



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

BOARD OF SUPERVISORS MEETING

September 5, 2023

PRESENT: LORELEI COPLIN, ROBERT LINE, III, ROB KOLE (Via Telephone) - SUPERVISORS;
Larry Barrick, Manager; Marjorie Bear, Assistant Manager/Secretary/Treasurer; Glenn Kelso, Zoning & Codes
Enforcement Officer/Public Works Director; Laci Hockenberry, Assistant Secretary/Treasurer, Receptionist.

ABSENT: Jason Reichard, Engineer; Christian Miller, Solicitor; Brandon Brookens, Assistant Zoning/Codes
Enforcement Officer

VISITORS: None

CALL TO ORDER & PLEDGE OF ALLEGIANCE

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

OPENING ANNOUNCEMENTS

- The DTWP Park and Recreation Board is seeking a volunteer to serve on their Board. Please contact the Township Office at (717) 486-7424 if you are interested in serving.
- The Township now has an active Facebook Page for Residents to view news and announcements of the Township. The Facebook page can be found at Dickinson Township-Official
- The Cumberland County Planning Department will be hosting a Farmland Preservation workshop for Farmers and Residents on October 5, 2023 at 6:30 PM. You can find more information on the Township Website and Facebook Page.
- Yellow Breeches EMS is holding an open house on September 23, 2023 from 10 AM – 2 PM

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Supervisor Kole submitted an email dated September 5, 2023 with his comments made on New Business Item #4, that he wanted included in the minutes. Chairwoman Coplen mentioned that in the past the Board has used summarized minutes and not verbatim statements, which is best practice. Vice Chairman Line mentioned the audio recordings and suggested they be retained for 2-3 years. The Manager was directed to contact the Solicitor to get a legal opinion on minutes and what is required and the use and retention of audio recordings.

A motion was made by Chairwoman Coplen and seconded by Supervisor Kole and unanimously passed to approve the August 21, 2023 minutes, as amended.

CONSENT AGENDA

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to pay the bills for September 5, 2023.

CHAIRPERSON'S REPORT None

EMERGENCY SERVICES REPORT None

GENERAL PUBLIC INPUT: (non-agenda items) None

PUBLIC HEARINGS None

PLAN REVIEW/CONDITIONAL USE HEARINGS None

NEW BUSINESS

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to adjust the order of the new business items, taking #3 & 4 before #1 & 2.

4. Acceptance of August Ginter's Resignation letter from the Park & Recreation Board.

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to accept August Ginter's resignation from the Park & Recreation Board.

Manager Barrick will send a thank you letter for his years of service, and encourage him to get involved in the future if he has interest.

3. Discussion and direction to add a Non-voting Junior Member to the Park and Recreation Board..

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line to appoint a Junior Member to the Park & Recreation Board, as a non-voting member. The motion was tabled until additional clarification is provided.

The Board expressed interest in defining a policy for a Junior Member, to include age limits and voting power. The Park & Recreation Board members will be asked for additional clarification on what they envision for the position of Junior Member.

2. 2024 Budget Preparations Discussion (Park & Recreation funding and Reserve fund).

The Board discussed the idea of setting aside a certain amount of money in the Park & Recreation fund on a regular basis so that the approved Master Site Plan for the Township can be developed and that grants can be applied for with matching funds being available. There are limited opportunities for subdivision and land development in the Township, which is the main source of the Park & Recreation account. The Board was interested in seeing some type of strategic plan for developing the parks and the direction the Township is headed. The Manager was instructed to put \$25,000 in the preliminary budget as a starting point.

The Board discussed the Reserve Fund and what is a good policy for setting aside funds for unfunded mandates, unexpected road and bridge projects, and daily operational expenses in case of a financial emergency situation. The Manager will check with other Townships and PSATS to see what types of policies may be being used by other municipalities to establish good operating practices for a Reserve Fund and a typical amount that should be kept on hand. There are many variables such as roads, staff, complex versus rural characteristics, MS4, population, etc. that need to be considered in the equation. Each Supervisor will also independently think about what is appropriate for a reserve fund standard.

Chairwoman Coplen mentioned that all discussions concerning the 2024 budget are for planning purposes and nothing is final until the budget is voted on at a later date.

1. 2024 Budget Preparations Discussion (Capital Expenditures, road projects).

A memo dated August 30, 2023 from Public Works Director Kelso outlined five options of how to proceed with the Peach Glen road project for discussion purposes. The Board agreed that the Liquid Fuels Fund will be used for maintenance purposes. The five options for Peach Glen were reviewed and discussed, with concerns shared on the amount that would be spent on the various options and the impact on the General Fund and Reserve Fund. The Board expressed interest in considering a budget that included moving forward with Option #1 or #2, which would be using the FDR process as opposed to mill & fill.

Vice Chairman Line mentioned asking PennDOT if they would consider taking back Peach Glen Road. He also suggested putting restrictions on the road until the project is completed. Bonding the road was also a consideration to be explored.

MANAGER'S REPORT None

ASSISTANT MANAGER'S REPORT None

TREASURER'S REPORT None

ZONING OFFICER'S REPORT None

PUBLIC WORKS DIRECTOR'S REPORT None

ENGINEER'S REPORT None

SOLICITOR'S REPORT None

SUPERVISOR'S REPORT

Chairwoman Coplen reported that she received a notice of work being planned and a road closing from Norfolk Southern, which she will forward to the staff and Supervisors.

Vice Chairman Line mentioned he likes the link on the Township website for residents to participate in the county planning questionnaire.

OLD BUSINESS None

ADJOURNMENT

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and passed unanimously to adjourn at 6:57 PM.

Respectfully submitted,

Marjorie E. Bear

Marjorie E. Bear
Asst Manager/Secretary/Treasurer

