



Dickinson Township
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Mount Holly Springs, PA 17065
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ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 5, 2015

ROLL CALL - J.R. BARRETT, BOB WRIGHTSTONE – SUPERVISORS; Susan Smith, Solicitor; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Denise Gembusia, Secretary/Treasurer.

ABSENT: Jonathan Reisinger, Supervisor; Laura Portillo, Township Manager; Jason Reichard, Engineer; Rick Barrick, Road Master.

VISITORS: Dean Otto, Judy Brough, Ellen Colyer, Dan Wyrick, Ed Kendall, Greg Bretzman, Benjamin Briggs and Father.

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

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

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

J.R. Barrett nominated Bob Wrightstone as Chairman of the Board of Supervisors for the 2015 calendar year. The nomination was seconded by Bob Wrightstone and passed unanimously.

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

Chairman Wrightstone nominated J.R. Barrett as Vice Chairman of the Board of Supervisors for the 2015 calendar year. The nomination was seconded by J.R. Barrett and passed unanimously.

6. OPENING ANNOUNCEMENTS

Chairman Wrightstone introduced Boy Scout Benjamin Briggs who was working on earning a merit badge.

7. CHAIRMAN'S REPORT

No report was offered.

8. APPROVAL OF AGENDA

Chairman Wrightstone **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	\$150/meeting (up to 2 hours)
Regular Meeting Overage	\$75/hr. (any time over 2-hr. flat rate)
Special Meeting	\$175/meeting (up to 2 hours)
Special Meeting Overage	\$100/hr. (any time over 2-hr. flat rate)
Litigation	\$195/hr.
Paralegal	\$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 @ current fee schedule
- 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 Fire 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, 2015 at 57.5 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

Chairman Wrightstone **motioned** to approve the consent agenda with the temporary appointment of the Township Engineering service to C.S. Davidson (ITEM M) at the current fee schedule until the January 19, 2015 Board of Supervisors’ meeting and to (re)appoint the individuals as noted. Vice Chairman Barrett seconded the motion and it passed unanimously.

11. MOTION TO APPROVE WAGES FOR 2015, Effective January 1, 2015

a) Salaried Personnel

- 1) Township Manager - \$61,000 with health benefits
- 2) Zoning & Codes Enforcement Officer/Assistant Twp Manager - \$49,004.80
- 3) Secretary/Treasurer - \$41,204.80 with health benefits

Chairman Wrightstone **motioned** to approve the wages for salaried personnel for 2015 as listed. The motion was seconded by Vice Chairman Barrett and passed unanimously.

b) Tax Collector – 2.5% Fire real estate tax

Chairman Wrightstone **motioned** to approve the wages for the tax collector for 2015 as listed. The motion was seconded by Vice Chairman Barrett and passed unanimously.

c) Supervisor Hourly Compensation for non-supervisor work:

- 1) Supervisor hourly rate is set at first Auditors' meeting scheduled for January 6, 2015 @ 5:00PM

Chairman Wrightstone noted that the Supervisor hourly compensation would be set at the annual Auditor's meeting on January 6, 2015.

d) Hourly Employees – pay rate changes:

Employee	Proposed 2015 Wage	Annual Projected 2015 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	15.40	33,341.00
Jennifer Luebbers	11.00	14,300.00

Chairman Wrightstone **motioned** to approve the hourly employee wages as outlined for the 2015 calendar year, effective January 1, 2015. Vice Chairman Barrett seconded the motion and it passed unanimously.

12. TREASURER'S BOND

Bond amount is \$3.5 Million provided by Erie Insurance Company. Dan Wyrick asked how the amount of the bond calculated. Treasurer Gembusia explained that the bond is based on an estimated highest amount of funds available to the Township at any time during the current year. Chairman Wrightstone **motioned** to approve the Treasurer's bond at \$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
Chairman Wrightstone **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 2015 as approved in Resolution 2009-02.

Chairman Wrightstone **motioned** to appoint Boyer & Ritter as the Township's accounting firm for the 2015 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** (1) – term expires 12/31/18

Candidates: Lorelei Coplen and Daniel Wyrick

Chairman Wrightstone said he liked giving new people the opportunity to serve the residents of Dickinson Township. Chairman Wrightstone **motioned** to appoint Lorelei Coplen to the Planning Commission with a term set to expire on December 31, 2018. Vice Chairman Barrett seconded the motion and it passed unanimously. Dan Wyrick asked if the appointment was based on the idea to put new people in place or if it was based off of experience.

- **Zoning Hearing Board** (1) – term expires 12/31/17

Candidate: Gerald Eby

Chairman Wrightstone **motioned** to appoint Gerald Eby to the Zoning Hearing Board with a term set to expire on December 31, 2017. Vice Chairman Barrett seconded the motion and it passed unanimously.

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

Candidates: Paul Strizzi and Dave Brown

Chairman Wrightstone **motioned** to appoint Dave Brown 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

Chairman Wrightstone **motioned** to appoint Larry Foote to the Vacancy Board with a term set to expire on December 31, 2015. Vice Chairman Barrett seconded the motion and it passed unanimously.

- **Park & Recreation Committee** 6 vacancies –

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

2 terms expire 12/31/19 – *Candidates: Betty "Beegee" Staub and Diana Hykes*

Chairman Wrightstone **motioned** to appoint Betty Staub and Diana Hykes to the Park & Recreation Committee with terms set to expire on December 31, 2019. Vice Chairman Barrett seconded the motion and it passed unanimously.

- **Municipal Authority** (1) – term expires 12/31/19.

Candidate: Bill Baker

Chairman Wrightstone **motioned** to appoint William "Bill" Baker to the Municipal Authority with a term set to expire on December 31, 2019. Vice Chairman Barrett seconded the motion and it passed unanimously.

15. ADJOURNMENT:

Chairman Wrightstone **motioned** to adjourn the organizational meeting at 6:10pm. The motion was seconded by Vice Chairman Barrett and passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

