

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
January 4, 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.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

After soliciting any changes or amendments to the Minutes of the December Board of Supervisors meeting, Chairman Dingle moved that the Minutes be approved as written, seconded by Supervisor Stitt. 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 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 to combine accounts to reinvest at the maximum.
- Bea reported that she is working with Diana Patton (PSATS referral) on updating our QuickBooks account and revising our Chart of Accounts per DCED Guidelines.

APPROVAL OF BILLS PAID AND PAYROLL:

- December payroll, paid bills, deposits and the check register through December 31, 2020, were presented to and reviewed by all Supervisors.

ROAD MASTERS REPORT:

- Ed reported that the battery on the new truck is an annoyance and that he is dealing with it.
- The first plowing of the season went well.
- Ed needs the rate fixed for William McDannell’s payroll to \$25 per hour and to reimburse him for his CDL testing.

- The Supervisors discussed a minimum of 3 hours pay when responding to storms, trees down, etc.
- The Supervisors have asked Bea to check into the reflectors on Cumberland Townships signs.

SUBDIVISION AND LAND DEVELOPMENT:

None

LAND AND SEA SERVICES:

- The October reports were reviewed and discussed.

OLD BUSINESS:

- The Amendment to the Personnel Handbook was signed (copy attached).
- The Federal Holiday Calendar for 2021 was reviewed and the following holidays will be observed by Highland Township. New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day. Chairman Dingle made a motion to accept and observe as stated, Supervisor Steinour seconded. The vote was unanimous.
- The Elected Township Auditors have been contacted and advised of the Annual Auditor's Meeting on January 5th. Bea will contact the Auditors and present the Supervisor's Salaries.

NEW BUSINESS:

- Review of the Escrow fees and KPI invoice was discussed. Bea will have a conversation with KPI and report back.
- Bea has asked to discuss the escrow and our fees at the next BOS meeting.
- Jason, as Delegate, and Bea will plan to attend the PSATS Convention in Hershey April 18-21.
- Bea reported that she is applying for a Pennsylvania Notary as service to the office and community. She has a testing appointment on January 25 in Chambersburg.

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

The meeting was adjourned @ 8:38 p.m.

BL Schultz

Beatrice L Schultz, Secretary/Treasurer
Highland Township