

ROBESON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 4, 2016

The Reorganization Meeting of the Robeson Township Board of Supervisors for the year 2016 was held Monday evening, January 4, 2016 at the Robeson Township Municipal Building. The meeting was called to order at 6:04PM by Supervisor Love. Present for the meeting were Supervisors Brown, Smith, Graham & Steve. Township Manager Colleen A. Easterday, Road Master Bill Lanza & Chief Mark T. Phillips were also present.

PLEDGE TO THE FLAG AND MOMENT OF SILENCE

Supervisor Love reviewed a letter acknowledging the 90-day period of probation for Colleen Easterday as Manager with full benefits and the understanding that she may return to her former duties as Police Department Administrative Assistant should the BOS be unsatisfied with her work as Manager OR if she is unsatisfied with the position. Supervisor Steve moved to accept the letter. Following a second by Supervisor Smith, the motion passed unanimously.

Letters re the Vacancy Board position (to be appointed later in the meeting) were before BOS for review.

A motion was made by Supervisor Love, seconded by Supervisor Smith to nominate Manager Easterday as **Temporary Chairman** for 2016 Reorganization.

R. Douglas Love	-	Yes	<u> X </u>	No	<u> </u>
Galen L. Brown	-	Yes	<u> X </u>	No	<u> </u>
Christopher M. Smith	-	Yes	<u> X </u>	No	<u> </u>
Joy A. Graham	-	Yes	<u> X </u>	No	<u> </u>
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	<u> </u>

Supervisor Steve moved to appoint Supervisor Love as Chairman of the Board of Supervisors. Supervisor Brown seconded the motion. Members of the audience interjected that Ms. Easterday had not assumed the duties of the temporary chairman. There being no vote, the motion died.

The temporary chairman, assisted by several, entertained a motion to appoint a **Chairman of the Board of Supervisors** for 2016. Supervisor Graham moved to appoint Supervisor Smith as Chairman. After a second by Supervisor Love, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	<u> </u>
Galen L. Brown	-	Yes	<u> </u>	No	<u> X </u>
Christopher M. Smith	-	Yes	<u> X </u>	No	<u> </u>
Joy A. Graham	-	Yes	<u> X </u>	No	<u> </u>
Harold W. Steve Jr.	-	Yes	<u> </u>	No	<u> X </u>

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 2016. After a second by Chairman Smith, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	<u> </u>
Galen L. Brown	-	Yes	<u> X </u>	No	<u> </u>
Christopher M. Smith	-	Yes	<u> X </u>	No	<u> </u>
Joy A. Graham	-	Yes	<u> X </u>	No	<u> </u>
Harold W. Steve Jr.	-	Yes	<u> </u>	No	<u> X </u>

A motion was made by Supervisor Love, seconded by Supervisor Steve to appoint Supervisor Brown as **Township Secretary** for 2016. The vote follows:

R. Douglas Love	-	Yes	<u> X </u>	No	<u> </u>
Galen L. Brown	-	Yes	<u> X </u>	No	<u> </u>
Christopher M. Smith	-	Yes	<u> X </u>	No	<u> </u>
Joy A. Graham	-	Yes	<u> X </u>	No	<u> </u>
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	<u> </u>

A motion was made by Supervisor Love, seconded by Chairman Smith to appoint Colleen Easterday as **Assistant Township Secretary** for 2016. The vote follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

A motion was made by Chairman Smith, seconded by Supervisor Love to appoint Colleen Easterday as **Township Treasurer** for 2016. The vote follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Chairman Smith read the following appointments to Township Offices:

- 1. Township Manager - Colleen A. Easterday
- 2. Township Recording Secretary - Kathleen C. Haight
- 3. Township Open Records Officer - Kathleen C. Haight
- 4. Municipal Authority Recording Secretary - Geraldine E. Sensenig
- 5. Municipal Authority Open Records Officer - Geraldine E. Sensenig
- 6. Police Department Open Records Officer - Colleen A. Easterday
- 7. EAC Liaison – Supervisor - Christopher M. Smith
- 8. GAJA Liaison – Supervisor - Harold W. Steve Jr.
- Kathy Haight suggested the Supervisor Liaison to GAJA be someone other than Mr. Steve as he was appointed liaison for the Municipal Authority last November; the BOS determined he could be liaison for both.
- 9. Engineer for Township and Park & Recreation - Gary Kraft, P.E.
- 10. Code Enforcement, Building & Zoning Officer - Kraft Code Services
- 11. Alternate Building, Zoning & Code Enforcement Officer - Gary Kraft, P.E.
- 12. Emergency Management Coordinator - Galen L. Brown
- 13. Alternate Emergency Management Coordinator - **VACANT**
- 14. Township Plumbing Inspector - Kraft Code Services
- 15. Vacancy Board - David Wolfe
- The BOS reviewed 2 Letters of Interest; Supervisor Steve moved to accept the letters; Chairman Smith seconded the motion which passed unanimously. Chairman Smith moved to appoint Mr. Wolfe to the Vacancy Board. Following a second by Supervisor Graham, the motion passed. Supervisor Steve voted No.
- 16. Sewage Enforcement Officer - Berks Envirotech:
Allen W. Madeira
Brian R. Coburn Jr.
Leonard W. Spencer
Seth Bacon, CPSSc
- 17. Alternate Sewage Enforcement Officer - Technicon Enterprises

Supervisor Graham moved to affirm/reaffirm the appointments for 2016 listed above. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

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 Steve, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Supervisor Steve moved to appoint Chairman Smith as **Delegate to the 2016 P.S.A.T.S. Convention**. After a second by Supervisor Graham, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Supervisor Love moved to reappoint the following members to their respective positions for a new term:

- Terri Lampe - Planning Commission term ends 1/20
- Steven Marino - Planning Commission term ends 1/20
- Noel “Chip” Karasin - Planning Commission term ends 1/20
- Devendra Shendge - Zoning Hearing Board term ends 1/19
- Douglas L. Reigh - Zoning Hearing Board term ends 1/19
- Thomas Shustack - Municipal Authority term ends 1/21
- Gerald Lawrey - Municipal Authority term ends 1/21
- Christopher Smith - Environmental Advisory Board term ends 1/19

Following discussion regarding the number of PC members & reappointments, Chairman Smith seconded the motion above, as presented. The vote for Terri Lampe, Steven Marino, Noel Karasin, Devendra Shendge, Douglas L. Reigh, Thomas Shustack, Gerald Lawrey & Christopher Smith was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	_____	No	<u> X </u>

Motion was made by Supervisor Love to set the **Treasurer’s Bond at \$2,000,000.00** for 2016. This bond is to be filed with the Board of Auditors. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Supervisor Love moved to set the following salaries for 2016; Township Manager, Colleen A. Easterday, at \$60,000.00 annual salary (per Resolution #15-27). Township Administrative Assistant Kathleen C. Haight at \$24.27 hourly salary. In addition to the hourly salary, Administrative Assistant overtime will be paid at 1½ x the hourly rate; and, in addition to the hourly salary, Road Maintenance Workers emergency compensation shall be paid at 1½ x the hourly rate for necessary and reasonable emergency roadwork, both labor and supervisory time, as per the Teamsters Contract, which shall be recorded by the time clock. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Supervisor Steve moved to **set salaries for uniformed and non-uniformed employees and the Chief of Police as listed in the applicable labor agreements.** Salaries for uniformed (Police) employees shall be as stated in the contract in effect as of 1/1/15; salaries for non-uniformed (Teamsters) employees shall be as stated in the contract in effect as of 1/1/14; and the salary for the Chief of Police shall be as stated in the agreement in effect as of 1/1/13. After a second by Chairman Smith, the vote was as follows:

R. Douglas Love	-	Yes	<u>X</u>	No	_____
Galen L. Brown	-	Yes	<u>X</u>	No	_____
Christopher M. Smith	-	Yes	<u>X</u>	No	_____
Joy A. Graham	-	Yes	<u>X</u>	No	_____
Harold W. Steve Jr.	-	Yes	<u>X</u>	No	_____

Motion was made by Chairman Smith, seconded by Supervisor Steve to have the **2016 Meetings** for Robeson Township elected and appointed boards to be held in the Public Meeting Room located in the Police Department at 2689 Main Street, Birdsboro, PA 19508 as follows:

1. **Supervisors Regular Public Meeting** held the third Tuesday of each month at 7:00PM.
2. **Supervisors Workshop Meeting** held the second Thursday prior to the third Tuesday of each month at 7:00PM.
3. **Planning Commission Meeting** held the first Monday of each month at 7:00PM.
4. **Municipal Sewer Authority Meeting** held on the third Monday of each month at 7:00PM.
5. **Board of Parks and Recreation** held on the fourth Monday; quarterly meetings beginning February 22, 2016 at 6:00PM.
6. **Environmental Advisory Council** held on the first Thursday; bi-monthly meetings beginning January 7, 2016 at 7:00PM.
7. **Zoning Hearing Board Meeting** held on the fourth Thursday of each month at 7:00PM as needed. The vote was as follows:

R. Douglas Love	-	Yes	<u>X</u>	No	_____
Galen L. Brown	-	Yes	<u>X</u>	No	_____
Christopher M. Smith	-	Yes	<u>X</u>	No	_____
Joy A. Graham	-	Yes	<u>X</u>	No	_____
Harold W. Steve Jr.	-	Yes	<u>X</u>	No	_____

Supervisor Love moved to adopt **Resolution #16-01** 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 fiscal year stated in the resolution, and determine the compensation of the appointed accountant for 2015 (**As Advertised November 9, 2015**). After a second by Supervisor Graham, the roll call vote was as follows:

R. Douglas Love	-	Yes	<u>X</u>	No	_____
Galen L. Brown	-	Yes	<u>X</u>	No	_____
Christopher M. Smith	-	Yes	<u>X</u>	No	_____
Joy A. Graham	-	Yes	<u>X</u>	No	_____
Harold W. Steve Jr.	-	Yes	<u>X</u>	No	_____

Chairman Smith moved to adopt **Resolution #16-02** Amending the fee schedule and establishing updated fee schedules for Engineering Professional Services, Subdivision, Land Development & Zoning Fees, Building, Plumbing & Zoning, Driveway & Road Occupancy Permits & Related Fees, Administrative Rates & Formula for Calculating Personnel Rates for 2016, Requests for Public Records, On Lot Sewage Enforcement Fees (OLDS), SEO Fees. After a second by Supervisor Graham, the roll call vote was as follows:

R. Douglas Love	-	Yes	<u>X</u>	No	_____
Galen L. Brown	-	Yes	<u>X</u>	No	_____
Christopher M. Smith	-	Yes	<u>X</u>	No	_____
Joy A. Graham	-	Yes	<u>X</u>	No	_____
Harold W. Steve Jr.	-	Yes	<u>X</u>	No	_____

There being no further business, Supervisor Steve moved to adjourn the meeting at 6:45PM.
After a second by Chairman Smith, the vote was as follows:

R. Douglas Love	-	Yes	<u> X </u>	No	_____
Galen L. Brown	-	Yes	<u> X </u>	No	_____
Christopher M. Smith	-	Yes	<u> X </u>	No	_____
Joy A. Graham	-	Yes	<u> X </u>	No	_____
Harold W. Steve Jr.	-	Yes	<u> X </u>	No	_____

Respectfully submitted by,
Kathleen C. Haight,
Recording Secretary