

**ROBESON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

January 3, 2017

The Reorganization Meeting of the Robeson Township Board of Supervisors for the year 2017 was held Tuesday evening, January 3, 2017 at the Robeson Township Municipal Building. The meeting was called to order at 6:10 PM by Supervisor Smith. Present for the meeting were Supervisors Graham and Steve. Also present was Manager Easterday. Supervisor Love joined the meeting at 6:20 PM. Supervisor Brown joined the meeting at 6:46 PM.

PLEDGE TO THE FLAG AND MOMENT OF SILENCE

A motion was made by Supervisor Christopher M. Smith, seconded by Supervisor Harold W. Steve Jr. to nominate Manager Colleen Easterday as **Temporary Chairman** for 2017 Reorganization.

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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	_____	

The temporary chairman entertained a motion to appoint a **Chairman of the Board of Supervisors** for 2017. Supervisor Joy A. Graham moved to appoint Supervisor Christopher M. Smith as Chairman. After a second by Supervisor Harold W. Steve Jr., the vote was as follows:

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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 Christopher M. Smith assumed the Chair for the remainder of the meeting.

Supervisor Graham moved to appoint Supervisor R. Douglas Love as the **Vice-Chairman** of the Board of Supervisors for 2017. After a second by Supervisor Steve, the vote was as follows:

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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 Supervisor Steve, seconded by Chairman Smith to appoint Supervisor Galen L. Brown as **Township Secretary** for 2017. The vote follows:

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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 Supervisor Steve, seconded by Chairman Smith to appoint Colleen Easterday as **Assistant Township Secretary** for 2017. The vote follows:

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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 Supervisor Steve, seconded by Supervisor Graham to appoint Colleen Easterday as **Township Treasurer** for 2017. The vote follows:

R. Douglas Love	-	Yes	_____	No	_____	not present
Galen L. Brown	-	Yes	_____	No	_____	not present
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 /Colleen Easterday |
| 4. | Municipal Authority Recording Secretary | Geraldine E. Sensenig | DELETED |
| 5. | Municipal Authority Open Records Officer | Geraldine E. Sensenig | DELETED |
| 6. | Police Department Open Records Officer | - | Colleen Easterday |
| 7. | EAC Liaison - Supervisor Smith | GAJA Liaison – Supervisor 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 | - | VACANT |
| 13. | Township Plumbing Inspector | - | Kraft Code Services |
| 14. | Vacancy Board | - | David Wolfe |
| 15. | Sewage Enforcement Officer | - | Berks Envirotech |
| | Alternate Sewage Enforcement Officer | - | Systems Design Engineering |

Supervisor Graham moved to affirm/reaffirm the appointments for 2017 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	_____	No	_____ not present
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 Graham 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 Love, the vote was as follows:

R. Douglas Love	-	Yes	<u> x </u>	No	_____
Galen L. Brown	-	Yes	_____	No	_____ not present
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 2017 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	_____	No	_____ not present
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 reappoint the following members to their respective positions for a new term:

- Greg Eshelman - Planning Commission term ends 1/21
- Laurie E. Elliott - Environmental Advisory term ends 1/20
- Timothy Wloczewski - Zoning Hearing Board term ends 1/20

After a second by Supervisor Love, the vote for Gregg Eshelman, Laurie Elliott and Timothy Wloczewski was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input type="checkbox"/>	No <input type="checkbox"/> not present
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 Love to set the **Treasurer's Bond at \$2,000,000.00** for 2017. 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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input type="checkbox"/>	No <input type="checkbox"/> not present
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 set the following salaries for 2017 - Township Manager, Colleen A. Easterday, at \$66,000.00 annual salary. 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. Also, 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 Graham the vote was as follows:

R. Douglas Love	-	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Galen L. Brown	-	Yes <input type="checkbox"/>	No <input type="checkbox"/> not present
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 type="checkbox"/>	No <input checked="" type="checkbox"/>

All yes votes are Conditional upon signed contracts

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 1/1/17 Conditional upon signed contracts; salaries for non-uniformed (Teamsters) employees shall be as stated in the contract in effect as of 1/1/17; (Accepted) and the salary for the Chief of Police shall be discussed at the BOS Workshop Meeting on 1/14/17. 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 Steve seconded by Supervisor Love to have the **2017 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 27, 2017 at 6:00PM.
6. **Environmental Advisory Council** held on the first Thursday; bi-monthly meetings beginning January 5, 2017 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	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Galen L. Brown	-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/> not present
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 #17-01 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 2017 as advertised November, 2016. 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 type="checkbox"/>	No	<input type="checkbox"/> not present
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 BOS unanimously recessed to Executive Session @ 6:31 PM upon motion by Chairman Smith seconded by Supervisor Steve and reconvened and 7:11 PM.

Supervisor Steve moved to authorize the manager to decide who needs to attend the multiple monthly meetings: 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"/>

There being no further business, Supervisor Graham moved to adjourn the meeting at 7:11PM. 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"/>

Respectfully submitted,
Galen L. Brown, Supervisor
Appointed Secretary