

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
July 13, 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, Chief Sherri Hansen, Liberty Police Department, Martha O’Bryant.

PUBLIC COMMENT:

A presentation was given by Chief Sherri Hansen proposing policing services to Highland Township. She is full time at Liberty Township along with two part-time officers. Those services are also provided to Freedom Township 25 hours per month at \$65.00 per hour. Services performed include business checks, elderly checks, community policing, reported thefts, DUIs and of course traffic tickets when prompted by complaints. The Supervisors asked that a sample contract be sent to our Township to be reviewed by our Solicitor. We will also contact Tammy Kelso of the state police for further information on calls in our township.

Martha O’Bryant commented that there is an increase in coyote on her property. She also complained that the property owner next door has sprayed purple no trespassing paint on her trees. The Chairman offered the solution of speaking to the neighbor to resolve the matter.

APPROVAL OF MINUTES:

After soliciting any changes or amendments to the Minutes of the June Board of Supervisors meeting, Supervisor Stitt 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 June 30, 2021, 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.

Bea reported that the application was submitted for American Rescue Plan Funds. The plan for spending the funds will be on the Agenda for our August Board of Supervisors meeting.

We have a CD coming due on 7/21 at PLIGIT. Bea will contact Lynn Wirrick at PLIGIT to discuss options for reinvesting.

The Liquid Fuels Audit is done with no findings.

APPROVAL OF BILLS PAID AND PAYROLL:

June paid bills, payroll and deposits, were presented to and reviewed by all Supervisors. A motion was made by Chairman Dingle to approve the same, seconded by Supervisor Steinour and the vote was unanimous.

ROAD MASTERS REPORT:

- On Thursday 7/15 the culvert at 145 Knorr Road will be repaired. The residents have been informed. The signs were put out last week.
- Chairman Dingle, Supervisor Steinour and Roger will undertake repairs/cleanout of the culverts on Glenwood. The first work date is set for 7/15.
- The Supervisors have also agreed to undertake paving of Knox, Glenwood and Knorr Roads which we estimate will cost around \$90,000 per mile. The advertisement was approved by our Liquid Funds coordinator and advertised on Friday 7/9 and Friday 9/16.
- Bea has met Liquid Fuels coordinator and prepare all the necessary paperwork to complete this project using Liquid Fuels funds and has already sent a contract to Marie Shadle at Russell Standard.
- Supervisor Steinour will work with Chairman Dingle and Roger to place the Pole Reflectors/Delineators.

SUBDIVISION AND LAND DEVELOPMENT:

- Improvement statements are available for Stitt, Faul and Dubs (renewal).

LAND AND SEA SERVICES:

- The June report was reviewed and discussed.
- After receiving a copy of the Certificate of Inspection, Bea forwarded to the complainant and the Barber matter is closed.

UNFINISHED BUSINESS:

- Stand Alone Ordinance re Short-term Rentals. A copy was given to each of the Supervisors for review. It will be properly advertised once we have approval from the Supervisors and Linus Fenicle.
- Work will begin in January on adopting a new Zoning Ordinance for the Township in line with surrounding townships and Adams County. Bea will send copies of Freedom's new zoning to the Planning Commission members to start the process.
- An inspection checklist was presented by Bea for those identified as having a short-term rental in Highland Township. The Supervisors have asked that Bea prepare a draft letter and checklist to send to those residents as a courtesy and in the best interest of the township.

NEW BUSINESS:

- A proposal was received by Talley Petroleum to replace and repair the meters on the tanks. The estimate is \$1,360.00. Chairman Dingle made a motion that we move forward with the work. Supervisor Steinour seconded. The vote was unanimous. Bea will contact Talley.
- Bea attended ACATO meeting. The Sec/Trea is on 9/29. Bea will attend. The 2021 Conference is on 11/10 and all Supervisors and Bea will attend.
- Noted by Chairman Dingle, the telephone number for the Game Warden is 814-643-1831. The name of the new Game Warden is T. J. Noah.

- Bea attended the FREMA meeting. We will begin planning for all to take the NIMS training online. It will be added to the August agenda to schedule the date/time. It was also decided that if for any reason the meeting is not at the Fairfield Hall upon arrival to the FREMA meeting, report to the Fire Station.
- A cellphone for staff use was discussed. This would be a phone that Bea could hand off to Gary when she was not available to take calls. The Supervisors have agreed to review information on cost and equipment during the August meeting.
- PSATS has rescheduled the Anniversary Dinner and Annual Conference for Thursday-Friday, 10/14 and 10/15. Supervisor Stitt and Bea will attend. Registration is August 2nd and Bea will initiate registration.
- Bea attended the group meeting regarding the 2022 Waste Contract. All are in agreement to stay with Parks Trash Service. A copy of the meeting notes are available.
- A reminder that E-cycling will be this Saturday 7/17 at Carroll Valley's Ranch Trail Park from 8-10.
- Bea will use vacation time from August 9, 10, 11, 12 and 16. She will prepare the payroll for staff and supervisor meeting pay on 8/5. The Board Meeting packets will be put together for the 8/10 Supervisor's meetings and left with Chairman Dingle.
- Loretta Weaver will come to the office on Thursday 7/15 to work with Bea on updating the website and calendar.

Having no further business, Chairman Dingle moved, seconded by Supervisor Steinour to adjourn the meeting. The vote was unanimous. The meeting was adjourned @ 8:57 p.m.

Beatrice L Schultz, Secretary/Treasurer
Highland Township