

**HIGHLAND TOWNSHIP  
BOARD OF SUPERVISORS  
September 8, 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”). Also in attendance, Bruce Strasbaugh, Mike O’Bryant and Martha O’Bryant (township residents).

**PUBLIC COMMENT:**

As previously arranged, Bruce Strasbaugh representing Cashtown Fire Department, came to thank the Board of Supervisors for their commitment to the current equipment acquisition with a thank you letter. The Township is to contribute \$7,500 in January of 2021 and another \$7,500 in January of 2022.

**APPROVAL OF MINUTES:**

**Supervisors Meeting Minutes August 11, 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:**

The August 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.
- A motion was made by Chairman Dingle to review the escrow account and to transfer escrow funds for completed projects to our General Fund, Supervisor Stitt seconded. The vote was unanimous.
- A motion was made by Chairman Dingle, seconded by Supervisor Stitt, to move CD #5 that matures on September 22 to the PRIME CD at PLIGIT. The vote was unanimous.
- The invoice for the Eiker hearing was approved for payment.
- New ACNB credit cards were provided to Chairman Dingle, Supervisor Steinour, Supervisor Stitt and Bea Schultz.
- The Escrow Account was discussed and Bea will present our bookkeeping system at the next meeting.
- The bids were presented for propane 2020-21 season. Being the best price and the quality of their service this past year, Commissioner Steinour made a motion to continue with Mason’s Propane, Supervisor Stitt seconded the motion. The vote was unanimous and Bea was asked to notify Masons and all that presented a bid.

**APPROVAL OF BILLS PAID AND PAYROLL:**

- August payroll, paid bills, deposits and the check register through 8/31 were reviewed by all Supervisors. Bea presented a Payroll Calendar. Supervisor Stitt moved that the paid bills report, payroll report and payroll calendar be accepted as reported, seconded by Supervisor Steinour. The vote was unanimous.

## **ROAD MASTERS REPORT:**

- **Tree/Limb Removal:** Supervisor Steinour advised that overhanging trees that are a nuisance have been marked for removal. Supervisor Steinour contacted Mike Mills from Arbor Care Professional Tree Trimmers and we are expecting his proposal to remove many if not all of the 32 marked trees. The price will be well below the bid requirement. Commissioner Steinour will travel with Mike and contact the Supervisors with the price and any further discussion.
- **Road Striping.** After reviewing the file and with the commitment from Chairman Dingle to drive with Alpha Space Control to determine which road will be relined, a motion was made by Supervisor Stitt to move forward with the striping if the estimate is under \$9,000. Supervisor Steinour seconded the motion. The vote was unanimous. The striping will be paid from the General Fund.

## **SUBDIVISION AND LAND DEVELOPMENT:**

No Report

## **LAND AND SEA SERVICES:**

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

## **RIGHT-TO-KNOW REQUEST:**

None

## **UNFINISHED BUSINESS:**

- **WEBITE:** The website is live at [www.highlandtownship.com](http://www.highlandtownship.com). Bea will make sure it is updated with office closings and meeting updates. There was discussion regarding notification to the residents and Bea asked to send post cards with all of the Township Office information and highlighting the new website. The approximate price will be \$400 (cards/postage). Chairman Dingle made a motion to move forward with the town mailing, Supervisor Stitt seconded. The vote was unanimous and Bea will move forward.
- **COG:** Bea will attend the next meeting on Tuesday, September 29 from noon – 2:30. It is the Ninth Annual Secretarial/Administrative Luncheon.
- **YATB:** The next scheduled meeting is October 26, 2020 at 6:30 p.m. in York. Gary will attend.
- **ACBA (Adams Co. Boroughs Assoc)** is meeting September 21 at 7:00 p.m. via Zoom. The meeting information was forwarded to Chairman Dingle.
- **ADAMS:** No report. The next Zoom Meeting is scheduled for November 4 at 6:00 p.m.
- **FREMA:** The next meeting is Monday, October 19 @ 1:00 pm. Chairman Dingle and Bea plan to attend.
- **FAIRFIELD FIRE DEPT:** Bea was asked to get in touch with Bill Jacobs and make sure we receive notifications of the meeting dates/times.

## **NEW BUSINESS:**

- The Budget workshop was scheduled for 5:30 p.m. on October 13, prior to our regularly schedule BOS meeting at 7:00 p.m. Bea will advertise.

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

The meeting was adjourned @ 8:15 p.m.

Beatrice L Schultz, Secretary/Treasurer  
Highland Township