

Dickinson Township
219 Mountain View Road
Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ♦ Fax: (717) 486-8412
www.dickinsontownship.org

BOARD OF SUPERVISORS REGULAR MEETING AUGUST 19, 2013

PRESENT: BOB WRIGHTSTONE, JONATHAN REISINGER, J.R. BARRETT - SUPERVISORS;
Laura Portillo, Manager; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer;
Denise Gembusia, Secretary/Treasurer; Jason Reichard, Engineer; Susan Smith, Township Solicitor.

VISITORS: Jonathan Mays, Robert Line III, Michelle Line, James Strader, Tom Wivell, Shane Wivell,
Judy Brough, Ellen Colyer, Dan Wyrick, Kirk Stoner, David Williams, Jane Mitchell, Glenn Mitchell,
Matthew Lena, Ivan Bretzman, Greg Bretzman, Bill Rodier, Ron Bixler, Julie Swanger, Jodi Bezanilla.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Wrightstone called the meeting to order at 6:00pm and led the audience in the pledge of allegiance.

OPENING ANNOUNCEMENTS

The Park & Recreation Committee is seeking volunteers to help plant 50 trees in Lindenwood Park on Saturday, September 28th, weather permitting. Please email the Township Treasurer at treasurer@dickinsontownship.org, if interested.

Park & Recreation is also seeking volunteers to join their Board. If interested, please email the Township Manager at manager@dickinsontownship.org. More information on these items is available on the Township website at www.dickinsontownship.org.

There is currently a vacancy on the Planning Commission. Interested applicants should contact the Township Manager for more information.

An executive session will be held immediately after the meeting adjourns. The executive session will be held to discuss personnel issues and possible land acquisition.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

1. August 5, 2013 Board of Supervisors Meeting Minutes

Ellen Colyer asked if the dates listed for the trash contract were correct. Manager Portillo said that they were correct and clarified the dates for Ms. Colyer.

Supervisor Barrett motioned to approve the August 5, 2013 Board of Supervisors regular meeting minutes as submitted. Vice Chairman Reisinger seconded the motion and it passed unanimously.

CONSENT AGENDA

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

1. Pay Bills

CHAIRMAN'S REPORT

Chairman Wrightstone had no report.

PLAN REVIEW/CONDITIONAL USE HEARINGS

No plans were reviewed.

PUBLIC INPUT (non-agenda items)

Robert Line asked if zoning amendments can be requested by anyone or if the property owner must request the amendment. Solicitor Smith said that no limitations exist on whom may request a zoning amendment.

Tom Wivell and Shane Wivell asked the Board if they could get approval to move forward with their sand mound before actual subdivision approval. Zoning Officer Barrick explained that the Wivell's originally requested a building permit prior to subdivision approval, but clarified that they now want to add a septic to the site prior to subdivision approval. A discussion ensued. The Board agreed that a septic system could be installed before winter, but recommended that the Wivell's submit their subdivision plan soon. The sand mound must go through the permitting process and still meet all zoning ordinance requirements.

Dan Wyrick asked for clarification that Wivell's have a perc test completed, but the nitrates determine the size of the overall lot. Vice Chairman Reisinger said that Mr. Wyrick was correct and provided him with further clarification. Mr. Wyrick noted that the Planning Commission delegated him as their Liaison with the Board.

EMERGENCY SERVICES REPORT

Lieutenant Jonathan Mays from the Carlisle PA State Police Barracks introduced himself to the public and to the Board of Supervisors. He stated that he will be the new station Commander as of January 2014. Lieutenant Mays reviewed calls from the last 8 months and offered to answer any questions.

Dan Wyrick asked if the State Police are allowed to park on private property in order to conduct speed enforcement. Lieutenant Mays stated that the resident usually asks for the police to sit in their driveway, but there is no limitation preventing it. The Board thanked Lieutenant Mays for his service and for coming to the meeting. No report was offered from Greg Bretzman or Ray Highlands.

NEW BUSINESS

1. *Enck's Mill Road – discussion only.*

Staff met with the Pennsylvania Fish and Boat Commission (PFBC), a representative from the Cumberland County Planning Commission (CCPC) and the CCPC Bridge Engineer regarding the Enck's Mill Road Bridge. The County currently owns the Enck's Mill Bridge. A permanent easement agreement between Dickinson Township and PFBC for the bridge will be presented to the Board. The PFBC is proposing a pull off parking area in lieu of monetary payments for the easements. The installation of the pull off will be paid for by the County, but the Township

would be required to perform routine maintenance and upkeep. Staff feels the maintenance would have a minimum impact on budgetary funds and resources. The Board was provided a summary of the County Engineer's discussion points and tentative timeline for implementation. Kirk Stoner from CCPC and Matt Lena from HRG reviewed the plan with the Board noting that the plan now contemplates (2) 10 foot lanes which still doubles the current size of the bridge. The pull-off will be on PFBC's land, but located in the Township's right-of-way. Manager Portillo stated that staff hopes to have a draft agreement available for the Board to review at the September 3rd meeting. Solicitor Smith wanted clarification that the proposed plan currently has no permanent right-of-way outlined. Mr. Lena said she was correct.

Dan Wyrick asked if the headway right-of-way was permanent or temporary. It is permanent and on a private owner's property.

2. **Renumbering of Resolution 2013-09, adopting the Section 125 plan to 2013-10.**

At the Board of Supervisors' meeting of August 5, 2013, the Board adopted the Section 125 Plan with Resolution 2013-09. This should have been numbered Resolution 2013-10. Supervisor Barrett motioned to renumber Resolution 2013-09, which accepted the PrimeFlex Administrative Services Section 125 Plan, to Resolution 2013-10. Vice Chairman Reisinger seconded the motion and it passed unanimously.

3. **Draft Subdivision and Land Development Ordinance cost estimate.**

At the last Board of Supervisors' meeting, staff asked the Board to consider the adoption of the draft SALDO ordinance in order to address content administration concerns with the current SALDO due to antiquated, conflicting and missing procedures, standards and requirements. The Board expressed support for the staff's position, subject to cost considerations. In order to make the necessary revisions to the draft SALDO and to coordinate it with the current Zoning Ordinance, staff obtained a quote from Mr. Gehringer. For the Board's consideration, Mr. Gehringer proposed a fee not to exceed \$4,000. Once the proposed Zoning Ordinance is ready for public hearing, Mr. Gehringer may need to make additional changes to the SALDO to correspond with the proposed Zoning Ordinance. The extent of that work and related cost cannot be estimated at this time.

The Board may also consider another option; the incorporation of the administrative provisions in the draft SALDO Ordinance (Articles 1 through 4 and 7) into the current SALDO Ordinance. This would not require Mr. Gehringer's assistance as it would only involve:

- i. Revising four cross-references to refer to the current Zoning Ordinance;
- ii. Removing two provisions addressing ECHO housing;
- iii. Removing three provisions relating to proposed Zoning Ordinance Article V (Natural and Cultural Features); and
- iv. Making amendments to the following definitions for consistency with the current Zoning Ordinance (access/access drive, cartway/road, curb line, detention pond/basin, driveway, dwelling/dwelling unit, easement, frontage, improvements, lot coverage, lot line, open space, right-of-way, street, structure and yard).

Amending the current SALDO to include the administrative sections of the proposed SALDO would give staff the benefit of improved administrative provisions while allowing the Board to

focus on the proposed Zoning Ordinance and standards in the SALDO. When the draft Zoning Ordinance is ready for public hearing, Mr. Gehringer could then modify the draft SALDO standards for consistency with the draft Zoning Ordinance. Both draft Ordinances could then be simultaneously released for public hearing and adoption.

Chairman Wrightstone motioned to direct staff to incorporate the administrative provisions from the proposed SALDO into the current Subdivision and Land Development Ordinance. Supervisor Barrett seconded the motion and it passed unanimously. Staff will have a draft for the Board's review. A hearing date can be set after the Board reviews the draft.

4. **Banking Proposals.**

In June 2013, Orrstown Bank, which holds the majority of Dickinson Township's funds, stopped individually collateralizing public funds. They are now part of a pooled collateralization of assets. This has given staff the opportunity to review other banking options, all of which offer a pooled method of collateralization. Manager Portillo provided the Board with a spreadsheet summarizing the options provided by three financial institutions, all Act 72 compliant. The interest rates offered are not the main driver for switching banks. Staff seeks a solid banking relationship and safeguard of the Township funds. Unfortunately, these safety features are fee based. Metro and Susquehanna Bank offer the Positive Pay feature which staff would consider very beneficial to the Township vendors are paid only by check. M&T Bank's proposal does not state if they offer such service. Susquehanna has a limit to the number of transaction per statement cycle at no cost with their NOW account. Staff would like the Board to consider transferring some of the General fund accounts to a bank offering Positive Pay feature with no penalty for the number of transactions. The State Highway and Municipal Authority funds, approximately \$508,000, would remain with Orrstown Bank.

David Williams from M&T Bank clarified that his institution does offer Positive Pay for approximately \$125 per month. Jodi Benzanilla from Metro Bank reviewed Positive Pay security features. A discussion about check security ensued. Chairman Wrightstone asked for a more detailed recommendation that contains more information about current monthly account usages.

Dan Wyrick thought it might be beneficial for the residents to know the perceived risk and the importance of such safeguards. Julie Swanger from Susquehanna Bank explained that the fraud experienced on most accounts is not internal. Most risk comes from outside factors such as mobile banking and physical check processing. The Board asked for staff to compile more information and present a more detailed recommendation at the next regularly scheduled meeting.

OLD BUSINESS

1. **Goodman Birtcher application to amend Zoning Map and Zoning Ordinance.**

The application was discussed at the August 14, 2013 Planning Commission meeting. The applicant plans to make changes as discussed and return to the Planning Commission at their regularly scheduled meeting on September 11, 2013.

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

Supervisor Barrett said that his group had their first meeting and covered about a third of Article 4. They have scheduled another meeting. Chairman Wrightstone said that his group has met three times.

Robert Line wanted to ask some zoning questions to the Board. He read the Dickinson Township vision statement and asked how the proposed zoning amendment request is consistent to the statement of “responsible growth”. Chairman Wrightstone noted that no changes have occurred at this time. He recommended Mr. Line come to some of the meetings scheduled specifically to discuss the draft zoning ordinance.

James Strader questioned where the warehouse development stops. He said he had planned on discussing multiple points on the proposed zoning amendment request with the Board. After hearing Chairman Wrightstone’s suggestion to Mr. Line, Mr. Strader said he would bring the concerns up at a meeting in which the draft zoning was being discussed.

3. **Server Upgrade.**

At the June 3, 2013 Board of Supervisors’ meeting staff reported only 10GB of free space remaining on the Township’s outdated server. After freeing disk space by moving data to an external TB drive, the server is operating with less than 4GB of free space. At the current usage rates, the free space will be used before the end of the year. Staff was directed to research possible IT solutions and present their findings to the Board of Supervisors. During this time, a few deficiencies were found including the lack of an IT disaster recovery plan.

Staff recommends the Board approve the implementation of the disaster recovery plan through the purchase of a Barracuda back-up device and 5-year user subscription at an approximate cost of \$3,800.00. This would be the first phase in creating a comprehensive IT solution for the Township. Staff expects to conclude research and have final numbers regarding the second phase of the IT implementation plan ready to present to the Board at the September 16, 2013 regular meeting. A discussion over the proposed plan ensued. Treasurer Gembusia reviewed the available choices, noting that the meeting room computer would be eliminated in order to save money. Staff would carry and plug-in one of their machines during meetings.

Robert Line stated that there is a middle-ground solution available. He suggested making sure data was encrypted and said he was willing to help. Mr. Line provided his email address.

Ray Highlands suggested spending the money to make the IT solution right the first time. He also thought it would be prudent to spend money updating the meeting room computer rather than eliminating it.

Dan Wyrick suggested each member of the Board meet separately with Treasurer Gembusia to review the IT implementation plan in its entirety. That way each member can receive a more comprehensive understanding of the proposed plan. The Board asked for a more detailed review to be presented at the next meeting.

4. **DTMA Dissolve.**

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 noted that she met with Judy Brough and Neil Leary, Dickinson College Director of the Center for Sustainability Education, to discuss the possibility of Dickinson College students

partnering with the Township to create a community based research project. Judy Brough described the idea and noted that a proposal was sent to Mr. Leary for his review.

TREASURER'S REPORT

Treasurer Gembusia's report was submitted without any additions or questions.

ZONING OFFICER'S REPORT

Zoning Officer Barrick reviewed his report with the Board noting that he received a request to install "Watch Children" signs on Georgetown Road. He contacted the State Police to see if they can monitor the area for speed enforcement. Two signs, posts and labor will cost approximately \$175.00. The Board gave their approval for Zoning Officer Barrick to purchase and have installed two "Watch Children" signs on Georgetown Road.

The property at 239 West Yellow Breeches Road might have someone living on the property in a camper. Zoning Officer Barrick explained the situation to the owner's son and is waiting for a return phone call from the owner. The Board will be updated as the situation progresses.

A complaint was received regarding the removal of trees at the Woods of Barnitz. The area in question has been repined and will be remarked by the Surveyor. This should allow Zoning Officer Barrick to make an accurate determination of the situation. Supervisor Barrett asked if there was any progress on the situation at 19 Nicholas Drive. Zoning Officer Barrick stated that the owner had suffered a stroke. He is awaiting a return phone call from the owner.

Lastly, Zoning Officer Barrick stated that he had been contacted by PSATS. They would like to conduct a chainsaw safety course at the Dickinson Township building. The training requires the removal of actual trees. Zoning Officer Barrick suggested removing some of the old walnut trees at Stuart Park since they are messy and becoming hollow.

Dan Wyrick asked if the removal of such trees complies with the restrictions within the current zoning ordinance. Zoning Officer Barrick said he would verify that the removal of the trees complies with the regulations of the ordinance.

ENGINEER'S REPORT

Engineer Reichard report was submitted without any additions or questions.

SOLICITOR'S REPORT

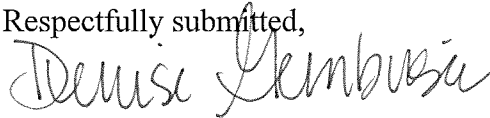
Solicitor Smith's report was submitted without any additions or questions. She discussed recent legal decisions regarding Act 13 and the Permit Extension Act.

SUPERVISORS' REPORTS

No reports were submitted by the Supervisors.

ADJOURNMENT

Chairman Wrightstone motioned to adjourn the meeting at 8:04pm. Supervisor Barrett seconded the motion and it passed unanimously.

Respectfully submitted,

Denise Gembusia, Secretary/Treasurer

