

HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
August 9, 2022 @ 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:

Supervisors: Jason Stitt, Chair (Stitt); Gary Dingle (Dingle); Bill Baldwin (Baldwin)

Secretary/Treasurer: Bea Schultz, Bridget Munsee

Public: Ed Steinour, Martha and Mike O’Bryant

APPROVAL OF MINUTES:

After soliciting any changes or amendments to the Minutes of the July Board of Supervisors meeting, Dingle moved that the Minutes be approved as written, seconded Stitt. The vote was unanimous. The Minutes will be posted on the website.

POLICE, FIRE & EMERGENCY SERVICES:

- The police update submitted by Chief Hansen was reviewed. Hours worked 25, calls 4, traffic citations 24, written warnings 2, faulty equipment 0. Chief Sherri Hansen will be resigning as full-time Chief as of August 5 and will stay on part-time. She plans to train the new Chief for a seamless transition. Chief Hansen discussed the Intermunicipal Police Service Contract Renewal with a three-year contract option now available.
- Fire Box Review Project: There was a small change to service area. Stitt moved to approve change contingent on Cumberland Township agreement. Baldwin seconded motion and the vote was unanimous.
- Fire Reports: Cashtown – 0 calls, GFD – 2 calls, Fairfield – 0 calls and State Police- 20 calls.
- The FREMA meeting scheduled for August 15 at 6:00pm.

TREASURERS REPORTS:

The Treasurer’s Report as of July 31, was presented with explanation by the Secretary/Treasurer. A meeting with PLIGIT Representative is scheduled for August 10 at 9:00am. A motion was made by Dingle to accept the Treasurer’s report, paid bills, deposits, and payroll reports be approved. Baldwin seconded and the vote was unanimous.

- Escrow Funds were reviewed and refund checks will be sent to (Brown, Hodges, and Howe). No response was received. This item will be closed out.
- ARP Funds were transferred to the General Fund at ACNB (see Resolution) and the account will be closed.

ROAD MASTERS REPORT:

- Dingle reported that Russell Corporation will set a date in September to start the Road Project of 2,250 tons FB3, 2" to cover Stoops and Black Horse Tavern. At this time the appropriate work signs will be put in place.
- Dingle was successful in having the new spreader put on the dump truck. Gary and Roger will put on additional side spreaders in our shop.
- Dingle discussed a driveway concern that poses safety issues and was not up to correct specifications. The contractor is aware of their error, and they will send us a letter as to how they plan to bring the driveway up to code.

SUBDIVISION AND LAND DEVELOPMENT:

- The Land and Sea report was distributed and reviewed.
- The Supervisors reviewed spreadsheet for zoning projects prepared by KPI.
 - Demolition and rebuild mobile home to be discussed with Dominic (25 Knoxlyn-Orrtanna Rd)
 - Qualtek plans will be delivered to Dominic at KPI.
- There were 2 County permits submitted for review.
- Zoning fees were discussed, and the decision was tabled until they have a fee schedule spreadsheet to review from KPI. Dingle made a motion to table, Stitt seconded, and vote was unanimous.
- The next Zoning Ordinance working session is scheduled for Sept 6.

UNFINISHED BUSINESS:

- Orrtanna Rolling Mill Property: A letter was sent by Stitt.
- Township Fee Schedule: Bridget to prepare a spreadsheet comparing our zoning fees to actual charges.
- SEK Audit: We continue to provide the documents that auditors are requesting to complete the audit process. Copies of the Internal Control Document with recent revisions were distributed to the Supervisors for review.

A motion was made by Baldwin to adjourn the meeting at 8:03p.m., seconded by Stitt, the vote was unanimous. Next meeting is Tuesday, September 13, 2022.

Submitted by:

Bridget L. Munsee

Acting Secretary/Treasurer Highland Township

Bridget L. Munsee

