



Dickinson Township  
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**ORGANIZATION MEETING  
BOARD OF SUPERVISORS MEETING  
January 3, 2023**

**ROLL CALL - LORELEI COPLEN, BOB LINE III, ROB KOLE – SUPERVISORS;** Larry Barrick, Manager; Marge Bear, Asst. Manager/Secretary/Treasurer; Glenn Kelso, Zoning & Codes Enforcement Officer/Public Works Director, Christian Miller, Solicitor, Laci Hockenberry, Receptionist/Asst Secretary/Asst. Treasurer.

**ABSENT:** Jason Reichard, Engineer

**VISITORS:** Marty Williams

**1. NOMINATE & ELECTION TO APPOINT A TEMPORARY CHAIRPERSON**

No action was taken on this agenda item.

**2. CALL TO ORDER** – Lorelei Coplen, as the 2022 Chairwoman, called the meeting to order at 6:00 PM.

**3. PLEDGE OF ALLEGIANCE** - Those present recited the pledge of allegiance.

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

Bob Line nominated Lorelei Coplen as Chairwoman of the Board of Supervisors for the 2023 calendar year. The nomination was seconded by Lorelei Coplen and passed unanimously.

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

Chairwoman Coplen nominated Bob Line as Vice Chairman of the Board of Supervisors for the 2023 calendar year. The nomination was seconded by Robert Line and passed unanimously.

**6. OPENING ANNOUNCEMENTS**      None

**7. APPROVAL OF AGENDA**

Chairwoman Coplen motioned to approve the agenda. The motion was seconded by Vice Chairman Line and passed unanimously.

**8. CONSENT AGENDA:**

**MOTIONED TO APPOINT/RE-APPOINT:**

- a) Township Manager – Larry Barrick, Jr.
- b) Assistant Manager– Marge Bear
- c) Secretary/Treasurer -- Marge Bear
- d) Zoning & Codes Enforcement Officer – Glenn Kelso, Jr.
- e) Receptionist/Assistant Secretary/Treasurer – Laci Hockenberry
- f) Sewage Enforcement Officer – KPI Technology- Gilbert Picarelli @ fee schedule
- g) Assistant Sewage Enforcement Officers –Leah Heine and Dominic Picarelli @ fee schedule
- h) Public Works Director – Glenn Kelso, Jr.
- i) Open Records Officer – Larry Barrick, Jr.
- j) Assistant Open Records Officer – Laci Hockenberry
- k) Township Solicitor & Compensation – MPL Law Firm Christian Miller @ fee schedule

<b>Legal Matters</b>	\$180/hr.
<b>Meetings</b>	\$180/hr.
<b>Travel Time to Meetings</b>	Maximum ½ hr. No charge on return
<b>Paralegal</b>	\$125/hr.

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

<b>Legal Matters</b>	\$180/hr.
<b>Meetings</b>	\$180/hr.
<b>Travel Time to Meetings</b>	Maximum ½ hr. No charge on return
<b>Paralegal</b>	\$125/hr.

- m) Zoning Hearing Board Solicitor & Compensation – Steve Stine @ \$160 per hour
- n) Township Engineering Service & Compensation – C.S. Davidson @ fee schedule attached

**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 01/01/23 through 12/31/23.

- o) Emergency Services Administrator & Compensation – Charles E. Westcott @ \$425/quarter
- p) Assistant Emergency Services Administrator & Compensation – Barry J. Shughart @ \$425/quarter
- q) Local Emergency Management Coordinator – Barry J. Shughart
- r) Assistant Local Emergency Management Coordinator – Earl Bock
- s) Cumberland County Tax Bureau Representative – Larry Barrick, Jr.
- t) Cumberland County Tax Bureau Alternate Representative – Marge Bear
- u) Delinquent Fire Tax Collector – Carolyn McQuillen
- v) State Convention Voting Delegate – Rob Kole.

**Chairwoman Coplen motioned to (re) appoint the individuals, rates, and fees as noted on the consent agenda for items 8a through v. The motion was seconded by Vice Chairman Line and passed unanimously.**

- w) Supervisors available in a Laborer/non-supervisor hourly role – part time as required:  
Lorelei Coplen, Bob Line III, Rob Kole.

**Chairwoman Coplen motioned to appoint the three Supervisors as Supervisors available in a laborer/non-supervisor hourly role – part time as required as noted on the consent agenda for item 8w. The motion was seconded by Vice Chairman Line and passed unanimously.**

- x) Organizational Representatives:

- 1) Municipal Advisory Board – Lorelei Coplen, Larry Barrick, Jr.
- 2) Western Cumberland County COG – Larry Barrick, Jr. representative and Marge Bear, alternate representative
- 3) Regional Emergency Services Task Force – Larry Barrick, Jr.-representative
- 4) CCCTF on Regional Development – Larry Barrick, Jr.

**Chairwoman Coplen motioned to (re) appoint the organizational representatives for item 8x. The motion was seconded by Vice Chairman Line and passed unanimously.**

- y) Banks and Depositories:

- 1) Orrstown Bank
- 2) PLGIT
- 3) F&M Trust
- 4) BMO- First Bank of Montreal

**Chairwoman Coplen motioned to (re) appoint Banks and Depositories as noted on the consent agenda for items 8y. The motion was seconded by Vice Chairman Line and passed unanimously.**

- 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.

**Chairwoman Coplen motioned to approve Rates and other expenses as noted on the consent agenda for item 8z(1). The motion was seconded by Vice Chairman Line and passed unanimously.**

- 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.

- aa) Mileage and other expenses:

- 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2023 at 65.5 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

**Chairwoman Coplen motioned to approve Rates, Mileage and other expenses as noted on the consent agenda for item 8z(2) through bb and subsequential bullets. The motion was seconded by Vice Chairman Line and passed unanimously.**

**9. TREASURER’S BOND**

**Chairwoman Coplen noted that the Treasurer’s Bond has been established in the amount of \$3 Million provided by H.A. Thompson Company.**

**10. BUSINESS:**

**1. Positions on Various Boards/Committees**

**Chairwoman Coplen motioned to confirm the appointments to the various Boards/Committees. Vice Chairman Line seconded the motion and it passed unanimously.**

- **Planning Commission** 1 term expire 12/31/2026,  
*Candidates: Beth Kikla*
- **Zoning Hearing Board** – 1 term expires 12/31/25  
*Candidates: Paul Strizzi*
- **Alternate Zoning Hearing Board** – 0 open positions
- **Vacancy Board** 1 Yearly appointment  
*Candidate: Larry Foote*
- **Park & Recreation Committee** - 2 terms expires 12/31/25 and 12/31/27  
*Candidate: Julie Quigley – 12/31/27*  
*One open position – 12/31/25*
- **Municipal Authority** – 1 term expires 12/31/2027  
*Candidate: Robert Line III – 12/31/27*
- **Agricultural Security Board** – No open positions.

Supervisor Kole asked to be provided with the interest rates of the various banks the Township has accounts with.

**11. ADJOURNMENT:**

**Chairwoman Coplen motioned to adjourn the organizational meeting at 6:14 PM. The motion was seconded by Vice Chairman Line and passed unanimously.**

Respectfully submitted,

*Marjorie E. Bear*

Marjorie E. Bear  
Asst. Manager/Secretary/Treasurer

