

## **Highland Township Board of Supervisors**

January 7, 2025 @ 4:30pm  
Organizational Meeting Minutes

The Highland Township Board of Supervisors (BOS) met on this date at 4:30 p.m., as publicly advertised, at the Highland Township Municipal Building at 3641 Fairfield Road, Gettysburg, PA 17325.

### **PRESENT:**

Supervisors: Jason Stitt (JS), William Baldwin (BB), Cody Young (CY)

Secretary/Treasurer: Robin Keller

Others: none

JS motioned to amend the agenda to reflect date change. Seconded by BB. Motion was unanimously approved 3-0.

### **SEE ATTACHED SPREADSHEET**

Nominations, Appointments, Wages, Holidays, Meeting days and time, Delegates and Bank/Depository

### **ADJOURNMENT**

JS motioned to adjourn at 6:10 pm. Seconded by CY.

Motion was unanimously approved 3-0

Submitted by,

Robin Keller, Secretary/Treasurer

	A	B	C	D	E
1	<b>2025 REORGANIZATION MEETING WORKSHEET</b>				
2		2025 Results	Motion	2nd	Notes
3	<b>PRESENT:</b>	Jason Stitt, Bill Baldwin, Cody Young, Robin Keller			
4	Public Present	none			
5					
6	<b>ORGANIZE:</b>				
7	Appoint temporary Chairman	Cody Young	Jason Stitt	Bill Baldwin	unanimous 3-0
8	Appoint temporary Secretary	Bill Baldwin	Jason Stitt	Cody Young	unanimous 3-0
9					
10	<b>NOMINATE:</b>				
11	Nominate permanent Chairman	Jason Stitt	Bill Baldwin	Cody Young	unanimous 3-0
12	Nominate permanent Vice Chairman	Bill Baldwin	Bill Baldwin	Jason Stitt	unanimous 3-0
13	Appoint Secretary/Treasurer	Robin Keller	Bill Baldwin	Cody Young	unanimous 3-0
14					
15	<b>APPOINT EMPLOYEES:</b>				
16	Office (Sec/Treasurer)	Robin Keller	Jason Stitt	Cody Young	unanimous 3-0
17	Road Worker	Roger Greer	Jason Stitt	Cody Young	unanimous 3-0
18	Seasonal Worker 1st call	Bill McDannell	Jason Stitt	Cody Young	unanimous 3-0
19	Seasonal Worker 2nd call	Ed Steinour	Jason Stitt	Cody Young	unanimous 3-0
20	Seasonal Worker 3rd call	Gary Dingle	Jason Stitt	Cody Young	unanimous 3-0
21	Roadmaster	Cody Young	Jason Stitt	Cody Young	unanimous 3-0
22	Assistant Roadmaster	Bill Baldwin	Jason Stitt	Cody Young	unanimous 3-0
23					
24	Tax Collector/Deputy Tax Collector	Susan Forsythe/Clarence Forsythe	Jason Stitt	Cody Young	unanimous 3-0
25					
26	Township Solicitor	Linus Fenicle, Esq.	Jason Stitt	Bill Baldwin	unanimous 3-0
27	Comcast Contract Renewal	stay	Jason Stitt	Cody Young	unanimous 3-0
28	Park's Trash Service	voted Sept. 2024 to renew	Jason Stitt	Bill Baldwin	signed renewal contract 12-10-2024 unanimous 3-0
29					
30	<b>SET / RECOMMEND WAGES:</b>				
31	Office (Sec/Treasurer)	26.00	Jason Stitt	Cody Young	unanimous 3-0
32	Road Worker	30.00	Cody Young	Jason Stitt	unanimous 3-0
33	Seasonal Worker	37.00	Cody Young	Bill Baldwin	unanimous 3-0
34	Roadmaster-voted by auditors	29.00			voted by auditors 2-0 (Jim Kunkle not present)
35	Supervisors as Employees-voted by auditors	29.00			voted by auditors 2-0 (Jim Kunkle not present)
36	Tax Collector/Deputy Tax Collector	8% as allowed by Township Code	Jason Stitt	Cody Young	unanimous 3-0
37	Tax Collector/Real Estate Letters	\$15 (by Resolution)	Jason Stitt	Bill Baldwin	unanimous 3-0
38	Zoning Board (per meeting)	\$65 per meeting	Jason Stitt	Cody Young	unanimous 3-0
39	Planning Commission (per meeting)	\$65 per meeting	Jason Stitt	Cody Young	unanimous 3-0
40	Supervisors (per meeting)	\$135 per meeting x 14	Jason Stitt	Bill Baldwin	unanimous 3-0
41	Mileage reimbursement rate	\$0.70 per IRS	Jason Stitt	Bill Baldwin	unanimous 3-0
42					
43	<b>DETERMINE:</b>				
44	Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas	7.00	Jason Stitt	Cody Young	unanimous 3-0

	A	B	C	D	E
45	Election days	2.00	Jason Stitt	Cody Young	unanimous 3-0
46					
47	<b>APPOINT:</b>				
48	Township Solicitor	Linus Fenicle, Esq.	Jason Stitt	Bill Baldwin	unanimous 3-0
49	Township Engineer	KPI	Bill Baldwin	Cody Young	unanimous 3-0
50	Township Zoning Officer	KPI	Jason Stitt	Cody Young	unanimous 3-0
51	Appointed Auditor	SEK	Cody Young	Jason Stitt	unanimous 3-0
52	Sewage Enforcement Officer	KPI	Jason Stitt	Bill Baldwin	unanimous 3-0
53	Elected Township Auditors (set wages for Super)	\$25 by Resolution	Jason Stitt	Bill Baldwin	unanimous 3-0
54	Vacancy Board citizen chairman	Carl Keller, Jr.	Jason Stitt	Cody Young	unanimous 3-0
55	Emergency Management Coordinator	FREMA (Adam Wine)	Jason Stitt	Bill Baldwin	unanimous 3-0
56					
57	Planning Commission:	Barbara Finrock, Carl Keller, Jr, Robert Adams, Charlie Sterner, Kyle McDannell	Cody Young	Bill Baldwin	Reappoint Kyle McDannell unanimous 3-0
58	Planning Commission Secretary	Robin Keller	Jason Stitt	Bill Baldwin	unanimous 3-0
59					
60	Zoning Board:	Shorty Forsythe, Darlene Grube, Bill Jacobs, George Lennon (Alt)	Jason Stitt	Cody Young	Reappoint Bill Jacobs unaimous 3-0
61	Zoning Hearing Board Solicitor	Bernard Yannetti, Jr.	Bill Baldwin	Cody Young	unanimous 3-0
62	Zoning Board Secretary	Robin Keller	Bill Baldwin	Cody Young	unanimous 3-0
63					
64	York Adams Tax Bureau Delegate	Bill Baldwin-voting delegate	Bill Baldwin	Jason Stitt	unanimous 3-0
65	Adams County Tax Collection Committee	Bill Baldwin-voting delegate	Bill Baldwin	Jason Stitt	unanimous 3-0
66	ACATO	Robin Keller	Jason Stitt	Cody Young	unanimous 3-0
67	Adams County Council of Governments Representative	Robin Keller	Jason Stitt	Bill Baldwin	unanimous 3-0
68	Adams County Council of Governments Alternate	Supervisors	Jason Stitt	Bill Baldwin	unanimous 3-0
69	Fairfield, Cashtown, Gettysburg Fire Depts.	Supervisors	Jason Stitt	Bill Baldwin	unanimous 3-0
70	FREMA	Cody Young-voting delegate	Jason Stitt	Bill Baldwin	unanimous 3-0
71	Delegate to PSATS Convention	Jason Stitt-voting member	Jason Stitt	Bill Baldwin	May 4-7, 2025 unanimous 3-0
72	CDL - testing and reports	Robin Keller	Bill Baldwin	Jason Stitt	unanimous 3-0
73					
74	<b>AUTHORIZE</b>				
75	Secretary/Treasurer to pay bills between meetings	Robin Keller	Jason Stitt	Cody Young	unanimous 3-0
76					
77	<b>ESTABLISH:</b>				
78	Bank/Depository	ACNB, PLIGIT	Jason Stitt	Cody Young	unanimous 3-0
79	Treasurer's Bond	\$1.5m	Jason Stitt	Bill Baldwin	unanimous 3-0
80	Regular Meeting	7:30 p.m. 2nd Tues of month	Cody Young	Jason Stitt	unanimous 3-0
81	Office Hours	8:00am to 3:00 (M-TH)	Bill Baldwin	Jason Stitt	unanimous 3-0
82	Insurance	ACNB - Astra	Jason Stitt	Bill Baldwin	unanimous 3-0
83					