

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
November 10, 2020 @ 7:00 pm
Meeting Minutes**

The Highland Township Board of Supervisors ("BOS") 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:

Gary Dingle, Chairman; Ed Steinour, Supervisor; Jason Stitt, Supervisor; Bea Schultz, Secretary/Treasurer ("Board") and Susan Forsythe, Tax Collector.

GETTYSBURG OUTDOORS, INC.:

With the plans being approved by Adams County, Cumberland Township, the Highland Township Planning Commission and reviewed by KPI, Chairman Dingle will sign, Bea (as Secretary) will sign and Jason will deliver to Barbara Finrock for signature on November 11.

TAX COLLECTOR:

After introductions and a brief explanation of her duties and history as Highland Township Tax Collector, Susan was kind enough to answer questions and review her compensation, reimbursement of expenses and training. Susan's certificate of continuing education 2020 was given to Bea for her personnel file. Reimbursement in accordance with the Second-Class Township Code was discussed and Highland Township will reimburse the Tax Collector's office for one-half of the supplies for tax notices as they have in the past.

A Resolution in 2004 allowed Susan to charge \$10 per tax letter requested by a Settlement Agent, Closing Attorney or Bank. A Resolution will be drafted that will allow Susan to collect an increased \$15 fee.

APPROVAL OF MINUTES:

After soliciting any changes or amendments to the Minutes of the September Board of Supervisors meeting, Supervisor Stitt moved that the Minutes be approved as written, seconded by Supervisor Steinour. The vote was unanimous.

TREASURERS REPORTS:

The October Treasurer's Report was presented with explanation by the Secretary/Treasurer.

- A motion was made by Chairman Dingle to accept the Treasurer's Report, as presented, Supervisor Stitt seconded. The vote was unanimous.
- After a discussion, a motion was made by Supervisor Stitt, seconded by Chairman Dingle, to move the CD that matures in December to the PRIME CD at PLIGIT. The vote was unanimous.
- The Supervisors discussed a transfer \$100,000 from the General Fund into an investment account. The rates will be reviewed and the Investment will be discussed at the December 8th BOS meeting.
- Approval was given to pay the Talley fuel/diesel invoice.

2021 PROPOSED BUDGET:

- Adjustments were made in accordance with the October BOS discussion. The Budget and specifically the changes were reviewed. The 2021 Proposed Budget will be available for Public Review and Comment until the next BOS meeting on December 8.

APPROVAL OF BILLS PAID AND PAYROLL:

- October payroll, paid bills, deposits and the check register through October 31, were presented to and reviewed by all Supervisors.

ROAD MASTERS REPORT:

- **Tree/Limb Removal:** Supervisor Steinour advised several of the trees that were marked have been removed and the should all be taken care of by the end of November. Supervisor Steinour worked approximately 4 hours over the weekend taking care of fallen trees.

SUBDIVISION AND LAND DEVELOPMENT:

- No Report

LAND AND SEA SERVICES:

- The October reports were reviewed and discussed. The Supervisors agree to accept the reports as written.

RIGHT-TO-KNOW REQUEST:

- None

MEETINGS & ASSOCIATIONS:

- **COG:** Bea attended in October and plans to attend on November 19.
- **YATB & ACTT:** Gary attended the meetings and is now appointed to the ACTT Finance Committee.
- **FREMA:** Gary attended and took Bea to introduce to the group as the Alternate. There was a small group at the meeting. The spill from the Gristmill in Hamiltonban was discussed and it was decided that an invoice for the clean-up will be prepared and presented to the owners of the Gristmill.
- **FAIRFIELD FIRE DEPT:** No meeting was scheduled in October.

OLD BUSINESS:

- The appointment of Adam Boyer will be discussed at the Reorganization meeting in January. Until then, he will continue to represent the Township at Barley Snyder.
- After review of 2019 Charitable Contributions, Chairman Dingle made a motion that the following donations be made as budgeted for 2020.

Adams County Office for Aging (200.00)
Adams County SPCA (100.00)
Adams County Resdue Mission (100.00)
Adams County EMS (400.00)
Rabbit Transit (200.00)

Bea will send the checks in November. Supervisor Stitt seconded the motion. The vote was unanimous.

- The reorganization meeting was set for Monday, January 4th at 5:30 p.m. with the Board of Supervisors meeting following at 7:00 p.m. Chairman Dingle made a motion, Supervisor Stitt seconded the motion and the vote was unanimous. This is a change in date and Bea will advertise appropriate in the Gettysburg Times.

NEW BUSINESS:

- Bea asked if Solar Panels on the roof require a building permit. Supervisor Steinour explained that they do require an electric and roof inspection and so, yes, they do require a permit and they are to contact Land & Sea.
- Bea has filed a FAIR application to be reimbursed by PA for Covid-related expenses. We have requested reimbursement of post card printing, postage for notification to township residents and an invoice from Diane Free for an additional cleaning post election day.

- Bea has requested that the BOS review the personnel policy with respect to PTO. A copy of the current policy was distributed and the policy will be on the Agenda in December.

Having no further business, Chairman Dingle moved, seconded by Supervisor Steinour to adjourn the meeting. The vote was unanimous.

The meeting was adjourned @ 8:18 p.m.

Beatrice L. Schultz, Secretary/Treasurer
Highland Township

A handwritten signature in cursive script, appearing to read "B. L. Schultz", written in black ink.