



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
May 16, 2016

PRESENT: TOM IMHOLTE, DENNIS STRAUB - SUPERVISORS; Larry Barrick, Manager/Zoning & Codes Enforcement Officer/Open Records Officer; Glenn Kelso, Zoning & Codes Enforcement Officer; Marge Metzger, Secretary/Treasurer; Solicitor Susan Smith; Jason Reichard, Engineer.

ABSENT: J.R. Barrett, Supervisor; Don Yost, Roadmaster.

VISITORS: Judy Brough, Tom Henson, Bob Line, Peggy & Jim Bower, Lorelei Coplen, Ivan Bretzman.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Vice Chairman Imholte called the meeting to order at 6:00 PM. Those present recited the Pledge of Allegiance.

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

- Parks & Recreation is seeking a volunteer to join their Board. If interested, please email Township Manager.
- Parks & Rec Board will be holding their 5th Annual Ice Cream Social on Thursday, July 28, 2016 from 6:00 PM to 8:00 PM. The Event will be held at the Township Building.
- The 2016 Road construction projects will begin on Monday, May 16, 2016. Please be patient with the road construction crews and slow down when entering a construction site.
- The Board of Supervisors held an executive session this evening from 5:07 PM to 5:46 PM to discuss some candidates for the vacant Supervisor position. No decision was made. The Board also gave direction to Manager Barrick to seek clarification from several of the firms who responded to the Solicitor RFQ. Once the clarification is received, then the Board will either set up interviews, or make a decision to select a Solicitor.

APPROVAL OF AGENDA

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to approve the agenda.

APPROVAL OF MINUTES

April 18, 2016 Regular Meeting Minutes

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to approve the April 18, 2016 minutes, as submitted.

CONSENT AGENDA

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to approve the bill payments for May 16, 2016.

A motion was made by Vice Chairman Imholte and seconded by Supervisor Straub and unanimously passed to ratify the bill payments for May 2, 2016.

CHAIRMAN'S REPORT None

PUBLIC HEARINGS None

PLAN REVIEW/CONDITIONAL USE HEARINGS None

GENERAL PUBLIC INPUT (non-agenda items) None

EMERGENCY SERVICES REPORT

Ivan Bretzman provided an update on Greg Bretzman, who has been battling cancer for the past two years. He is currently in the Hershey Medical Rehab Center. He assured the Board that the emergency services for the township are being covered. Greg Bretzman's son has volunteered to provide the Duty Chief services as needed, in addition to Ivan Bretzman. Tim Yingst from Citizens Fire Company has been assisting in the duties as well. Vice Chairman Imholte expressed that the Board is praying for Greg and are hoping for a quick recovery.

NEW BUSINESS

1. Ratification of the Zoning Officer position salary

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to ratify Glenn Kelso's salary at \$35,500/year (\$17.07/hr.) for the first six (6) months of employment, with a \$500.00 increase after six (6) months to \$36,000/year (\$17.31/hr.). He will receive 1 week of vacation for 2016, 2 weeks of vacation starting in 2017 through 2020, 6 sick days per year, and 5 personal days per year, as outlined in the Manager's memo dated April 29, 2016.

2. Appointment of Glenn Kelso as the Zoning and Codes Officer and Larry Barrick as the Co-Zoning and Codes Officer

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to appoint Glenn Kelso as the Zoning and Codes Enforcement Officer, and the continuation of Larry Barrick as the Co-Zoning and Codes Enforcement Officer until such time that Mr. Kelso is trained and ready to assume the full duties.

3. Approval of an increase in pay for Marge Metzger

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to approve a \$1.00/hr. increase for Marge Metzger, which is a merit raise. Her current pay of \$34,715.20/year (\$16.69/hr.) will increase to \$36,795.20/year (\$17.69/hr.). Supervisor Straub expressed that the increase is well earned.

4. Trade Center 44 Letter of Credit Reduction Request #2

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to approve the Engineer's recommendation to release \$1,006,861.35 from the Letter of Credit for Hillwood Properties (owners of the Trade Center 44). This reduction leaves a balance of \$1,473,940.94.

5. Resolution 2016-05 Designation of Agent

A motion was made by Vice Chairman Imholte and seconded by Supervisor Straub and unanimously passed to adopt Resolution 2016-05, which authorizes the Township Manager to execute the required documentation to secure disaster relief funds from FEMA for the January 2016 snow storm event.

6. Authorization to participate in the CPEC fossil fuel bid (gasoline and diesel)

A motion was made by Vice Chairman Imholte and seconded by Supervisor Straub and unanimously passed to authorize participation in the bid and award process for diesel and gasoline through CPEC.

7. Ratification of the road crew position

A motion was made by Vice Chairman Imholte and seconded by Supervisor Straub and unanimously passed to ratify Tim Bernhisel's hourly rate at \$14.50 (\$30,160.00/year) as a road crew employee. He will

receive 1 week of vacation for 2016 & 2017, 2 weeks of vacation starting in 2018 through 2021, 6 sick days per year, and 5 personal days per year, as outlined in the Manager's memo dated May 13, 2016.

OLD BUSINESS

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

Discussion will continue on July 5, 2016. The Board would like to have the third Supervisor on board before moving forward with the map. The map will be discussed first, and then the text will be worked on to match the map.

2. **Master Storm water Feasibility Study – Mountain View Road Drainage.**

Nothing to report.

3. **Dirt & Gravel Roads Grant Application for Cold Springs Road**

Manager Barrick said the grant application is for approximately \$37,000, with about \$15,000 for in-kind services which includes labor and equipment. The cost will be offset by using recycled road material from this year's road projects.

Peggy Bower questioned when a decision will be made once the application is submitted. Manager Barrick said the decision should be made rather quickly, as the grant is through the Cumberland County Conservation District and there are not a lot of people applying. The applications will be rated on a priority system to determine which township will receive the grant.

Supervisor Straub asked if this grant would delay the other planned road work. Manager Barrick said the road crew is ahead of the game. Originally the grant included 38 pipes to be replaced, but that has been cut in half. The work will take the road crew about one month to complete.

A motion was made by Vice Chairman Imholte and seconded by Supervisor Straub and unanimously passed to proceed with the grant application and submission to the Cumberland County Conservation District for approximately \$37,000 through the Dirt & Gravel Roads program for road work on Cold Springs Road.

MANAGER'S REPORT

Manager Barrick introduced Glenn Kelso, and said he will be riding shot gun with Glenn for a while until he is trained and ready to assume the position.. Mr. Kelso is coming up to speed very quickly. Supervisor Straub welcomed Glenn aboard, and is glad to have him.

ZONING OFFICER'S REPORT

No report.

TREASURER'S REPORT

Treasurer Metzger's report was submitted without any additions. She thanked the Board for her pay increase.

ROADMASTER'S REPORT

Roadmaster Yost's report was submitted without any additions.

ENGINEER'S REPORT

Engineer Reichard's report was submitted. He mentioned the road paving will begin next week due to the recent rain storms. He believes the time frame for the work to be completed is 75 days. The notice to proceed was dated May 6, 2016.

SOLICITOR'S REPORT

Solicitor Smith's report was submitted. She requested to meet with the Board in executive session after the meeting to discuss the Thompson OOR Appeal.

Vice Chairman Imholte asked about the MS4 general criteria. Solicitor Smith said the MS4 involves the Clean Water Act, Federal regulations, and the Chesapeake Bay. Different townships, based on population, are required to comply first. Dickinson Township does not fit into the criteria and is not on any of the lists for MS4 compliance. However, DEP suggested some development activity in the northwest corner of the township triggered MS4 requirement, but it was determined that the area in question was actually in South Middleton Township. We are waiting for a final response from DEP. In 2015, the Board of Supervisors decided not to put any administrative effort into MS4, and is on stand down mode.

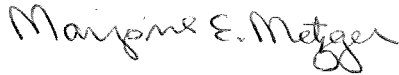
SUPERVISORS' REPORTS

Vice Chairman Imholte apologized for not being available for the May 2 meeting due to an unexpected out of town meeting for his work. If there are no agenda items for the June 6 meeting, he and Supervisor Straub will be available at the township building from 6-7 PM to listen to the residents. It will not be a meeting and no decisions will be made.

ADJOURNMENT

A motion was made by Supervisor Straub and seconded by Vice Chairman Imholte and unanimously passed to adjourn the meeting at 6:50 PM.

Respectfully submitted,



Marjorie E. Metzger
Secretary/Treasurer

