

# Highland Township Board of Supervisors

## Annual Reorganization Meeting Minutes

January 7, 2019 @ 4:00 pm

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The Board of Supervisors of Highland Township, Adams County, met Monday January 7, 2019 at 4:00 p.m. at the Highland Township Municipal Building, 3641 Fairfield Road, Gettysburg, for the Annual Reorganization Meeting.

**PRESENT:** Supervisor Chairman Craig Rockey, Supervisor Ed Steinour, Supervisor Gary Dingle, Secretary/Treasurer Mary Sherman

**PUBLIC:** None present

### **REORGANIZATION TEMPORARY APPOINTMENTS:**

Temporary Chairman was appointed: Ed Steinour

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

Temporary Secretary was appointed: Mary Sherman

MOTION: Supervisor Rockey SECOND: Supervisor Dingle VOTE: Unanimous

### **NOMINATIONS:**

Chairman of the Board of Supervisors was appointed: Craig Rockey

MOTION: Supervisor Steinour SECOND: Supervisor Dingle VOTE: Unanimous

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

MOTION: Supervisor Rockey SECOND: Supervisor Dingle 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: Gary Dingle

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 Rockey SECOND: Supervisor Dingle VOTE: Unanimous

### **SET / RECOMMEND COMPENSATION RATES:**

Secretary/Treasurer: Set at rate of \$22.00 per hour.

Road Worker wage: Set at a rate of \$20.00 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 Rockey SECOND: Supervisor Dingle 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 @ 58 cents /mile

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Rockey 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.**

Township Auditors: Mark Berg, Greg Kaserman, Steve Whiteman

Vacancy Board Chairman: Carl Keller, Jr.

Emergency Management Coordinator was appointed: Adam Wine of FREMA

Planning Commission: Barbara Finfrock, appointed for a 4 -year term, ending in 2022.

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

Zoning Hearing Board: Bill Jacobs re-appointed for a 3-year term, ending in 2021.

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

Zoning Hearing Attorney: Adam Boyer

York Adams Tax Bureau Delegate: Gary Dingle

Adams County Tax Collection Committee: Gary Dingle

Adams County Council of Governments Rep: Mary Sherman

Adams County Council of Governments Alternate: Gary Dingle

Fairfield Fire Company Rep: Craig Rockey

FREMA Rep: Gary Dingle

All the above appointments were agreed to by joint motion:

MOTION: Supervisor Rockey SECOND: Supervisor Steinour VOTE: Unanimous

**ESTABLISH OPERATING POLICY:**

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

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.

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: No one will attend the 2019 Convention.

All the above was approved on a joint motion.

MOTION: Supervisor Rockey SECOND: Supervisor Dingle VOTE: Unanimous

The meeting was adjourned at 5:30 pm.

Respectfully submitted,

Mary Sherman  
Secretary/Treasurer  
Highland Township