



Dickinson Township
219 Mountain View Road
Mount Holly Springs, PA 17065
Phone: (717) 486-7424 ◊ Fax: (717) 486-8412
www.dickinsontownship.org
ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 3, 2017

ROLL CALL - TOM IMHOLTE, DENNIS STRAUB – SUPERVISORS; Christian Miller, Solicitor; Larry Barrick, Manager; Marge Metzger, Asst. Manager/Secretary/Treasurer; Glenn Kelso, Zoning & Codes Enforcement Officer.

ABSENT: Lorelei Coplen, Supervisor; Jason Reichard, Engineer; Bryan Swartz, Roadmaster.

VISITORS: Peggy Bower.

- 1. CALL TO ORDER** – Christian Miller, as Temporary Chairman, called the meeting to order at 6:00 PM.
- 2. PLEDGE OF ALLEGIANCE** - Those present cited the pledge of allegiance.
- 3. NOMINATION TO APPOINT A TEMPORARY CHAIRMAN**
- 4. NOMINATE & ELECTION OF CHAIRMAN OF THE BOARD OF SUPERVISORS**
Dennis Straub nominated Tom Imholte as Chairman of the Board of Supervisors for the 2017 calendar year. The nomination was seconded by Tom Imholte and passed unanimously. The meeting was turned over to the Chairman.
- 5. NOMINATE & ELECTION OF VICE-CHAIRMAN OF THE BOARD OF SUPERVISORS**
Dennis Straub nominated Lorelei Coplen as Vice Chairwoman of the Board of Supervisors for the 2017 calendar year. The nomination was seconded by Tom Imholte and passed unanimously.
- 6. OPENING ANNOUNCEMENTS** None
- 7. APPROVAL OF AGENDA**
Chairman Imholte requested to move the Chairman’s Report to follow the Public Comment.

Supervisor Straub motioned to approve the agenda as amended. The motion was seconded by Chairman Imholte and passed unanimously.
- 8. PUBLIC COMMENT** None

9. CHAIRMAN’S REPORT

No report was offered.

10. CONSENT AGENDA:

MOTIONED TO APPOINT/RE-APPOINT:

- a) Township Manager – Larry Barrick, Jr.
- b) Assistant Manager– Marge Metzger
- c) Secretary/Treasurer – Marge Metzger
- d) Zoning & Codes Enforcement Officer – Glenn Kelso, Jr.
- e) Receptionist – Jennifer Luebbers
- f) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- g) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- h) Roadmaster – Bryan Swartz
- i) Open Records Officer – Larry Barrick, Jr.
- j) Assistant Open Records Officer – Glenn Kelso, Jr.
- k) Township Solicitor & Compensation – MPL Law Firm Andrew Miller @ fee schedule

Legal Matters	\$125/hr.
Meetings	\$125/hr.
Travel Time to Meetings	Maximum ½ hr. No charge on return
Paralegal	\$85/hr.

- l) Planning Commission Solicitor & Compensation – MPL Law Firm @ fee schedule

Legal Matters	\$125/hr.
Meetings	\$125/hr.
Travel Time to Meetings	Maximum ½ hr. No charge on return
Paralegal	\$85/hr.

- m) Zoning Hearing Board Solicitor & Compensation – Steve Stine @ \$160 per hour
- n) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule attached
Please see attached. Note: This rate schedule is intended for fee ranges and estimating purposes. Actual billing rates are based on CS Davidson’s current multiplier and will vary by employee. Rates are effective from 01/01/17 through 12/31/17.
- o) Emergency Services Administrator & Compensation – Ivan Bretzman @ \$375/quarter
- p) Assistant Emergency Services Administrator & Compensation – Greg Bretzman @ \$375/quarter
- q) Local Emergency Management Coordinator – Earl Bock
- r) Assistant Local Emergency Management Coordinator – Larry Barrick, Jr.
- s) Cumberland County Tax Bureau Representative – Larry Barrick, Jr.
- t) Cumberland County Tax Bureau Alternate Representative – Marge Metzger
- u) Delinquent Fire Tax Collector – Carolyn McQuillen
- v) State Convention Voting Delegate – Tom Imholte
- w) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
Tom Imholte, Lorelei Coplen

- x) Organizational Representatives:
 - 1) Municipal Advisory Board – Tom Imholte, Lorelei Coplen
 - 2) Western Cumberland County COG – Larry Barrick, representative and Marge Metzger, alternate representative
 - 3) Regional Emergency Services Task Force – Larry Barrick-representative
 - 4) CCCTF on Regional Development – Larry Barrick
- y) Banks and Depositories:
 - 1) M&T Bank
 - 2) Orrstown Bank
 - 3) PLGIT
 - 4) F&M Trust
 - 5) BMO- First Bank of Montreal
- z) 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 for total or partial replacement of Supervisors’ lost wages or salary while attending the State Convention, 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.
- aa) Mileage and other expenses:
 - 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2017 at 53.5 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.
- bb) 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

Supervisor Straub motioned to approve the consent agenda and to (re)appoint the individuals as noted on the consent agenda. Chairman Imholte seconded the motion and it passed unanimously.

11. MOTION TO APPROVE WAGES FOR 2017, Effective January 1, 2017

- a) Salaried Personnel
 - 1) Township Manager - \$64,480.00 with health benefits
 - 2) Zoning & Codes Enforcement Officer - \$38,084.80 with health benefits

- 3) Asst. Manager/Secretary/Treasurer - \$46,009.60 with health benefits
- b) Tax Collector – 2.5% Fire real estate tax
- c) Supervisor Hourly Compensation for non-supervisor work:
 - 1) Supervisor hourly rate is set at first Auditors’ meeting scheduled for January 4, 2017 @ 5:00PM.
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2017 Wage	Annual Projected 2017 Labor Costs
Bryan Swartz	20.00	41,600.00
Tim Bernhisel	14.75	30,680.00
Jay Richwine	17.20	35,776.00
Jim Marshall	16.75	34,840.00
Jennifer Luebbers	11.80	15,340.00

Peggy Bower asked for clarification of the tax collector’s commission. Manager Barrick said the commission is based on the projected fire tax allocation. The tax collector receives commission on the tax collected.

Chairman Imholte motioned to approve the wages as outlined on the agenda for 2017. Supervisor Straub seconded the motion and it passed unanimously.

12. TREASURER’S BOND

Bond amount is \$3 Million provided by H.A. Thompson Company. **Supervisor Straub motioned to approve the Treasurer’s bond at \$3 million as provided by H.A. Thompson Company. Chairman Imholte seconded the motion and it passed unanimously.**

13. MOTION TO APPROVE

a) Township Holidays – as listed in the current Employee handbook
Chairman Imholte motioned to approve the township holidays as listed in the current employee handbook. Supervisor Straub seconded the motion and it passed unanimously.

14. BUSINESS:

1. **Confirmation of Zelenkofske Axelrod LLC** as the township accounting firm for the year 2016 as approved in Resolution 2015-12.

Chairman Imholte motioned to affirm the appointment of Zelenkofske Axelrod LLC as the Township’s accounting firm for the 2016 year, as approved in Resolution 2015-12. Supervisor Straub seconded the motion and it passed unanimously.

2. Positions on Various Boards/Committees

- **Planning Commission** 2 terms expire 12/31/2020, 1 term is vacant; term expires 12/31/2019
Candidates: Earl Bock, Joshua Ford, Nathan Merkel

Chairman Imholte motioned to appoint Nathan Merkel and Joshua Ford to the Planning Commission with terms set to expire on December 31, 2020, and Earl Bock with a term set to expire on December 31, 2019. Supervisor Straub seconded the motion and it passed unanimously.

- **Zoning Hearing Board (1)** – term expires 12/31/19

Candidate: Rob Robinson

Supervisor Straub motioned to appoint Rob Robinson to the Zoning Hearing Board with a term set to expire on December 31, 2019. Chairman Imholte seconded the motion and it passed unanimously.

-**Alternate Zoning Hearing Board 1** term expires 12/31/19.

Candidates: Ken Giffhorn, Paul Strizzi, Dennis Calaman

Supervisor Straub motioned to appoint Ken Giffhorn, Paul Strizzi, and Dennis Calaman as Alternate Zoning Hearing Board Members with terms set to expire on December 31, 2019. Chairman Imholte seconded the motion and it passed unanimously.

- **Vacancy Board 1** Yearly appointment

Candidate: Larry Foote

Chairman Imholte motioned to appoint Larry Foote to the Vacancy Board with a term set to expire on December 31, 2017. Supervisor Straub seconded the motion and it passed unanimously.

- **Park & Recreation Committee** –

2 vacancies - 1 term expires 12/31/18 and 1 term expires 12/31/21

Candidate: Adam Felix

Supervisor Straub motioned to appoint Adam Felix to the Park & Recreation Committee with a term set to expire on December 31, 2021. Chairman Imholte seconded the motion and it passed unanimously.

- **Municipal Authority** – 0 vacancy

15. ADJOURNMENT:

Chairman Imholte motioned to adjourn the organizational meeting at 6:23 PM. The motion was seconded by Supervisor Straub and passed unanimously.

Respectfully submitted,



Marjorie E. Metzger
Secretary/Treasurer

