



Dickinson Township  
219 Mountain View Road, Mount Holly Springs, PA 17065  
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[www.dickinsontownship.org](http://www.dickinsontownship.org)

**ORGANIZATION MEETING  
BOARD OF SUPERVISORS  
MEETING  
January 2, 2018**

**ROLL CALL:**  Imholte-Supervisor  Coplen-Supervisor  Line-Supervisor  
 Barrick-Manager  Metzger-Assist Manager - Secretary/Treasurer  
 Kelso-Zoning & Codes Enforcement Officer  
 Miller – Solicitor  Reichard – Engineer  Swartz – Roadmaster

**1. CALL TO ORDER: 6:00 P.M.**

**2. PLEDGE OF ALLEGIANCE:**

**3. NOMINATION TO APPOINT A TEMPORARY CHAIRMAN**

**4. NOMINATE & ELECTION OF CHAIRPERSON OF THE BOARD OF SUPERVISORS**

**5. NOMINATE & ELECTION OF VICE-CHAIRPERSON OF THE BOARD OF SUPERVISORS**

**6. OPENING ANNOUNCEMENTS**

**7. APPROVAL OF AGENDA**

**10. CONSENT AGENDA:**

**MOTION TO APPOINT/RE-APPOINT:**

- a) Township Manager – Larry Barrick
- b) Assistant Manager - Marge Metzger
- c) Secretary/Treasurer – Marge Metzger
- d) Zoning & Codes Enforcement Officer – Glenn Kelso
- d) 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
- j) Assistant Open Records Officer – Glenn Kelso
- k) Township Solicitor & Compensation – MPL Law Firm Christian Miller @ fee schedule

Legal Matters	\$130/hr.
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<b>Meetings</b>	\$130/hr.
<b>Travel Time to meetings</b>	Maximum ½ hr. no charge on return
<b>Paralegal</b>	\$105/hr.

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

<b>Legal Matters</b>	\$130/hr.
<b>Meetings</b>	\$130/hr.
<b>Travel Time to meetings</b>	Maximum ½ hr. no charge on return
<b>Paralegal</b>	\$105/hr.

m) Zoning Hearing Board Solicitor & Compensation – Steve Stine @ \$160 per hour

n) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule

**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 01/02/18 through 12/31/18.

o) Emergency Services Administrator & Compensation – Greg Bretzman @ \$375/quarter

p) Assistant Emergency Services Administrator & Compensation – Ivan Bretzman @ \$375/quarter

q) Local Emergency Management Coordinator – Earl Bock

r) Assistant Local Emergency Management Coordinator – Larry Barrick

s) CCTB Representative – Larry Barrick

t) CCTB Alternate Representative – Marge Metzger

u) Delinquent Fire Tax Collector – Carolyn McQuillen

v) State Convention Voting Delegate – ???????

w) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:

Robert Line III

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 reimbursement 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, 2018 at 54.5 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

**11. MOTION TO APPROVE EMPLOYEE WAGES FOR 2018 AS SET IN THE 2018 BUDGET APPROVAL, EFFECTIVE JANUARY 1, 2018**

**12. TREASURER’S BOND**

Bond amount is \$3.0 Million provided by H. A. Thompson Co.

**13. BUSINESS:**

- 1. Confirmation of Zelenkofske Axelrod LLC as the Township accounting firm for the year 2018 as approved in Resolution 2015-12.
- 2. **Positions on Various Boards/Committees**
  - **Planning Commission** – 2 terms, expires 12/31/21  
Candidates: Paul Strizzi, Dennis Straub
  - **Zoning Hearing Board** – 1 term expires 12/31/20  
Candidate: Gerald Eby
  - **Alternate Zoning Hearing Board** – No terms expire
  - **Vacancy Board** - 1 term – Yearly appointment  
Candidate: Larry Foote
  - **Park & Recreation Committee** 3 vacancies – 1 term expires 12/31/18 - 1 terms expires 12/31/20 - 1 term expires 12/31/22  
Candidates:  
Molly Baehr -12/31/20 term  
Nathan Merkel - 12/31/22 term
  - **Municipal Authority** 1 term expires 12/31/2022  
Candidates, Gerald Eby

**14. ADJOURNMENT**