

# DTPC MINUTES

## Dickinson Township Planning Commission

December 11, 2024 Dickinson Township Meeting Room  
6:00 pm

### Attendance

#### Commission Members:

*Vice Chairman, Justin Smith, Secretary, Beth Kikla, Nathan Merkel, Robert "Bob" Line,*

#### Staff:

*Public Works Director, Glenn Kelso, Receptionist/Asst Secretary/Treasurer, Laci Hockenberry, Zoning/Codes Officer, Abigail Miller, Solicitor Matthew Boyer*

#### Absent:

*Elizabeth Grant, Kenwood Giffhorn, Mark Hockley, Jason Reichard*

#### Visitors:

*Paul Wilson*

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## CALL TO ORDER

The December 11, 2024 Dickinson Township Planning Commission meeting was called to order at 6:00 by Vice Chairman Smith followed by Roll Call and the Pledge of Allegiance

## OPENING ANNOUNCEMENTS

The DTWP Zoning Hearing Board is seeking a member to serve on their Board. Please contact the Township office at (717)486-7424 if you are interested in serving.

## AGENDA APPROVAL

Vice Chairman Smith requested that under old business 16a., he would like to establish the type of discussion Planning Commission aims to have in preparation for the January 8, 2025 meeting. Beth Kikla requested an amendment to the agenda to include under new business 10a. an item to discuss the issue of the ASA 7-year review and what the Planning Commissions role is. A motion was made by Nathan Merkel to include the aforementioned comments. The motion was seconded by Bob Line and unanimously passed to approve the agenda as amended.

## APPROVAL OF MINUTES

A motion was made by Beth Kikla and seconded by Bob Line and unanimously passed to approve the October 9, 2024 Planning Commission meeting minutes.

## CHAIRPERSON'S REPORT - None

## PUBLIC COMMENT - None

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## PLAN REVIEW

### Preliminary/Final Subdivision Plan for Monismith

Paul Wilson from Wilson Engineering was present to discuss the plan for Olivia Monismith. Ms. Monismith purchased the 3-lot property located at 110 Cold Springs Rd and would like to combine the three lots into one larger 2.22-acre lot. Mr. Wilson provided a Karst report and explained that they have received comments from Township staff, the Township Engineer, and Cumberland County and have addressed those comments. Mr. Wilson is requesting a recommendation to forward the plan onto the Board of Supervisors for approval. There are no waivers being requested.

Beth Kikla requested some additional clarification on some of the comments provided by Cumberland County. Mr. Wilson provided an explanation for each of her questions. There was a brief discussion on an encroachment issue with the Steinour – Talley property located to the south. In order to prevent any problems if the property is sold in the future the Planning Commission requested an easement of the area of the encroachment.

**Nathan Merkel motioned to forward the Subdivision Plan for Monismith to the Board of Supervisors for approval. Bob Line seconded, and it passed unanimously with the following staff recommendations. Staff suggests that a condition of plan approval be based the addition of an easement for the existing gravel lane that serves the Steinour and Talley property to be shown on the plan. Staff suggests that a condition of plan approval be based on the applicant adhering to any outstanding comments from the Township staff, the Township Engineer and the Cumberland County Planning Department review letters. Staff suggests that a condition of plan approval be based on the applicant providing a final deed of consolidation for the properties. Staff suggests that a condition of plan approval be based on the applicant paying in full all administration fees, inclusive of application fees, plan review and inspection charges, withing sixty (60) days following the date of written notice from the Township of any administration fees. Final plans will not be signed or released for recording until all administration fees are paid in full.**

## NEW BUSINESS

### ASA 7 Year Review discussion

Beth Kikla noted that at the November 18, 2024 Board of Supervisors meeting the board approved the motion to conduct a 7-year review of the ASA. She asked for some clarification and voiced some concerns on the manner in which this review will be conducted, and comments made by Township Zoning/Codes Officer Miller. Beth Kikla specifically noted that during the BOS Meeting, Ms. Miller informed Supervisor Line that a letter would be sent to ASA members, but if not returned, it would automatically be assumed that the ASA member wished to remain in the ASA and that there had been no changes to the land parcel. She objected to these automatic assumptions in that this constituted a passive action and wasn't much of a review of the ASA at all. She suggested including a return request in the letter similar to the sample letter provided in the ASA guidelines. Zoning/Codes Officer Miller explained that she met with Elizabeth Grant and West Pennsboro in September to discuss the timeline. During that meeting it was a mutual agreement that a letter would be sent out to all members of the ASA. Members will be asked if they would like to remain, if they do not respond they will automatically be re-enrolled. Zoning/Codes Officer Miller explained that this is so that we can keep more people in the ASA program. She noted that members are encouraged to call in with any questions but also don't want to lose properties because if the ASA goes beneath 250 acres it will no longer be a program. A short discussion ensued to the effect that simply requesting a positive return from the ASA members should not be overly burdensome and it was agreed by PC members that the letter should require a positive response from the ASA members. The PC members requested to review the draft letter, the ASA review timeline, and the review procedures and that they conduct a more in-depth discussion on the ASA review process and procedures at the January 8, 2025 PC meeting. There was a brief discussion on what is

expected of the Planning Commission and the timeline of the review process. Zoning/Codes Officer Miller explained that she will provide the Planning Commission members each with a few parcels to review for discussion at the meeting along with an outline to follow. She will also provide the letter to be mailed out to the ASA members at next months meeting with the notation at the bottom acknowledging that there has been no change to the property regarding the ASA status.

**ZONING OFFICERS REPORT – Nothing Additional**

**SOLICITORS REPORT –** Solicitor Boyer provided the commission with an FPR memo that addresses the background of the issue and how it fits in with the ASA review process.

Vice Chairman Smith questioned if the memo that was provided is able to be used to inform discussions or if the Planning Commission can cite the memo. He had some concerns because of the notation of the attorney client privilege. Solicitor Boyer explained that it is the client privilege, and the client has the authority to waive. He noted that if the Commission would choose to waive it or any portion of the privilege and use it in a public discussion it would be the Commissions prerogative. After a brief discussion the Planning Commission opted to add it to the agenda for a vote at the January meeting.

**ENGINEERS REPORT - Nothing Additional**

**PARK & RECREATION LIAISON REPORT**

The Park and Recreation will be holding a Free Family Bowling Night on Thursday February 6, 2025. Contact the Township office by January 6 to sign up.

**SUPERVISOR LIAISON REPORT**

The budge approval meeting will be held next Monday December 16, 2024, Supervisor Line encourages residents to attend to see where money is being spent.

**OLD BUSINESS**

Vice Chairman Smith spoke with Chairman Grant and noted that she had mentioned that there are two municipalities that might be useful as a reference or example. They are East Coventry Township and Antrim Township. Zoning/Codes Officer Miller stated that she and Elizabeth Grant each have reached out to the Townships but have not yet heard back. Beth Kikla would like to see what the roles and responsibilities are and what role the Planning Commissions has in regard to FPRs. Zoning/Codes Officer Miller will research and provide details as she finds them.

There was a brief discussion on the possibility of quorum issues for members who are not able to attend the meeting. Vice Chairman Smith suggested adding the discussion of quorum and policy moving forward to old business for the January 8, 2025 meeting.

**ADJOURNMENT**

**Nathan Merkel motioned to adjourn the meeting at 6:58 PM. The motion was seconded by Beth Kikla and passed unanimously.**

Respectfully submitted,

Laci Hockenberry  
Receptionist/Asst Secretary/Treasurer