



Dickinson Township  
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[www.dickinsontownship.org](http://www.dickinsontownship.org)

**ORGANIZATION MEETING  
BOARD OF SUPERVISORS  
MEETING  
January 4, 2016**

**ROLL CALL:**  Barrett-Supervisor  Imholte-Supervisor  ????????-Supervisor  
 Barrick-Manager  Metzger-Secretary/Treasurer  
 Barrick-Zoning & Codes Enforcement Officer  
 Smith – Solicitor  Reichard - Engineer

- 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) Zoning & Codes Enforcement Officer– Larry Barrick
    - c) Secretary/Treasurer – Marge Metzger
    - d) Receptionist – Jennifer Luebbers
    - e) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
    - f) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
    - g) Roadmaster – Donald Yost
    - h) Open Records Officer – Larry Barrick

j) Township Solicitor & Compensation – Susan J. Smith @ fee schedule

<b>General Work</b>	\$135/hr.
<b>Regular Meeting</b>	\$150/meeting (up to 2 hours)
<b>Regular Meeting Overage</b>	\$75/hr. (any time over 2-hr. flat rate)
<b>Special Meeting</b>	\$175/meeting (up to 2 hours)
<b>Special Meeting Overage</b>	\$100/hr. (any time over 2-hr. flat rate)
<b>Litigation</b>	\$195/hr.
<b>Paralegal</b>	\$95/hr.

k) Planning Commission Solicitor & Compensation – Susan Smith @ \$150/meeting up to 2 hours

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

m) 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 01/01/16 through 12/31/16.

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

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

p) Local Emergency Management Coordinator – Earl Bock

q) Assistant Local Emergency Management Coordinator – Larry Barrick

r) TCC Representative – Larry Barrick

s) TCC Alternate Representative – Marge Metzger

t) Delinquent Fire Tax Collector – Carolyn McQuillen

u) State Convention Voting Delegate – JR Barrett

v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:  
JR Barrett, Tom Imholte

w) Organizational Representatives:

1) Municipal Advisory Board –JR Barrett, Tom Imholte

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

x) Banks and Depositories:

1) M&T Bank

2) Orrstown Bank

3) PLGIT

4) F&M Trust

5) BMO- First Bank of Montreal

y) 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 reimburse 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.
  
- z) Mileage and other expenses:
  - 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2016 at 54 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.
  
- aa) 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 2016, Effective January 1, 2016**

- a) Salaried Personnel
  - 1) Township Manager - \$62,118.00 with health benefits
  - 2) Zoning & Codes Enforcement Officer
  - 3) Secretary/Treasurer - \$34,715.20 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 5, 2016 @ 5:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2016 Wage	Annual Projected 2016 Labor Costs
Donald Yost	19.25	40,136.25
Dustin Durf	15.30	32,512.50
Jay Richwine	16.97	36,061.25
Jim Marshall	15.75	34,098.75
Jennifer Luebbers	11.20	14,560.00

**12. TREASURER'S BOND**

Bond amount is \$3.0 Million provided by Erie Insurance Company.

**13. MOTION TO APPROVE**

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

**14. BUSINESS:**

1. Confirmation of Zelenkofske Axelrod LLC the township accounting firm for the year 2016 as approved in Resolution 2015-12.
2. **Positions on Various Boards/Committees**
  - **Planning Commission** – 2 terms expires 12/31/19  
Candidates: Lynn Hoover, Dennis Straub, Beth Kikla and Robert Line III
  - **Zoning Hearing Board** – 1 term expires 12/31/18  
Candidate: Ellen Colyer
  - **Alternate Zoning Hearing Board** – 1 term expires 12/31/16  
Candidate: Dave Brown
  - **Vacancy Board** - 1 term – Yearly appointment  
Candidate: Larry Foote
  - **Park & Recreation Committee** 1 vacancy –  
1 term expires 12/31/17 – currently vacant- no candidates
  - **Municipal Authority** 1 vacancy –  
1 term expires 12/31/20 – Candidate: Al Loomis
3. Resolution 2016-XX Application, Review and Inspection Administrative Fees

**15. ADJOURNMENT**