

Highland Township Board of Supervisors
Annual Organization Meeting
January 3, 2023

The Board of Supervisors of Highland Township, Adams County, met Monday January 3, 2023 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, Heather Bush.

PUBLIC: Ed Steinour

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: \$1,500,000.00. 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.
- 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 Adams County National Bank Insurance (formerly Hockley & O'Donnell Insurance Agency)
- Delegate to the PSATS convention will be Bill Baldwin. Heather will also attend.

The meeting was adjourned at 6:30 pm.
Respectfully submitted,

Jason Stitt
Acting Assistant Secretary/Treasurer
Highland Township

ORGANIZATIONAL MEETING

1/3/2023

| | 2022 | 2023 | 1st | 2nd | AVE | NOTES |
|----------------------------------|----------------------------------|------|-----|-----|-----|---------------------------------|
| AGENT: | | | | | | |
| GANIZE: | | | | | | |
| Joint temporary Chairman | Bill | | GD | JS | 3-0 | |
| Joint temporary Secretary | Gary | | JS | BB | 3-0 | |
| MINUTE: | | | | | | |
| Joint permanent Chairman | Jason | | GD | BB | 3-0 | |
| Joint permanent Vice Chairman | Bill | | GD | JS | 3-0 | |
| Joint Secretary | Heather | | GD | BB | 3-0 | |
| Joint Temporary Treasurer | Gary | | BB | JS | 3-0 | |
| POINT EMPLOYEES: | | | | | | |
| Secretary | Heather | | JS | GD | 3-0 | |
| Temporary Treasurer | Gary | | JS | GD | 3-0 | |
| Field Worker | Roger | | GD | BB | 3-0 | |
| Personal Worker | Bill M, Ed S | | GD | JS | 3-0 | |
| Identmaster | Gary | | JS | BB | 3-0 | |
| Assistant Roadmaster | Bill | | GD | JS | 3-0 | |
| Collector/Deputy Tax Collector | Susan Forsythe/Clarence Forsythe | | GD | JS | 3-0 | |
| Age | 0.2088 | | | | | |
| Capita | \$5.00 | | | | | |
| Count rate | 0.02% | | | | | |
| Fidelity | 10.00% | | | | | |
| Missions Tax - 10% (5% to HT) | No Change | | | | | |
| Property Transfer Tax - 5% | No Change | | | | | |
| Unincorporated Income Tax - .05% | No Change | | | | | |
| Comcast Contract Renewal | Comcast | | GD | BB | 3-0 | |
| Clark's Trash Service | Parks | | JS | GD | 3-0 | Signed by Hamiltonban 12/7/2021 |

ORGANIZATIONAL MEETING

1/3/2023

| | 2022 | 2023 | 1st | 2nd |
|--|-----------------|---------------------------|-----|--------|
| Planning Commission: Barbara Finfrock, Robert Adams, Carl Keller, Jr., Jason Kern, Charlie Sterner | | No Change Heather Bush | GD | BB 3-0 |
| Planning Commission Secretary | | | | |
| Zoning Board: Shorty Forsythe, Darlene Grube, Bill Jacobs, George Lennon (Alt) | | No Change Heather Bush | GD | JS 3-0 |
| Zoning Hearing Board Solicitor | Bernard Yanetti | | | |
| Zoning Board Secretary | | | | |
| York Adams Tax Bureau Delegate | | Jason Stitt | GD | BB 3-0 |
| Adams County Tax Collection Committee | | Bill Baldwin | GD | BB 3-0 |
| ACATO | | Heather Bush | JS | BB 3-0 |
| Adams County Council of Governments Representative | | Bill Baldwin | JS | GD 3-0 |
| Adams County Council of Governments Alternate | | Heather Bush | GD | JS 3-0 |
| Fairfield, Cashtown, Gettysburg Fire Depts. | | Bill Baldwin | GD | JS 3-0 |
| FREMA | | Jason Stitt | GD | BB 3-0 |
| FREMA (alternative) | | Bill Baldwin | GD | JS 3-0 |
| Delegate to PSATS Convention | | Bill Baldwin | JS | GD 3-0 |
| CDL - testing and reports | | Heather Bush | GD | JS 3-0 |
| ESTABLISH: | | | | |
| Permit and other fees to be collected | See Worksheet | | JS | BB 3-0 |
| Bank/Depository | ACNB, PLIGIT | No Change | GD | BB 3-0 |
| Treasurer's Bond | \$1.5m | No Change | | |
| Regular Meeting | see notes | | | |
| Office Hours | 8-3 (M-Th) | | | |
| Insurance | ACNB | | | |

2nd Tuesday/month at 7pm

ADJOURN 6:30PM 1/3/23