

BOS ORGANIZATION MINUTES

Dickinson Township Board of Supervisors

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

Attendance

Board Members:

Rob Kole, Jennifer DeGaetano, Robert "Bob" Line III

Absent:

Jason Reichard, Engineer

Staff:

*Jill Lovett, Glenn Kelso, Grace Hogue, Ryan Hoover,
Matthew Boyer, Solicitor*

Visitors: *John & Dana Gelinas – 873 Burnt House Road*

Michelle Line – 2064 Ritner Highway

Arianna Line – 2064 Ritner Highway

Ali Tanveer – 15 Chelsea Lane

Charley Westcott – 14 Mackenzie Drive

CALL TO ORDER

Rob Kole called the meeting to order at 6:00 PM. The Pledge of Allegiance was recited by those in attendance.

3. OATH OF OFFICE FOR ELECTED OFFICIALS

The Oath of Office for Elected officials was performed by the Honorable Judge Daniel Freedman. Robert Line III, elected Supervisor took his Oath of Office first; followed by John Gelinas, Elected Tax Collector.

4. NOMINATION TO APPOINT A TEMPORARY CHAIRPERSON

Rob Kole appointed Solicitor Boyer as the temporary Chairperson of the Board of Supervisors for the 2026 Organizational meeting to perform the Chairman duties of nomination and appointment of Chairperson and Vice Chairperson.

5. NOMINATION & APPOINTMENT OF CHAIRPERSON OF BOARD OF SUPERVISORS

Jennifer DeGaetano nominated Rob Kole for the Chairman of the Board of Supervisors for the 2026 calendar year. The motion was seconded by Bob Line and passed unanimously.

6. NOMINATION & APPOINTMENT OF VICE CHAIRPERSON OF BOARD OF SUPERVISORS

Chairman Kole nominated Jennifer DeGaetano for the Vice Chairperson of the Board of Supervisors for the 2026 calendar year. The nomination was seconded by Bob Line and passed unanimously.

Solicitor Boyer returned the gavel to Chairman Kole as the Chairman for 2026; hence ending the temporary chairperson duties.

7. OPENING ANNOUNCEMENTS

- A reminder that more information about our community can be found on our website at www.dickinsontownship.org

8. AGENDA APPROVAL

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

9. PUBLIC COMMENT – AGENDA ITEMS ONLY

None

10. CONSENT AGENDA

Vice Chairperson DeGaetano motioned to approve items 10a. through 10s. The motion was seconded by Vice Chairperson DeGaetano and passed unanimously.

- Township Manager – Jill Lovett
- Administrative & Operations Officer – Glenn Kelso Jr.
- Secretary/Treasurer – Grace Hogue
- Zoning & Codes Enforcement Officer – Ryan Hoover
- Public Works Director - Glenn Kelso Jr.
- Assistant Zoning Officer/Codes Enforcement Officer – Glenn Kelso
- Open Records Officer – Jill Lovett
- Assistant Open Records Officer – Grace Hogue
- Township Solicitor & Compensation – Salzmann Hughes - Matt Boyer @ per Representation Agreement. No increase for 2026
- Planning Commission Solicitor & Compensation – Salzmann Hughes – Matt Boyer @ per Representation Agreement. No increase for 2026
- Zoning Hearing Board Solicitor & Compensation – Kelso Law – Melissa Kelso @ \$195 per hour. No increase for 2026.

- l. Township Engineering Service & Compensation - C.S. Davidson @ 2026 fee schedule
- m. Emergency Services Administrator - Charles E. Westcott @ \$525/quarter
- n. Assistant Emergency Services Administrator - Barry J. Shughart @ \$525/quarter
- o. Local Emergency Management Coordinator - Barry J. Shughart
- p. Assistant Local Emergency Management Coordinator - Earl Bock
- q. CCTB Representative – Jill Lovett
- r. CCTB Alternate Representative – Grace Hogue
- s. Delinquent Fire Tax Collector – John Gelinas

Vice Chairperson DeGaetano motioned to approve items 10a. through 10s (as shown above). The motion was seconded by Vice Chairperson DeGaetano and passed unanimously.

- t. State Convention Voting Delegate – Jill Lovett or Supervisor Kole

Chairman Kole motioned to appoint Jill Lovett as the State Convention Voting Delegate for calendar year 2026. The motion was seconded by Vice Chairperson DeGaetano and passed unanimously.

- u. Supervisors available in a Laborer/non-supervisor hourly role - part time as required

Chairman Kole motioned to approve Jen DeGaetano and Rob Kole to be available in Laborer/non-supervisor hourly role, part-time as required. The motion was seconded by Vice Chairperson DeGaetano and passed unanimously.

- v. Organizational Representatives:

- 1) Municipal Advisory Board – Jill Lovett or Supervisor Kole
- 2) Western Cumberland COG Representative – Jill Lovett
- 3) Alternate WCCOG Representative – Glenn Kelso
- 4) Regional Emergency Services Task Force Representative – Jill Lovett

Vice Chairperson DeGaetano made a motion to accept representatives: Municipal Advisory Board – Supervisor Kole, Western Cumberland COG Representative – Jill Lovett, Alternate WCCOG Representative – Glenn Kelso and Regional Emergency Services Task Force Representative – Jill Lovett for calendar year 2026. The motion was seconded by Supervisor Line and passed unanimously.

- w. Banks and Depositories:

- 1) Mid Penn Bank
- 2) PLGIT
- 3) F&M Trust

4) BMO - First Bank of Montreal (credit card purposes only)

x. 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:

a) Seminars/Schools/Meetings – Hourly wage plus registration fee,
mileage and meal expense reimbursement 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.

y. Mileage and other expenses:

1) Mileage rate - Adoption of the IRS Mileage Reimbursement rate effective
January 1, 2026, at the 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.

z. 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 approve items 10w-10z of the consent agenda. The motion was seconded by Vice Chairperson DeGaetano and passed unanimously.

11. BUSINESS:

a. Appointment of Sewage Enforcement Officer

ACTION - Adoption of Resolution 2026-01 – To appoint Gilbert Picarelli, KPI Technology as the Sewage Enforcement Officer and Leah Heine and Dominic Picarelli of KPI Technology as the Alternate Sewage Enforcement Officers and approve the 2026 Sewage Fee Schedule

Vice Chairperson DeGaetano motioned to adopt Resolution 2026-01 – Appointment of Sewage Enforcement Officer, Gilbert Picarelli, KPI Technology and Leah Heine as well as Dominic Picarelli of KPI Technology as Alternate Sewage Enforcement Officers and accept the 2026 Sewage fee schedule for calendar year 2026. Supervisor Line seconded the motion and it passed unanimously.

b. Positions on Various Boards/Committees

1) Planning Commission - 2 Terms, expires 12/31/2029

Candidate: Elizabeth Grant - seeking reappointment

Candidate: Vacant

Vice Chairperson DeGaetano motioned to appoint Elizabeth Grant as Planning Commission member for 2026. The motion was seconded by Supervisor Line and passed unanimously.

2) Zoning Hearing Board - 1 Term, expires 12/31/28

Candidate: Robert Gervasio – seeking appointment

ACTION - Adoption of Resolution 2026-02 – Appoint a member to fill a vacancy on the Zoning Hearing Board.

Chairman Kole explained Robert Gervasio is currently an alternate on the Zoning Hearing Board; with this appointment it would leave a vacancy on the alternate list.

Vice Chairperson DeGaetano motioned to adopt Resolution 2026-02 to appoint Robert Gervasio to fill a vacancy on Zoning Hearing Board. The motion was seconded by Supervisor Line and passed unanimously.

3) Alternate Zoning Hearing Board - 1 Position, 3 Year Term

Candidate: vacant

4) Vacancy Board - 1 Term, Yearly Appointment

Candidate: Larry Foote

5) Park & Recreation Committee - 1 Term, expires 12/31/2030

Candidate: vacant

6) Municipal Authority - 1 Term, expires 12/31/2030

Candidates: Harold Cooney Jr. - seeking reappointment

7) Agricultural Security Board – Yearly Appointment

Robert "Bob" Line – Supervisor Representative – seeking reappointment

Lorelei Coplen – Active Farmer – seeking reappointment

David Walton – Active Farmer – seeking reappointment

Alex Surcica – Active Farmer – seeking reappointment

Nate Merkel – Citizen Representative – seeking reappointment

Vice Chairperson DeGaetano motioned to approve items 11b 3-7. The motion was seconded by Supervisor Line and passed unanimously.

8) Auditor Board - 1 Position, 6 Year Term

Election Winner Declined Position

Candidate: Ali Tanveer – seeking appointment

ACTION - Adoption of Resolution 2026-03 – Appoint a member to fill a vacancy on the Auditor Board

Chairman Kole explained Ali Tanveer has served in this capacity prior and is seeking appointment for the vacancy.

Vice Chairperson DeGaetano motioned to adopt Resolution 2026-03 to appoint a member to fill a vacancy on the auditor board. The motion was seconded by Supervisor Line and passed unanimously.

12. OATH OF OFFICE FOR APPOINTED OFFICIALS

The Oath of Office for Appointed officials was performed by the Honorable Judge Daniel Freedman. Ali Tanveer, appointed Auditor took his Oath of Office.

13. ADJOURNMENT

A motion was made by Vice Chairperson DeGaetano and seconded by Supervisor Line and passed unanimously to adjourn at 6:19 PM.

Respectfully submitted,



Grace Hogue
Secretary/Treasurer

