



Dickinson Township
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BOARD OF SUPERVISORS MEETING October 3, 2023

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

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

VISITORS: Charlie Westcott

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairwoman Coplen called the meeting to order at 5:00 P.M. The Pledge of Allegiance was recited by those present.

OPENING ANNOUNCEMENTS

- The DTWP Park and Recreation Board is seeking two volunteers to serve on their Board. Please contact the Township Office at (717) 486-7424 if you are interested in serving.
- The DTWP Zoning Hearing Board (ZHB) is seeking a volunteer to serve as an Alternate Member. Please contact the Township Office at (71) 486-7424 if you are interested in serving.
- Trick-or-treat Night will be held on Tuesday, October 31, 2023, from 6:00 PM until 8:00 PM.
- The Board of Supervisors held an executive session this evening from 4:32 PM to 4:59 PM to discuss personnel and wages for 2024.

APPROVAL OF AGENDA

Chairwoman Coplen added ratification of the personnel wage discussion in executive session this evening to New Business.

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

APPROVAL OF MINUTES

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to approve the September 18, 2023 minutes.

CONSENT AGENDA

A motion was made by Chairwoman Coplen and seconded by Supervisor Kole and unanimously passed to ratify the bills for September 20, 2023.

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to pay the bills for October 3, 2023.

CHAIRPERSON'S REPORT

Chairwoman Coplen stated this is a workshop and the Board will be shuffling papers, using a timer, taking breaks, and asking for comments at different points. Manager Barrick will lead the process and point out the differences and similarities with the four options of the budget proposal that have been provided. She stated her objectives are to continue the road improvements in some way moving forward. She mentioned the need to make sure we invest in the future for the residents with savings, capital projects, replacing long-term infrastructure and moving money to develop parks. She is in favor of retaining the tax at the current level.

Vice Chairman Line mentioned the tax that was enabled last year and the need to be frugal with the funding. The road projects impact everything else in the budget.

Supervisor Kole agreed with the Chairwoman's comments and that is the right direction. Last year was a difficult decision to enact the tax and it was a stabilizing year, but how do we afford a massive road project and the on-going expenses of wages, equipment and investing in savings. The budget is to build with future costs in mind, to invest in the Townships and to move forward on a path for a balanced budget with revenues and expenses mirroring each other. He suggested doing an audit on all services and everything that is provided in case a tax increase would need to be requested in future years, and at the same time look for ways to be more efficient and do a better job with the daily operations.

NON AGENDA ITEMS

Charlie Wescott provided a report of the responses for August from Cumberland Goodwill EMS. He also provided a budget request for a vehicle to be provided for use by the Emergency Services Administrator. He is willing to donate the lights and sirens from his personal vehicle. He is willing to pay for the fuel he would use. He expressed concern of being liable if anything would happen while responding on an emergency call in his private vehicle. He provided a list of the surrounding municipalities that provide a vehicle for the Administrator (fire chief). He mentioned the possibility of using funding through the PA Co-Stars program, Firemen's Relief funds, and the Township General Fund. The Board mentioned the request would require review of legal implications and limitations, ramifications of donations to a governmental body, as well as what funding may or may not be available. Manager Barrick said he has had discussions with Mr. Wescott on this matter, but did not include the request in the proposed budget, especially with the need to provide funding for the new radio system.

BUSINESS

1. Ratify Wage Increases for 2024.

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously passed to ratify the wage increases for 2024 that were discussed during the executive session earlier this evening.

2. 2024 Draft Budget Review.

General Fund Revenue

Manager Barrick lead the Board through the proposed budget. Option #1 includes the use of \$700,000 from the General Savings to cover the cost of a full depth reclamation project on Peach Glen Road, with the remainder of the project being paid for with General operating (checking) funds . Option #2 includes the use of \$500,000 from the General Savings to cover the full depth reclamation project on Peach Glen Road, with the remainder of the project being paid for with General operating (checking) funds. Option #3 is a proposal to complete the Peach Glen Road project in phases, over two years. Option #4 is to not do any road project and save for another year. All four options are the same with regard to the revenues and expenses, except for the line item for the road project (439.22).

Line item 301.20 was added, which is for real estate taxes from prior years, for residents who may pay their tax bill late.

Line item 357.01 was added as requested by the Auditing firm.

Line item 361.60 was added as requested by the Auditing firm.

Line item 392.108 was added as requested by the Auditing firm.

Line item 392.60 is where the amount being used from the General Savings fund toward the Peach Glen Road project is shown.

Line item 380 was added as requested by the Auditing firm. It includes monies received for various insurance audits, funds received from PennDOT and the railroad for road projects.

Supervisor Kole asked for clarification of the foreign fire relief funds. It is received by the Township and then distributed to the four fire companies that provide services to the Township.

General Fund Expenses

Line item 400.11 is the Supervisors wages, which has not been adjusted for some time. This may be something the Supervisors will want to consider. Any change in the wage amount, which is established by the state according to population served, would go into effect for the newly elected Supervisors, not the ones currently serving.

Line item 405.45 was increased to cover the expense of a barracuda update, cyber security coverage, and the annual contract with Korporate Computing, the IT provider. This may be an area to be considered for an RFQ. Korporate does provide IT service to a number of municipalities in the area.

Line item 406.12 indicates the wages for the Public Works Director will be entirely paid for from this line, as opposed to splitting his time with zoning next year.

Line item 408.31 shows a decrease in the engineering fees.

Line item 409.25 was reduced because some of the repairs and the painting of the building will be completed by the end of the year, as well as using some funds from ARP to complete some of the work. The pole building work is scheduled for November 8th.

Line item 412.451 is for the Yellow Breeches EMS. They have requested a substantial increase in funding due to the need for the radios and previous mismanagement issues and mis-appropriation of funds. Discussion was held on this matter and the Supervisors agreed to keep the funding amount at \$25,000, as in the prior year.

BREAK – The workshop was recessed at 6:08 PM and reconvened at 6:13 PM.

Line item 414.317 was added as requested by the Auditing firm.

Category 415 – The Board discussed the request made by Mr. Westcott for a vehicle. The Supervisors agreed to provide mileage for using his private vehicle to respond to emergencies and increase his quarterly wage for providing the service to the Township. The responsibility of liability was raised. The Supervisors agreed that they are not in a position to entertain the expenses of a vehicle at this time. Mr. Westcott's services are very much appreciated, but additional information and clarification are needed for this matter to be considered in the future.

Line item 415.25 was increased to \$1,000. This item was added to allow for reimbursement of mileage for use of the private vehicle to respond to emergencies.

Line item 415.31 was increased to \$4,200 to allow for quarterly payments of \$525 for services provided by the Emergency Services Administrator and Assistant.

Manager Barrick will add a note to the budget narrative explaining that the Fire Tax Fund is used to cover the expenses of supplies and equipment for the Emergency Services Administrator.

Line item 431.13 was discussed. Supervisor Kole asked about street sweeping, especially after winter storms, and especially in developments and cul-de-sacs. Public Works Director said street sweeping is done in developments, mostly after a concern or request is made and that it is deemed needed. It is not a service provided on a regular basis. This line item also includes items such as road shoulder work, road wash outs and re-planting grass seed from a wash out. It is not specifically for street sweeping. Supervisor Kole mentioned the street sweeping should be done re-actively, as opposed to pro-actively.

All pages at the top, the word "Reserve" will be changed to "Savings".

Line item 439.22 – This category will be split in order to differentiate between a road project and a bridge project.

Line item 439.221 will be added to indicate the amount to be used for bridge work, if required.

Line items 451.64 & 451.65 were increased to provide \$500 contributions to the libraries.

Line item 454.371 was increased to provide mulching, tree replacement, and concrete pads for benches at Stuart Park. A note will be added to clarify the various projects included in this line item.

Line item 454.373 includes pest control services for Barnitz Mill. Manager Barrick mentioned the on-site tour of the mill that was held last week with the Friends of Barnitz Mill.

BREAK – The workshop was recessed at 7:10 PM and reconvened at 7:13 PM.

Supervisor Kole was concerned that the proposed expenses are \$3 million and revenue is less than that so savings are being used. How do we get to a sustainable place? We can't do a \$1 million road project all the time. At least \$1.2 million is used each year for general operating expenses of wages, benefits, roads, and equipment. Additional grant opportunities should be considered.

Chairwoman Coplen agreed with Supervisor Koles comments and added that we are in this position only because of putting the tax in place. We did the right thing. It is hard to think we will end up in that precarious position again, but Peach Glen must be done. The priority of the roads always percolates to the top. She would love to see more being done in the parks but we must be sustainable. She is inclined to bite and get the Peach Glen project done because safety of the roads are very important. Then look very closely at every expense.

Vice Chairman Line expressed the importance of living within our means. Some day we may not have the savings to rely on. Peach Glen Road is a burden and this proposal is how we can solve it. Then we can move on to other roads. He would like to spend funds on the parks and other things that are more enjoyable.

Chairwoman Coplen mentioned the traffic on Alexander Road and that this road will be a priority in the next 5 years. She agrees with the approach of working on removing trees and stream bank restoration in preparation of completing the road project in a few years. Public Works Director added that Alexander Spring Road gets more traffic than what it was designed for. It is unsafe for the amount of cars, with it being 16' wide. A quick estimate from the engineer is \$800,000 for FDR to do the section from Burnt House Road to the Carlisle end of Alexander Spring Road. The estimate is \$500,000 to do the entire road with FB modified.

Manager Barrick suggested holding the workshop's at the first meeting of the month to continue brainstorming to plan for road work in the future and at the same time plan for savings, park & recreation, and other services for the residents. Chairwoman Coplen mentioned there are other taxes, such as LST, that can be explored. Supervisor Kole was in favor of no tax increase for next year, but it may be something to discuss in the next couple years.

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and unanimously approved to tentatively approve the 2024 Proposed Budget, using Option #2, as amended, and to authorize advertising for review by the public.

The Supervisors agreed to hold an executive session on October 10, 2023 at 4:30 PM and the budget workshop at 5:00 PM to finish the proposed budget review of the Liquid Fuels Fund, Capital long term budget, and fire & Ems allocations. Manager Barrick will have the proposed budget, using Option #2, and all adjustments made by that time.

ADJOURNMENT

A motion was made by Chairwoman Coplen and seconded by Vice Chairman Line and passed unanimously to adjourn at 7:37 PM.

Respectfully submitted,



Marjorie E. Bear
Asst Manager/Secretary/Treasurer

