

**ROBESON TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**June 14, 2018**

Chairman Smith called the Regular Meeting of the Board of Supervisors to order at 7:00PM prevailing time. The meeting took place in the Robeson Township Public Meeting Room located at 2689 Main Street, in Gibraltar, Berks County, Pennsylvania. Supervisor Brown joined the meeting via telephone @ 7:08PM. Supervisor Steve did not attend. Also in attendance: Solicitor Christopher J. Hartman, Engineer Gary D. Kraft, Road Master Bill Lanza, Chief of Police Mark T. Phillips and Township Manager Colleen A. Easterday.

**Pledge to the Flag and Moment of Silence**

**ROADS / CODES / PUBLIC PROPERTY**

RM Lanza stated the Road Crew has been milling & patching on Watercress Drive.

**CORRESPONDENCE**

**Consider Letter of Interest from Tom Keim to fill Vacancy Board Position & Consider Letter of Interest for Planning Commission**

- Manager Easterday stated that according to everything we've looked into today, there was a thought that when Tom [Keim] put in his letter of interest for the Vacancy Board that he would not be eligible to stay on the PC; everything we found dictates that only refers to the Zoning Hearing Board. Solicitor Hartman reiterated the MPC dictates that a member of the ZHB cannot serve in any other elected or appointed position of the Municipality.

Vice-Chairman Love joined the meeting via telephone @ 7:12PM.

Manager Easterday thanked Mr. Deeds for his letter of interest.

Mr. Deeds stated that back when David Wolfe was on the Vacancy Board he was on the sewer authority and directed to Solicitor Hartman that Mr. Wolfe couldn't do it then Dave stepped down from one and took the other, the Vacancy Board, and now you're changing your story. Mr. Hartman stated that he is only saying there is not an incompatibility between the PC and the VB. The "Authority" is a separate legal entity and does not know what the analysis was and would have to review his analysis of Mr. Wolfe's eligibility and cannot tell Mr. Deeds what the analysis was regarding the Authority position and does not recall that specific instance of reviewing that question so he could not speak to the question. It was determined that someone can serve on the VB and the PC.

Supervisor Graham moved to appoint Tom Keim to the Vacancy Board; Chairman Smith seconded the motion which passed unanimously.

**HCVHA Request for Contributions** – Following review & discussion, the BOS determined there will be no contribution made by the Township.

**Berks County Solid Waste Authority Request for Financial Assistance** (Sponsoring Household Hazardous Waste Collections & Paper Shredding Events) - Following review & discussion, the BOS determined there will be no contribution made by the Township.

**MINUTES**

Minutes of the Supervisors Workshop of May 10, 2018 and Regular Meeting of May 16, 2018 were reviewed & approved upon a motion by Supervisor Graham that was seconded by Supervisor Brown.

**APPROVE PAYMENT OF BILLS**

Supervisor Graham moved to pay the revised bills for the period of May 16, 2018 thru June 19, 2018; following a second by Supervisor Brown, the motion passed unanimously.

**APPROVAL OF REPORTS (as revised)**

The following reports for May 2018 were presented: Treasurer's Summary & Report, Sewer Aging Report – Active & Inactive, SEO Permit Report, Road Report, Building Permit Report, Police Report, Geigertown FC Report and the Miller Sewer Report (including April 2018) were unanimously approved upon a motion by Supervisor Graham that was seconded by Supervisor Brown. Gibraltar Fire Company Reports for February & May were not available.

## **PLANNING & ENGINEERING**

**Salaneck Subdivision** – Engineer Kraft stated the PC granted conditional approval contingent on a number of items being completed & recommended the BOS do the same. The PC also approved 3 waivers - related to plan scale, steep slope delineation and complete depiction of physical features on the Baker tract; subject to plan approval, Mr. Kraft recommends that a \$500 refundable deposit be required for the annexation parcel documentation. Supervisor Love moved to approve the recommendations; Supervisor Graham seconded the motion which passed unanimously.

**Plan time extensions** (thru 9/30/18) – All have been received. Supervisor Graham moved to approve the extensions. Following a second by Chairman Smith, the motion passed unanimously.

Park View Estates Sub (P) Parkside Subdivision (P) Beaver Run Sub (P) Cedar Hill Estates Ph 1 (F)

**Zoning Ordinance Amendment** – Following up on Myrick shed discussion from the Workshop. Engineer Kraft stated that if the Township had a provision regarding non-conforming uses in the district, Mr. Myrick's shed would not have been an issue. Mr. Kraft drafted a section for the BOS consideration and included the applicable sections from the Zoning Ordinance that are highlighted. Bethany Emkey, Esquire independently prepared a draft ordinance for consideration and Mr. Kraft has not yet had the opportunity to review it; therefore, no indication of what is proposed. Following discussion, Mr. Kraft stated the info is here for consideration to be reviewed.

Supervisor Love was excused from the meeting @ 7:25PM.

## **SOLICITOR**

**Old Business** - Daily Express Inc. / Release Waiver / Damage Recovery – Chairman Smith moved to execute the revised release waiver; Supervisor Graham seconded the motion which passed unanimously.

**RAWA** – Ed Stock, Solicitor for RAWA, reviewed the hydrant installation by RAWA in connection with the extension of water line from Cedar Hill Road to the Birdsboro Borough line. Solicitor Hartman recapped discussion he had with Mr. Stock regarding installation of a number of hydrants along the water line and understands those hydrants were installed at the request of DEP as part their approval for the project and also understands that there are a series of aerial photographs that have marked on them the locations of the hydrants. There are 6 hydrants shown on that set of aerial photographs and Mr. Stock confirmed this to be true. Mr. Hartman discussed a request to Mr. Stock that based on information from Supervisor Brown provided asking RAWA to provide flow data on the new hydrants that were installed and to mark the hydrants with blue paint to indicate they met a certain flow standard; those 2 things are necessary for the Township to obtain an ISO rating that indicates those hydrants meet a certain standard. Mr. Stock stated he has the information requested re flow data on all hydrants installed on the prior section of the water line west of Cedar Hill and as the new line is tested, flow data will be produced and provided to the Township on all of the new hydrants that are installed and they will be painted in accordance with the requirements of the Township. Supervisor Brown stated the hydrants need to be tested every year because ISO wants to see hydrant tests yearly & wants to see DEP standards that allows hydrants to be spaced that far apart. Mr. Stock will provide the information. Spacing of the hydrants complies with the Township SALDO; additional hydrants will be installed when there is industrial or commercial development in the district where the new line is installed. The proposal to the BOS is that it's premature for a greater frequency of hydrants to be installed, the right time for that to occur would be when development occurs in that corridor and further that it should be the burden of the developers who come into that location when they present plans for development to the Township to contribute to the cost of the installation for the additional hydrants.

**Filling station on Old River Road** – concerns have been raised at the Township re ingress / egress and a lack of planning and permitting for that activity and Mr. Stock shared with Mr. Hartman that bulk water users have requested RAWA to have their bulk filling station installed closer to the filtration plant in Ontelaunee Township and that the filling station that is presently located in Robeson Township is going to be relocated to another RAWA location closer to a filtration plant. Mr. Hartman asked if the timing of this would coincide with the Birdsboro Power Plant going online; Mr. Stock said no, that the filling station is actually going to be relocated very soon, it will not be waiting until usage of water at the new power plant is online. He will provide specifics as to when that will be moved.

**Adopt Resolution 18-13** for Disposal of Surplus Personal Property w/a FMV ~\$2,000.00 – Supervisor Graham moved to adopt the Resolution; seconded by Supervisor Smith, the motion passed unanimously.

**FINANCE/OTHER**

**Junk Yard Licenses** Annual Renewal – were previously approved; need to be executed.

**Repository Bid** – N. Bryant Avenue – A motion to purchase property in the amount of \$582.00 was made by Supervisor Graham; seconded by Chairman Smith, the motion passed unanimously.

**Mower** – Manager Easterday presented info to purchase a Kubota, zero-turn, diesel mower featuring a 60” deck in an amount not-to-exceed \$20,100.00. A motion to purchase the mower as stated was made by Supervisor Graham; seconded by Chairman Smith, the motion passed unanimously.

**Employee Handbook** - A motion to revise the handbook was made by Chairman Smith; seconded by Supervisor Brown, the motion passed unanimously.

**EXECUTIVE SESSION**

The BOS recessed to Executive Session @ 7:58PM; reconvened @ 8:16PM.

On the basis of discussion in Executive Session Solicitor Hartman recommended to the BOS a motion to update the sewer collection procedure as follows:

1. that whenever 4 quarters of sewer charges are overdue, a lien will be filed against the property and a copy of the lien will be sent to the property owner;
2. when there are 8 quarters of sewer that are unpaid, the Township will sue the individuals who are the owners of the property at the District Justice, seek a civil judgement against them and if there is no payment after the civil judgement is entered then pursue a sheriff sale of personal property to collect the amount of the judgement;
3. further, it has been recommended by the BOS or Township Manager for the BOS to identify the 6 worst sewer accounts on the list and begin the process of collection against those 6 which would be at the stage of filing a civil complaint with the District Justice;
4. and, before that complaint is filed with the District Justice a letter should be sent to those 6 property owners indicating that the Township has now adopted an “Aggressive Collection Policy” with regard to unpaid sewer charges giving those individuals 30-days to either pay the amount owed or to present a proposal for a payment plan to the Township that will clear their account within a year and if they neither pay nor present an acceptable payment plan that the civil complaint process that was described earlier be carried out.

A motion was made by Supervisor Graham to move forward with the above collection process(es). Chairman Smith seconded the motion which passed unanimously.

The BOS adjourned unanimously @ 8:19PM upon a motion by Supervisor Graham that was seconded by Chairman Smith.

Respectfully Submitted,  
By Kathleen C. Haight on behalf  
of Galen L. Brown, Township Secretary