

Highland Township Board of Supervisors

Annual Reorganization Meeting Minutes

January 6, 2020 @ 5:30 pm

The Board of Supervisors of Highland Township, Adams County, met Monday January 6, 2019 at 5:30 p.m. at the Highland Township Municipal Building, 3641 Fairfield Road, Gettysburg, for the Annual Reorganization Meeting.

PRESENT: Supervisor Ed Steinour, Supervisor Gary Dingle, Supervisor Jason Stitt, Secretary/Treasurer Mary Sherman

PUBLIC: None present

REORGANIZATION TEMPORARY APPOINTMENTS:

Temporary Chairman was appointed: Ed Steinour

MOTION: Supervisor Dingle, SECOND: Supervisor Stitt VOTE: Unanimous

Temporary Secretary was appointed: Mary Sherman

MOTION: Supervisor Dingle SECOND: Supervisor Stitt VOTE: Unanimous

NOMINATIONS:

Chairman of the Board of Supervisors was appointed: Gary Dingle

MOTION: Supervisor Steinour SECOND: Supervisor Stitt VOTE: Unanimous

Vice-Chairman of the Board of Supervisors was elected: Ed Steinour

MOTION: Supervisor Dingle SECOND: Supervisor Stitt VOTE: Unanimous

Secretary/Treasurer was appointed: Mary Sherman

MOTION: Supervisor Steinour SECOND: Supervisor Dingle VOTE: Unanimous

APPOINT TOWNSHIP EMPLOYEES:

Road Worker was appointed: Roger Greer

Seasonal Road Worker: Bill McDannell

Road Master was appointed: Ed Steinour

Assistant Road Master: Jason Stitt

Township Tax Collector for Per Capita and Real Estate taxes was appointed: Susan Forsythe

Deputy Township Tax Collector was appointed: Shorty Forsythe

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Dingle SECOND: Supervisor Steinour VOTE: Unanimous

SET / RECOMMEND COMPENSATION RATES:

Secretary/Treasurer: Set at rate of \$24.00 per hour.

Road Worker wage: Set at a rate of \$21.00 per hour.

Seasonal Road Workers wage: Set at rate of \$25.00 per hour.

Supervisor's wage (as employees of the Township): Recommend \$25.00 per hour.

Tax Collector compensation was set at 8% of tax revenues collected.

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Dingle SECOND: Supervisor Stitt VOTE: Unanimous

DETERMINE:

Compensated Time Off Work:

- 1) Six Federal Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
- 2) Two Election Days per year (Primary and General)
- 3) Vacation: Mary Sherman (84 hours)
- 4) Sick Time: Mary Sherman (28 hours)
- 5) Personal Days: Four personal days
- 6) Mileage Rate: Federal rate @ 0.57.5 cents /mile

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Steinour SECOND: Supervisor Dingle VOTE: Unanimous

APPOINT TOWNSHIP POSITIONS:

Township Solicitor was appointed: Linus Fenicle

Independent Accountant Auditor: Lockwood Business Support Service

Sewage Enforcement Officer was appointed: Gil Picarelli of KPI

Township Engineer was appointed: KPI Technology

Township Zoning Officer: Land and Sea Services, Wilbur Slothour

The 2019 proposed fees for the above appointees was accepted.

Elected Township Auditors: Greg Kaserman, Steve Whiteman, Martha O'Bryant

Vacancy Board Chairman: Carl Keller, Jr.

Emergency Management Coordinator was appointed: Adam Wine of FREMA

Planning Commission: Charles Sterner will finish Jason Stitt's term on 12/31/21

Planning Commission compensation set as: \$50 per regular monthly meeting attended

Zoning Hearing Board: Darlene Grube re-appointed for a 3-year term to end 12/31/22

Zoning Hearing Board compensation set as: \$50 per meeting attended

Zoning Hearing Attorney: Adam Boyer

York Adams Tax Bureau Delegate: Gary Dingle, Alternate: Jason Stitt

Adams County Tax Collection Committee: Gary Dingle, Alternate: Jason Stitt

Adams County Council of Governments Rep: Mary Sherman, Alternate: Ed Steinour

Fairfield Fire Company Rep: Rotating schedule

FREMA Rep: Gary Dingle, Alternate: Mary Sherman

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Steinour SECOND: Supervisor Dingle VOTE: Unanimous

ESTABLISH OPERATING POLICY:

The Township bank depositories were selected: Adams County National Bank and PLGIT.

Supervisor Jason Stitt is authorized to co-sign checks and former Supervisor Craig Rockey has been taken off the accounts.

Township Treasurer's Bond was set: \$1,200,000.00. The Treasurer was authorized to pay bills and payroll between meetings.

Regular meetings of the Board of Supervisors will be held on the second Tuesday of every month at 7:00 pm at the township municipal building, EXCEPT the month of November (date 11/11/20).

Office hours for the township will be Monday thru Thursday 7:45am-2:45pm.

The Township office will be closed on the federal holidays declared and two election days as indicated above.

Delegate to the PSATS convention: Jason Stitt will attend the 2020 Convention.

All the above was approved on a joint motion.

MOTION: Supervisor Steinour SECOND: Supervisor Stitt VOTE: Unanimous

The meeting was adjourned at 6:50 pm.
Respectfully submitted,

Mary Sherman
Secretary/Treasurer
Highland Township