

**ROBESON TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES**

January 6, 2020

The Reorganization Meeting of the Robeson Township Board of Supervisors for fiscal year 2020 was held Monday, January 6, 2020 at the Robeson Township Municipal Building. The meeting was called to order at 6:00PM by Supervisor Christopher Smith. Also present for the meeting were Supervisors Brown, Love & Steve; Supervisor Graham was absent.

PLEDGE TO THE FLAG AND MOMENT OF SILENCE

A motion was made by Supervisor Smith, seconded by Supervisor Steve to nominate Township Manager Colleen Easterday as **Temporary Chair** for 2020 Reorganization, 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

The **Temporary Chair** entertained a motion to nominate a **Chairman of the Board of Supervisors** for 2020. Supervisor Love moved to appoint Supervisor Smith as Chairman. 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

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

Supervisor Brown moved to nominate Supervisor Love as **Vice-Chairman** of the Board of Supervisors for 2020. 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

A motion was made by Supervisor Steve, seconded by Vice-Chairman Love to appoint Supervisor Brown as **Township Secretary** for 2020. 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

A motion was made by Supervisor Steve, seconded by Vice-Chairman Love to appoint Township Manager Colleen Easterday as **Assistant Township Secretary** for 2020. 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

A motion was made by Supervisor Steve, seconded by Vice-Chairman Love to appoint Township Manager Colleen Easterday as **Township Treasurer** for 2020. 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

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 |
| 4. | Township Deputy Open Records Officer | - | Sheila McCune |
| 5. | Municipal Authority Open Records Officer | - | Colleen A. Easterday |
| 6. | Municipal Authority Deputy Open Records Officer | - | Sheila McCune |
| 7. | Police Department Open Records Officer | - | Colleen A. Easterday |
| 8. | EAC Liaison – APPOINT SUPERVISOR | - | Christopher Smith |
| 9. | GAJA Liaison – APPOINT SUPERVISOR | - | Harold Steve |
| 10. | Engineer for Township and Park & Recreation | - | Kraft Engineering |
| 11. | Code Enforcement, Building & Zoning Officer | - | Kraft Code Services |
| 12. | Alternate Building, Zoning & Code Enforcement Officer | - | Gary Kraft, P.E. |
| 13. | Emergency Management Coordinator | - | Galen L. Brown |
| 14. | Deputy Emergency Management Coordinator | - | To Be Determined |
| 15. | Vacancy Board | - | Michael Neatock |
| 16. | Sewage Enforcement Officer | - | Berks Envirotech |
| 17. | Alternate Sewage Enforcement Officer | - | System Design Engineering |

Vice-Chairman Love moved to affirm/reaffirm the appointments for 2020 listed above. After a second by Supervisor Steve, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Vice-Chairman Love moved to appoint Hartman Valeriano Magovern & Lutz, PC as **Solicitor for the Township, Planning Commission and Park & Recreation Board**. After a second by Supervisor Steve, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Supervisor Steve moved to appoint Chairman Smith as **Delegate to the 2020 P.S.A.T.S. Convention**. After a second by Vice-Chairman Love, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Vice-Chairman Love moved to appoint / reappoint the following members to their respective positions for a new term:

- Steven Marino - Planning Commission term ends 1/24
- Noel “Chip” Karasin - Planning Commission term ends 1/24
- Terri Lampe Melcher - Planning Commission term ends 1/24
- **VACANT** (Remainder of term) - Municipal Authority term ends 1/21 (G. Lawrey retired)
- **VACANT** - Municipal Authority term ends 1/24
- **VACANT** - Park & Recreation Board term ends 1/24
- **VACANT** - Park & Recreation Board term ends 1/24
- **VACANT** - EAC Alternate term ends 1/21
- **VACANT** - Board of Auditors (2 Year Term) ends 1/22

Following 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

Motion was made by Supervisor Steve, to set the **Treasurer’s Bond at \$2,000,000.00** for 2020. This bond is to be filed with the Board of Auditors. Following a second by Supervisor Brown, 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

Supervisor Steve moved to adopt **Resolution #20-01** to appoint Long Barrel & Co., Ltd., a firm of certified and competent public accountants which are 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 at the compensation rates of the appointed accountant for 2020 as advertised October 21, 2019. Following a second by Vice-Chairman Love, 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

Supervisor Steve moved to adopt **Resolution #20-02** Implementing 2020 Sewage Permit Fees for Berks Envirotech, Inc. (SEO) with correction to mileage rate change to IRS rate. After a second by Vice-Chairman Love, 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	_____
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	_____
Joy A. Graham	-	ABSENT			

Supervisor Steve moved to adopt **Resolution #20-03** Implementing 2020 Sewage Permit Fees for System Design Engineering, Inc. (backup SEO) with correction to mileage rate change to IRS rate. After a second by Supervisor Brown, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Supervisor Steve moved to adopt **Resolution #20-04** implementing the 2020 Robeson Township Fee Schedule with correction to mileage rate change to IRS rate. After a second by Vice-Chairman Love, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Sergeant Cassel, OIC, requested authorization to promote part-time Police Officer Kevin Zeiber to full-time status effective immediately.

Supervisor Steve moved to promote part-time Police Officer Kevin Zeiber as a full-time Police Officer with the probationary period of 6 months expiring August 14, 2020 at the same rate as an Officer with 1-year experience. After a second by Vice-Chairman Love, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

The BOS recessed to Executive Session @ 6:20PM and reconvened @ 6:36PM.

There being no further business, Chairman Smith moved to adjourn the meeting at 6:41PM. After a second by Supervisor Steve, 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>
Harold W. Steve Jr.	-	Yes	<u> x </u>	No	<u> </u>
Joy A. Graham	-	ABSENT			

Respectfully submitted,
Kathleen C. Haight
Township Assistant