

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
June 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.

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

After soliciting any changes or amendments to the Minutes of the May Board of Supervisors 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 May 30, 2021, Treasurer’s Report was presented with explanation by the Secretary/Treasurer. A review of the Budget vs. Actual Report was prepared by Bea and it is noted that the payroll changes and QuickBooks updates have caused an increase in account #407.31. A motion was made by Chairman Dingle to accept the Treasurer’s Report, as presented, Supervisor Steinour seconded. The vote was unanimous.

APPROVAL OF BILLS PAID AND PAYROLL:

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

ROAD MASTERS REPORT:

- The Supervisors opened and discussed the sealed bids for 2021 Culvert repairs. There were 3 bids received by the township office, as follows:

1. Justice Excavating \$30,800
2. Mid-Atlantic Utilities \$27,460
3. C.E. Williams \$26,240

After discussion, the Supervisors requested that Bea make contact with C. E. Williams regarding their work schedule, supply acquisition and liability insurance. If the information provided is acceptable, the Supervisors will award the job to C.E. Williams.

When this roadwork is to be done, we will advise Adams Co. and close the roads with signage until completed.

- Chairman Dingle and Roger will undertake repairs/cleanout of the culverts on Glenwood.
- The Supervisors have also agreed to undertake paving of Knox, Glenwood and Knorr Roads which we estimate will cost around \$90,000 per mile. Ed will contact Randy for a measurement. This

will need to be an advertised bid as we plan on using Liquid Fuels monies and paying the difference with General Funds. Roadmaster Steinour will purchase cold patch for minor repairs on several roads, possibly in June.

- Bea will contact our Liquid Fuels coordinator and prepare all the necessary paperwork to complete this project using Liquid Fuels funds.

SUBDIVISION AND LAND DEVELOPMENT:

No report.

LAND AND SEA SERVICES:

- The May report was reviewed and discussed.
- Wilbur and Ed have visited the AirBNB and a window must be added to the bedroom per building/zoning ordinances. Correspondence will be sent detailing the repairs and compliance.
- Having no further complaints from the neighboring resident, the chicken issue is considered resolved.

UNFINISHED BUSINESS:

- KPI has visited the address of the gray water complaint and proper repairs have been made to the drainage.
- 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 on adopting a new Zoning Ordinance for the Township in line with surrounding townships and Adams County.
- Identifying outerwear will be ordered for the employees. Bea will order through Grimes Graphics.

NEW BUSINESS:

- Bea has the permission of the Board of Supervisors to prepare and submit the American Rescue Plan application.
- Bea will attend the ACATO meeting. This organization has not done business since March 2020 but is beginning to plan the 2021 Conference and Secretary/Treasurer programming.
- Noted by Chairman Dingle, the telephone number for the Game Warden is 814-643-1831.
- When utility lines are down, we are to contact non-emergency 911 at 717-334-8101 or 717-624-2101.
- Our Liquid Fuels audit is scheduled for June 22 at 10:00 a.m.

Bea presented the June calendar and upcoming office closings and community meetings. The office will be closed on June 24th with the Supervisors' approval. The office will also be closed on July 5th in observance of the 4th of July holiday.

Having no further business, Chairman Dingle moved, seconded by Supervisor Steinour to adjourn the meeting. The vote was unanimous. The meeting was adjourned @ 8:40 p.m.

Beatrice L Schultz, Secretary/Treasurer
Highland Township