

ROBESON TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
June 20, 2023

a. Call to Order – Chairman Christopher Smith

- a. Pledge of Allegiance.
- b. Roll Call

- b. **Citizen Concerns / Public Comment** - When called, provide your name and address for the record. After this, you have three (3) minutes to share your comments with the Supervisors.

c. Correspondence

- a. Crime Alert Berks County

d. Police – Chief Dennis W. Cassel, Jr

- a. Discuss Police Activities
- b. Other /items as necessary.

e. Finance / Other –Township Manager

- a. Monthly Expenses - Approve
- b. Treasurer's Report – Approve
- c. Sewer Aging Report - Approve

f. Fire Companies –

- a. Chief Scott Gullo - Friendship FC
- b. Chief Jeff Kupp - Gibraltar FC

g. April and May Minutes, Expenses and Reports

- a. BOS Workshop Meeting minutes May 11, 2023
- b. BOS Regular Meeting minutes April 18, 2023 as revised, and May 17, 2023
- c. SEO Permit Report recd 6-6-23
- d. EEMA Sewer Report recd 6-13-23
- e. Road Report recd 6-1-23
- f. Engineer's report recd 6-1-23

- g. Building Permit/Code Enforcement Report recd 6-1-23 Kraft, 6-9-23
Technicon
- h. Police Report recd 6-1-23
- i. Gibraltar Fire Company Report
- j. Friendship Fire Company Report recd 6-5-23
- k. Ambulance Service Reports recd 5-15-23 for April 2023
- l. Village Library of Morgantown
- m. Parks and Recreation Minutes recd 5-25-23
- h. Planning & Engineering – Engineer Ryan Rhode**
 - a. Cedar Hill Est-Time Extension
 - b. Pro Grade Supplies-Time Extension
 - c. High Point Camp-Land Development Waiver
 - d. Rock Hollow Woods-Project Discussion
 - e. 105 Kane Road-Execute Agreement (if received)
 - f. 2023 Maintenance Contract-Potential Award
 - g. Rock Hollow Bridge
 - h. Mitigation Plan(s)-Update
 - i. Other items as needed
- i. Legal Matters - Solicitor Eugene Orlando, Jr.**
 - a. Air BnB discussion
 - a. Zoning Amendment
 - b. Regulatory Ordinance
 - b. As may arise.
- j. Public Works –Township Manager**
 - a. Status Report
 - b. Front-End Loader-Motion to purchase
 - c. Power Washer-Revised invoice
 - d. South Hidelberg Dump Truck 2007-Discussion
 - e. Admin Office Carpet Cleaning-Carpet Patrol, JDog
- k. Parks & Recreation-Township Manager**
 - a. Status report
 - b. New Members
 - c. Additional Workshop Schedule
- l. Old Business**
 - a. Burning Ordinance review
 - b. Boonetown Property
 - c. Personnel-Township Manager Duties

- m. “Good of the Order”- Comments by Supervisors**
- n. Executive Session – Personnel and Litigation Discussions**
- o. Motion to Adjourn**

ROBESON TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
June 20, 2023

The Regular Meeting of the Robeson Township Board of Supervisors was held at the Municipal Building, 2689 Main Street, Birdsboro PA on Tuesday, June 20, 2023. The meeting was called to order at 7:00pm by Chairman Christopher M. Smith. Present for the meeting were Supervisors Galen L. Brown, Jeffrey A. Rhoads, Timothy B. Bitler, and Harold W. Steve, Jr. Also present were Solicitor Eugene Orlando, Township Manager Richard L. Orwig, Police Sergeant Jason Rimby.

Roll Call of Supervisors

Chairman Smith	present
Supervisor Brown	present
Supervisor Bitler	present
Supervisor Rhoads	present
Supervisor Steve	present

Citizen Concerns / Public Comments

Peter Maslar, 293 Whispering Pines, expressed concern over neighbor's property operating as an excavating business, he is also concerned of commercial businesses being operated on two other neighbors' property. The Township Code Enforcement Officer will make an inspection.

Correspondence

The following correspondence reviewed:

- b. Crime Alert Berks County
- c. DEP Drought Alert Notice
- d. U.S. Army Base renamed for Henry Johnson, Medal of Honor Recipient

Police – Sergeant Jason Rimby .

- a. Officer Schlottman participated in “Paint the Town Purple” on Saturday operating new police bicycle, no problems throughout event. Neighboring Township Police Departments will be working together for joint efforts for bicycle patrols in the future.

Township Manager's Report

- a. Monthly Expenses - MOTION by *Supervisor Brown*, seconded by *Supervisor Rhoads* to approve the Monthly Expenses as presented- roll call:

Chairman Smith	yes
Supervisor Brown	yes
Supervisor Bitler	yes
Supervisor Rhoads	yes
Supervisor Steve	no

Motion carried.

- b. Treasurer's Report - MOTION by *Supervisor Brown*, seconded by *Chairman Smith* to accept the Treasurer's Report – roll call: Motion carried unanimously.

- c. Sewer Aging Report – MOTION by *Supervisor Brown*, seconded by *Chairman Smith* to accept the Sewer Aging Report, roll call: Motion carried unanimously.

Fire Companies Reports

Chief Scott Gullo, Friendship FC – presented monthly report, and reported that the Fire Company was present during the “Paint the Town Purple” event. A discussion occurred concerning certain Fire vehicles that were in service last month. *Supervisor Bitler* stated the Township pays for the Fire Company’s insurance and that the Township has the responsibility to monitor the insurance aspects of the fire department’s operation.

Chief Jeff Kupp, Gibraltar FC – no report.

April & May Minutes, Expenses and Reports

MOTION by *Supervisor Steve*, seconded by *Chairman Smith* to approve BOS Workshop Meeting minutes May 11, 2023; BOS Regular Meeting minutes April 18, 2023, and the BOS Regular Minutes of May 17, 2023 as revised and corrected by Supervisor Bitler and Supervisor Steve, and to approve the listed reports: SEO Permit Report; EEMA Sewer Report; Road Report; Engineer’s report; Building Permit/Code Enforcement Report; Police Report; Friendship Fire Company Report; Village Library report - roll call:

Chairman Smith	yes
Supervisor Brown	yes
Supervisor Bitler	yes
Supervisor Rhoads	no
Supervisor Steve	yes

Motion carried.

Planning & Engineering – Engineer Ryan Rhode

- a. Cedar Hill Est- Motion by *Supervisor Steve*, seconded by *Supervisor Rhoads* to accept 90 day time extension: roll call: Motion carried unanimously.
- b. Pro Grade Supplies- Motion by *Supervisor Steve*, seconded by *Supervisor Brown* to accept 90-day time extension: roll call - Motion carried unanimously.
- c. High Point Camp-Land Development Waiver – no action necessary.
- d. Rock Hollow Woods-project discussion - Solicitor Orlando reviewed the letter of Credit process in land development plans explaining that the Township only draws down on the letter of credit in the event of a default and then the funds can only be used for public improvements, not buildings. The Rock Hollow Woods developer should now submit a “Revision to a Plan of Record.” MOTION by *Supervisor Steve*, seconded by *Supervisor Brown* to grant a one (1) month extension for the Letter of Credit, and Developer, after consulting with their surveyor, shall request the appropriate amount of time to revise the Plans - roll call: Motion carried unanimously.
- e. 105 Kane Road Agreement – No action.

- f. 2023 Maintenance Contract- Bids were opened on June 1, 2023. One bid was received from Asphalt Maintenance Solutions (AMS). Motion by *Supervisor Steve*, seconded by *Supervisor Brown* to accept the base bid of AMS in the amount of \$171,135.06, including the oil chip of Rock Hollow Road - roll call: Motion carried unanimously.
- g. Rock Hollow Bridge – The Engineer reported that the Township received a Priority 1 Notification from PennDOT regarding critical deficiencies associated with fascia beams on this structure and placed a weight restriction on 13,000 pounds for single axle and 16,000 pounds for combination. There are three options: (i) installation of the ZONEGUARD barrier system; ii) replacement of the existing bridge superstructure; (iii) leave the bridge channelized to one lane using current delineators. Engineer Rhoads will put together a list of bidders for the design and construction of the bridge superstructure.
- h. Paving Schedule – Pre-construction meeting is being scheduled with CMS, their paving schedule has been accelerated and the work is now scheduled to commence July 12th.

Legal Matters – Solicitor Eugene Orlando, Jr.

- a. Short-Term-Rental proposal – Discussion as to new definitions in the proposal and the overlap with other definitions in the Zoning Ordinance. All the related definitions have to be revised to be compatible, the Solicitor is working with the Engineer but at this time a final draft is not yet ready to be presented to the Board. It would be advisable for the Planning Commission to again review any updated draft so that the Planning Commission can make a recommendation to the Board of Supervisors.
- b. Financial Security/Developer Improvement Agreements – the Solicitor is working on a Developer’s Improvement Agreement for the Scoupe de Ville project which includes a letter of credit from the PNC bank. The issue is whether letters of credit should be issued from local banking institutions so that the Township can easily draw on the letter of credit if necessary. Scoupe de Ville is using a Letter of Credit from PNC in Pittsburgh which LOC can only be drawn upon in the city of Pittsburgh. After discussion the Board decided to accept the letter of credit from PNC in the Scoupe de Ville Developer’s Improvement Agreement, but in the future will require local banking institutions to issue the letters of credit.

Public Works – Township Manager

- a. Storage Magazine Facility – the Township has received a proposal ordinance from the Developer which would amend the Township Zoning Ordinance to allow storage magazine facilities as a permitted use in the Agricultural Preservation (AP) zoning district. The proposal will be forwarded to the Planning Commission for their consideration.
- b. Exeter Front-End Loader – Exeter Township has provided the Robeson Township with an invoice for the front-end loader. Discussions have begun with Fulton Bank for lease/purchase financing.

- c. Administrative Office Carpet Cleaning - MOTION by *Supervisor Steve*, seconded by *Supervisor Brown* to expend up to \$1,000.00 for carpet cleaning in the Administrative offices - roll call: Motion carried unanimously.

Parks & Recreation-Township Manager

- a. Gibraltar Park inspection with Derck & Edson – a Park Inspection was held on June 9th with Mark Evans and Kyle Stauffer of Derck & Edson, also present was Supervisor Steve and the Township Manager. Supervisor Steve reported on items that were discussed during the inspection and the need for a Master Recreation Plan. Derck & Edson will be providing a written summary report.

Executive Session

The Board recessed for an Executive Session to discuss legal matters and personnel matters with the Solicitor at 8:43pm and reconvened at 8:52pm.

Reconvened Meeting

MOTION by *Supervisor Brown*, seconded by *Supervisor Steve* to amend the agenda to consider a contract with Ehrlich Pest Control for services at Gibraltar Park - roll call – motion carried.

MOTION by *Supervisor Brown*, seconded by *Supervisor Steve* to enter into a contract with Ehrlich Pest Control for services at Gibraltar Park to control weeds along the perimeter fencing of the park not to exceed \$500: roll call –

Chairman Smith	yes
Supervisor Brown	yes
Supervisor Bitler	abstain
Supervisor Rhoads	yes
Supervisor Steve	yes

Motion carried.

Adjournment

Without the Board taking any further action, *Supervisor Bitler* made a MOTION to adjourn the meeting at 8:56pm, seconded by *Supervisor Steve*, motion carried.

Respectfully Submitted,

Richard L. Orwig,
Township Manager