

# BOS MINUTES

## Dickinson Township Board of Supervisors

January 5, 2026, Dickinson Township Meeting Room  
6:00 pm

### **Attendance**

#### **Board Members:**

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

#### **Absent:**

*Jason Reichard, Engineer*

#### **Staff:**

*Jill Lovett, Township Manager, Glenn Kelso, Public Works Director, Grace Hogue, Secretary/Treasurer, Ryan Hoover, Zoning/Codes Officer, Matthew Boyer, Solicitor*

#### **Visitors:**

*Michelle Line – 2064 Ritner Hwy  
Arianna Line – 2064 Ritner Hwy  
Ali Tanveer – 15 Chelsea Ln  
Charley Westcott – 14 Mackenzie Dr*

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### **Call to Order**

Chairman Kole called the meeting to order at 6:19 pm.

### **Opening Announcements**

- A reminder that more information about our community can be found on our website at [www.dickinsontownship.org](http://www.dickinsontownship.org)
- Dickinson Township Park & Recreation Family Bowling night is February 5, 2026, contact the Township office to get registered.

### **Agenda Approval**

A motion was made to approve the agenda for the January 5, 2026 meeting by Vice Chairperson DeGaetano. It was seconded by Supervisor Line and unanimously passed.

### **Public Comment – Agenda Items Only** - None

### **Consent Agenda**

A motion was made by Vice Chairperson DeGaetano to approve the minutes for the December 3, 2025 meeting, to ratify the December 15, 2025 bills of \$339,049.34, to pay bills of December 31, 2025 of \$57,182.79. Supervisor Line seconded the motion with a comment that he rejected the check made payable to himself due to

the restriction of accepting pay for the Planning Commission while in a Supervisor position. Vice Chairperson DeGaetano modified her motion to approve the items on the consent agenda listed above, excluding the check to be voided. Supervisor Line affirmed his second to the motion with the adjustment. The motion was passed unanimously.

### **Board of Supervisors Report**

Chairman Kole expressed gratitude to his fellow supervisors for another term as Chairman. He reviewed some of the projects that occurred in 2025. He stated it was an exciting year with several improvements and looks forward to 2026. Chairman Kole followed with the recognition of Paul Strizzi, former Chairman of the Zoning Hearing Board whose term ended the prior month. Mr. Strizzi's service to the Township began in 2009 with the Planning Commission through 2013. His tenure then transferred over to the Zoning Hearing Board from 2017 to the end of 2025. Mr. Strizzi led the Zoning Hearing Board with fairness, thoughtfulness and common sense. His dedication to service extended beyond the Township where he also served on the Board of Safe Harbour. On behalf of Dickinson Township, Chairman Kole expressed his gratitude for Mr. Strizzi's service.

Vice Chairperson DeGaetano provided an update on the Food Product Residual (FPR) bills. She stated there has not been any movement due to the office not being back in session. Vice Chairperson DeGaetano has received a lot of complaints this month referring to tanker truck traffic, spreading on frozen ground, and parents' complaints of the issues with FPRs being spread near the school. She encourages residents to submit complaints through the Department of Environmental Protection, reach out to the Township office and to her directly. She stated one of the complaints was someone who was renting in the township but decided to not buy a home in the township due to the FPR issues. She encouraged residents to continue to submit reports to DEP in real time as possible. Vice Chairperson DeGaetano mentioned she is excited about the upcoming year and the upcoming projects.

Chairman Kole asked for clarification on when farmers can spread FPRs, for example when it snows. Vice Chairperson DeGaetano replied there is a best practices of when it is appropriate to spread FPRs, even though it isn't law.

**Public Hearings** - None

**Plan Review/Conditional Use Hearings** - None

### **Boards, Committee, and Authority Reports**

- a. **Planning Commission** – Glenn Kelso stated there will be an updated burning ordinance and an amendment to an ordinance presented to the Board at the February meeting.
- b. **Parks & Recreation** – Manager Lovett announced there is a vacancy on the committee and the Bowling event is coming up in February and the May event is coming along. The committee is looking for craft vendors to participate in the May event.

Chairman Kole mentioned with a new large park in the near future, he is hoping to see more of a robust approach and action from this committee.

- c. **Zoning Hearing Board** – Nothing to report.
- d. **Municipal Authority** – Supervisor Line reported the Authority has approved their 2026 Budget and they are placing funds aside for the replacement of infrastructure.

**Staff Reports**

**Managers' Report** – Manager Lovett reported, for the Lindenwood Park project, there are several grant cycles coming up in 2026 and want to ensure the Township capitalizes on those funding opportunities. On the DCNR grant through National Park Service, there are reporting requirements to obtain a contract for those federal funds. Manager Lovett stated submitting these reports is a big priority for the beginning of this year. The Cumberland County Land Partnership Grant was submitted on December 10, 2025 for land acquisition for a purchase option agreement for 161 Old State Road on the south side of the Township. The awarding period is the Spring of 2026.

**Treasurer's Report** – Nothing additional to report. Chairman Kole confirmed the interest through November 2025 was significantly more than in the past which reflects good financial direction.

**Emergency Services Report** – Charley Westcott presented the November 2025 emergency report. He mentioned the biggest item of this year was the mountain fire. He stated there was improvement in sight/visibility for traffic at the intersections of Ritner Highway and Burnt House Road as well as W. Old York Road and Burnt House Road. He reported he will have the 2025 year-end report at the next meeting.

**Public Works Report** – Nothing additional to report.

**Zoning Officer's Report** – Ryan Hoover explained his interactions with the residents in the townships have been positive.

**Engineer's Report** – Nothing additional to report.

**Solicitor's Report** – Nothing additional to report.

**New Business/Request for Board Action**

*a. Resolution 2026-04 Application, Review and Inspection Administrative Fees*

**Vice Chairperson DeGaetano made a motion to adopt Resolution 2026-04 Application, Review, and Inspection Administrative Fees. It was seconded by Supervisor Line and passed unanimously.**

*b. Resolution 2026-05 Cumberland County Hazard Mitigation Plan*

Manager Lovett explained that the process of the Cumberland County Hazard Mitigation Plan is updated, reviewed, collaborated with and presented to municipality Boards for approval every 5 years. Municipalities participate in this plan and are asked to adopt it. FEMA approved this plan on November 15, 2025. This plan allows the Cumberland County and municipalities to be eligible for state and federal funding.

**Vice Chairperson DeGaetano made a motion to adopt Resolution 2026-05 Cumberland County Hazard Mitigation Plan. It was seconded by Supervisor Line and passed unanimously.**

*c. Resolution 2026-06 Tax Collector Fee Schedule*

Manager Lovett stated the tax collector, John Gelinis, had requested some banking fees to be increased in the fee schedule.

**Vice Chairperson DeGaetano made a motion to adopt Resolution 2026-06 Tax Collector Fee Schedule. It was seconded by Supervisor Line and passed unanimously.**

- d. Discussion and Authorization to purchase 2019 Chevrolet Special Service Vehicle Tahoe from West End Fire & Rescue for \$51,000.00 as an additional vehicle to the fleet for use by Emergency Services Administrator

Manager Lovett updated the Board with the details of the proposed vehicle. West End Fire & Rescue is selling a 2019 Chevrolet Special Service Vehicle Tahoe. It has approximately 54,000 miles on it and the negotiated price is \$51,000.00. It comes with the emergency lights, sirens and radio and other equipment inside the vehicle. It is in very good condition and Charley Westcott stated it has been well taken care of. Manager Lovett did perform comparison pricing through Kelley Blue Book and local dealerships. She received quotes for lighting packages to show the cost to install in a vehicle that would not have it already. This vehicle is lower than what was budgeted for an emergency services vehicle in the 2026 budget and staff recommended the purchase.

**Chairman Kole made a motion to approve the purchase of the 2019 Chevrolet Special Service Vehicle Tahoe from West End Fire & Rescue for \$51,000.00 as an additional vehicle to the fleet for use by Emergency Services Administrator. It was seconded by Vice Chairperson DeGaetano and passed unanimously.**

- e. Seeking Approval of Policy for Take Home Vehicles for Emergency Services Administrator

**Vice Chairperson DeGaetano made a motion to approve the policy for take home vehicles for Emergency Services Administrator. It was seconded by Supervisor Line and passed unanimously.**

- f. Discussion and Seeking Approval of the Purchase Agreement to purchase Parcel # 08-40-2648-002EX (161 Old State Road) from Carlisle Area School District

Chairman Kole shared this has been a discussion in the township for a while, and it is a 10-acre tract of land. A portion of the parcel has been used by the Township for public works maintenance material such as pipe and stone for road maintenance and projects. There has been discussion with Carlisle Area School District over the last year. This property would provide the Township the ability to provide permanent maintenance area as well as potential outdoor park environment as well. Solicitor Boyer reported the School District's Board has not approved it yet, but it should be on their agenda this month.

**Chairman Kole made a motion to approve the Purchase Option Agreement to purchase Parcel # 08-40-2648-002EX (161 Old State Rd) from Carlisle Area School District. It was seconded by Vice Chairperson DeGaetano and passed unanimously.**

- g. Discussion and Seeking Approval of the Keystone Municipal Solutions for Grant Writing Contract for 2026

Chairman Kole stated how beneficial Keystone Municipal Solutions has been for 2025 for our applications of grants. Manager Lovett reported that when building funding streams for projects, it is a year over year initiative. Keystone Municipal Solutions helped the Township in 2025 with 4 grants in some capacity. Local Share Account Category 4 and Statewide as well as the Cumberland County Land Partnership Grants are the grants Keystone Municipal Solutions assisted with as well as major input on the DCNR National Parks Service Grant. Keystone Municipal Solutions knows what the Township wants to accomplish. Manager Lovett stated within the contract there are six grants for 2026 for slightly less than \$38,000. She explained if any one of the six grants are not submitted, the fee for the grant is

not charged to the Township. The grants are listed individually by fee for each. She stated to work with Keystone Municipal Solutions is beneficial and worth the money and she recommended approval.

Chairman Kole mentioned Keystone Municipal Solutions set up the meeting with Senator Rothman at the mill to review the mill's needs and talk about funding streams since it is a unique project. Manager Lovett mentioned Marita Kelley with Keystone Municipal Solutions has been very enthusiastic about all the projects and how it is rare to find a contractor as invested in projects as the Township.

Supervisor Line asked if this proposal would be in addition to the current monthly amount being paid to Keystone Municipal Solutions. Manager Lovett clarified that amount from the first contract would cease and no longer be paid going forward. Vice Chairperson DeGaetano stated she understands the need for the assistance getting these grants processed.

**Vice Chairperson DeGaetano made a motion to approve the Keystone Municipal Solutions for Grant Writing Contract for 2026. It was seconded by Supervisor Line and passed unanimously.**

h. Discussion & Seeking Approval of Larson Design Group quote for Lindenwood Phase II Design and Budget

Manager Lovett explained the need for this contract is for Larson Design Group to be able to provide the design maps and budget for Lindenwood Park Project Phase II. With the 2026 Grant cycles, the need for engineered design maps and budgets are required for submission of the grants. Manager Lovett answered Supervisor Line's question about pricing, the pricing for design and budget would be \$3,800.00 dollars. She is hoping to have at next month's Board of Supervisor's meeting, a resolution for grant applications for DCNR/NPS Grant as it is a requirement of the application.

**Vice Chairperson DeGaetano made a motion to approve the Larson Design Group quote for Lindenwood Park Project Phase II Design and Budget. It was seconded by Supervisor Line and passed unanimously.**

**Old Business** - None

**Closing Announcements** – None

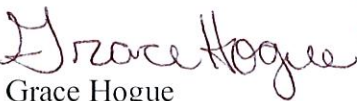
**Public Comments - Non-Agenda Items Only** - None

**Executive Session** – None

**Adjournment**

**A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to adjourn at 7:01 PM.**

Respectfully submitted,

  
Grace Hogue  
Secretary/Treasurer

