



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 SEPTEMBER 8, 2015

PRESENT: J.R. BARRETT, BOB WRIGHTSTONE - SUPERVISORS; Larry Barrick, Assistant Manager/Zoning & Codes Enforcement Officer; Michael Masley, Manager; Denise Gembusia, Secretary/Treasurer, Solicitor Susan Smith.

ABSENT: SUPERVISOR JONATHAN REISINGER, Engineer Jason Reichard.

VISITORS: Judy Brough, Tom Imholte.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Wrightstone called the meeting to order at 6:00pm and those present recited the Pledge of Allegiance.

OPENING ANNOUNCEMENTS - *More information is available on the township website.*

An executive session was held on Tuesday, September 8, 2015 from 5:29pm until 5:58pm to discuss personnel and the Breslin Litigation.

An executive session was held on Monday, August 17, 2015 from 5:18pm until 5:57pm to discuss potential litigation over the Goodman-Birtcher plan approval, the Breslin RTK appeal, and the Hillwood court approved plan.

A Town Hall Meeting with Representative Steven Bloom is scheduled for Wednesday, September 23, 2015 from 7pm until 8pm at the Township Building.

Park & Recreation will hold their Fall Yard Sale at Stuart Park on Saturday, September 12, 2015 from 7am until 12pm. Vendor spots are \$5 each.

Over 460 residences are required to have their septic tanks pumped this year. Reminder letters will be sent to homeowners at the end of September.

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. August 17, 2015 Board of Supervisors Regular Meeting Minutes

Vice Chairman Barrett **motioned** to approve the August 17, 2015 Board of Supervisors regular meeting minutes as submitted. 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 item approved:

1. Pay Bills

CHAIRMAN'S REPORT - Chairman Wrightstone had no report.

PUBLIC HEARINGS – None

PLAN REVIEW/CONDITIONAL USE HEARINGS – None

PUBLIC INPUT

Tom Imholte thanked the Board of Supervisors for their dedication and service to the Township.

EMERGENCY SERVICES REPORT – None

NEW BUSINESS

1. **Personnel matters.**

Ms. Laura Portillo was approved to serve as a contracted open records officer on June 15, 2015 for a period of 90 days. Due to the volume and complexity of some of the Right-To-Know (RTK) requests, staff recommends retaining Ms. Portillo in the Open Records Officer capacity. Manager Masley suggested extending the contract until the Organizational meeting in January 2016.

Vice Chairman Barrett **motioned** to extend the contract with Laura Portillo as the Open Records Officer until the Organizational meeting in January 2016. The motion was seconded by Chairman Wrightstone and passed unanimously.

2. **Propane bids for the period October 18, 2015 to October 17, 2016.**

The Township accepted propane bids based on approximately 3,600 gallons to be delivered to the Township Building during the period from October 18, 2015 through October 17, 2016. The bid results are as follows:

- Heller's Gas – Fixed price of \$.96/gallon plus \$9.50 hazmat fee per delivery.
- Carlisle Propane – Fixed price of \$1.199/gallon and no additional fees.
- Amerigas – Fixed price of \$1.09/gallon and \$5.57 delivery fee per delivery.
- Aero Energy – Fixed price of \$1.29/gallon and no additional fees.
- Suburban Propane – Fixed price \$1.54/gallon plus \$9.62 safety delivery fee per delivery.
- Shipley Energy – Fixed price of \$1.399/gallon + \$5.97 regulatory compliance fee/delivery.
- Leffler Energy – Fixed price of \$1.599/gallon and no additional fees.

Last year the township had eight deliveries in the year. Despite the delivery fees, Heller's gas is the most cost efficient bidder. Staff recommended Heller's Gas as the propane provider for the period.

Vice Chairman Barrett **motioned** to approve the propane bid for the period of October 18, 2015 to October 17, 2016 to Heller's Gas at the fixed price of \$0.96 per gallon plus a \$9.50 hazmat fee per delivery. The motion was seconded by Chairman Wrightstone and passed unanimously.

3. **Approval of the Minimum Municipal Obligation (MMO) for the Dickinson Township Pension Plan (21-012-5N) for the plan year 2016.**

Act 205 of 1984, as amended, governs the funding requirements for all municipal pension plans. The law requires the Chief Administrative Officer of each municipal pension plan to inform the governing body of the municipality of the plan's expected financial obligation for the coming year. This must be done by the last business day in September. The calculation of the 2016 plan cost, or the MMO, required an estimate of the 2016 W-2 wages of the employees covered by the plan. The Board was provided with a worksheet estimating the MMO at \$27,618.00 for the 2016 plan year.

The MMO is the municipality's 2016 bill for the pension plan. The calculated obligation must be paid by December 31, 2016 and met with general fund monies or with any General State Aid to Municipal Pensions to which the township may be entitled to under Act 205.

Vice Chairman Barrett **motioned** to approve the Minimum Municipal Obligation (MMO) for the Dickinson Township Pension Plan (21-012-5N) for the plan year 2016 at \$27,618.00. The motion was seconded by Chairman Wrightstone and passed unanimously.

4. **Authorization to advertise 2016 budget meeting dates.**

The Board gave consensus to advertise the following dates and times to discuss the 2016 budget:

- Thursday, October 15, 2015 at 5:30pm
- Wednesday, October 21, 2015 at 5:30pm
- Thursday, October 29, 2015 at 5:30pm
- Monday, November 2, 2015 at the regular Board of Supervisors meeting (if needed)

Last year, four meetings were scheduled of which two were necessary. The proposed budget has to be advertised and available for public inspection for 20 days. With the proposed schedule, the township will be able to advertise the proposed budget in late October or early November with adoption of the budget at the November 16 or December 7, 2015 Board of Supervisors meeting. No motion was necessary.

OLD BUSINESS

1. **Zoning/Saldo Draft Ordinances.**

Chairman Wrightstone wanted to wait to discuss the item when all Supervisors were present.

2. **Regional Municipal Authority**

There was nothing new to report on the item.

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

There was nothing new to report on the item.

MANAGER'S REPORT

Manager Masley's report was submitted without any additions.

ZONING OFFICER'S REPORT

Zoning Officer Barrick submitted his report without any additions.

SOLICITOR'S REPORT

Solicitor Smith submitted her report without any additions.

TREASURER'S REPORT

Treasurer Gembusia's report was submitted without any additions.

ROADMASTER'S REPORT

No report was submitted.

ENGINEER'S REPORT

No report was submitted.

SUPERVISORS' REPORTS

Vice Chairman Barrett asked Zoning Officer Barrick questions about the pumping reports, which were explained to him.

ADJOURNMENT

Chairman Wrightstone **motioned** to adjourn the meeting at 6:12pm. Vice Chairman Barrett seconded the motion and it passed unanimously.

Respectfully submitted,



Denise Gembusia
Secretary/Treasurer

