

**HIGHLAND TOWNSHIP  
BOARD OF SUPERVISORS  
January 3, 2022 @ 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 at 3641 Fairfield Road, Gettysburg, PA 17325.

**PRESENT:**

Supervisors: Gary Dingle, Bill Baldwin, Jason Stitt (participated via phone/email)  
Secretary/Treasurer: Bea Schultz  
Public: See sign in sheet

**PUBLIC COMMENT:**

Joanna Welland residing at 3525 Fairfield Road inquired about the progress of her request for a traffic study requesting a hidden driveway sign.

**INTRODUCTION OF BOARD:**

The organizational meeting was held previous to this meeting and the Minutes are available listing: Chair, Jason Stitt; Roadmaster, Gary Dingle; and newly elected Supervisor, William Baldwin "Bill". As Vice-Chair, Dingle will serve as Chairman of this meeting.

**APPROVAL OF MINUTES:**

After soliciting any changes or amendments to the Minutes of the December Board of Supervisors meeting, Dingle moved that the Minutes be approved as written, seconded by Baldwin. The vote was unanimous. The Minutes will be posted on the website.

**TREASURERS REPORTS:**

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

- A motion was made by Baldwin to accept the Treasurer's Report, as presented, Dingle seconded. The vote was unanimous.
- The appointed auditors for 2022 are SEK and they will begin in April to audit all accounts.

**APPROVAL OF BILLS PAID AND PAYROLL:**

- December payroll, paid bills and deposits were presented to and reviewed by all Supervisors.

**ROAD MASTERS REPORT:**

- Dingle will serve as Roadmaster and reports that the three plow trucks are ready for the first snow event of the year.
- Dingle has been in touch with William McDannell and Ed Steinour and they have agreed to continue as drivers. The new rate is \$28.00 per hour.
- Assistant Roadmaster is Stitt. Roadworkers are Roger Greer and Ed Steinour, as needed.
- The Supervisors will visit the Welland property during January to perform a traffic study and submit that information to PennDot.

- The 550 Dump's fan switch will be repaired.

#### **SUBDIVISION AND LAND DEVELOPMENT:**

- Adams Co. Permits were reviewed.
- Land & Sea – no report
- KPI – no report
- Long Property – zoning issue. The check will be returned and a letter will be sent.
- Resident at 25 Knoxlyn Orrtanna has requested a permit to demolish all structures with the exception of a concrete building. With the Supervisors' input, Bea will respond.

#### **POLICE, FIRE & EMERGENCY SERVICES:**

- Emergency call list will be updated: 1<sup>st</sup> Township Cell Phone, 2<sup>nd</sup> Gary, 3<sup>rd</sup> Jason, 4<sup>th</sup> Bill. Bea will also provide them with Roger's cell phone number.
- The State Police Report was reviewed.
- Chief Hansen is available for Code Enforcement.

#### **OLD BUSINESS:**

- The Elected Township Auditors have been contacted and advised of the Annual Auditor's Meeting on January 4<sup>th</sup>, as advertised. Bea will present the Supervisor's Salaries for review.
- Zoning and Code Enforcement decision is to employ Dominic Picarelli from KPI Technology to serve as Zoning Enforcement Officer with Bea Schultz serving as Assistant ZEO. Bea will take the certification test.

#### **NEW BUSINESS:**

- PSATS Convention in April. Baldwin will serve as Delegate. Jason and Bea also plan to attend.
- SEK will be notified and an engagement letter will be requested for this year's audit.
- Bea will research to find a replacement for Adam Boyer as Zoning Hearing Board Solicitor.
- Greg Kaserman resigned as a member of the Elected Auditors, the Supervisors appointed Ed Steinour to serve in his place.
- Bea will draft a postcard to go out to all residents highlighting the new Supervisor, Police and permits.

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

The meeting was adjourned @ 7:35pm.

Beatrice L Schultz, Secretary/Treasurer  
Highland Township

Highland Township Board of Supervisors  
Annual Organization Meeting  
January 3, 2022

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The Board of Supervisors of Highland Township, Adams County, met Monday January 3, 2022 at 5:30 p.m. at the Highland Township Municipal Building, 3641 Fairfield Road, Gettysburg, for the Annual Reorganization Meeting.

PRESENT: Gary Dingle, Jason Stitt, William Baldwin, Bea Schultz.

PUBLIC: None present

A spreadsheet was presented to the Supervisors and is attached to hereto.


**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. The November meeting will be advertised as Monday, November 7th due to election day of November 2nd.
- Office hours for the township will be Monday thru Thursday 8:00am-3:00pm.
- The Township office will be closed for 6 Federal holidays declared and 2 election days.
- Insurance policies will be renewed with Hockley & O'Donnell Insurance Agency.
- Delegate to the PSATS convention will be Bill Baldwin. Jason and Bea will also attend.

All the above was approved on a joint motion. Gary Dingle made the motion, Bill Baldwin seconded the motion and all of the aforementioned policies were unanimously approved.

The meeting was adjourned at 6:30 pm.

Respectfully submitted,

  
Beatrice Schultz  
Secretary/Treasurer  
Highland Township



# 2022 REORGANIZATION MEETING WORKSHEET

		2022				
ORGANIZE:				Motion	2nd	Notes ✓
Appoint temporary Chairman	Bill Baldwin			GD	JS	Approved
Appoint temporary Secretary	Gary Dingle			JS	BB	Approved
<b>NOMINATE:</b>						
Nominate permanent Chairman	Jason Stitt			GD	BB	Approved
Nominate permanent Vice Chairman	Gary Dingle			BB	JS	Approved
Appoint Secretary/Treasurer	Bea Schultz			GD	BB	Approved
<b>APPOINT EMPLOYEES:</b>						
Office (Sec/Treasurer)	Bea Schultz			GD	BB	Approved
Road Worker	Roger Greer/Ed Steinour			GD	BB	Approved
Seasonal Worker	Bill McDannell/Ed Steinour			BB	GD	Approved
Roadmaster	Gary Dingle			JS	BB	Approved
Assistant Roadmaster	Jason Stitt			GD	BB	Approved
Tax Collector/Deputy Tax Collector	Susan Forsythe/Claarence Forsythe			BB	GD	Approved
Milage	0.2088			No Change		Approved
PerCapita	\$5.00			No Change		Approved
Discount rate	0.02%			No Change		Approved
Penalty	10.00%			No Change		Approved
Admissions Tax - 10% (5% to HT)				No Change		Approved
Realty Transfer Tax - 5%				No Change		Approved
Earned Income Tax - .05%				No Change		Approved
Comcast Contract Renewal	No Change			No Change		Approved
Park's Trash Service	12/7/2021			GD	BB	Approved
				Month to Month until Contract is Renewed		

<b>SET / RECOMMEND WAGES:</b>						
Office (Sec/Treasurer)	\$24.00		GD	BB		Approved
Road Worker	\$23.00		GD	BB		Approved
Seasonal Worker	\$28.00		GD	BB		
Roadmaster	\$25.00					Auditor's must approve
Supervisors as Employees	\$25.00					Auditor's must approve
Tax Collector/Deputy Tax Collector	8% as allowed by Township Code		GD	BB		Approved
Tax Collector/Real Estate Letters	\$15 (by Resolution)		GD	BB		Approved
Zoning Board (per meeting)	\$50 per meeting		GD	BB		Approved
Planning Commission (per meeting)	\$50 per meeting		GD	BB		Approved
Supervisors (per meeting)	\$135 per meeting x 14		GD	BB		Approved
Mileage reimbursement rate	58.5 per IRS		GD	BB		Approved
<b>DETERMINE:</b>						
Holidays (6)	6.00		GD	BB		Approved
Election Days	2.00		GD	BB		Approved
<b>APPOINT:</b>						
Township Solicitor	Linus Fenicle, Esq.		GD	BB		Approved
Township Engineer	KPI (Brandon)		GD	BB		Approved
Township Zoning Officer	KPI (Dominic)		GD	BB		Approved
Assistant Zoning Officer	Bea Schultz		GD	BB		Approved
Appointed Auditor	SEK (Kevin Stouffer)		GD	BB		Approved
Sewage Enforcement Officer	KPI (Gil)		GD	BB		Approved
Building Permits/Inspection/UCC	Land & Sea Services		GD	BB		Approved
Elected Township Supervisors	Gary Dingle, Jason Stitt, William Baldwin					
Elected Township Auditors	\$25 by Resolution		GD	BB		Approved
Appointed Township Auditor	Ed Steinour		GD	BB		Approved



Vacancy Board citizen chairman	Carl Keller, Jr.	GD	BB	Approved
Emergency Management Coordinator	FREMA (Adam Boyer)	GD	BB	Approved
Planning Commission: Barbara Finfrock, Robert Adams, Carl Keller, Jr., Jason Kern, Charlie Sterner		GD	BB	Approved
Planning Commission Secretary	Bea Schultz	GD	BB	Approved
Zoning Board: Shorty Forsythe, Darlene Grube, Bill Jacobs, George Lennon (Alt)		GD	BB	Approved
Zoning Hearing Board Solicitor	Bernard Yannetti	JANUARY MEETING		Approved
Zoning Board Secretary	Bea Schultz	GD	BB	Approved
York Adams Tax Bureau Delegate	Jason Stitt	GD	BB	Approved
Adams County Tax Collection Committee	Jason Stitt	GD	BB	Approved
ACATO	Bea (Sec/Treas)	GD	BB	Approved
COG	Bill Baldwin	GD	BB	Approved
COG (alternate)	Bea Schultz	GD	BB	Approved
Fairfield, Cashtown, Gettysburg Fire Depts.	Jason Stitt	BB	GD	Approved
FREMA	Gary Dingle	GD	BB	Approved
FREMA Alternate	Jason Stitt	GD	BB	Approved
Delegate to PSATS Convention	Bill Baldwin	GD	BB	Approved
CDL - testing and reports	Bea	GD	BB	Approved
<b>ESTABLISH:</b>				
Bank/Depository	ACNB, PLIGIT	GD	BB	Approved
Treasurer's Bond	\$1.5m	GD	BB	Approved
Regular Meeting	2nd Tuesday each month at 7:00 p.m.	GD	BB	Approved
Office Hours	8:00am to 3:00 (M-TH)	GD	BB	Approved
Insurance	Hockley O'Donnell	GD	BB	Approved