

**Highland Township Supervisors
ANNUAL ORGANIZATIONAL MEETING
AGENDA**

January 2, 2024 @ 5:00 pm

RECOGNIZE:

Citizens to be heard

ORGANIZE:

Appoint temporary Chairman Appoint temporary Secretary

NOMINATE:

Nominate permanent Chairman Nominate permanent Vice Chairman Appoint Secretary/Treasurer

APPOINT EMPLOYEES:

Road labor Roadmaster Assistant Roadmaster Tax Collector/Deputy Tax Collector

SET / RECOMMEND WAGES:

Road worker – set wage
Tax Collector for Per Capita Tax/Property tax collection – set wage
Secretary/Treasurer – set wage
Supervisors wage (as employees)

DETERMINE:

Federal Holidays Election days Vacation Sick time Personal days Mileage rate

APPOINT:

Township Solicitor
Independent Accountant-Auditor
SEO
Township Engineer Township Zoning Officer Vacancy Board citizen chairman
Emergency Management Coordinator Planning Commission appointment- one vacancy
Planning Commission – set wage
Zoning Hearing Board appointment- one vacancy
Zoning Hearing Board- set wage
Zoning Hearing Board Solicitor
Township Auditors
York Adams Tax Bureau Delegate Adams County Tax Collection Committee
Adams County Council of Governments Representative Adams County Council of Governments Alternate
Fairfield Fire Company
FREMA

ESTABLISH:

Treasurer's bond
Supervisor Meetings location, date and time
Township office hours

SELECT:

Financial Depositories

AUTHORIZE:

Treasurer to pay bills and wages between meetings.

CERTIFY:

Delegates to the State Association's annual PSATS convention.

ADJOURNMENT