



Dickinson Township
219 Mountain View Road, Mount Holly Springs, PA 17065
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www.dickinsontownship.org

**ORGANIZATION MEETING
BOARD OF SUPERVISORS
MEETING
JANUARY 7, 2019**

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

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
- e) Receptionist – Lacy Hockenberry
- f) Sewage Enforcement Officer – KPI Technology - Gilbert Picarelli
- g) Assistant Sewage Enforcement Officers – Leah Heine and Dominic Picarelli
- h) Public Works Director – Glenn Kelso
- 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	\$135/hr.
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Meetings	\$135/hr.
Travel Time to meetings	Maximum ½ hr. no charge on return
Paralegal	\$110/hr.

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

Legal Matters	\$135/hr.
Meetings	\$135/hr.
Travel Time to meetings	Maximum ½ hr. no charge on return
Paralegal	\$110/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 01/02/19 through 12/31/19.

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

p) Assistant Emergency Services Administrator & Compensation – Charles E. Westcott @ \$375/quarter

q) Local Emergency Management Coordinator – Earl Bock

r) Assistant Local Emergency Management Coordinator –

s) CCTB Representative – Larry Barrick

t) CCTB Alternate Representative – Marge Metzger

u) Delinquent Fire Tax Collector – Carolyn McQuillen

v) State Convention Voting Delegate – Larry Barrick

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

Robert Line III, Tom Imholte

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) Orrstown Bank

2) PLGIT

3) F&M Trust

4) 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, 2019 at .58 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 2019 AS SET IN THE 2019 BUDGET APPROVAL, EFFECTIVE JANUARY 1, 2019

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** – 1 term, expires 12/31/22
Candidates: Beth Kikla, Gary Brown and Justin Smith
 - **Zoning Hearing Board** – 1 term, expires 12/31/21
Candidate: Denny Calaman and Gary Brown
 - **Alternate Zoning Hearing Board** – No terms expire
 - **Vacancy Board** - 1 term – Yearly appointment
Candidate: Larry Foote
 - **Park & Recreation Committee** 1 term, expires 12/31/23
Candidate: August Ginter -12/31/23 term
 - **Municipal Authority** 2 terms, expires 12/31/2023
Candidates: Tom Smith, Denny Straub and Gary Brown

14. ADJOURNMENT