

HIGHLAND TOWNSHIP BOARD OF SUPERVISORS

August 11, 2020 @ 7:00 pm

Meeting Minutes

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:

Gary Dingle, Chairman; Ed Steinour, Supervisor; Jason Stitt, Supervisor; Bea Schultz, Secretary/Treasurer ("Board")

PUBLIC COMMENT:

As previously arranged, Bruce Strasbaugh representing Cashtown Fire Department, presented a proposal in support of the purchase of a new rescue engine that will supply both water and the rescue equipment for ease or transport of both in one vehicle. This purchase will replace a 31 year old truck. Mr. Strasbaugh presented the extensive Grant seeking process and provided information on pricing and their payment plan. \$15,000.00 was requested from Highland Township.

A motion was made by Chairman Dingle to contribute \$7,500 in January of 2021 and another \$7,500 in January of 2022. Supervisor Stitt seconded the motion. The vote was unanimous.

Bea will submit a letter to the Supervisors for review and signature notifying Cashtown Fire Department of this decision.

APPROVAL OF MINUTES:

Supervisors Meeting Minutes July 14, 2020:

After soliciting any changes or amendments, Supervisor Stitt moved that the Minutes be approved as written, seconded by Chairman Dingle. The vote was unanimous.

TREASURERS REPORTS:

- By Oath, Beatrice L. Schultz (Bea Schultz) was appointed Secretary/Treasurer of this Township effective August 10, 2020.
- The July 2020 Treasurers Report (Report) was the final report prepared by Secretary/Treasurer Mary Sherman. This Report was discussed along with the Treasurer's Notes attached hereto. Supervisor Steinour moved that the Treasurers Report be accepted as presented, seconded by Chairman Dingle. The vote was unanimous.
- An audit is currently in progress with Lockwood Business.
- Payroll taxes have been prepared by Mary Sherman through July 30, 2020.
- PLGIT – it was noted that CD#2 matured on 7/21/20 and was reinvested @.5% for 1 year. The Supervisors noted that CD #5 matures on 9/22/2020; CD#3 and CD#4 mature on 10/16/20.

APPROVAL OF BILLS PAID AND PAYROLL:

Final payment to Mary Sherman was reviewed and her payroll check was signed and will be mailed. Supervisor Steinour moved, seconded by Supervisor Stitt to approve the July 2020 reports as presented. The vote was unanimous.

ROAD MASTERS REPORT:

- **Salt Contract:** The Secretary has ordered the load of salt from the 2019-2020 season.
- **Tree/Limb Removal:** Supervisor Steinour advised that overhanging trees are a nuisance. The Supervisors have scheduled a time to drive through and decide the Townships responsibility. Further, the Supervisors plan to fix some areas where culvert pipe is exposed. PA1 will be notified.

SUBDIVISION AND LAND DEVELOPMENT:

No Report

LAND AND SEA SERVICES:

- The July 2020 reports were reviewed and discussed. The Supervisors agree to accept the reports as written.

RIGHT-TO-KNOW REQUEST:

None

UNFINISHED BUSINESS:

- **COG:** The July 23 meeting was canceled. The next scheduled meeting is August 27 at the 911 Call Center near the Rescue Mission and Bea will attend.
- **YATB:** The next scheduled meeting is October 26, 2020 at 6:30 p.m. in York.
- **ADAMS:** Gary attended a Zoom Meeting on August 5 but there was no quorum. No report. The next Zoom Meeting is scheduled for November 4 at 6:00 p.m.
- **FREMA:** The next meeting is August 17 @ 1:00 pm in the conference room of the Fairfield Village Hall. Chairman Dingle plans to attend.
- **FAIRFIELD FIRE DEPT:**

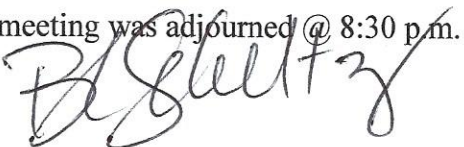
Township Website: Supervisor Stitt and Bea are working with Loretta at the Adams County IT Department and they will share the final product with the Supervisors prior to providing the link to the Township.

NEW BUSINESS:

- **Office Hours:** Bea initiated a discussion with regard to office hours. After a survey of other Townships and Boroughs and a review of all of our advertised hours. Following further discussion, Chairman Dingle made a motion that the office hours be 8:00 to 3:00 effective immediately. Also, the office will be open by appointment, when necessary. Supervisor Steinour seconded the vote. The vote was unanimous.
- **Change in Officer.** Bea has scheduled an appointment with Lockwood, ACNB and Susan Forsythe, Tax Collector. She will also introduce herself to Land and Sea and KPI Technology.

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

The meeting was adjourned @ 8:30 p.m.



Beatrice L. Schultz
Acting Secretary/Treasurer
Highland Township