



Dickinson Township
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ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 7, 2013

ROLL CALL - ALLYN PERKINS, BOB WRIGHTSTONE, JONATHAN REISINGER – SUPERVISORS; Laura Portillo, Manager; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Denise Gembusia, Secretary/Treasurer; Susan Smith, Solicitor.

VISITORS: A.C. Kuhn, David Liberator, Ellen Colyer, John Madden, Dan Wyrick, Judith Brough.

1. CALL TO ORDER

Bob Wrightstone 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

Jonathan Reisinger nominated Bob Wrightstone as Temporary Chairman of the Board of Supervisors. The nomination was seconded by Allyn Perkins and passed unanimously.

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

Jonathan Reisinger nominated Bob Wrightstone as Chairman of the Board of Supervisors for the 2013 calendar year. The nomination was seconded by Allyn Perkins and passed unanimously.

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

Chairman Wrightstone nominated Jonathan Reisinger as Vice Chairman of the Board of Supervisors for the 2013 calendar year. The nomination was seconded by Allyn Perkins and passed unanimously.

6. OPENING ANNOUNCEMENTS

Solicitor Smith noted that an executive session was held from 5:35pm until 5:55pm on January 7, 2013 to discuss possible litigation relating to Lindenwood Park and Gettysburg Railroad.

7. CHAIRMAN'S REPORT

No report was offered.

8. APPROVAL OF AGENDA

Vice Chairman Reisinger motioned to approve the agenda as submitted. Supervisor Perkins 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) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- e) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- f) Roadmaster – Glenn Wimer
- g) Open Records Officer – Laura Portillo
- h) Assistant Open Records Officer – Denise Gembusia
- i) 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.

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

Professional Engineer \$107.64	Professional Land Surveyor \$ 97.00
Planner \$ 91.00	Engineering Technician II \$ 79.50
Engineering Technician I \$ 70.00	CADD Technician \$ 71.50
Administrative Assistant \$ 55.50	Survey Technician \$ 75.00
Testing Technician \$ 63.50	Inspector \$ 71.00
REIMBURSABLES (DIRECT EXPENSES)	
Filing Fees Cost + 10%	Outside Reproduction Cost + 10%
GPS Equipment \$50.00/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 01/01/13 through 12/31/13.

- m) Township Fire Chief & Compensation – Greg Bretzman @ \$375/quarter
- n) Assistant Township Fire Chief & Compensation – Ivan Bretzman @ \$375/quarter
- o) Local Emergency Management Coordinator – Raymond Highlands
- p) Assistant Local Emergency Management Coordinator – Larry Barrick
- q) TCC Representative – Denise Gembusia
- r) TCC Alternate Representative – Laura Portillo
- s) Delinquent Tax Collector – Carolyn McQuillen

- t) State Convention Voting Delegate – Jonathan Reisinger
- u) Municipal Authority (term expires 12/31/17) – Gerald Eby
- v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
Allyn Perkins, Jonathan Reisinger, and Bob Wrightstone
- w) Organizational Representatives:
 - 1) Municipal Advisory Board –Allyn Perkins, 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, 2013 at 56.5 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.
- 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 Reisinger motioned to approve the consent agenda as submitted, (re)appointing the individuals as noted. Supervisor Perkins seconded the motion and it passed unanimously.

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

- a) Salaried Personnel
 - 1) Township Manager - \$63,357 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 8, 2013 @ 6:00PM
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2013 Wage or Salary	Annual Projected 2013 Labor Costs
Oscar Barrick	16.15	35,045.50
Dustin Durf	14.50	28,414.12
Jay Richwine	16.15	35,045.50
Glenn Wimer	20.50	44,485.00

Vice Chairman Reisinger motioned to approve the wages as outlined for the 2013 calendar year, effective January 1, 2013. Supervisor Perkins seconded the motion and it passed unanimously.

12. TREASURER’S BOND

Bond amount is increased to \$2.8 Million provided by Erie Insurance Company for savings on premium of more than \$500.00 per year. Vice Chairman Reisinger motioned to increase and approve the Treasurer’s bond to \$2.8 Million. Supervisor Perkins seconded the motion and it passed unanimously.

13. MOTION TO APPROVE

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

14. BUSINESS:

1. **Confirmation of Boyer & Ritter CPA** continuing as the township accounting firm for the year 2013 as approved in Resolution 2009-02.

Vice Chairman Reisinger motioned to appoint Boyer & Ritter as the Township’s accounting firm for the 2013 year, as approved in Resolution 2009-02. Chairman Wrightstone seconded the motion and it passed unanimously.

2. **Appointment of Kathy Walton, William Rodier and Thomas Imholte as Auditors term ending 12/31/13.**

Vice Chairman Reisinger motioned to appoint Kathy Walton, William Rodier and Thomas Imholte as Auditors with a term ending December 31, 2013. Supervisor Perkins seconded the motion and it passed unanimously.

3. Positions on Various Boards/Committees

- **Planning Commission (2)** – both terms expire 12/31/16

Candidates: Earl Bock, Thomas Smith

Vice Chairman Reisinger motioned to appoint Earl Bock and Thomas Smith to the Planning Commission with both terms set to expire on December 31, 2016. Chairman Wrightstone seconded the motion and it passed unanimously.

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

Candidates: Ellen Colyer

Vice Chairman Reisinger motioned to appoint Ellen Colyer to the Zoning Hearing Board with a term set to expire on December 31, 2015. Chairman Wrightstone seconded the motion and it passed unanimously.

-**Alternate Zoning Hearing Board (1)** – term expires 12/31/15- no candidates

Manager Portillo noted that Judy Brough asked to be considered for the position. Vice Chairman Reisinger motioned to appoint Judy Brough as the Alternate Zoning Hearing Board Member with a term set to expire on December 31, 2015. Chairman Wrightstone seconded the motion and it passed unanimously.

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

Candidates: Bill Chain, Larry Foote

Vice Chairman Reisinger motioned to appoint Larry Foote to the Vacancy Board with a term set to expire on December 31, 2013. Chairman Wrightstone seconded the motion. Supervisor Perkins asked if Bill Chain was still interested in the position. Manager Portillo said yes. Supervisor Perkins recused himself from the vote since there could be a perceived conflict of interest. The motion passed, 2 – 0 with Supervisor Perkins recusing himself from voting.

– **Park & Recreation Committee (5)** – **No action taken.**

(2 terms expire 12/31/13) – currently vacant- no candidates

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

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

- **Municipal Authority (2)** – **No action taken.**

(term expires 12/31/13) –currently vacant- no candidates

(term expires 12/31/13) –currently vacant- no candidates

15. ADJOURNMENT:

Vice Chairman Reisinger motioned to adjourn the organizational meeting at 6:09pm. The motion was seconded by Chairman Wrightstone and passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer