



Dickinson Township  
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[www.dickinsontownship.org](http://www.dickinsontownship.org)

## BOARD OF SUPERVISORS MEETING August 21, 2023

**PRESENT:** LORELEI COPLEN (Via Telephone), ROBERT LINE, III, ROB KOLE - SUPERVISORS;  
Larry Barrick, Manager; Marjorie Bear, Assistant Manager/Secretary/Treasurer; Glenn Kelso, Zoning & Codes  
Enforcement Officer/Public Works Director; Brandon Brookens, Assistant Zoning & Codes Enforcement Officer,  
Christian Miller, Solicitor.

**ABSENT:** Jason Reichard, Engineer

**VISITORS:** Michael Jaye

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

Vice Chairman Line called the meeting to order at 6:00 P.M. The Pledge of Allegiance was recited by those present.

**OPENING ANNOUNCEMENTS** None

### **APPROVAL OF AGENDA**

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

### **APPROVAL OF MINUTES**

A motion was made by Vice Chairman Line and seconded by Chairwoman Coplen and unanimously passed to approve the July 17, 2023 minutes.

### **CONSENT AGENDA**

A motion was made by Vice Chairman Line and seconded by Chairwoman Coplen and unanimously passed to ratify the bills for August 7, 2023, and to approve the bills for August 21, 2023.

**CHAIRPERSON'S REPORT** None

**EMERGENCY SERVICES REPORT** Report provided.

### **GENERAL PUBLIC INPUT:** (non-agenda items)

Michael Jaye shared his concerns of trees hanging out over Pine Road and telephone poles that are located too close to the road. He was also concerned with the number of power outages. He asked if the Board could do anything to have Pine Road better maintained for trimming of trees and moving poles. He also asked if the electric source could come from a secondary point if a power outage occurs locally. He thanked the Township for cleaning up in the area near Stuart Park last year. Manager Barrick expressed the Township's frustration with the electric company, as it has taken over two years to get several poles moved for a road project. It is an on-going difficult situation to get the electric companies to maintain their lines and poles. He mentioned Pine Road is a state road so Dickinson Township has no jurisdiction to provide maintenance. He encouraged Mr. Jaye, as well as other residents, to contact the electric company, PennDOT, PUC, and state representatives concerning the lack of maintenance of the electric infrastructure.

**PUBLIC HEARINGS**    None

**PLAN REVIEW/CONDITIONAL USE HEARINGS**

*1. Updated Flood Plain Ordinance – Public Comment Hearing*

Zoning/Codes Enforcement Officer Kelso stated that FEMA is updating the flood plain maps, which go into effect in September 2023 and the municipalities must update their ordinances to match it. This project has been worked on for a number of years and there were no comments received. The flood plain ordinance and maps are required in order for home owners to be able to get flood insurance. Action will be taken under New Business.

**NEW BUSINESS**

*1. Ordinance 2023-01 Adoption of the Updated Flood Plain Ordinance.*

**A motion was made by Vice Chairman Line and seconded by Supervisor Kole and unanimously passed to adopt Ordinance 2023-01, which updates the Flood Plain Ordinance.**

*2. Resolution 2023-10 Adoption of the Updated Personnel Manual.*

Chairwoman Coplen asked about making accommodations for an alternate day for a holiday for religious or other reasons, which can be managed during the on-boarding process for employees. Supervisor Kole mentioned the average number of holidays for surrounding Townships is 9. Dickinson Township currently has 13 holidays and the proposal is to add another day. He would like to see no more than 10 holidays and is not supportive of the Resolution. Manager Barrick pointed out that two of the holidays are Election Days. Since the Township building is used as an Election Poling Place, the Township is closed to eliminate any conflict or safety concerns between the election process and the daily operations of the office and public works department. Vice Chairman Line noted that the state and federal holiday schedule reduces the functionality and productivity of the Township staff on those days because of the numerous agency and bank closings.

**A motion was made by Vice Chairman Line and seconded by Chairwoman Coplen, and by majority vote was passed to adopt Resolution 2023-10, which is the Updated Personnel Manual. Supervisor Kole voted no.**

*3. Park & Recreation Board request to remove a member due to lack of communication and meeting attendance.*

**A motion was made by Vice Chairman Line and seconded by Supervisor Kole and unanimously passed to remove Angelique Hartman from the Park & Recreation Board due to lack of communication and meeting attendance.**

*4. Ratify Executive Session Vote to provide a pay increase to staff.*

The Board discussed the pay increase to staff that was approved during the Executive Session held on July 17, 2023. Supervisor Kole mentioned that pay increases were included in the 2023 budget and set in place at the beginning of the year. He is not in favor of a rate increase across the board, but for increases to be based on merit and performance. He understood the issue of increasing the starting wages for new hires to be more competitive with surrounding municipalities. Supervisor Kole said we looked at data to compare starting wages from surrounding Townships. The data supported that our starting wage was low and he supports making a change to increase our starting wage. But no data was presented to the Supervisors to compare wages of other Township staff positions. Without this data, he didn't feel they were given an opportunity to review the data needed to make a decision on across the board increases and that is why he was opposed to this. Chairwoman Coplen said her vote on the increase across the board was based on the fact of trying to bring all positions into a more competitive position and the 2024 budget can be discussed for individual increases for positions. Vice Chairman Line was in favor of increases being provided once a year.

**A motion was made by Vice Chairman Line and seconded by Chairwoman Coplen, and by majority vote was passed to ratify the Executive Session Vote to provide a pay increase to staff. Supervisor Kole voted no.**

**MANAGER'S REPORT**    Nothing additional to report

**ASSISTANT MANAGER'S REPORT**    Nothing additional to report

**TREASURER'S REPORT** Nothing additional to report

**ZONING OFFICER'S REPORT**

Zoning/Codes Enforcement Officer Kelso gave an update on the Cherokee Campground matter and said the Township is working with the owners to come into compliance. Inspections will continue on a regular basis. Supervisor Kole commended staff for doing a difficult job and handling the matter properly, which is appreciated.

**PUBLIC WORKS DIRECTOR'S REPORT** Nothing additional to report

**ENGINEER'S REPORT** Nothing additional to report

**SOLICITOR'S REPORT** Nothing additional to report

**SUPERVISOR'S REPORT**

Chairwoman Coplen reported that she toured the quarry recently and encouraged others to do so.

**OLD BUSINESS**

1. Food Processing Residuals (FPRs) and Biosolids update Nothing new to report.

2. Park & Rec and Carlisle School District vacant lot discussion Nothing new to report.

3. Future of Barnitz Mill Discussion Nothing new to report.

4. Trash Hauler Issues Nothing new to report.

5. Budget Nothing new to report

6. Discussion and direction on the use of a customer service survey

The Board discussed the use of a survey to collect data from persons who interact with the Township staff on services provided. Right-to-know issues and protection of private information was discussed. It was agreed to add a disclaimer statement to the survey. The form will be provided at the office, on the website, or through email and will have capability of being completed electronically. It will be a voluntary survey. Staff shared concerns of negative feedback due to the zoning/codes department telling people what they can or can't do with their property.

**A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to approve the satisfaction survey to be used, and to add a disclaimer statement to the survey. The survey will be used for a six month trial basis and revisited at that time.**

7. Discussion and Direction on use of mass email./text and/or social media.

The Township has a Facebook page that is up and running. It is to provide information to the public, and does not accept comments. The Board agreed to move forward with some type of email and texting notification service. These forms of social media will be shared on the website and in the upcoming newsletter.

**ADJOURNMENT**

**A motion was made by Vice Chairman Line and seconded by Supervisor Kole and passed unanimously to adjourn at 7:13 PM.**

Respectfully submitted,

*Marjorie E. Bear*

Marjorie E. Bear  
Asst Manager/Secretary/Treasurer

