

**ROBESON TOWNSHIP BOARD OF SUPERVISORS**  
**REORGANIZATION MEETING MINUTES**  
**January 2, 2018**

The Reorganization Meeting of the Robeson Township Board of Supervisors for fiscal year 2018 was held Monday evening, January 2, 2018 at the Robeson Township Municipal Building. The meeting was called to order at 6:05 PM by Supervisor Smith. Present for the meeting were Supervisors Smith, Graham, Love, and Steve. Also present via phone was Supervisor Brown.

**PLEDGE TO THE FLAG AND MOMENT OF SILENCE**

A motion was made by Supervisor Smith, seconded by Supervisor Graham to nominate Easterday as **Temporary Chairman** for 2018 Reorganization, the vote was as follows:

R. Douglas Love	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Christopher M. Smith	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Joy A. Graham	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Harold W. Steve Jr.	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

The temporary Chairman entertained a motion to nominate a **Chairman of the Board of Supervisors** for 2018. Supervisor Love moved to appoint Supervisor Smith as Chairman. After a second by Supervisor Graham, the vote was as follows:

R. Douglas Love	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Christopher M. Smith	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Joy A. Graham	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Harold W. Steve Jr.	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Chairman Smith assumed the Chair for the remainder of the meeting.

Supervisor Graham moved to appoint Supervisor Love as the **Vice-Chairman** of the Board of Supervisors for 2018. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Christopher M. Smith	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Joy A. Graham	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Harold W. Steve Jr.	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

A motion was made by Supervisor Steve, seconded by Supervisor Graham to appoint Supervisor Brown as **Township Secretary** for 2018. The vote follows:

R. Douglas Love	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Christopher M. Smith	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Joy A. Graham	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Harold W. Steve Jr.	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

A motion was made by Supervisor Love, seconded by Smith to appoint Manager Easterday as **Assistant Township Secretary** for 2018. The vote follows:

R. Douglas Love	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Christopher M. Smith	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Joy A. Graham	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Harold W. Steve Jr.	-	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

A motion was made by Supervisor Steve, seconded by Supervisor Graham to appoint Manager Easterday as **Township Treasurer** for 2018. The vote follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Chairman Smith read the following appointments to Township Offices:

- |     |   |   |   |
|-----|---|---|---|
| 1.  | Township Manager                                      | - | Colleen A. Easterday  |
| 2.  | Township Recording Secretary                          | - | As Directed by Manager  |
| 3.  | Township Open Records Officer                         | - | Kathleen C. Haight /<br>Colleen A. Easterday  |
| 4.  | Municipal Authority Open Records Officer              | - | Kathleen C. Haight /<br>Colleen A. Easterday  |
| 5.  | Police Department Open Records Officer                | - | Colleen A. Easterday  |
| 6.  | EAC Liaison – <b>APPOINT SUPERVISOR</b>               | - | Chris Smith   |
| 7.  | GAJA Liaison – <b>APPOINT SUPERVISOR</b>              | - | Harold Steve  |
| 8.  | Engineer for Township and Park & Recreation           | - | Gary Kraft, P.E.  |
| 9.  | Code Enforcement, Building & Zoning Officer           | - | Kraft Code Services   |
| 10. | Alternate Building, Zoning & Code Enforcement Officer | - | Gary Kraft, P.E.  |
| 11. | Emergency Management Coordinator                      | - | Galen L. Brown  |
| 12. | Alternate Emergency Management Coordinator            | - | <b>VACANT</b>   |
| 13. | Vacancy Board   | - | David Wolfe   |
| 14. | Sewage Enforcement Officer                            | - | Berks Envirotech:<br>Allen W. Madeira<br>Brian R. Coburn Jr.<br>Veronica L. Johnston<br>Seth Bacon, CPSSc |
| 15. | Alternate Sewage Enforcement Officer                  | - | System Design Engineering   |

Supervisor Graham moved to affirm/reaffirm the appointments for 2018 listed above. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Love moved to appoint Hartman Valeriano Magovern & Lutz, PC as **Solicitor for the Township, Planning Commission and Park and Recreation Board**. After a second by Supervisor Graham, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Graham moved to appoint Chairman Smith as **Delegate to the 2018 P.S.A.T.S. Convention**. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Steve moved to appoint / reappoint the following members to their respective positions for a new term:

- Bill Meister - Planning Commission term ends 1/22
- Tom Keim - Planning Commission term ends 1/22
- Harold W. Steve - Municipal Authority term ends 1/23
- **VACANT** - Municipal Authority term ends 1/23
- Dave Stanton - EAC term ends 1/21
- Edmund Scott - EAC term ends 1/21
- Kate Kennedy - EAC term ends 1/21
- **VACANT** - EAC Alternate term ends 1/21
- **VACANT** - Park & Recreation Board term ends 1/19
- **VACANT** - Park & Recreation Board term ends 1/21
- Tom Lamborn - Park & Recreation Board term ends 1/23
- Tom Licht - Board of Auditors (4 Year Term) ends 1/22
- **VACANT** - Board of Auditors (2 Year Term) ends 1/20

After a second by Supervisor Graham, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Motion was made by Supervisor Graham, to set the **Treasurer's Bond at \$2,000,000.00** for 2018. This bond is to be filed with the Board of Auditors. After a second by Supervisor Love, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Steve made a motion to verify the revised 2017 Employee Manual contains information regarding the Township Administrative Assistants and the Manager Assistants overtime being paid at 1½ x the hourly rate to then eliminate this statement from the reorganization agenda and minutes. After a second by Supervisor Graham, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Graham moved to adopt **Resolution #18-01** to appoint a certified or competent public accountant or a firm of certified or competent public accountants, which shall be registered in the Commonwealth of Pennsylvania, to make an examination of all accounts of the Township for the next fiscal year stated in the resolution, and determine the compensation of the appointed accountant for 2018 as advertised December 4, 2017. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Steve suggested the Township bid out the appointment of a certified public accountant or firm for the 2019 audit.

Supervisor Graham moved to adopt **Resolution #18-02** approving the Police Department's Acquisition of a Certain 2018 Dodge Charger Police Sedan. After a second by Supervisor Smith, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Graham moved to adopt **Resolution #18-03** to appoint Douglas Reigh & Philip Nannen to the Zoning Hearing Board of Robeson Township. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

There being no further business, Supervisor Graham moved to adjourn the meeting at 6:35PM. After a second by Supervisor Smith, the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Christopher M. Smith	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Joy A. Graham	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Harold W. Steve Jr.	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Supervisor Brown made a motion to have the Board of Auditors set the rate to pay Supervisor Graham for time spent working on the Township's website, to authorize Supervisor Graham to finish the website, and to include costs to allow Township employees access so emergency information can be posted promptly to reach the public immediately. Manager Easterday suggested using the free website, provided by the county, at the end of the current contract. Motion tabled until January 11, 2018 BOS Workshop.

Respectfully submitted by,  
Sheila McCune  
Manager Assistant