



Dickinson Township
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ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 4, 2016

ROLL CALL - J.R. BARRETT, TOM IMHOLTE – SUPERVISORS; Susan Smith, Solicitor; Larry Barrick, Manager/Zoning & Codes Enforcement Officer/Open Records Officer; Marge Metzger, Secretary/Treasurer.

ABSENT: Jason Reichard, Engineer

VISITORS: Judy Brough, Ellen Colyer, Dennis Straub, Dan Wyrick, Phil Thompson, Ray Jones, Greg Bretzman, Gerald Eby, Martha Eby.

1. CALL TO ORDER – J.R. Barrett 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

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

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

Tom Imholte nominated J.R. Barrett as Chairman of the Board of Supervisors for the 2016 calendar year. The nomination was seconded by J.R. Barrett and passed unanimously.

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

Chairman Barrett nominated Tom Imholte as Vice Chairman of the Board of Supervisors for the 2016 calendar year. The nomination was seconded by Tom Imholte and passed unanimously.

6. OPENING ANNOUNCEMENTS

Chairman Barrett announced the regular meeting of the Board will be held this evening, following the organization meeting.

7. CHAIRMAN'S REPORT

No report was offered.

8. APPROVAL OF AGENDA

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

9. PUBLIC COMMENT

No public comment was offered.

10. CONSENT AGENDA:

MOTIONED TO APPOINT/RE-APPOINT:

- a) Township Manager – Larry Barrick
- b) Zoning & Codes Enforcement Officer– Larry Barrick
- c) Secretary/Treasurer – Marge Metzger
- d) Receptionist – Jennifer Luebbers
- e) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli
- f) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli
- g) Roadmaster – Donald Yost
- h) Open Records Officer – Larry Barrick
- i)
- 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 @ fee schedule attached
- 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) Cumberland County Tax Bureau Representative – Larry Barrick
- s) Cumberland County Tax Bureau Alternate Representative – Marge Metzger
- t) Delinquent Fire Tax Collector – Carolyn McQuillen
- u) State Convention Voting Delegate – J.R. Barrett
- v) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:
JR Barrett, Tom Imholte
- w) Organizational Representatives:
 - 1) Municipal Advisory Board –JR Barrett, Tom Imholte

- 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
- x) Banks and Depositories:
 - 1) M&T Bank
 - 2) Orrstown Bank
 - 3) PLGIT
 - 4) F&M Trust
 - 5) 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 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.
- z) Mileage and other expenses:
 - 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2016 at 54 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

Vice Chairman Imholte **motioned** to approve the consent agenda and to (re)appoint the individuals as noted on the consent agenda. 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 - \$62,118 with health benefits
 - 2) Zoning & Codes Enforcement Officer
 - 3) Secretary/Treasurer - \$34,715.20 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 5, 2016 @ 5:00PM. Chairman Barrett stated that the meeting date and time will be announced and advertised.
- d) Hourly Employees – pay rate changes:

Employee	Proposed 2016 Wage	Annual Projected 2016 Labor Costs
Don Yost	19.25	40,136.25
Dustin Durf	15.30	32,512.50
Jay Richwine	16.97	36,061.25
Jim Marshall	15.75	34,098.75
Jennifer Luebbers	11.20	14,560.00

Dan Wyrick pointed out the salaries shown for items 1 & 3 include the amount for health benefits. Chairman Barrett explained the employee pays 4% of the cost for health insurance.

Vice Chairman Imholte **motioned** to approve the wages as outlined on the agenda for 2016. Chairman Barrett seconded the motion and it passed unanimously.

12. TREASURER'S BOND

Bond amount is \$3 Million provided by Travelers Casualty and Surety Company. Chairman Barrett **motioned** to approve the Treasurer's bond at \$3 million. Vice Chairman Imholte seconded the motion and it passed unanimously.

13. MOTION TO APPROVE

a) Township Holidays – as listed in the current Employees handbook
Chairman Barrett **motioned** to approve the township holidays as listed in the employee handbook. Vice Chairman Imholte seconded the motion and it passed unanimously.

14. BUSINESS:

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

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

2. Positions on Various Boards/Committees

- **Planning Commission (2)** – terms expire 12/31/19

Candidates: Lynn Hoover, Dennis Straub, Beth Kikla and Robert Line III

Tom Imholte will be resigning from the Planning Commission since he has been elected to serve on the Board of Supervisors.

Chairman Barrett **motioned** to appoint Robert Line III and Lynn Hoover to the Planning Commission with terms set to expire on December 31, 2019. Vice Chairman Imholte seconded the motion and it passed unanimously.

Chairman Barrett stated the appointment of the third person to the Planning Commission will be made at the next meeting.

- Zoning Hearing Board (1) – term expires 12/31/18

Candidate: Ellen Colyer

Chairman Barrett **motioned** to appoint Ellen Colyer to the Zoning Hearing Board with a term set to expire on December 31, 2018. Vice Chairman Imholte seconded the motion and it passed unanimously.

-Alternate Zoning Hearing Board (1) – term expires 12/31/16.

Candidate: Dave Brown

Chairman Barrett **motioned** to appoint Dave Brown as the Alternate Zoning Hearing Board Member with a term set to expire on December 31, 2016. Vice Chairman Imholte seconded the motion and it passed unanimously.

- Vacancy Board (1) – Yearly appointment

Candidate: Larry Foote

Chairman Barrett **motioned** to appoint Larry Foote to the Vacancy Board with a term set to expire on December 31, 2016. Vice Chairman Imholte seconded the motion and it passed unanimously.

– Park & Recreation Committee –

1 term expires 12/31/17 – currently vacant- no candidates

- Municipal Authority (1) – term expires 12/31/20.

Candidate: Al Loomis

Vice Chairman Imholte **motioned** to appoint Al Loomis to the Municipal Authority with a term set to expire on December 31, 2020. Chairman Barrett seconded the motion and it passed unanimously.

3. Resolution 2016-01 – Application, Review and Inspection Administrative Fees

Larry Barrick explained the only change made to the Resolution is to add a \$150 administration fee for Dickinson Township to cover administration and processing costs. The fee will cover various township costs associated with a subdivision or land development plan, such as receiving, processing, reviewing, notifications, agenda placement, site inspection, recording, etc. The \$150 fee is built into the existing application fee of \$650.

Vice Chairman Imholte **motioned** to adopt Resolution 2016-01, which is the Application, Review and Inspection, Administrative fees, inserting a fee of \$150 to be retained by the township to cover administration and processing costs. Chairman Barrett seconded the motion and it passed unanimously.

15. ADJOURNMENT:

Chairman Barrett **motioned** to adjourn the organizational meeting at 6:25 PM. The motion was seconded by Vice Chairman Imholte and passed unanimously.

Respectfully submitted,

Marjorie E. Metzger

Marjorie E. Metzger
Secretary/Treasurer

