



Dickinson Township
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**ORGANIZATION MEETING
BOARD OF SUPERVISORS MEETING
January 2, 2024**

ROLL CALL - BOB LINE III, ROB KOLE, JENNIFER DEGAETANO – SUPERVISORS;
Larry Barrick, Manager; Marge Bear, Asst. Manager/Secretary/Treasurer; Glenn Kelso, Public Works
Director/Assistant Zoning & Codes Enforcement Officer, Brandon Brookens, Zoning & Codes
Enforcement Officer; Christian Miller, Solicitor

ABSENT: Jason Reichard, Engineer

VISITORS: Nate Merkel, Judy Brough, Sandie Brandner

1. **NOMINATE & ELECTION TO APPOINT A TEMPORARY CHAIRPERSON**
Bob Line nominated himself as temporary Chairman of the Board of Supervisors for the
2024 calendar year. The nomination was seconded by Rob Kole and passed unanimously.
2. **CALL TO ORDER** – Christian Miller, Solicitor 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 himself as Chairman of the Board of Supervisors for the 2024 calendar
year, but the motion died for lack of a second.

Jen DeGaetano nominated Rob Kole as Chairman of the Board of Supervisors for the 2024
calendar year. The motion was seconded by Rob Kole and passed unanimously.

5. **NOMINATE & ELECTION OF VICE-CHAIRPERSON OF THE BOARD OF
SUPERVISORS**
Chairman Kole nominated Bob Line as Vice Chairman of the Board of Supervisors for the
2024 calendar year. The nomination was seconded by Bob Line and passed unanimously.
6. **OPENING ANNOUNCEMENTS** None
7. **APPROVAL OF AGENDA**
Vice Chairman Line motioned to approve the agenda. The motion was seconded by
Supervisor DeGaetano 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 – Brandon Brookens
- 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
-) Assistant Zoning and Codes Enforcement Officer – Glenn Kelso
- j) Open Records Officer – Larry Barrick, Jr.
- k) Assistant Open Records Officer – Laci Hockenberry

Chairman Kole made a motion to appoint/re-appoint the names listed in Item 8, letter a through k. The motion was seconded by Vice Chairman Line and passed unanimously.

- l) Township Solicitor & Compensation – MPL Law Firm Christian Miller @ fee schedule

Legal Matters	\$200/hr.
Meetings	\$200/hr.
Litigation Matters	\$250/hr.
Paralegal	\$140/hr.

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

Legal Matters	\$200/hr.
Meetings	\$200/hr.
Litigation Matters	\$250/hr.
Paralegal	\$140/hr.

Chairman Kole made a motion to go out with RFP’s for the Solicitor services. The motion was seconded by Supervisor DeGaetano and passed unanimously.

There was discussion on the Solicitor matter. Supervisor DeGaetano said it doesn’t hurt to do an RFP every couple of years and make an informed decision. Information is power, and the Board may decide not to change the service provider. Chairman Kole said the Township should do their due diligence. Judy Brough expressed that the services provided from MPL has been good and there is something to be said for their experience.

Chairman Kole made a motion to appoint Christian Miller of MPL as Solicitor until the RFP process is completed and a decision made. The motion was seconded by Supervisor DeGaetano and passed unanimously.

- n) Zoning Hearing Board Solicitor & Compensation – Steve Stine @ \$160 per hour

o) 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 01/02/24 through 12/31/24.

p) Emergency Services Administrator & Compensation – Charles E. Westcott @ \$525/quarter

q) Assistant Emergency Services Administrator & Compensation – Barry J. Shughart @ \$525/quarter

r) Local Emergency Management Coordinator – Barry J. Shughart

s) Assistant Local Emergency Management Coordinator – Earl Bock

t) Cumberland County Tax Bureau Representative – Larry Barrick, Jr.

u) Cumberland County Tax Bureau Alternate Representative – Marge Bear

v) Delinquent Fire Tax Collector – Carolyn McQuillen

Chairman Kole made a motion to appoint/re-appoint the names listed in Item 8, letter n through v. The motion was seconded by Vice Chairman Line and passed unanimously.

w) State Convention Voting Delegate.

Chairman Kole motioned to appoint Supervisor DeGaetano as the State Convention Voting Delegate that is scheduled for April 14-17, 2024. The motion was seconded by Vice Chairman Line and passed unanimously.

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

y) Organizational Representatives:

1) Municipal Advisory Board – Rob Kole, 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

z) Banks and Depositories:

1) Orrstown Bank

2) PLGIT

3) F&M Trust

4) BMO- First Bank of Montreal

aa) 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 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.
- bb) Mileage and other expenses:
- 1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective January 1, 2024 at IRS suggested rate 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.
- cc) 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

Chairman Kole motioned to appoint/re-appoint and approve Rates, Mileage and other expenses as noted on the consent agenda for item 8y through cc. The motion was seconded by Vice Chairman Line and passed unanimously.

9. TREASURER’S BOND

Chairman Kole motioned to approve the Treasurer’s Bond that has been established in the amount of \$3 Million provided by H.A. Thompson Company. The motion was seconded by Vice Chairman Line and passed unanimously.

10. BUSINESS:

1. Positions on Various Boards/Committees

- Planning Commission 2 terms to expire 12/31/2027

Candidates: Bob Line and one vacant position

Chairman Kole motioned to re-appoint Bob Line. The motion was seconded by Supervisor DeGaetano and passed by majority vote. Vice Chairman Line abstained from voting.

- Zoning Hearing Board – 1 term expires 12/31/26

Candidates: Mike Kistler

Chairman Kole motioned to re-appoint Mike Kistler. The motion was seconded by Vice Chairman Line and passed unanimously.

-Alternate Zoning Hearing Board – 1 vacant position

- Vacancy Board 1 Yearly appointment

Candidate: Larry Foote

Chairman Kole motioned to re-appoint Larry Foote. The motion was seconded by Vice Chairman Line and passed unanimously.

– Park & Recreation Committee -1 term expires 12/31/26

1 vacant position – 12/31/26

- **Municipal Authority** – 2 terms expire 12/31/2026 & 12/31/2028

Candidate: Thomas Smith – seeking reappointment, term expires 12/31/26

Candidate: Nathan Merkle – seeking appointment, term expires 12/31/2028

Vice Chairman Line motioned to re-appoint Thomas Smith and appoint Nathan Merkle. The motion was seconded by Supervisor Degaetano and passed unanimously.

- **Agricultural Security Board** – No open positions.

11. ADJOURNMENT:

Chairman Kole motioned to adjourn the organizational meeting at 6:30 PM. The motion was seconded by Vice Chairman Line and passed unanimously.

Respectfully submitted,

Marjorie E. Bear

Marjorie E. Bear
Asst. Manager/Secretary/Treasurer

