shall be accompanied by the required fee as fixed by resolution of Borough Council from time to time.

4. The responsibility for applying for and obtaining a required permit rests solely with the owner of the premises upon which the work is to be done. The full name and address of the owner, lessee, applicant and of the responsible officers, if the owner or lessee is a corporate body shall be stated in the application.

5. The application shall contain a general description of the proposed work, its location, the use and occupancy of all parts of the building or structure and of all portions of the site or lot not covered by the building or structure, and such additional information as may be required by the Code Enforcement Officer.

§302 Plans and Specifications.

1. The application for the permit shall be accompanied by not less than one copy of specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. when quality of materials is essential for conformity to the codes, specific information shall be given to establish such quality; and the code shall not be cited, or the term “legal" or its equivalent be used as a substitute for specific information. The Code Enforcement Officer may waive the requirement for filing plans when the work involved is of a minor nature. If in the course of the work, it is found necessary to make any change from the approved plans and specifications on which a permit has been issued, amended plans and specifications shall be submitted and if approved, a supplementary permit shall be issued to cover the change after the same conditions required to secure the original permit have been satisfied.

2. There shall also be a site plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. In case of demolition, the plot plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot. Also, the site plan shall show the location of water service and sewer connections with respect to any building in which a plumbing system is to be installed. Vent stack terminations shall be shown with respect to building ventilation openings which could allow introduction of sewer gasses into the building or any adjacent building.

3. Engineering Details - The Code Enforcement Officer may require adequate details of structural, mechanical, plumbing and electrical work to be filed, including computations, stress diagrams and other essential technical data. All engineering plans and computations shall bear the signature of the engineer or architect responsible for the design. Plans for buildings more than two (2) stories in height shall indicate where penetrations will be made for electrical, mechanical, plumbing and communications conduits, pipes and systems and the materials and methods for maintaining the required structural integrity, fire-resistance rating and firestopping.

4. Other Permits Required - At the time of filing an application for a permit, the applicant shall present to the Code Enforcement Officer, evidence that he has obtained all necessary permits, licenses, approvals and/or variances as may be required by the laws of the Borough and the Commonwealth. Individuals, agencies, boards and commissions issuing aforesaid permits, licenses, approvals and/or variances shall include, but not be limited to, the Zoning Officer or Zoning Hearing Board, the Sewage Enforcement Officer, the Fire Chief, the State Police Fire Marshall, the Pennsylvania Department of Labor and Industry and the Pennsylvania Department of Community Affairs.

5. Time Limitation of Application - An application for a permit for any proposed work shall be deemed to have been abandoned one month after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued; except that for reasonable cause, the Code Enforcement Officer may grant one or more extensions of time for additional periods not exceeding fifteen (15) days each.

§303 Action on Application.

The Code Enforcement Officer shall examine said application to determine compliance with all applicable codes and ordinances of the Borough and shall, within thirty (30) days after filing a commercial permit application or within fifteen (15) days after filing a residential permit

application, either approve or reject said application. An application may be rejected by the Code Enforcement Officer if the property contains any violation of any section of the Codes and Ordinances of the Borough or any other applicable law. If said application is rejected, the Code Enforcement Officer shall inform the applicant in writing, stating the reasons for such rejection. If the Code Enforcement Officer is satisfied that the proposed work conforms to the requirements of the applicable codes, the Code Enforcement Officer shall issue a permit therefor as soon as practicable.

§304 Conditions of Permits.

1. Compliance with Codes — The permit shall be a license to proceed with the work and shall not be construed as authority to violate, cancel or set aside any of the legally granted variations as described in the application. All work shall conform to the approved application and plans for which the permit has been issued and any approved amendments thereto.

2. Signature to the Permit - The Code Enforcement Officer's signature shall be attached to every permit; or the Code Enforcement Officer may authorize a subordinate to affix such signature thereto.

3. Payment of Fees — A permit to begin work shall not be issued until the permit fees prescribed in this Part have been paid. Nor shall an amendment to a permit necessitating an additional fee because of the additional work involved be issued until the additional fees shall have been paid.

4. Previous Approvals - This Part or the applicable codes shall not require changes in the plans, the plumbing, electrical or mechanical systems, or the construction or designated use of a building for which a lawful permit has been heretofore issued or otherwise lawfully authorized and the construction of which has been actively prosecuted within ninety (90) days after the effective date of this Part and is completed with dispatch.

5. Approvals in Part — The Code Enforcement Officer may issue permits for the construction of foundations or any other part of a building or structure before the entire plans and specifications for the whole building or structure have been submitted, provided adequate information and detailed statements have been filed complying with all the pertinent requirements of the codes. The holder of such permits shall proceed at the holder's own risk with the building operation and without assurance that permits for the entire structure will be granted.

6. Permit Expiration Date —- Any permit issued pursuant to the provisions of this Part shall expire and be no longer valid as follows:

   A. A permit for new construction shall expire one (l) year from the date of issuance of the permit provided that an extension may be requested, in writing, and such extensions may be granted by the Code Enforcement Officer for good cause shown by the applicant.

   B. A permit issued to allow the owner to abate violations cited shall expire according to the deadline stated in the violation notice.

7. Suspension of Permit - Any permit issued shall become invalid if the authorized work is not commenced within three (3) months after issuance of the permit, or if the authorized

work is suspended or abandoned for a period of three (3) months after the time of commence the work.

8. Revocation of Permits - The Code Enforcement Officer may revoke a permit or approval issued under the provisions of the codes in case of.any false statement or misrepresentation of fact in the application or on the plans on which the permit or approval was based.

9. Posting of Permit - A true copy of the building permit and placard shall be kept on the site of operations open to public inspection during the entire time of prosecution of the work and until the completion of the same.

10. Notice of Inspection - At least twenty-four (24) hours' notice in advance for required inspections indicated on the permits, shall be given to the Code Enforcement Officer.

§305 Permit Fees.

1. Required Fees - Applicants for permits required by any of the applicable codes and ordinances of the Borough shall pay at the time of application to the Code Enforcement Officer for use by the Borough, permit fees, as designated from time to time by resolution of the Borough Council of the Borough of Highspire. All Federal, State and local governments and instrumentalities thereof, school districts, churches and private schools shall be exempt from the payment of any permit fee otherwise payable under the terms of this Part.

2. Double Fees - Any persons, firm or corporation who shall commence any work for which a permit is required by the applicable codes and ordinances, without first having obtained a permit therefor, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by the Part for such work, provided that this provision shall not apply to emergency work.

§306 Notice/Orders Procedure.

1. Notice to Responsible Owner, Operator, Occupant or Other Person in Charge — Whenever the Code Enforcement Officer determines that there are reasonable grounds to believe that there has been a violation of any provisions of this Part or of the other applicable codes and ordinances, or whenever the Code Enforcement Officer issues a stop work order, or has condemned and placarded any structure or equipment or whenever the Code Enforcement Officer orders a dangerous, unsafe or unfit for human habitation structure to be vacated, repaired and/or demolished notice shall be given to the responsible owner, operator, occupant or person in charge of the structure or premises in the manner prescribed below.

2. Form - The notice to the responsible owner, operator, occupant or person in charge shall:

   A. Be in writing, signed by the Code Enforcement Officer or his authorized representative.

   B. Include a description of the real estate sufficient for identification.

C. Include a statement of the reasons why the notice is being issued and specify the sections of the code and/or ordinances which have been violated.

D. Include a correction order allowing a reasonable time not to exceed one hundred twenty (120) days for the initiation and correction of the violation alleged or of the remedial actions required; except where emergency conditions exist which require immediate corrective action.

E. Include a statement indicating that the notice will become an order if no request and approval for an extension of time is made to the Code Enforcement Officer or if no petition for an appeal is filed or hearing is requested before the Code Hearing Board within ten (10) days from the receipt of said notice.

3. Service — The notice may be served personally to the responsible owner, occupant, operator or other person in charge or by certified mail with a return receipt requested. When the responsible person in charge cannot be found, service may be made by posting a notice on or about the structure or premises and taking a picture of said notice, or by publishing such notice in a newspaper of general circulation for a period of three (3) consecutive days by any other method authorized under the laws of the Commonwealth of Pennsylvania.

§307 Violations and Penalties.

1. Unlawful Acts -— It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, remove, demolish, use or occupy any building or structure or plumbing, electrical and mechanical equipment regulated by this Part and/or the Borough's codes, or cause the same to be done, in conflict with or in violation of any of the provisions of this Part and/or the Borough's codes.

2. Failure to Comply — Whenever an order to vacate, repair and/or demolish a structure which is a public nuisance because it is unsafe, dangerous or unfit for human habitation has not been complied with, the Code Enforcement Officer may, in accordance with the laws of the Commonwealth of Pennsylvania, proceed to cause the structure to be vacated, repaired and/or demolished or may take such other action as is necessary to abate the nuisance. Abatement under this subsection shall not commence until at least ten (10) days after the service of the order, except that the Code Enforcement Officer may determine that more immediate action is required because of the special emergency or dangerous conditions which exist.

3. Recovery of Expenses -The expenses incurred shall be paid by the responsible owner, operator or occupant or by the persons who caused or maintained such a public nuisance. The Code Enforcement Officer shall file on his records an affidavit stating with fairness and accuracy the items and date of the expenses incurred. The Council of the Borough of Highspire may institute a suit to recover such expenses to be charged against the property as a lien.

4. Penalties - Any person, firm or corporation who shall violate any provisions of this Part or fails to correct a violation or institute a remedial action as ordered by the Code Enforcement Officer, or who shall erect, construct, install, alter or repair a building or structure or any plumbing, electrical and mechanical equipment or system in violation of an approved plan or directive of the Code Enforcement Officer or of a permit or certificate issued under the provisions of the Borough's codes shall upon conviction, be sentenced for each such violation to pay a fine of not less than twenty-five dollars

($25.00) nor more than three hundred dollars ($300.00), and/or to imprisonment for a term not to exceed ninety (90) days. Each day that a violation continues after due notice has been served in accordance with the terms and provisions hereof, shall be deemed a separate offense.

5. Prosecution - The imposition of the penalties herein prescribed shall not preclude the solicitor for the Borough from initiating, appropriate actions or proceedings at law or in equity to affect the purposes of this Chapter upon the direction of Borough Council.

PART 4
PROPERTY MAINTENANCE CODE

§401 Adoption of Code.

A certain document, a copy of which is on file in the office of Code Enforcement of the Borough of Highspire, being marked and designated as the "International Property Maintenance Code, 2024 edition," as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Borough of Highspire, in the State of Pennsylvania, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupancy and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of Code Enforcement, Highspire Borough, are hereby referred to, adopted, and made a part hereof as if fully set out in this article, with the additions, insertions, deletions and changes, if any, prescribed in §402 of this Part.

§402 Revisions.

The following sections are hereby revised:

1. Section 101.1. Insert "Highspire Borough, Dauphin County."

2. Section 103.1. Insert "Codes Department."

3. Section 107.4. Amend to read: "Violation penalties. Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws. Violators shall be liable for a fine of not more than $1,000 per offense. Each day that a violation continues after due notice has been served shall be deemed a separate offense."

4. Section 108.4. Amend to read: "Failure to comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a fine of not more than $1,000 per offense."

5. Section 302.4. Amend to read: "Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of eight (8) inches. Noxious weeds shall be prohibited. Noxious weeds shall be defined as those plants that may give off a noxious odor and weeds listed as noxious by the Pennsylvania Department of

Agriculture, as well as bamboo, poison ivy, poison oak and Poison sumac. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term does not include cultivated flowers and gardens, but does include overgrown brush, ground covers, bushes, shrubs, hedges or similar plantings. Dead vegetation and all trimmings shall be removed."

6. Section 304.14. Insert "April 15 to October 15."

7. Section 602.3. Insert "October 15 to April 15."

8. Section 602.4. Insert "October 15 to April 15."

9. Section B.101.3 Insert three (3).

SECTION II

A. REPEALER

Any ordinance or part thereof in conflict with the provisions hereof is hereby repealed except that nothing in this ordinance shall affect any act done or liability incurred, or any suit or prosecution pending or to be instituted under any repealed or superseded ordinance.

B. SEVERABILITY

If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Borough that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

C. EFFECTIVE DATE

This Ordinance shall take effect and be enforced from and after its passage and adoption.

ORDAINED AND ENACTED this 15th day of December, 2026.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

Attest:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

APPROVED this 15th day of December, 2026 by the Mayor of the Borough of Highspire, Dauphin County, Pennsylvania.

By: _____
Von E. Hess, Mayor

The Proposed Ordinance will be considered for adoption at the regular meeting of the Highspire Borough Council on December 15, 2026 at 7:00 p.m. at the Highspire Borough Municipal Building. All interested residents are encouraged to attend.

Public Notice
Highspire Borough Council
2026 Meeting Dates

The next Highspire Borough Council biannual reorganization meeting will be held on Monday, January 5, 2026, at 7:00 p.m.

The Highspire Borough Council has announced that they will meet during the year 2026 on the second and third Tuesday of each month at 7:00 p.m. according to the following schedule:

Workshop Meeting	Regular Meeting
January 13, 2026	January 20, 2026
February 10, 2026	February 17, 2026
March 10, 2026	March 17, 2026
April 14, 2026	April 21, 2026
May 12, 2026	May 19, 2026
June 9, 2026	June 16, 2026
July 14, 2026	July 21, 2026
August 11, 2026	August 18, 2026
September 8, 2026	September 15, 2026
October 13, 2026	October 20, 2026
November 10, 2026	November 17, 2026
December 8, 2026	December 15, 2026

Please note: Workshop meetings may be used for official deliberations and decisions.

The Highspire Borough Council will hold meetings of standing and/or appointed committees of the Borough Council on the second and third Tuesday of each month at 6:00 p.m. prior to their regularly scheduled Council Meetings for the year, 2026.

The Highspire Finance Committee will meet on Thursday, September 10, 2026 at 6:00 p.m. to begin preparations & planning for the 2027 Budgets.

The Highspire Civil Service Commission will meet on the following dates in 2026 at 6:00 p.m.:

Wednesday, January 7, 2026	Wednesday, July 1, 2026
Wednesday, April 1, 2026	Wednesday October 7, 2026

The Highspire Borough Environmental Advisory Board will meet on the following dates at 1:00 p.m.:

Tuesday, March 17, 2026 & Tuesday, September 15, 2026

The Highspire Planning Commission will meet on the first Tuesday of every month in 2026, at 7:00 p.m. according to the following schedule:

January 6, 2026	May 5, 2026	September 1, 2026
February 3, 2026	June 2, 2026	October 6, 2026
March 3, 2026	July 7, 2026	November 3, 2026
April 7, 2026	August 4, 2026	December 1, 2026

All meetings will commence at 7:00 p.m. unless otherwise noted and be held in the Council Chambers of the Highspire Borough Municipal Building, 640 Eshelman Street, Highspire, PA 17034, unless otherwise specified. All interested parties are invited to attend. The Highspire Borough Municipal Building is handicapped accessible. Anyone needing a reasonable accommodation to participate in a meeting should contact the Borough office at (717) 939-3303 at least three days in advance of the meeting.

Mark Stonbraker, Borough Secretary

PUBLIC NOTICE
BOROUGH OF HIGHSPIRE
SUMMARY OF PROPOSED 2027 BUDGETS AND TAX RATES
AS OF 11/10/2026

GENERAL FUND BUDGET:

Use of Prior Year Surplus for 2027:		$ -
Revenues:		
Real Estate Taxes		$ 1,441,175
Local Enabling Taxes		$ 581,275
Licenses & Permits		$ 38,720
Fines & Forfeits		$ 17,500
Interest, Rents & Royalties		$ 25,000
State Shared Revenue		$ 301,648
General Government		$ 610
Public Safety		$ 5,073
Sanitation		$ 458,786
Other Revinues & Reimbursements		$ 169,926
Transfers from Other Funds		$ -
Total 2027 Revenues:		$ 3,039,713
Total Available for Appppropriation:		$ 3,039,713
Expenditures:		
Administration		$ 270,748
Tax Collection		$ 18,248
Municipal Building		$ 44,048
Police Protection		$ 1,076,321
Emergency Services		$ 181,646
Fire Protection	$ 165,036	
Ambulance	$ 11,515	
Emergency Management	$ 4,495	
Fire Police	$ 500	
Act 13 Fees	$ 100	
Planning & Zoning		$ 60,130
Highways / Public Works		$ 394,614
Health & Sanitation		$ 462,274
Culture & Recreation		$ 67,476
Municipal Insurance		$ 42,167
Miscellaneous Expenditures		$ 422,040
Debt Service	$ 88,353	
Capital Reserve	$ 252,309	

Capital Projects	$ -		
Stormwater Management	$ 500		
Fire Relief Distribution	$ 13,777		
Pension Distribution	$ 67,102		
Total 2027 Expenditures:		$	3,039,713
Balance as of December 31, 2027:		$	0

SEWER ADMINISTRATION BUDGET:

Sewer Administration Fund

Use of Prior Year Surplus for 2027:		$	200,000
Revenues:			
Sewer Rentals		$	1,361,413
OtherRevenues		$	30,000
Total 2026 Revenues:		$	1,591,413
Total Available for Appropriation:			
Expenditures:			
Administration		$	527,482
Authority Lease Payments		$	644,623
Other Expenditures:		$	518,308
Authority Admin. Expenses	$ 20,000		
Debt Service	$ 449,689		
Capital Reserve	$ 48,619		
Transfer to Stormwater / MS4	$ -		
Total 2027 Expenditures:		$	1,690,413
Balance as of December 31, 2027:		$	-

SEWER OPERATIONS & MAINTENANCE BUDGET:

Use of Prior Year Surplus for 2027:		$	-
Revenues:			
Highspire Sewer Rentals		$	644,623
Lower Swatara		$	1,504,120
Other Revenues		$	-

Total 2027 Revenues	$ 2,148,742
Total Available for Appropriation:	$ 2,148,742
Expenditures:	
Personnel & Benefits	$ 986,090
Operations & Maintenance	$ 1,162,653
Total 2026 Expenditures:	$ 2,148,742
Balance as of December 31, 2027:	$ -

HIGHWAY AID BUDGET:

Use of Prior Year Surplus for 2027:	$ -
Revenues:	
Revenues	$ 76,525
Interest	$ 500
Total 2026 Revenues:	$ 77,025
Total Available for Appropriation:	$ 77,025
Expenditures:	
Expenditures	$ 77,025
Total 2026 Expenditures:	$ 77,025
Balance as of December 31, 2027	$ -

TAX RATE:

2027 Real Extate Tax Rate (no increase from, 2026) 19.00 mills

The Borough adopted Ordinance No. 622 of 2019 reflecting this rate.

ASH & GARBAGE FEES:

2027 Ash and Garbage Fee will be: $ 444.99 per annum per, dwelling unit.

SEWER RENTALS:

2027 Sewer Rentals	Residential - $75.00 per month, per unit. Non-Residential - $100.85 per month, per unit. Plus $5.89 per thousand gallons over one EDU.

The Proposed Budgets are available for public inspection at the Highspire Borough Municipal Building, 640 Eshelman Street, Highspire, PA 17034 from 8:00 a.m. to 4:00 p.m. Monday through Friday. The final budgets and tax rate resolution will be adopted at the regular meeting of the Highspire Borough Council on December 15, 2026 at 7:00 p.m. at the Highspire Municipal Building. All interested residents are encouraged to attend.

A. Kay Sutch	Mark L. Stonbraker
Borough Council President	Borough Manager / Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 24 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, APPOINTING HAMILTON & MUSSER, CERTIFIED PUBLIC ACCOUNTANTS, AS THE BOROUGH AUDITOR TO AUDIT THE BOROUGH'S BOOKS FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.

WHEREAS, the Borough of Highspire has provided for the appointment of an independent auditor in accordance with Clause 7 of Section 1005 of Article 10 of the Borough Code; and

WHEREAS, the Borough Code provides for the appointment of said auditor by resolution on an annual basis;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire that the firm of Hamilton & Musser, Certified Public Accountants, 176 Cumberland Parkway, Mechanicsburg, Pennsylvania, is hereby reappointed to perform a complete audit of the books of the Borough of Highspire as required under the laws of the Commonwealth of Pennsylvania for the year 2026 and to report their findings as required by law.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 25 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, FIXING THE GENERAL TAX RATE FOR THE YEAR 2027

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania:

THAT a tax be and the same is hereby levied on all real property within the Borough of Highspire subject to taxation for the fiscal year 2027 as follows:

SECTION 1. Tax rate for general purposes, the sum of 19.0 mills on each dollar of assessed valuation, or the sum of $0.19 on each one hundred dollars of assessed valuation.

SECTION 2. All other municipal tax rates are to remain unchanged.

SECTION 3. That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

DULY ADOPTED & RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 26 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, SETTING THE TRASH RATES FOR THE FISCAL YEAR 2027.

WHEREAS, pursuant to Chapter 20, §106 of the Codified Ordinances of the Borough of Highspire, fees for the collection and disposal of refuse shall be set as Borough Council shall, by resolution, from time to time, prescribe.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that the annual trash fee rate for the fiscal year 2027 shall be $444.99 per collection unit.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 27 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING NICHOLAS M. MATESEVAC TO A TERM OF OFFICE ON THE HIGHSPIRE BOROUGH PLANNING COMMISSION.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Borough Planning Commission; and

WHEREAS, Mr. Nicholas Matesevac has expressed his desire to continue to serve the Borough as a member of the Highspire Planning Commission.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Mr. Nicholas Matesevac is hereby reappointed as a member of the Highspire Borough Planning Commission, said term to be effective January 1, 2027 and to expire December 31, 2030.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania.

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

_____
A. Kay Sutch, Council President

ATTEST:

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 28 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING CORY D. HACKMAN TO A TERM OF OFFICE ON THE HIGHSPIRE BOROUGH AUTHORITY.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Borough Authority; and

WHEREAS, Mr. Cory D. Hackman has served as a member on the Highspire Borough Authority since February 11, 2025; and

WHEREAS, Mr. Hackman has expressed his desire to continue as a member of the Highspire Authority.

WHEREAS, Mr. Hackman is a resident of 212 Frederick Street, in the Borough of Highspire, and is member of good standing within the community.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Mr. Cory Hackman.is hereby reappointed as a member of the Highspire Borough Authority, said term to be effective January 1, 2027 and to expire December 31, 2030.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 29 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REAPPOINTING CORY D. HACKMAN TO A TERM OF OFFICE ON THE HIGHSPIRE BOROUGH ZONING HEARING BOARD.

WHEREAS, the Borough Council of the Borough of Highspire is empowered to appoint members of the Highspire Zoning Hearing Board; and

WHEREAS, Mr. Cory D. Hackman has been an alternate member of the Highspire Borough Zoning Hearing Board since February 20, 2024

WHEREAS, Cory D. Hackman has expressed his desire to continue to serve the Borough as an alternate member of the Highspire Zoning Hearing Board.

WHEREAS, Mr. Hackman is a resident of 212 Frederick Street, in the Borough of Highspire, and is member of good standing within the community.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, that Cory Hackman is hereby appointed to a three-year term of office as an alternate member of the Highspire Borough Zoning Hearing Board, said term to be effective January 1, 2026 and to expire December 31, 2028.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 30 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REESTABLISHING FEES, TIMELINES, ZONES AND INSPECTIONS, FOR RESIDENTAL RENTAL UNITS.

WHEREAS, the Borough Council of the Borough of Highspire adopted the Rental Dwelling Unit Inspection Ordinance (Borough Ordinance No. 582 of 2010) on August 17, 2019; and

WHEREAS, the Ordinance requires a certificate of compliance; and

WHEREAS, the Borough of Highspire is required to establish a timeline for the inspection process, inspection zones and fees for inspections; and

WHEREAS, it has been determined the six (6) year rotation between residential rental unit inspections was too far apart and for the safety of the residents needed to be shortened to a three (3) year rotation.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Highspire, the following timeline will be established for residential rental dwelling unit inspections:

Year 1 – will begin January 1, 2027 and conclude December 31, 2027
Year 2 – will begin January 1, 2028 and conclude December 31, 2028
Year 3 – will begin January 1, 2029 and conclude December 31, 2029

Year 1 – properties in Zone 1 area will be inspected (see Attachment A)
Year 2 – properties in Zone 2 area will be inspected (see Attachment B)
Year 3 – properties in Zone 3 area will be inspected (see Attachment C)

Beginning January 1, 2030, the Borough of Highspire will begin re-inspection utilizing the same base schedule.

Schedule of Fees: $75.00 inspection fee
$35.00 Re-inspection fee
$12.50 Administrative fee

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

HIGHSPIRE BOROUGH COUNCIL
RESOLUTION NO. 31 – 2026

A RESOLUTION OF THE BOROUGH COUNCIL OF HIGHSPIRE, DAUPHIN COUNTY, PENNSYLVANIA, REQUESTING A STATEWIDE LOCAL SHARE ASSESSMENT GRANT FROM THE COMMONWEALTH FINANCE AUTHORITY TO BE USED FOR THE MEMORIAL PARK IMPROVEMENTS PROJECT.

BE IT RESOLVED, that Highspire Borough of Dauphin County, Pennsylvania hereby requests a Statewide Local Share Assessment grant of up to $570,000.00 from the Commonwealth Financing Authority to be used for the Memorial Park Improvements Project.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate A. Kay Sutch, Highspire Borough Council President and Mark L. Stonbraker, Highspire Borough Manager as the officials to execute all documents and agreements between Highspire Borough and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

RESOLVED this 17th day of November, 2026, by the Borough Council of the Borough of Highspire, Dauphin County, Pennsylvania

BOROUGH COUNCIL
BOROUGH OF HIGHSPIRE

ATTEST:

_____
A. Kay Sutch, Council President

_____
Mark L. Stonbraker, Borough Secretary

I, Mark L. Stonbraker, duly qualified Manager of Highspire Borough, Dauphin County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Highspire Borough Council at a meeting held on November 17, 2026 and said Resolution has been recorded in the Minutes of Highspire Borough and remains in effect as of this date.

WINTER ENGINE-GENERATOR SERVICE, INC.
715 VOGELSONG ROAD * YORK, PA. 17404-1765
PHONE (717) 848-3777 * FAX (717) 846-0188
PREVENTATIVE MAINTENANCE AGREEMENT

October 7 , 2026

A/R #: H508200
HIGHSPIRE BOROUGH
640 ESHELMAN STREET
HIGHSPIRE PA 17034
Site Location: 640 ESHELMAN STREET HIGHSPIRE, PA 17034

This preventative maintenance agreement is entered into by Winter Engine-Generator Service, Inc. of York, Pennsylvania hereinafter referred to as 'WEGS', and the generating set 'Owner' above named for the purpose of maintaining their emergency standby generating set(s) and associated 'Equipment'.

agreement will be in effect for 1 years beginning on 11/01/2026 through 10/31/2027 ('Initial Term'). Thereafter, this Agreement shall automatically renew for successive 1 year periods (each, a “Renewal Term”) unless either party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Provider may adjust pricing upon renewal by providing written notice at least forty-five (45) days in advance. If Client does not provide notice of non-renewal within the required thirty (30)day period, the Agreement shall renew at the updated pricing. The 'Equipment' will be inspected 2 time(s) per year, during business hours. The annual investment for this agreement will be $ 1,276.58 the first year (applicable taxes are not included). The total amount for your 1 year contract is $ 1,276.58 .

An annual inspection will consist of performing the items listed below (if applicable):

1. Change crankcase oil once each year.
2. Change fuel, oil, and water filter(s), clean sediment bowls once each year (if equipped).
3. Ignition points, condenser, distr. cap, and rotor to be inspected and adjusted as needed, or replaced when necessary (if equipped).
4. Clean and refill oil bath air cleaner once each year or check condition of paper air filter (as equipped).
5. Check entire 'Equipment' for fuel, oil, and water leaks (as required).
6. Spark Plugs to be adjusted and cleaned, or replaced when necessary (if equipped).
7. Check antifreeze condition and replenish when necessary (if equipped).
8. Check condition of all belts and hoses (if equipped).
9. Check condition of batteries and clean the terminals.
10. Check operation of battery charger (if equipped).
11. Check day tank and fuel pump for proper operation (if equipped).
12. Check water jacket heater for proper operation (if equipped).

13. Check all instruments for proper operation.
14. Check Automatic Transfer Switch for proper operation (where permissible).
15. After the above checks, run 'Equipment' and conduct half-hour test (under building load where permissible).
16. Submit a written report to the 'Owner' of this inspection, advising of any additional parts or work required.
17. Waste fluids derived from the execution of this agreement will be removed from the site and disposed of in accordance with industry standards at 'WEGS'site.

The 'Equipment' listed will be given a ( ) Load Bank Test. (This/These) Load Bank Test(s) will be conducted ( ) time(s) per year during regular business hours, unless otherwise agreed upon in advance.

The 'Equipment' listed will be given a ( ) Hour Building Load Test. (This/These) Building Load Test(s) will be conducted ( ) time(s) per year during regular business hours, unless otherwise agreed upon in advance.

The following 'Specialty Testing' will be performed:

None	performed	0	Per Year
None	performed	0	Per Year
None	performed	0	Per Year
None	performed	0	Per Year

Any parts required, not specifically mentioned above, and labor to install these parts, will be charged to the 'Equipment' 'Owner' at a discounted rate of 10% less the regular rate(s).

Emergency services between regular inspections will be provided with a response time of four (4) hours. Services will be provided during regular business hours at list price for parts and labor less 10% plus travel expenses.

It is understood that this agreement does not include any parts, labor, or travel expenses other than those required to perform this agreement. It does not include expenses to repair damage caused by abuse, accident, theft, acts of a third person, forces of nature, or altering the 'Equipment'. 'WEGS' shall not be responsible for failure to render these services for any causes beyond its control, including strikes and labor disputes. This agreement is not assignable without the written consent of 'WEGS'. Either party upon thirty (30) days prior written notice to the other party may institute termination.

'WEGS' liability under this agreement shall be exclusively limited to the cost of replacement of, or substitution for, any nonconforming parts or labor supplied under this agreement. 'WEGS' shall not be responsible for any consequential damages arising in connection with any services or materials supplied under this agreement, including without limitation, any losses, injuries or damages for business or production interruptions or delays, personal injuries or property damages. 'WEGS' carries the appropriate liability insurance per industry standards to cover such instances.

It is mutually understood that this document sets forth our entire agreement.

WINTER ENGINE-GENERATOR SERVICE, INC.

Tre Lawrence

Tre Lawrence

****This agreement has been electronically signed.****

Signed: _____ Date: _____

Print: _____

Title: _____

Bill To:

Name: _____

Address: _____

_____

_____

_____

Phone #: _____ Ext: _____

Site Contact Person:

_____

Title: _____

Phone #: _____

Ext: _____

***** Please Note *****

This is not an invoice. An invoice will not be sent until after initial work is performed as per this agreement.

Terms Net 30 Days

OS-2C (11-15)

pennsylvania
DEPARTMENT OF TRANSPORTATION

October 16, 2026

Highspire Borough

Agreement #: 3900040344

Dear Borough Council:

Enclosed you will find two copies of your Renewal Letter for Municipal Snow Removal, two copies of Exhibit A for the 2026-2027 Municipal Winter Agreement and an Emergency Contact Sheet.

We require a **Renewal Letter** and an **Exhibit A** from your municipality to be signed requesting the Department reactivate the agreement for the 2026-2027 winter maintenance season.

Please have the appropriate designated and authorized personnel sign the Renewal Letter and the Exhibit A. Fill out the Emergency Contact Sheet with borough personnel phone numbers (NOT 911). Please return one signed copy of the Renewal Letter and Exhibit A along with the Emergency Contact Sheet to me by email, as soon as possible.

The second copy of the Renewal Letter and the Exhibit A are for your records.

The Municipal Winter Traffic Service Agreement rate schedule for the 2026-2027 season is: "B" & "C" roads $1,349.93/mile and "D" & "E" roads $1,128.62/mile.

We would like to thank you for your past participation in the program and hope this year's agreement will continue to be a success.

If you have any questions, feel free to contact me at shmace@pa.gov.

Thank you,

Sheena Mace
Roadway Program Technician

RECEIVED
OCT 22 2026
HIGHSPIRE BORO

Enclosures

RENEWAL LETTER

MUNICIPAL SNOW REMOVAL

2026-2027

MUNICIPALITY: Highspire Borough

AGREEMENT #: 3900040344

I wish to renew our Winter Municipal Snow Removal Contract listed above, with the Pennsylvania Department of Transportation for the 2026-2027 winter season.

X _____

Signature/Title Date

2026-2027

AGREEMENT NO. **3900040344**

YEAR **3**

OF 5

CONTRACT EXHIBIT A

Revised August 27, 2026

COUNTY Dauphin
MUNICIP Highspire
VENDOR# **138944**

STATE ROUTE	LOCAL DESCRIPTION	BEGIN SEGMENT	BEGIN OFFSET	END SEGMENT	END OFFSET	SNOW LANE MILES	MFC	RATE PER MFC*	COST
0230	Second St / Harrisburg Pike	0190	0000	0230	1751	7.500	B	$1,349.93	$ 10,124.48
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -
									$ -

*For the Standard Agreement, rates may vary per county depending on the MFC- see Attachment A Rate Schedule

*For the Actual Cost Agreement, rates may not reflect those that appear on Attachment A because PennDOT is paying actual costs. Rates used must be pre approved by BOMO.

MILEAGE MFC B =	7.50
MILEAGE MFC C =	0.00
MILEAGE MFC D =	0.00
MILEAGE MFC E=	0.00
TOTAL MILEAGE	**7.50**

TOTAL COST = **$10,124.48**

TERMS OF PAYMENT: The Municipality will be compensated with a lump sum payment in the amount indicated as Total Cost, and as adjusted by the Department of Transportation at the end of each year. The Municipality will be compensated with an adjustment to offset severe winters at the following rate. The Municipality will receive an adjustment equal to the percentage of the Department's actual costs (for similar roads serviced) over and above the five-year average.

Suggested Total Amount Encumberance	
1st Year:	$9,731.33
2nd Year:	$9,925.96
3rd Year:	$10,124.48
4th Year:	$10,326.97
5th Year:	$10,533.50
TOTAL:	$50,624.23

MANTIS INNOVATION™

Proposal



Procurement Type

NATURAL GAS

Date Prepared

11/10/2026

Prepared for

BOROUGH OF HIGHSPIRE

Prepared by

MIKE STOLLER
DIRECTOR, NATIONAL ENERGY PORTFOLIO
mstoller@mantisinnovation.com
713-521-9797 ext. 750

About Mantis Innovation Group

Mantis Innovation is the premier provider of smart solutions that deliver better building performance through managed facility services and turnkey program management. Mantis leverages expertise from a vast array of professional disciplines in engineering, comprehensive data collection and analysis, technology-enabled solutions, and a network of trusted partners. The Mantis Innovation managed solutions include energy procurement, demand management, solar, roofing, pavement, building envelope, stormwater, LED lighting, HVAC/mechanical, building automation systems, and data center optimization. Mantis is headquartered in Houston, Texas, with over 15 additional locations across the United States from Massachusetts to Washington.

Contact Us

www.mantisinnovation.com
877.459.4728
info@mantisinnovation.com
11011 Richmond Ave. Suite 500
Houston, TX 77042

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Pricing Presentation Sheet

Prepared For: Borough of Highspire
Product Type: Fixed, Delivery to City Gate

Start Date: 01/01/2027
Market: Natural Gas PA
Pricing Date: 11/10/2026
Annual Usage: 1,950

Reverse Auction Reserve Bid Analysis

Quotes We Have Obtained for You

Supplier Name	Quote Term (Months)	Rate ($ per thm)	Supply-Related Taxes	Est. Annual Supply Cost
Constellation Energy	12	$0.76900	N/a	$1,499.55
Constellation Energy	24	$0.79900	N/a	$1,558.05
Constellation Energy	36	$0.81900	N/a	$1,597.05
Constellation Energy	48	$0.82900	N/a	$1,616.55
Major Energy	12	$0.74700	N/a	$1,456.65
Major Energy	24	$0.76900	N/a	$1,499.55
Major Energy	36	$0.77900	N/a	$1,519.05
Major Energy	48	$0.78900	N/a	$1,538.55

CONTACT INFORMATION
Name: Mike Stoller
Title: Director, National Energy Portfolio
Email: mstoller@mantisinnovation.com
Phone: 713-521-9797 ext. 750

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www.mantisinnovation.com

"Estimated Annual Supply Cost" (1) is based on the rate multiplied by actual or estimated historical annual usage, with no material changes in usage patterns or pass-through charges during the term and (2) contain estimates of line losses, renewable energy charges, forward capacity charges, ancillary charges, and administrative adders--as well as customer capacity tags--that are based on industry averages and/or historical market trends and are not particular to individual clients' circumstances. Costs of competitive supply are impacted by many factors unique to a competitive supply contract and each client's usage patterns.

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Energy Usage and Location Summary

Energy Usage Summary

Billing Month	Period	Energy Usage
January	*Winter*	163
February	*Winter*	163
March	*Winter*	163
April	*Shoulder*	163
May	*Shoulder*	163
June	*Summer*	163
July	*Summer*	163
August	*Summer*	163
September	*Summer*	163
October	*Shoulder*	163
November	*Shoulder*	163
December	*Winter*	163

Energy Usage Breakdown

Total Annual Energy Usage:	1,950
Average Monthly Energy Usage	163
Total Summer Energy Usage	652
Summer Energy Usage Percentage:	33.44%
Total Winter Energy Usage	652
Winter Energy Usage Percentage:	33.44%
Total Shoulder Energy Usage	646
Shoulder Energy Usage Percentage:	33.13%
Aggregate Capacity Obligation:	0.00
Aggregate Transmission Obligation:	0.00

Location Summary

No.	Account Number	Market	Annual Usage	Rate Class	Service Address
1	411000612472	UGI Utility	1,950	NT	640 Eshelman St
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

CONTACT INFORMATION
Name: Mike Stoller
Title: Director, National Energy Portfolio
Email: mstoller@mantisinnovation.com
Phone: 713-521-9797 ext. 750

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The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698
Office 717/939-3303
Fax 717/939-3371

November 17, 2026

Mr. Travis M. Forney
1594 Stone Mill Drive
Elizabethtown, PA 17022

Dear Mr. Forney:

I am authorized to make a conditional offer of employment to you for the position of Operator Trainee at the Borough's Waste Water Treatment Facilities. The appointment will begin as soon as is practical and only after all conditions are met.

The Conditions are as follows:

Position: Operator Trainee, with primary duties as an Operator. Work Duty Assignments will be based on the Operator 1 Job Description and you shall work at the discretion of the Public Works Superintendent or his designee. This position will include will include weekdays, Saturdays, and Sundays as regular work days.

Starting Date: Exact date to be determined when all conditions are met to the staisfaction of the Borough. Ninety (90) Day Mandatory Probation Period.

Salary: $28.16 per Hour (first 90 days).
$28.91* after successful completion of Probation (*Based on 2025 Collective Bargaining Agreement with Teamsters).

Benefits: As prescribed in the then applicable Teamsters Contract.

- Completion of a favorable Background investigation as determined by the Borough.

- Compliance with Borough Drug Testing per Borough Drug Testing Policy.

- You will be subject to all provisions contained in the Borough Policies, Rules and Procedures.

- You agree to obtain and/or maintain your DEP Class B, Waste Water Treatment License and subclassifications, and your Pa. Commercial Driver's License with tanker endorsement within two-years of employment, as a condition of your continued employment.

This Position is, by agreement, part of a bargaining unit represented by the Teamsters Local No. 776, and therefore you will be subject to payment of union dues upon completion of probation.

Continued on next page…

By signing this letter, you understand and agree to the terms listed above. Additionally signing this document is an acceptance of the conditional offer with the Borough as an Operator Trainee, provided all pre-employment conditions are successfully completed as determined by the Borough.

Mark L. Stonbraker

Borough Manager

Signature

Date

The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698

Office 717/939-3303
Fax 717/939-3371

Memo

To: Highspire Borough Council and Mayor Hess

From: Rachel Vega

CC: Mark Stonebreaker

Date: October 27, 2026

RE: Fitriyah Huwel, 175 Walnut Street, Notice of Violation and Ticket Appeal

Comments:

On October 27, 2026 Mr. Huwel called regarding his Notice of Violation and ticket. A Notice of Violation was issued on October 8, 2026. The work was not completed so a ticket was issued on October 23, 2026.

Mr. Huwell claims he has no abandoned vehicles and the back porch is a new hot tub. Zooming in on the photo there does appear to be a hot tub however it is surrounded by rubbish such as old wood and glass. There are also what appears to be office chairs in the yard.

As for the white van, I ASSUMED it is abandoned due to its condition and the fact that it is parked behind a covered vehicle. The trailers are parked in the grass. While the Quality of Life Ordinance does not define a vehicle, Ordinance 501, Storage of Unused Vehicles, defines a motor vehicle as "any type of mechanical device, propelled by a motor, in which persons or property may be transported upon public streets or highways, including trailers or semi-trailers pulled thereby. Based on this definition, I deemed the trailers parked in the yard to be in violation as they are parked in the grass.

Attached is the Notice of Violation and ticket that I issued.

The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698

Office 717/939-3303
Fax 717/939-3371

NOTICE OF VIOLATION

October 8, 2026

10/22 not done
10/23 Ticket Issued

Fitriyah Huwel
6120 Pine Knoll Drive
Harrisburg, PA 17111

Re: 175 Walnut Street – Rubbish and Abandoned Vehicles

Dear Fitriyah Huwel:

This letter serves to notify you that you are in violation of the Borough of Highspire Quality of Life Improvement Ordinance. It was observed that there is rubbish and abandoned vehicles parked in the grass.

Section 10-508.F.1 states "an abandoned vehicle may not be parked, stored or left to remain on any lot, tract, parcel of land or portion thereof on public or private property, occupied or unoccupied, improved or unimproved, within the Borough of Highspire, unless necessary for the operation of a business enterprise lawfully permitted on private property. Any abandoned vehicle or parts thereof shall be removed."

Section 10-508.F.4 states "vehicle parking is not permitted on grass, landscaped, or dirt areas of property. All parking areas must comply with all applicable Borough ordinances, codes and regulations. Borough sponsored or special events are exempt from this requirement." An abandoned vehicle is defined as a vehicle that is inoperable and left for more than 72 hours and a vehicle that does not have a valid registration plate, a current certificate of inspection, or an ascertainable vehicle identification number.

Section 10-508 states "exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage."

Please remove the rubbish and abandoned vehicles within 10 days of the date of this notice. Failure to comply will result in a ticket being issued. Further noncompliance will result in any person, firm, partner, member, director, officer, limited liability company, partnership, corporation or shareholder, partner or member thereof who shall violate any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not less than $100.00 nor more than $1,000.00 pursuant to Section 10-514.

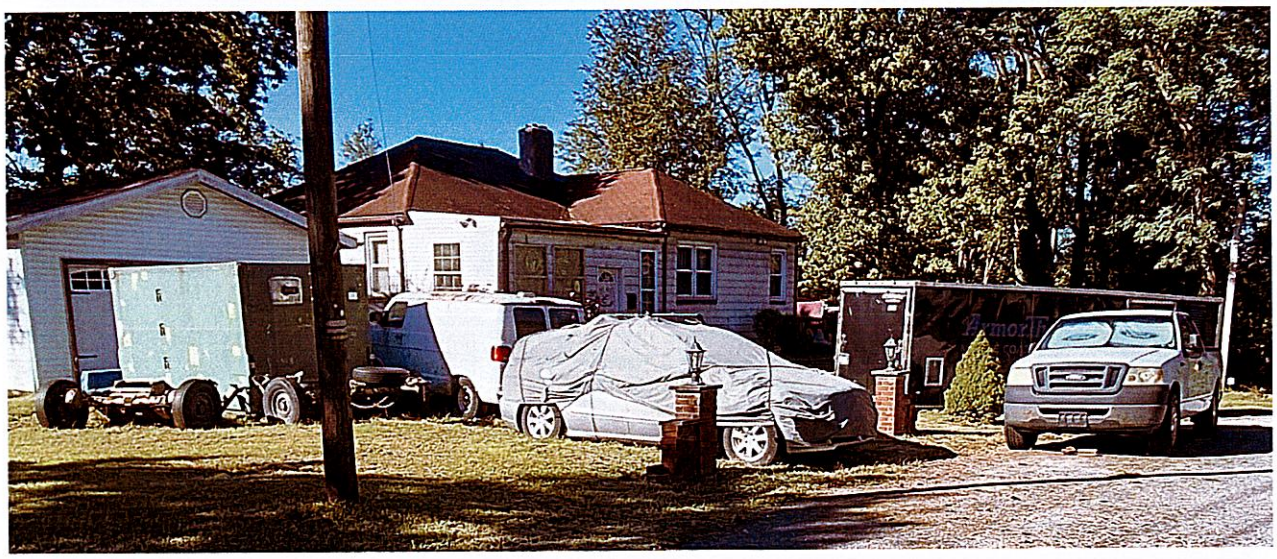
Any person directly affected by this decision has the right to appeal to Borough Council, provided that a written application for appeal is filed within 10 days after the issuance of a ticket.

Please feel free to contact me if you would like to discuss this notice. I can be reached at rvega@highspire.gov or 717-939-3303, extension 1103. Thank you in advance for your cooperation in making these improvements that will maintain the value of your property as well as make your community a better place in which to live.

Sincerely,

Rachel Vega
Code and Zoning Officer





HIGHSPIRE
CODE ENFORCEMENT DEPARTMENT
QUALITY OF LIFE VIOLATION

1083

DATE 10/23/26 TIME 8:09 Am

PERSON IN VIOLATION / PROPERTY OWNER
Fitsiyah Huwel

LOCATION 175 Walnut St.
Highspire, PA 17034

Quality of Life Violation (Highspire Borough Ordinance # 686)

You are charged with the following violation(s) marked below:

- ☐ Littering (10.1-§501) ..... $ 25.00
- ☐ Illegal Dumping (10.1-§505) ..... $ 250.00
- ☐ Newspapers & Handbills (10.1-§506) ..... $ 25.00
- ☐ Temporary Signs & Advertisements (10.1-§507) ..... $ 25.00
- ☐ Maintaining Property (10.1-§508(A)) ..... $ 25.00
- ☐ Accumulation of Litter (10.1-§508(B)) ..... $ 25.00
- ☐ High Grass & Weeds (10.1-§508(C)) ..... $ 25.00
- ☐ Vegetation (10.1-§508(D)) ..... $ 25.00
- ☐ Yard Waste (10.1-§508(E)) ..... $ 25.00
- ☒ Vehicles (10.1-§508(F)) ..... $ 25.00
- ☐ Clean-up of Animal Fecal Matter (10.1-§508(G)) ..... $ 25.00
- ☐ Swimming Pools (10.1-§508(H)) ..... $ 25.00
- ☐ Snow & Ice Removal (10.1-§508(I)) ..... $ 25.00
- ☐ Obstruction of Public Right-of-Way (10.1-§508(J)) ..... $ 25.00
- ☐ Storm Water Drainage & Diversion (10.1-§509) ..... $ 25.00
- ☒ Other Violation: 10-508 Rubbish ..... $ 25.00

If the Penalty is NOT paid, or a Request for a Hearing is not made within 10 days, there will be a $25.00 Penalty each day for days 11 - 20. If no Payment is made, or no Request for a Hearing is made within 20 days, a Summary Citation will be issued.

You may pay the above violations via check or money order made payable to "The Borough of Highspire" at:
The Borough of Highspire, 640 Eshelman St., Highspire, PA 17034

Officer
(Please Print): Rachel Vega Signature Rachel Vega

The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698

Office 717/939-3303
Fax 717/939-3371

Memo

To: Highspire Borough Council and Mayor Hess

From: Rachel Vega

CC: Mark Stonebreaker

Date: November 4, 2026

RE: David Rife, 253 Walnut Street, Notice of Violation Appeal

Comments:

On October 29, 2026 Mr. Rife called regarding his Notice of Violation and ticket. A Notice of Violation was issued on October 28, 2026. He called again on November 4, 2026 to request an appeal of the Notice of Violation.

The Notice of Violation was issued for Yard Waste and a vehicle parked on grass. Mr. Rife claims he is not in violation of yard waste on the property because the yard waste is in a truck bed which is parked in front of his house. Mr. Rife explained that the van needs a new motor which he plans to install within the next year.

Attached is the Notice of Violation that I issued.

The Borough of Highspire
640 ESHELMAN STREET
HIGHSPIRE, PENNSYLVANIA 17034-1698

Office 717/939-3303
Fax 717/939-3371

NOTICE OF VIOLATION

October 28, 2026

P.O. called upset about NOV
" " To appeal

David Rife
253 Walnut Street
Highspire, PA 17034

Re: 253 Walnut Street – Yard Waste and Vehicle in Grass

Dear Mr. Rife:

This letter serves to notify you that you are in violation of the Borough of Highspire Quality of Life Improvement Ordinance. It was observed that you have yard waste on your property as well as a vehicle parked in the grass.

Section 10-508.E states "no owner, possessor or responsible agent of real property shall permit the accumulation of yard waste on the property, except if being composted."

Section 10-508.F.4 states "vehicle parking is not permitted on grass, landscaped, or dirt areas of property. All parking areas must comply with all applicable Borough ordinances, codes and regulations."

Please remove your yard waste and the van parked in the grass within 10 days of the date of this notice. If you need help with disposal of the yard waste, you may obtain a woody waste permit at the Borough Office for $25 for one year. A woody waste permit allows you to dispose of your yard waste at the Borough's facility.

Failure to comply will result in a ticket being issued. Further noncompliance will result in any person, firm, partner, member, director, officer, limited liability company, partnership, corporation or shareholder, partner or member thereof who shall violate any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not less than $100.00 nor more than $1,000.00 pursuant to Section 10-514.

Any person directly affected by this decision has the right to appeal to Borough Council, provided that a written application for appeal is filed within 10 days after the issuance of a ticket.

Please feel free to contact me if you would like to discuss this notice. I can be reached at rvega@highspire.gov or 717-939-3303, extension 1103. Thank you in advance for your cooperation in making these improvements that will maintain the value of your property as well as make your community a better place in which to live.

Sincerely,

Rachel Vega
Code and Zoning Officer

