



Dickinson Township
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**ORGANIZATION MEETING
BOARD OF SUPERVISORS
MEETING
January 3, 2017**

ROLL CALL: Imholte-Supervisor Copen-Supervisor Straub-Supervisor
 Barrick-Manager Metzger-Assist Manager - Secretary/Treasurer
 Kelso-Zoning & Codes Enforcement Officer
 Miller – Solicitor Reichard – Engineer Swartz – Roadmaster

1. CALL TO ORDER: 6:00 P.M.

2. PLEDGE OF ALLEGIANCE:

3. NOMINATION TO APPOINT A TEMPORARY CHAIRMAN

4. NOMINATE & ELECTION OF CHAIRMAN OF THE BOARD OF SUPERVISORS

5. NOMINATE & ELECTION OF VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS

6. OPENING ANNOUNCEMENTS

7. APPROVAL OF AGENDA

8. CHAIRMAN'S REPORT

9. PUBLIC COMMENT

10. CONSENT AGENDA:

MOTION TO APPOINT/RE-APPOINT:

- a) Township Manager – Larry Barrick
- b) Assistant Manager - Marge Metzger
- c) Secretary/Treasurer – Marge Metzger
- d) Zoning & Codes Enforcement Officer – Glenn Kelso
- d) Receptionist – Jennifer Luebbers
- f) Sewage Enforcement Officer – KPI Technology - Gilbert Picarelli
- g) Assistant Sewage Enforcement Officers – Leah Heine and Dominic Picarelli
- h) Roadmaster – Bryan Swartz
- i) Open Records Officer – Larry Barrick
- j) Assistant Open Records Officer – Glenn Kelso

k) Township Solicitor & Compensation – MPL Law Firm Andrew Miller @ fee schedule

Legal Matters	\$125/hr.
Meetings	\$125/hr.
Travel Time to meetings	Maximum ½ hr. no charge on return
Paralegal	\$85/hr.

l) Planning Commission Solicitor & Compensation – MPL Law Firm @ fee schedule

Legal Matters	\$125/hr.
Meetings	\$125/hr.
Travel Time to meetings	Maximum ½ hr. no charge on return
Paralegal	\$85/hr.

m) Zoning Hearing Board Solicitor & Compensation – Steve Stine @ \$160 per hour

n) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule

Please see attached!

Note: This rate schedule is intended for fee ranges and estimating purposes. Actual billing rates are based on CS Davidson's current multiplier and will vary by employee.
Rates are effective from 01/01/17 through 12/31/17.

o) Emergency Services Administrator & Compensation – Ivan Bretzman @ \$375/quarter

p) Assistant Emergency Services Administrator & Compensation – Greg Bretzman @ \$375/quarter

q) Local Emergency Management Coordinator – Earl Bock

r) Assistant Local Emergency Management Coordinator – Larry Barrick

s) CCTB Representative – Larry Barrick

t) CCTB Alternate Representative – Marge Metzger

u) Delinquent Fire Tax Collector – Carolyn McQuillen

v) State Convention Voting Delegate – Tom Imholte

w) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
Tom Imholte, Lorelei Coplen

x) Organizational Representatives:

1) Municipal Advisory Board –Tom Imholte, Lorelei Coplen

2) Western Cumberland County COG – Larry Barrick, representative and Marge Metzger, alternate representative

3) Regional Emergency Services Task Force – Larry Barrick-representative

4) CCCTF on Regional Development – Larry Barrick

y) Banks and Depositories:

1) M&T Bank

2) Orrstown Bank

3) PLGIT

4) F&M Trust

- 5) BMO- First Bank of Montreal
- z) Conventions:
 - 1) SUPERVISORS (non-employees)
 - a) County Convention - \$50.00 per day, plus mileage expense
Registration fee is paid by Township.
 - b) State Convention – Reimburse for actual expenses for meals and mileage. Registration fee is paid by Township. Up to 4 days compensation paid for total or partial replacement of Supervisors’ lost wages or salary while attending the State Convention., in accordance with Section 1402 of the Second Class Township Code.
 - 2) EMPLOYEES & OTHERS:
 - a) Seminars/Schools/Meetings – Hourly wage plus registration fee, mileage and meal expense reimbursement with Township Manager approval prior to attendance.
 - b) Meetings – Hourly paid employee is paid overtime for meeting attendance if the meeting is on a scheduled workday, or a Saturday or Sunday following a 40 hour work week. If the meeting is on a non-scheduled workday, the employee is paid regular hourly rate.
- aa) Mileage and other expenses:
 - 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2017 at 53.5 cents per mile or any subsequent change as announced.
 - 2) Meals – Actual cost, not to exceed \$35.00 per day
 - 3) Lodging – Actual Expense, with Township Manager or Supervisors’ approval prior to attendance.
- bb) Commissions & Boards Expenses:
 - 1) PLANNING COMMISSION - \$25.00 per meeting
 - 2) ZONING HEARING BOARD - \$35.00 per meeting of 2 hours or less, \$15.00 for each additional hour

11. MOTION TO APPROVE WAGES FOR 2017, Effective January 1, 2017

- a) Salaried Personnel
 - 1) Township Manager - \$64,480.00 with health benefits
 - 2) Zoning & Codes Enforcement Officer \$38,084.80 with health benefits
 - 3) Assist. Manager-Secretary/Treasurer - \$46,009.60 with health benefits
- b) Tax Collector – 2.5% Fire real estate tax
- c) Supervisor Hourly Compensation for non-supervisor work:
 - 1) Supervisor hourly rate is set at first Auditors’ meeting scheduled for January 4, 2017 @ 5:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2017 Wage	Annual Projected 2017 Labor Costs
Bryan Swartz	20.00	41,600.00
Tim Bernhisel	14.75	30,680.00
Jay Richwine	17.20	35,776.00
Jim Marshall	16.75	34,840.00

12. TREASURER'S BOND

Bond amount is \$3.0 Million provided by H. A. Thompson Co.

13. MOTION TO APPROVE

a) Township Holidays – as listed in the current Employees' handbook

14. BUSINESS:

1. Confirmation of Zelenkofske Axelrod LLC as the township accounting firm for the year 2017 as approved in Resolution 2015-12.

2. Positions on Various Boards/Committees

- **Planning Commission** – 2 terms expires 12/31/20, 1 term is vacant, term expires 12/31/2019

Candidates: Earl Bock, Joshua Ford, Nathan Merkel

- **Zoning Hearing Board** – 1 term expires 12/31/19

Candidate: Rob Robinson

- **Alternate Zoning Hearing Board** – 1 term expires 12/31/19

Candidate: Ken Giffhorn

Candidate – Paul Strizzi

Candidate – Dennis Calaman

- **Vacancy Board** - 1 term – Yearly appointment

Candidate: Larry Foote

- **Park & Recreation Committee** 2 vacancy – 1 term expires 12/31/18 -1 term expires 12/31/21

- 12/31/18 term – currently vacant

- 12/31/22 term – Adam Felix

- **Municipal Authority** 0 vacancy –

15. ADJOURNMENT