

# BOS MINUTES

## Dickinson Township Board of Supervisors

February 5, 2025, Dickinson Township Meeting Room  
6:00 pm

### Attendance

#### Board Members:

*Chairman Rob Kole, Vice Chairperson Jennifer DeGaetano, Robert "Bob" Line III,*

#### Absent:

*Laci Hockenberry*

#### Staff:

*Lucas Martsolf, Jill Lovett, Glenn Kelso, Abigail Miller  
Jason Reichard, Engineer, Matthew Boyer, Solicitor*

**Visitors:** *Harold Cooney, Marty Williams, Barry Shughart, Charley Westcott, Beth Kikla, Elizabeth Grant, Julie Quigley, Bill March, Jonathan Daniels*

---

### Call to Order

Chairman Kole called the meeting to order at 6:00 PM.

### Opening Announcements

- Chairman Kole recognized Public Works Director Glenn Kelso and announced his promotion to the Administrative and Operations Officer where he will oversee the daily Townships functions and continue to apply his knowledge and experience to ensure operations run smoothly. He commended him on his strong work ethic and pragmatic approach to problem solving along with his ability to manage complex projects and maintain productive relationships with staff, residents and other stakeholders.

### Agenda Approval

A motion was made by Vice Chairperson DeGaetano and seconded by Chairman Kole and passed by majority vote to approve the agenda. Supervisor Line voted No.

**Public Comment – Agenda Items Only**    None

### Consent Agenda

A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and unanimously passed to approve the minutes for January 6, 2025 org meeting, the January 6, 2025 regular meeting, to ratify the January 9 2025 bills and to pay the February 5, 2025 bills.

**Board of Supervisors Report**          None

**Public Hearings**          None

**Plan Review/Conditional Use Hearings**          None

**Boards, Committee, and Authority Reports**

- a. Planning Commission – Supervisor Line invited Planning Commission members Elizabeth Grant and Beth Kikla to discuss the Planning Commissions inquiry about performing an environmental study to identify the impacts of FPRs to the soil health and water quality in the Township. Beth Kikla suggested implementing a link on the website that ties all things FPR together, so residents are able to keep more in the know and also make reports to DEP directly. Vice Chairperson DeGaetano stated that she is already looking into making updates and changes to the website. Chairman Kole liked the ideas and agreed that anything that can be done to enhance communication would be welcomed. Chairman Kole suggested getting help through the FPR Coalition on the study and Vice Chairperson DeGaetano stated that she will look into it and provide feedback. Supervisor Line invited Chairman Kole and Vice Chairperson DeGaetano to attend the February Planning Commission meeting to discuss and provide further input.
- b. Parks & Recreation – Nothing to report
- c. Zoning Board – Nothing to report
- d. Municipal Authority – Nothing to report.

**Staff Reports**

**Managers' Report** – Nothing additional to report.

**Treasurer Report** – Nothing additional to report.

**Emergency Services Report** – Charley Westcott provided the board with a copy of the 2024 Emergency Services report for Dickinson Township. There was a total of 255 fire-related incidents and 499 EMS calls. Citizen Fire Company and Penn Township expressed their gratitude for Citizen's 2023 ladder truck and Penn Townships new fire and rescue engine that Dickinson Township helped fund.

**Public Works Report** – Public Works Director Kelso noted that the Park and Recreation Committee will hold a Family Bowling night on Thursday, February 6, 2025 and there are still some lanes available. Please let the Township know if you are interested in coming to the event by noon tomorrow to reserve a lane.

**Zoning Officer's Report** – Nothing additional to report.



**Engineers Report** – The field survey for the Alexander Spring Road bridge has been completed and we will begin the preliminary engineering work to get that project moving forward.

**Solicitors Report** – Nothing to report.

**New Business/Request for Board Action**

a. Resolution 2025-03 Tax Collector Compensation.

A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to adopt Resolution 2025-03 which follows section 36.1 of the local tax collection law. Which authorizes an increase in fees that the tax collector can collect for returned checks, tax certifications and for duplicate tax bills.

b. Resolution 2025-04 Tax Collector Records Retention.

A motion was made by Supervisor Line and seconded by Vice Chairperson DeGaetano and passed unanimously to adopt Resolution 2025-04, which sets the policy for records retention for the Tax Collector.

c. Resolution 2025-05 Dickinson Township Emergency Operations Plan

The Dickinson Township Emergency Management Coordinator Barry Shughart was present and explained that Pennsylvania state law requires that every two years you must reauthorize the Emergency Operations Plan. The plan is designed to outline what the Township should do in different emergency situations.

A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to adopt Resolution 2025-05, to reauthorize the emergency operations plan.

d. Transfer of \$300,000 from the General Fund into the Capital Reserve Fund

A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to transfer \$300,000 from the General Fund into the Capital Reserve Fund.

e. Replacement of bridge DKT-107 on Cold Springs Road – Grant contract and request for county aid (MS-339)

A motion was made by Chairman Kole and seconded by Vice Chairperson DeGaetano and passed unanimously to approve the grant contracted request for County Aid (MS-339) for the replacement of bridge DKT-107 located on Cold Springs Road.

f. Phase 1 – Barnitz Mill Stabilization Proposal – C.S. Davidson, Inc.

A motion was made by Chairman Kole and seconded by Vice Chairperson DeGaetano and passed unanimously to approve the phase 1 Barnitz Mill Stabilization Proposal prepared by C.S. Davidson.

g. Phase 1 – Lindenwood Park Proposal – Larson Design Group



**A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to approve the Phase 1 Lindenwood Park Plan proposal prepared by Larson Design Group.**

*h. Emergency Services Assessment Proposal – ROBB Consulting, LLC*

Supervisor Line questioned if the proposal was put out for Bid? Interim Manager Martsolf explained that since it was under a certain amount we were not required to request bids.

**A motion was made by Chairman Kole and seconded by Vice Chairperson DeGaetano and passed unanimously to accept the Emergency Services Assessment proposal from ROBB Consulting, LLC.**

*i. ASA Advisory Committee Appointment – Candidate: Nathan Merkel*

**A motion was made by Supervisor Line and seconded by Vice Chairperson DeGaetano and passed unanimously to appoint Nathan Merkel to the ASA Advisory Committee.**

*j. Appointment of Township Manager – Jill Lovett*

Interim Manager Martsolf welcomed Jill Lovett to the Township. He explained that Jill brings over 30 years of experience in finance and government making her exceptionally qualified for the manager role. She has served as the Director of Finance at Susquehanna Township since 2017 and has managed complex financial operations, strengthened transparency and implemented strategic initiatives. Jill holds a master's degree in business from Lebanon Valley College and a bachelor's degree in accounting from Albright College.

Jill Lovett thanked the board for the opportunity. She is looking forward to working with residents and building a really strong team with the staff.

Interim Manager Martsolf welcomed Jill Lovett to take the managers spot at the table.

**A motion was made by Vice Chairperson DeGaetano and seconded by Chairman Kole and passed unanimously to appoint Jill Lovett as the Dickinson Township Manager.**

**Old Business - None**

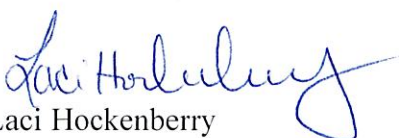
**Closing Announcements** – Interim Manager Martsolf spoke about his time with Dickinson Township and expressed his gratitude to the Township Supervisors, staff, and residents.

**Public Comments - Non-Agenda Items Only** – None

**Adjournment**

**A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to adjourn at 6:51 PM.**

Respectfully submitted,

  
Laci Hockenberry  
Secretary/Treasurer

