



**Dickinson Township
219 Mountain View Road
Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ♦ Fax: (717) 486-8412
www.dickinsontownship.org
**ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 6, 2014****

ROLL CALL - J.R. BARRETT, BOB WRIGHTSTONE, JONATHAN REISINGER – SUPERVISORS; Laura Portillo, Manager; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Denise Gembusia, Secretary/Treasurer.

VISITORS: Jim Hughes, Ivan Bretzman, Greg Bretzman, William Baker, Bob Livingston, Beth Kikla, Rich Kikla, Harry Snyder, Gerald Eby.

1. CALL TO ORDER

Manager Laura Portillo called the meeting to order at 6:00pm.

2. PLEDGE OF ALLEGIANCE

Those present cited the pledge of allegiance.

3. NOMINATION TO APPOINT A TEMPORARY CHAIRMAN

J.R. Barrett nominated Bob Wrightstone as Temporary Chairman of the Board of Supervisors. The nomination was seconded by Jonathan Reisinger and passed unanimously. The meeting was turned over to the temporary Chairman.

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

Jonathan Reisinger nominated Bob Wrightstone as Chairman of the Board of Supervisors for the 2014 calendar year. The nomination was seconded by J.R. Barrett and passed unanimously.

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

Jonathan Reisinger nominated J.R. Barrett as Vice Chairman of the Board of Supervisors for the 2014 calendar year. The nomination was seconded by Chairman Wrightstone and passed unanimously.

6. OPENING ANNOUNCEMENTS

There were no opening announcements.

7. CHAIRMAN'S REPORT

No report was offered.

8. APPROVAL OF AGENDA

Supervisor Reisinger motioned to approve the agenda as submitted. Vice Chairman Barrett seconded the motion and it passed unanimously.

9. PUBLIC COMMENT

No public comment was offered.

10. CONSENT AGENDA:

MOTION TO APPOINT/RE-APPOINT:

- a) Township Manager – Laura Portillo
- b) Zoning & Codes Enforcement Officer/Assistant Manager– Larry Barrick
- c) Secretary/Treasurer – Denise Gembusia
- d) Receptionist – Jennifer Luebbers
- e) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- f) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- g) Roadmaster – Rick Barrick
- h) Open Records Officer – Laura Portillo
- i) Assistant Open Records Officer – Denise Gembusia
- j) Township Solicitor & Compensation – Susan J. Smith @ fee schedule

General Work	\$135/hr.
Regular Meeting	\$ 75/hr.
Special Meeting	\$175/meeting (up to 2 hours)
Special Meeting Overage	\$100/hr. (any time over 2-hr. flat rate)
Litigation	\$195/hr.
Paralegal	\$90/hr.

- k) Planning Commission Solicitor & Compensation – Susan Smith @ \$100/hour
- l) Zoning Hearing Board Solicitor & Compensation – Michael Scherer @ \$115/hour
- m) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule

Township Engineer \$113.60	Professional Land Surveyor \$97.00
Project Engineer/Project Manager \$99.00	Designer II \$81.00
Designer I \$70.00	CADD Technician \$67.00
Administrative Assistant \$57.50	Survey Technician \$75.00
Testing Technician \$65.00	Inspector \$71.00
REIMBURSABLES (DIRECT EXPENSES)	
Filing Fees Cost + 10%	Outside Reproduction Cost + 10%
GPS Equipment \$80.00/Hour	Sub-consultants Cost + 10%
Mileage (where applicable) IRS rate + 10%	RTS Equipment \$40.00/Hour
Prints/Plots (black & white) \$4.00/each (over 24" x 36")	Prints/Plots (black & white) \$2.00/each (up to 24" x 36")

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 01/01/14 through 12/31/14.

- 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 – Laura Portillo

- s) TCC Alternate Representative – Denise Gembusia
- t) Delinquent Tax Collector – Carolyn McQuillen
- u) State Convention Voting Delegate – Jonathan Reisinger
- v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
JR Barrett, Jonathan Reisinger, and Bob Wrightstone
- w) Organizational Representatives:
 - 1) Municipal Advisory Board –JR Barrett, Jonathan Reisinger and Bob Wrightstone
 - 2) Western Cumberland County COG – Laura Portillo, representative and Larry Barrick, alternate representative
 - 3) Regional Emergency Services Task Force – Larry Barrick-representative
 - 4) CCCTF on Regional Development – Laura Portillo
- x) Banks and Depositories:
 - 1) M&T Bank
 - 2) Orrstown Bank
 - 3) PLGIT
 - 4) F&M Trust
 - 5) Metro Bank
 - 6) Susquehanna Bank
 - 7) 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 at the Supervisor hourly rate, 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, 2014 at 56.0 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

Vice Chairman Barrett motioned to approve the consent agenda as submitted, (re)appointing the individuals as noted. Supervisor Reisinger seconded the motion and it passed unanimously.

11. MOTION TO APPROVE WAGES FOR 2013, Effective January 1, 2014

- a) Salaried Personnel
 - 1) Township Manager - \$65,256 with health benefits
 - 2) Zoning & Codes Enforcement Officer/Assistant Twp Manager - \$47,455
 - 3) Secretary/Treasurer - \$40,000 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 7, 2014 @ 6:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2014 Wage	Annual Projected 2014 Labor Costs
Oscar Barrick	18.50	39,451.25
Dustin Durf	15.00	31,987.50
Jay Richwine	16.65	35,506.13
Jim Marshall	15.00	31,987.50
Jennifer Luebbers	11.00	14,300.00

Vice Chairman Barrett motioned to approve the wages as outlined for the 2014 calendar year, effective January 1, 2014. Supervisor Reisinger seconded the motion and it passed unanimously.

12. TREASURER’S BOND

Bond amount is increased to \$3.5 Million provided by Erie Insurance Company. Supervisor Reisinger motioned to increase and approve the Treasurer’s bond to \$3.5 million. Vice Chairman Barrett seconded the motion and it passed unanimously.

13. MOTION TO APPROVE

a) Township Holidays – as listed in the current Employees handbook
 Supervisor Reisinger motioned to approve the township holidays as listed in the employee handbook. Vice Chairman Barrett seconded the motion and it passed unanimously.

14. BUSINESS:

1. **Confirmation of Boyer & Ritter CPA** continuing as the township accounting firm for the year 2014 as approved in Resolution 2009-02.

Supervisor Reisinger motioned to appoint Boyer & Ritter as the Township’s accounting firm for the 2014 year, as approved in Resolution 2009-02. Vice Chairman Barrett seconded the motion and it passed unanimously.

2. **Positions on Various Boards/Committees**

- **Planning Commission (2)** – both terms expire 12/31/17

Candidates: William Baker, Elizabeth Kikla, Anthony Smith

Supervisor Reisinger motioned to appoint William Baker and Anthony Smith to the Planning Commission with both terms set to expire on December 31, 2017. Vice Chairman Barrett seconded the motion and it passed unanimously.

- **Zoning Hearing Board** (1) – term expires 12/31/16

Candidate: Michael Gennett

Vice Chairman Barrett motioned to appoint Michael Gennett to the Zoning Hearing Board with a term set to expire on December 31, 2016. Chairman Wrightstone seconded the motion and it passed unanimously.

- **Alternate Zoning Hearing Board** (1) – term expires 12/31/15.

Candidate: Rob Robinson

Supervisor Reisinger motioned to appoint Rob Robinson as the Alternate Zoning Hearing Board Member with a term set to expire on December 31, 2015. Vice Chairman Barrett seconded the motion and it passed unanimously.

- **Vacancy Board** (1) – Yearly appointment

Candidate: Larry Foote

Supervisor Reisinger motioned, with discussion, to appoint Larry Foote to the Vacancy Board with a term set to expire on December 31, 2014. Vice Chairman Barrett seconded the motion. Supervisor Reisinger questioned if Mr. Foote had been asked to serve in the position. Manager Portillo affirmed that Mr. Foote was contacted and agreed to serve on the Vacancy Board. The motion passed unanimously.

- **Park & Recreation Committee** 5 vacancies –

1 term expires 12/31/14 – currently vacant- no candidates

1 term expires 12/31/15 – currently vacant- no candidates

2 terms expire 12/31/16 – currently vacant- no candidates

1 term expires 12/31/18 – currently vacant- no candidates

Chairman Wrightstone asked Elizabeth Kikla if she would like to serve on the Park & Recreation Committee. After a brief discussion, Mrs. Kikla said she would be willing to serve for a year term. Chairman Wrightstone motioned to appoint Elizabeth Kikla to the Park & Recreation Committee with a term set to expire on December 31, 2014. Vice Chairman Barrett seconded the motion and it passed unanimously.

- **Municipal Authority** (2) – both terms expire 12/31/18.

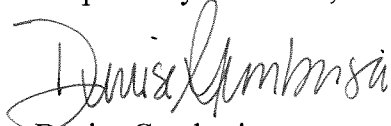
Candidates: Dennis Straub, Tom Smith

Vice Chairman Barrett motioned to appoint Dennis Straub and Tom Smith to the Municipal Authority, each with a term set to expire on December 31, 2018. Supervisor Reisinger seconded the motion and it passed unanimously.

15. ADJOURNMENT:

Supervisor Reisinger motioned to adjourn the organizational meeting at 6:12pm. The motion was seconded by Vice Chairman Barrett and passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

