



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

## BOARD OF SUPERVISORS REGULAR MEETING October 4, 2016

**PRESENT:** TOM IMHOLTE, DENNIS STRAUB, LORELEI COPLEN - SUPERVISORS; Larry Barrick, Manager; Glenn Kelso, Zoning & Codes Enforcement Officer; Marge Metzger, Secretary/Treasurer.

**ABSENT:** Andrew Miller, Solicitor; Jason Reichard, Engineer; and Don Yost, Roadmaster.

**VISITORS:** Amy Myers

### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Chairman Imholte called the meeting to order at 5:30 PM. Those present recited the Pledge of Allegiance.

### **OPENING ANNOUNCEMENTS**

- Chairman Imholte announced that there was an executive session held this evening from 4:45 – 5:30 PM to discuss personnel wage rates for the upcoming 2017 budget and general questions the Board had about the budget process. No decisions were made at that time.

### **APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES** None

### **CONSENT AGENDA**

A motion was made by Supervisor Straub and seconded by Vice Chairwoman Coplen and unanimously passed to approve the bill payments for October 3, 2016.

### **CHAIRMAN'S REPORT**

Chairman Imholte said he is looking forward to the budget process and is hoping the Board will come up with a good one.

**GENERAL PUBLIC INPUT (non-agenda items)** None

### **NEW BUSINESS**

#### **1. Propane Bids for the period October 18, 2016 to October 17, 2017**

A motion was made by Chairman Imholte and seconded by Vice Chairwoman Coplen and unanimously passed to award the bid for propane to Heller's Gas at a price of \$.99/gallon plus \$9.50 hazmat fee per delivery for the period of October 18, 2016 through October 17, 2017.

#### **2. Ratify Hustler Zero Turn Mower Purchase, Final Cost \$12,039.00**

A motion was made by Vice Chairwoman Coplen and seconded by Supervisor Straub and unanimously passed to ratify the vote to purchase a new 2016 Hustler Zero Turn Mower from Messick's at a price of \$12,039.00.

### 3. 2017 Draft Budget Review

Manager Barrick began the discussion on the proposed budget by reviewing the Emergency Services page that showed the trend patterns since 2013 and the recommendations for contributions for 2017 to Citizens Fire Company of Mt. Holly, Union Fire Company of Carlisle, and Penn Township Fire Company. There are several commitments of donations towards equipment purchases that have been already established by prior Boards that will be in place for ten years.

Amy Myers, President of Union Fire Company was present. She reviewed the requests being made, which are determined by the call volume for each area they serve. They request what is fair from each municipality, which includes Dickinson, South Middleton, West Pennsboro, Middlesex, Lower Frankford, and Carlisle Borough. She explained the majority of calls they respond to in Dickinson Township are automatic fire alarms at the warehouses and auto accidents on Interstate 81. In addition to township contributions, the fire companies can also apply for grants and low interest loans through the state and federal levels, as well as the firemen's relief allocations received each year. Any money not received through contributions must be raised through fundraising efforts.

Amy provided some general information about fire companies, their financial responsibilities for operations, maintenance of equipment and buildings, paid personnel and capital expenses for apparatus replacement. She explained how the demand of additional training requirements is affecting the volunteer companies. Union Fire Company has about 25 active people, with a few of them carrying out the administrative tasks as opposed to providing the firefighting duties. They have full time drivers through the week, and part time drivers on the weekends, providing 24/7 coverage. The volunteer companies will fade away over time because of the required training standards and lack of available time that volunteers need to commit. Once a department is paid, they must meet the NFPA standards, which are even stricter. Amy stated most townships have a fire tax in place, which is good because the money is earmarked and provides a pool of money for the fire service. That is what is saving a lot of the volunteer fire companies. People used to be attracted to the social and civic duty end of the fire department, but the idea of taking time off from their paid occupation is difficult today.

Manager Barrick expressed the importance of the Fire Tax, which is currently set at .084 mills, which brings in approximately \$52,000 annually. Over the past several years, the General Fund has been used to cover a large portion of the fire services budget. The projected fire services budget is \$128,300 for 2017. He mentioned that if the fire tax was increased to .2 mills, it would cover all the fire service costs and bring the budget into the black. This suggestion has been made over the past several years. The General Fund should be used for road construction, employees, insurances, and other operating costs. The Fire Tax was initially implemented at the rate of .22 mills. The proposed .2 mill is lower than the initial rate, but would be very helpful in meeting the operational needs of the fire service. The current rate of about \$12 for a \$150,000 home would increase to about \$30, so the impact is very minimal.

Manager Barrick continued his review of the proposed budget by moving through the draft and highlighting certain items or answering questions from the Board. On the Income portion, the Realty Transfer Tax (310.10) cannot be projected. The land rental (342.10) is a pass through because the money received from Mr. Hoover to farm Lindenwood goes towards paying the tax on the property (409.43). The pension money received from the state (355.05) offsets the expense (483.00). The firemen's relief (355.07) received offsets the expense (411.51). Firemen's relief can only be used for specific items, such as gear and equipment. The income projections for plan submission and engineering (361.31 & 361.32) have been slightly reduced because there is no indication of any new commercial or residential developments. The sale of diesel and gas (373.80 & 373.81) depends on the call volume of the fire and EMS. The winters are normally worse because of accidents, chimney fires, CO calls, and severe storms.

Going through the expense portion, Manager Barrick pointed out that the Supervisors could adjust the Supervisors pay (400.11) as allowed by the Second Class Township Code. The change would be affective for newly elected Supervisors. The Board agreed not to change the rate at this time. Chairman Imholte wanted to make sure that training has been allotted for, which Manager Barrick pointed out there are several areas throughout the budget where training is included for the various departments, such as administrative and roads. The road crew

participates in training provided by LTAP, which is at no cost. The public official's liability insurance rates (400.35) have been coming down, which is an indication the township is moving in the right direction. Payroll processing is a contracted service (400.45). The Manager's time (401.10) is divided between 85% wages as Manager, 10% wages for RTK, and 5% wages for SEO. The Assistant Manager's time (402.10) is divided between 20% wages as Assistant Manager, 50% wages as Treasurer, and 30% as wages as Secretary, upon approval of the 2017 budget.

If the fire tax rate is changed, it would then reflect a change in the tax commission (403.11). The copier lease (405.45) currently is costing \$189/month. The office staff received proposals for a new lease, which has come down to \$128.5/month, which is a \$3,630 savings over the next five years. There has been an issue with malicious emails being received so the staff is exploring the option of an off-site filtering system, which would be an increase of approximately \$50/month (405.45). Manager Barrick plans on getting a new computer for the receptionist (405.75), and her computer would be moved to the meeting room. The township has no set policy for computer replacement or upgrade. The server was upgraded about three years ago.

The Act 537 plan (408.45) Phase 2 study expense has not been included in the budget. The cost projection is \$50,000, which could be done by spreading it out over a few years. It would have to be added if the Board wants to move this matter forward. The Board requested additional cost quotes. The budget for propane gas (409.23) could be lowered if adjustments are needed in the budget. Repairing the salt building and repairing the fascia on the township building were included (409.25). A new cleaning company has just started at a lower price, which is a savings (409.45). This line item also includes the generator contract, which powers the entire building. The township building can be used as an emergency command center, and the township has been appointed to house animals during a declared emergency situation.

The EMS (ambulance services) (412.00) must come from General Fund. Overtime allowance (414.121) for the zoning officer has been included because of the new laws going into effect at the end of the year. The update of the Zoning Ordinance (414.45) includes an amount to cover the expense of having a separate individual or firm pull together all the proposed changes into a final draft document. Money was included if the Board chooses to send out some type of communication for the Zoning Ordinance update(414.342).

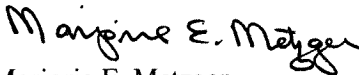
Some of the expense of the diesel and gas (430.231 & 430.233) comes back from the fire and EMS use. Wages (436.13) for storm water have been increased because of the MS4 requirements. Equipment rental (436.38) has also been added in the storm water category. There are a number of roads in need of repair, but an adjustment could be made if needed (438.20). The actual expense of the road construction is shown (439.22), but the amount is not specifically budgeted for because the expense is being accounted for through the reserve funds.

The Board was pleased with the progress made with the budget this evening and agreed that the Manager's approach of moving through the budget is working well. The Board agreed to continue the budget discussion at the next scheduled meeting on Tuesday, October 11 at 5:30 PM. Chairman Imholte announced the Board would hold a brief executive session after the meeting to continue discussion on the wage rates for the 2017 budget.

#### **ADJOURNMENT**

**A motion was made by Vice Chairwoman Coplen and seconded by Supervisor Straub and unanimously passed to adjourn the meeting at 7:26 PM.**

Respectfully submitted,

  
Marjorie E. Metzger  
Secretary/Treasurer

