



Dickinson Township
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BOARD OF SUPERVISORS REGULAR MEETING JANUARY 19, 2015

PRESENT: J.R. BARRETT, BOB WRIGHTSTONE, JONATHAN REISIGNER (*late 5:40pm*) - SUPERVISORS; Denise Gembusia, Secretary/Treasurer; Susan Smith, Solicitor; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Laura Portillo, Manager.

ABSENT: Rick Barrick, Road Master; Jason Reichard, Engineer.

VISITORS: Ellen Colyer, Judy Brough, Bob Line, Michelle Line, Karen Meals, Greg Creasy, Charlie Courtney, Troy Briggs, Ron Secary, Chuck Stehlik, Jennifer Flannery, Dan Holland, Nathan Wolf, Doug Shaffer, Ray Jones, Beth Jones, Steve Lockwood, Jennifer Sirois, [Citizen, illegible signature].

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Wrightstone called the meeting to order at 5:30 pm and those present recited the Pledge of Allegiance.

OPENING ANNOUNCEMENTS

The Board of Supervisors' meeting of February 16, 2015 will start at the regular time of 6:00pm, if held.

The Parks and Recreation Committee is seeking volunteers to join their Board. If you are interested, please email the Township Manager. More information is available on the township website.

The Parks and Recreation Committee will hold a free family skating night on Thursday, February 19, 2015 from 6:30pm until 8:30pm at the Midway Skating Center.

Chairman Wrightstone announced that Dickinson Township received a check for \$209,000 from Dermody Properties as part of an agreement upon application of a building permit for the second warehouse on the land formerly known as The Sparks Farm.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

1. January 5, 2015 Board of Supervisors Organization Meeting Minutes
2. January 5, 2015 Board of Supervisors Regular Meeting Minutes

Vice Chairman Barrett motioned to approve the January 5, 2015 Board of Supervisors organization and regular meeting minutes as presented. The motion was seconded by Chairman Wrightstone and passed unanimously.

CONSENT AGENDA

Vice Chairman Barrett motioned to approve the consent agenda as submitted. Chairman Wrightstone seconded the motion and it passed unanimously with the following items approved:

1. Pay Bills

2. Authorize the Cumberland County Bureau of Elections to use the Township Building on Tuesday, May 19, 2015 and Tuesday, November 3, 2015 with the polls to be open from 7:00am until 8:00pm.

CHAIRMAN'S REPORT- None

PUBLIC HEARINGS - None

PLAN REVIEW/CONDITIONAL USE HEARINGS - None

PUBLIC INPUT - None

EMERGENCY SERVICES REPORT - None

NEW BUSINESS

1. *Purchase of new truck and retrofit of F550.*

At the December 15, 2014 Board of Supervisors' meeting, staff presented the Board with the options for purchasing a new Dodge 5500 and retrofitting the current F550. The options presented were:

- Purchasing a new Dodge 5500 cab and chassis under a COSTARS contract for \$43,381.
- Purchasing a Valk one way snow plow under a COSTARS contract for the Dodge 5500 for \$6,968.
- Purchasing an aluminum stake body bed with tool boxes for the current F550 under a COSTARS contract for \$10,653.
- Purchasing a new hydraulic system and hardware and installing the current dump bed from the F550 to the new truck under a COSTARS contract for \$15,468.65.

Total of COSTARS purchases is \$76,470.65.

The two other expenses that would have to be covered by general fund monies since they don't qualify under the COSTARS program are:

- Labor for removing the existing F550 bed and installing it on the new Dodge 5500 for \$2,136.
- Purchase and installation of Western snow plow for the current F550 for \$4,258.40.

Total General Fund expenditure is \$6,394.40.

Total cost for both trucks: \$82,865.05

The Capital Reserve account has a balance of \$129,000 (this includes the \$50,000 approved transfer from General Funds for 2015). Manager Portillo explained that the intention is to build up this fund with \$50,000 from General fund monies every year. This fund does not have the same restrictions as the Liquid Fuels fund. It can be used for any capital expense.

The Liquid Fuels fund has a balance of \$400,625, of which \$178,083 is available for equipment purchase. This balance accumulates based on a percentage of the yearly road turnback payment and Act 655 allocation. Every year the equipment balance is recalculated as 20% of the total balance remaining in the Liquid Fuels fund at the end of the year. As money is spent on equipment from this fund, the amount available for road projects is reduced.

In the next three years, the Township anticipates the need to purchase some major equipment, such as a new single axle dump truck (around \$140,000), a sweeper (around \$40,000) and a tractor with a gang mower (around \$40-50k), all at today's dollar value.

M&T Bank, through Real Lease, has provided a proposal with two lease-to-own options; a two year lease term with an interest rate of 3.42% and a three year lease term with an interest rate of 3.62%. A lease to own program will slowly reduce the funds versus a lump sum withdrawal. Manager Portillo asked the Board for authorization to purchase the equipment as outlined above and asked for direction on the financing.

After a discussion on financing options, Vice Chairman Barrett **motioned** to approve the expenditure of \$76,470.65 under the COSTARS program and \$6,394.40 from the General Fund, totaling \$82,865.05 for the purchases outlined in Manager Portillo's memo and for the funding to occur in a way that minimizes the impact on Liquid Fuels funds available for future use. Chairman Wrightstone seconded the motion and it passed unanimously.

2. **Resolution #2015-01, to appoint a Deputy Tax Collector for current Tax Collector, Carolyn McQuillen.**
 Act 164 of 2014 mandates that the Tax Collector appoint a Deputy Tax Collector who shall collect and settle taxes during any incapacitation of the tax collector . . .” The statutory definition of “incapacitation” refers solely to mental or physical illness or disability (no provision for vacation, for example), and only to the extent that that the tax collector “lacks sufficient understanding or capacity to make or communicate responsible decisions concerning the collection and settlement of taxes.” This appointment has to be done with the approval of the Board of Supervisors and the tax collector’s surety.

Carolyn McQuillen would like to appoint Barbara Boise, Mt. Holly Springs Borough’s current tax collector, as her deputy. This appointment would be binding as long as Carolyn McQuillen is the Dickinson Township tax collector.

Supervisor Reisinger **motioned** to adopt Resolution 2015-01, appointing Barbara Boise as the Deputy Tax Collector for Carolyn McQuillen, with the condition that Cumberland County and the Surety company approve the appointment by signing the Act 164-2014 Appointment of a Deputy Tax Collector form. The motion was seconded by Vice Chairman Barrett and passed unanimously.

3. **Engineer Fee Schedule for 2015.**
 Manager Portillo presented the proposed 2015 CS Davidson fee schedule. Township Engineer, Jason Reichard, has agreed to keep his hourly rate the same as 2014. All the other fees increased by an average of 1%. She recommended the appointment of CS Davidson as Dickinson Township’s engineering firm at the stated rates.

Township Engineer \$113.60	Professional Land Surveyor \$97.00
Project Engineer/Project Manager \$101.00	Designer II \$82.00
Designer I \$72.00	CADD Technician \$71.00
Administrative Assistant \$60.00	Survey Technician \$80.50
Testing Technician \$63.50	Inspector \$75.00
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) \$6.00/each (over 24” x 36”)	Prints/Plots (black & white) \$3.00/each (up to 24” x 36”)

Vice Chairman Barrett **motioned** to adopt the C.S. Davidson 2015 fee schedule as presented. Supervisor Reisinger seconded the motion and it passed unanimously.

4. **Cumberland County GIS Office request to rename two private roads located off of Pine Road.**
 Cumberland County GIS Office is requesting to rename two private drives off of Pine Road that are currently addressed as Pine Road. Their concern is the potential for the residents to be missed by emergency responders since some of these residences are located at a significant distance from Pine Road. The suggested new names are Pinewood Lane and High Pine Drive. The affected properties would keep their number address; just the road name would change.

Solicitor Smith noted that there is a zoning difference in a lane versus a road and suggested that the Board determine whether or not the GIS office intends to make the changes in name only and not in legal requirements. The Board also wanted to know that the affected residents receive notification of the suggested changes.

Judy Brough asked what GIS stands for and she was told it means ‘*Geographical Information Systems*’.

Manager Portillo and Zoning Officer Barrick agreed to contact the County GIS office to ensure they have contacted the residents and to suggest the name changes to Pinewood Lane and High Pine Lane.

5. **Tony Smith resignation from the Planning Commission.**

The Township received an email from Mr. Smith indicating his resignation from the Planning Commission due to time constraints. Supervisor Reisinger commented that he spoke with Mr. Smith earlier in the day. Mr. Smith was concerned that he would be unable to attend the first three meetings of the year. Since the January meeting was already cancelled and the February meeting might also be cancelled, Mr. Smith said he might reconsider after talking it over with his spouse.

Supervisor Reisinger **motioned** to table the item. Vice Chairman Barrett seconded the motion and it passed unanimously.

6. **Unemployment Compensation Trust Ordinance #2015-01.**

The PSATS Unemployment Compensation Group Trust (UC Trust) has been providing unemployment compensation insurance at lower rates to Dickinson Township since 1981.

In 2014, the Trustees of the UC Trust voted to adopt numerous changes to the UC Trust agreement that included administrative and organizational updates, granted the members of the UC Trust the ability to elect the Trustees, and increased the number of Trustees, who are not compensated for their services, from three to five. To ensure compliance with the Pennsylvania Intergovernmental Cooperation Law and the UC Trust Agreement, Dickinson Township needs to adopt an Ordinance reaffirming participation in the UC Trust.

Manager Portillo suggested a public hearing date for March 2, 2015 and asked for authorization to advertise the public hearing date for the Unemployment Compensation Trust Draft Ordinance.

Vice Chairman Barrett **motioned** to schedule a public hearing regarding the Unemployment Compensation Trust Draft Ordinance on March 2, 2015 and gave permission to the Manager to advertise such. The motion was seconded by Supervisor Reisinger and passed unanimously.

OLD BUSINESS

1. **Zoning/Saldo Draft Ordinances – task force progress.**

Supervisor Reisinger stated that he was continuing to work on the zoning map.

2. **Regional Municipal Authority**

There was nothing new to report on this item.

3. **Master Stormwater Feasibility Study – Mountain View Road Drainage.**

There was nothing new to report on this item.

MANAGER'S REPORT

Manager Portillo's report was submitted without any additions.

TREASURER'S REPORT

Treasurer Gembusia's report was submitted without any additions.

ZONING OFFICER'S REPORT

The Zoning Officer's report was submitted without any additions.

ROADMASTER'S REPORT

The Road Master did not submit a report.

ENGINEER'S REPORT

The Engineer was not present, but his report was submitted.

SOLICITOR'S REPORT

Solicitor Smith submitted her report without any additions.

SUPERVISORS' REPORTS

No reports were provided by the Supervisors.

ADJOURNMENT

Chairman Wrightstone **motioned** to adjourn the meeting at 6:01pm. Vice Chairman Barrett seconded the motion and it passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

