



Dickinson Township
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BOARD OF SUPERVISORS REGULAR MEETING FEBRUARY 2, 2015

PRESENT: J.R. BARRETT, BOB WRIGHTSTONE, JONATHAN REISINGER - SUPERVISORS; Susan Smith, Solicitor; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Laura Portillo, Manager.

ABSENT: Rick Barrick, Road Master; Jason Reichard, Engineer; Denise Gembusia, Secretary/Treasurer.

VISITORS: Judy Brough, Bob Line, Michelle Line, Greg Creasy, Charlie Courtney, Ron Secary, Chuck Stehlik, Jennifer Flannery, Dan Holland, Nathan Wolf, Doug Shaffer, Steve Lockwood, Jennifer Sirois.

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 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.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

1. January 19, 2015 Board of Supervisors Regular Meeting Minutes

Vice Chairman Barrett motioned to approve the January 19, 2015 Board of Supervisors regular meeting minutes as presented. The motion was seconded by Supervisor Reisinger and passed unanimously.

CONSENT AGENDA

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

1. Pay Bills

CHAIRMAN'S REPORT- None

PUBLIC HEARINGS - None

PLAN REVIEW/CONDITIONAL USE HEARINGS - None

PUBLIC INPUT - None

EMERGENCY SERVICES REPORT - None

NEW BUSINESS

1. **Adoption of Resolution 2015-02, approving the Application, Review and Inspection, and Administrative fees.**

Manager Portillo explained that staff reviews the fee schedule on a yearly basis. Based on this year's review, the following changes were suggested:

- Section I. Building Permits:
The fee was adjusted to correct amount of \$100, for the administration of the UCC code. This was listed as \$150 before, which included the \$50 for a zoning permit.
- Section V. Construction and Materials Specification Ordinance:
This section was added to recover the administrative and engineering expense incurred by the Township. This would apply to projects that are not Land Development but involve aspects of Land Development, such as access roads and utilities.
- All sections after section V. have been renumbered.
- Section VI. Zoning Permits:
A category and fee for "Nonconforming Use, Structure, and Lot Determination" has been added to recover the expense involved in the research to confirm nonconforming status.
- Section VII. Zoning Hearing Board:
A category and fee for "Uses Not Provided For" has been added at \$675 for residential and \$1,000 for non-residential. This category was not on the fee schedule previously.
- Section VIII. Board of Supervisors:
A category and fee for "Construction and Materials Specifications Ordinance- Modifications" has been added in order to comply with the provision of the Construction and Materials Specification Ordinance that requires that modifications from the requirements must be heard by the Board of Supervisors.
- Section X. Other:
A category and fee for "Lender Compliance Letter" has been added to recover the expense involved in the research and issuance of the compliance letter to a lender.

Staff is proposing to increase the fees for Stuart Park rentals. The current rental fees for a Township resident is \$35 and for a non-resident is \$45, but a \$15 dollar deposit is refunded to the renter, making the actual rental fees \$20 for residents and \$30 for non-residents.

Staff performed a study on the time and expenses involved in Stuart Park rentals. The road crew averages about 1 person/1 hour (cleaning before and after). Office staff has time involved in keeping up with the schedule, making signs, and tracking and issuing the refunds of the deposits. The current fee does not cover the cost of the labor involved. Staff is proposing increasing the Township resident fee to \$50 and the non-resident fee to \$60; both fees include a refundable \$15 deposit.

After a brief discussion on the Start Park rental changes, Supervisor Reisinger **motioned** to adopt Resolution 2015-02, approving the Application, Review and Inspection, and Administrative fees. The motion was seconded by Vice Chairman Barrett and passed unanimously.

2. **Ratification of Board's vote to schedule March 2, 2015 Goodman Logistic Center Conditional Use continuation of Public Hearing and scheduling of more hearings.**

A poll of the individual Supervisors was conducted via telephone by the Township Manager in which the Board of Supervisors voted on cancelling the February 16, 2015 Goodman Logistic Center Conditional Use continuation of Public Hearing. The Board needs to ratify the vote in an open session.

The Board gave consensus on scheduling continuation hearings on February 23rd, March 2nd, March 23rd and April 6th, 2015, contingent upon Attorney Wolf getting his schedule to Manager Portillo by the close of business on Wednesday, February 4, 2015. All meetings will begin at 5:30pm. Public hearings will last three hours.

3. **Presentation of the Non-Uniformed Pension Plan Audit Report.**

The Township's Non-Uniformed Pension Plan audit for the period January 1, 2011 to December 31, 2013 was completed January 2015. The report was submitted and approved by the Auditor General.

Staff is proud to report that no deficiencies were found in the Township's plan and the plan was administered in compliance with applicable state laws, regulations, contract, administrative procedures, and local ordinances and policies.

The Board accepted the Dickinson Township Non-Uniformed Pension Plan audit report for the period January 1, 2011 to December 31, 2013.

4. **Rule to show cause for upset tax sale for property located at 4281 Carlisle Road – discussion and direction.**

The Township received a Rule to Show Cause for the property located at 4281 Carlisle Road. The Court of Common Pleas is requesting that this property be sold freed and cleared of all tax and municipal claims. It appears that the County and Municipal estimated real estate tax in arrears is \$289.19. Solicitor Smith explained that the County wishes to sell the property without the tax liens.

Supervisor Reisinger **motioned** not to participate in the tax sale for the property located at 4281 Carlisle Road. The motion was seconded by Vice Chairman Barrett and passed unanimously.

OLD BUSINESS

1. **Cumberland County GIS Office request to rename two private roads located off of Pine Road.**

Cumberland County GIS Office requested renaming 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. Penn Township no longer wishes to consider renaming the two roads, so Cumberland County GIS withdrew the request.

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

Chairman Wrightstone **motioned** to accept the resignation of Tony Smith from the Planning Commission. Vice Chairman Barrett seconded the motion and it passed unanimously. Manager Portillo will follow-up with a thank you letter and the open position will be posted on the Township website.

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

There was nothing new to report on this item.

4. **Regional Municipal Authority**

There was nothing new to report on this item.

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

There was nothing new to report on this item.

MANAGER'S REPORT

Manager Portillo submitted her report and clarified the truck purchase. The Western Plow will be a COSTARS contract purchase with General Funds. The purchase of the new truck and retrofit of the current F550 will be with \$50,349 from the Liquid Fuels fund and \$32,516.05 from the General Fund.

TREASURER'S REPORT

Treasurer Gembusia was absent, but her report was submitted.

ZONING OFFICER'S REPORT

The Zoning Officer pointed out that Amazon has submitted a lighting plan for the staff and Engineer to review. They are requesting permission to add more lighting to accommodate new employee parking areas. Temporary lighting has been added as a safety measure for the increase in employee parking areas. This would change the pre-approved land development plan. The Board of Supervisors agreed to have Township staff and the Engineering review the plans.

ROADMASTER'S REPORT

The Road Master was absent, but his report was submitted.

ENGINEER'S REPORT

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

SOLICITOR'S REPORT

Solicitor Smith submitted her report and discussed recent personnel changes in the State Open Records Office.

SUPERVISORS' REPORTS

No reports were provided by the Supervisors.

ADJOURNMENT

Chairman Wrightstone **motioned** to adjourn the meeting at 6:00pm. Supervisor Reisinger seconded the motion and it passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

