

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
February 9, 2021 @ 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:

Gary Dingle, Chairman; Ed Steinour, Supervisor; Jason Stitt, Supervisor; Bea Schultz, Sec/Treasurer. Scott Bowling, Fire Chief, and Jeff Bowling from Cashtown Fire Dept.

PUBLIC COMMENT:

- An email from Brenda McDannell is suggesting that the BOS meetings be live streamed or videotaped.
- Cashtown Fire Department has asked the Board to review and sign-off on updated box cards. After discussion, the agreement was signed by all members of the Board with a copy being retained by our office.

APPROVAL OF MINUTES:

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

TREASURERS REPORTS:

The January 31 Treasurer’s Report was presented with explanation by the Secretary/Treasurer.

- A motion was made by Supervisor Stitt to accept the Treasurer’s Report, as presented, Chairman Dingle seconded. The vote was unanimous.
- Bea reported that instructions were given to PLIGIT reinvest the CD coming due on 1/12/2021 and that discussions were had with Lynn Wirrick at PLIGIT that due to the very low interest rates, the moneies should be transferred to a PRIME account and held until the rates made an improvement.
- Bea reported that all DECD reports have been filed and accepted. The W-2s were printed by NBE and mailed prior to the deadline. The 1099s have been issued and mailed. All other year-end reports are finalized.

APPROVAL OF BILLS PAID AND PAYROLL:

- January payroll, paid bills and deposits through January 31, 2020, were presented to and reviewed by all Supervisors. A motion was made by Chairman Dingle to approve the same, seconded by Supervisor Stitt and the vote was unanimous.
- Bea informed that the second installment payment of \$7,500 was mailed to Cashtown Fire Co.
- The Supervisors reviewed and confirmed all charges on their credit cards. The bill will be paid.
- The new bid limit for 2021 is \$11,500. That is an increase of \$500.

ROAD MASTERS REPORT:

- Ed reported that the small Ford truck is due for inspection before the end of February.
- The Supervisors have asked Bea to check into the reflectors on Cumberland Townships signs. They are pole delineators.
- The Co-Stars salt purchase for 2021 is due by 3/15 and after reviewing what is remaining and the additional load available, the Supervisors have asked Bea to purchase 1 load for 2021.
- Minor repairs were needed to the plow truck and the spreader. Supervisor Steinour "Ed" has seen to it that the repairs were made.
- The invoices from Talley Petroleum were reviewed and approved by Ed for payment.
- The Supervisors have agreed to do a road review early in March.

SUBDIVISION AND LAND DEVELOPMENT:

- Maitland Subdivision: A tentative PC meeting was scheduled for March 2 but will have to be pushed to April as no sketch plan or narrative was received.
- Cassett New Home Build: It must be determined where the property will be located. As of now it is located in both Liberty and Highland Townships.

LAND AND SEA SERVICES:

- The January reports as submitted by Land and See were reviewed and discussed.

OLD BUSINESS:

- The Supervisors reviewed the proposed Escrow Explanation Language presented by Bea. It was approved.
- Bea confirms that the office telephones have been switched from Century Link to Comcast.
- Supervisor Stitt will attend the PSATS Conference as the voting delegate. Bea is also attending.
- Bea has been certified as a Notary Public. Her services will be free of charge to the Highland Township residents.
- Bea had the discussion with SEO at KPI and now understands the billing and collection system. The invoice was paid.

NEW BUSINESS:

- The Board of Directors reviewed the letter received from Knouse Foods re NPDES
- All members of the Board, Planning Commission and Zoning Board have been sent the PA Ethics Commission Statement of Financial Interest with a request to complete and return to the Highland Township Office. The Supervisors have completed the document and returned to Bea.

Having no further business, Chairman Dingle moved, seconded by Supervisor Steinour to adjourn the meeting. The vote was unanimous. The meeting was adjourned @ 8:28 p.m.


Beatrice L. Schultz, Secretary/Treasurer

