

**HIGHLAND TOWNSHIP  
BOARD OF SUPERVISORS**  
January 6th, 2020 @ 7:00 pm  
**Meeting Minutes**

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The Highland Township Board of Supervisors met on this date @ 7:00 p.m., as publicly advertised, at the Highland Township Municipal Building located at 3641 Fairfield Road, Gettysburg, PA 17325.

**PRESENT:**

Chairman Gary Dingle, Supervisor Ed Steinour, Supervisor Jason Stitt, Secretary Mary Sherman

**PUBLIC**

**APPROVAL OF MINUTES:**

**Supervisors Meeting Minutes December 10th, 2019:**

Supervisor Steinour moved, seconded by Supervisor Dingle to approve the December 10th, 2019 BOS meeting minutes. The vote was unanimous.

**TREASURERS REPORTS:**

The December 2019 Treasurers report was discussed in detail. The Treasurers report was accepted as written.

**PLGIT CD matures on January 10, 2020:**

PLGIT CD #6 is maturing on Jan 10th. Supervisor Dingle moved, seconded by Supervisor Steinour, to reinvest with PLGIT at the current rate. It will mature on January 10<sup>th</sup>. The vote was unanimous.

**Per Capita delinquent tax collection:**

Tax Collector Susan Forsythe sent an email requesting the Supervisors consider having J.P. Harris collect the delinquent per capita tax. Currently Adams County uses J.P. Harris, and the township uses YATB, creating confusion for the township residents. The Supervisors discussed this and agreed to investigate the option.

Supervisor Dingle, moved, seconded by Supervisor Steinour to accept the December 2019 Treasurer report. The vote was unanimous.

**APPROVAL OF BILLS PAID AND PAYROLL**

Supervisor Steinour moved, seconded by Supervisor Stitt to approve the December 2019 reports as presented. The vote was unanimous.

**ROAD MASTERS REPORT:**

- The plows are mounted on the GMC and the International. Supervisor Steinour discovered that if the door on the International is left ajar, the light will stay on and drain the batteries. Just a reminder to slam the driver's side door! The loader is running much better.
- The hidden driveway signs are installed on Knoxlyn-Orrtanna Road.
- The bushes obstructing traffic on Railroad Lane have been cut back. There are trees along several roads that need to be pushed back and limbs that need to be trimmed.
- The Supervisors agreed to schedule a March 2020 ride-a-long on the township roads to inspect them for road repairs to be scheduled this summer.

**SUBDIVISION AND LAND DEVELOPMENT:**

None

**LAND AND SEA SERVICES:**

**December 2019 Reports:**

The December 2019 reports were reviewed and discussed. The Supervisors agree to accept the reports as written.

**RIGHT-TO-KNOW REQUEST:**

**Brian Bush of American Guardian: personnel information on employees and contractor's denial.**

The denial of the right-to-know request is still under review with the PA Department of Open Records in Harrisburg.

**UNFINISHED BUSINESS:**

**COG:** The next meeting is January 23, 2019.

**YATB:** The next meeting is January 27<sup>th</sup>, 2020 @ 6:30 in York. Supervisor Dingle will attend.

**Fairfield Fire Department meeting:** Municipal leaders' meeting is scheduled for Monday, January 20<sup>th</sup> @ 7:00pm.

**FREMA:** The next meeting is February 17<sup>th</sup> @ 1:00 pm.

**NEW BUSINESS:**

**Floodplain ordinance advertisement:**

Leslie Rhodes contacted the township on behalf of the Pennsylvania Municipal League, the organization contracted with floodplain ordinance updates for the National Flood Insurance Program (NFIP) in the Commonwealth. This is a free resource that guides municipalities through the floodplain ordinance update process, which gets triggered as a result of a revision to the Flood Insurance Study (FIS) and/or Flood Insurance Rate Map (FIRM). Before a map goes effective, each community is required to submit an adopted, compliant floodplain ordinance. Former Supervisor Craig Rockey contacted Ms. Rhodes on December 17<sup>th</sup> and they reviewed our current ordinance dated October 2006. She recommended updates and sent a model draft ordinance to Supervisor Rockey who had brief discussions with the township Solicitor and Engineer. Both KPI and the Solicitor agreed the updates are needed and thought we should retire the outdated ordinance and adopt the model ordinance provided by PML. The township will have to advertise and adopt the ordinance by July 2020. The final determination letter should arrive by January 22, 2020.

**SEO New Fee schedule and Resolution:**

KPI is updating their sewage enforcement fees and have sent a resolution for the Supervisors to review and sign. The fees have not been increased for 10 years.

**Resolution Number 2020-001:**

**A resolution adopting the fee schedule for the administration of the sewage facilities act and the appointment of sewage officers to issue sewage permits in Highland Township.**

Supervisor Dingle moved, seconded by Supervisor Stitt to adopt Resolution Number 2020-001. The vote was unanimous.

**Waste Contract bidding extension:**

Susan Wagle, Secretary of Fairfield Borough wanted opinions from the Southwest group for the purposes of waste contract bidding to share input on whether we wish to partake the one year extension with Parks Garbage Service (extending the date to March 2022) and whether or not we wish to request that the County Planning office prepare the bidding documents for the new contract in 2022.

Supervisor Dingle moved, seconded by Supervisor Steinour, to extend the contract and have the county prepare the bidding documents. The vote was unanimous.

Supervisor Stitt moved, seconded by Supervisor Steinour to adjourn the meeting. The vote was unanimous.

The meeting was adjourned @ 7:50 pm

Mary Sherman  
Secretary/Treasurer  
Highland Township

