

ROBESON TOWNSHIP BOARD OF SUPERVISORS

Robeson Township Municipal Building, 2689 Main Street, Birdsboro PA 19508 Berks County

WORKSHOP MEETING

MINUTES

AUGUST 14, 2025

The Workshop Meeting of the Robeson Township Board of Supervisors occurred at the Municipal Building, 2689 Main Street, Birdsboro, PA on Thursday August 14, 2025. Chairman Christopher Smith called the meeting to order at 7:00pm. Supervisors in attendance were Christopher Smith, Timothy Bitler and Scott Gullo. Supervisors Jeff Rhoads and Joy Breidenstein were absent. Also present were Solicitor Colin Macfarlane, Corporal Jeb Cooper, Township Engineer Ryan Rhode and Township Interim Manager Harold Steve.

I. Call To Order

- a. **Pledge Of Allegiance**
- b. **Roll Call of Supervisors**
 - Chairman Smith – Present
 - Supervisor Bitler – Present
 - Supervisor Rhoads – Absent
 - Supervisor Gullo – Present
 - Supervisor Breidenstein – Absent

II. Citizen Concerns / Public Comment

- a. Resident of 3000 block Morgantown Road concerned with the flooding at Lauck Road / Macmillan Road intersection. An installed pipe by private entity created a public safety issue. Engineer Rhode will pursue and update accordingly.
- b. Resident of Proudfoot Drive, concerned with the road improvements and additional layer of blacktop that is effecting his property. Engineer Rhode and PublicWorks have made multiple visits in an attempt to find a solution. They will visit the site again and try to resolve the matter and will report to the Board of Supervisors.

III. Correspondence

- a. Property Complaint - NFA
- b. Follow-up to property complaint -
Motion to authorize Mr. Nelson, the Code Officer to file citations in district Court against property owner at 642 Zion Road
Motioned By Supervisor Gullo
Seconded By Supervisor Bitler
YES Gullo, Bitler, Smith **ABSENT Rhoads, Breidenstein**
Motion passed
- c. Traffic Complaint – Logging trailers causing a safety concern, RTPD to investigate for violation of vehicle code. Complainant to be notified to contact RTPD of repeat occurrences.
- d. The Village Library donation request – Manager Steve suggested splitting any contribution between the three local libraries, Morgantown, Exeter and Birdsboro. The Board will review the request at a 2026 Budget meeting.

IV. Police

- a. Reading Armament – To be followed up on at Regular meeting on August 19, 2025.

b. Request approval for Corporal Cooper to attend Taser instructor recertification training in Walnutport, PA on September 11 and 12, 2025. The cost of the training workshop is \$895.00 – Line 410. 422

Motion to approve Corporal Cooper to attend Taser instructor recertification training in Walnutport, PA on September 11 and 12, 2025. The cost of the training workshop is \$895.00 – Line 410. 422

Motioned by Supervisor Gullo

Seconded by Supervisor Bitler

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed.

For informational purposes only – two unclaimed dogs were taken to the ARL and an officer has received a conditional offer of employment from another agency. This will be included the Agenda for the Regular Meeting. Supervisor Gullo requested the Police Department to share the previous candidate list with the Board.

V. Finance / Other

- a. Monthly Expenses -
- b. Treasurer's Report -
- c. Sewer Aging Report –
To be provided and reviewed at Regular meeting

VI. Manager's Comments

- a. Computer upgrade / updates - to be clarified for Regular meeting
- b. Gibraltar / 724 Traffic Light controller Replacement – Manager Steve to obtain new quote for regular meeting.
- c. Police Building – Revised proposal Anderson windows will be updated by PublicWorks prior to repair. Approximate repair cost is for nine (9) windows at \$120.00)

Motion to authorize PublicWorks to purchase necessary parts to re-do windows not to exceed \$1,200.00. Line item 409.500

Motioned by Chairman Smith

Seconded by Supervisor Gullo

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed

- d. Managers Bond.- to be reviewed
- e. Rock Hollow Bridge – Met-Ed Utility Pole Relocation – Solicitor Macfarlane advised that the Township should not have to pay as pole is in “right of way”. He will follow up with Met- Ed. Manager Steve advised that the Easement had been obtained and filed.

Motion to officially approve payment to Met-Ed.

Motioned by Chairman Smith

No Second

Motion dies.

- f. Turkey Hill Escrow

Motion to return the Escrow in the amount of \$1223.16 to Turkey Hill A/C # 1051

Motioned by Chairman Smith

Seconded by Supervisor Bitler

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed.

- g. June's minutes –
Motion to accept minutes as corrected in relation to Supervisors in attendance.
Motioned by Chairman Smith
Seconded by Supervisor Gullo
YES Gullo, Bitler, Smith **ABSENT Rhoads, Breidenstein**
Motion passed
- h. Manager's Job Description for review / approval
Motion to approve the Township Manager's job description.
Motioned by Chairman Smith
Seconded by Supervisor Bitler
YES Gullo, Bitler, Smith **ABSENT Rhoads, Breidenstein**
Motion passed
- i. Fiscal Assistant – started on Monday August 11, 2025. Great asset to team.
For informational purposes only – the auditors are close to completing the 2024 audit.
- j. Consideration to implement autopay/ ACH for payments to vendors – Moved to Regular Agenda
- k. Request motion to accept highest bid on John Deere backhoe and Hinkle Plow
Motion to authorize the manager to accept highest bid on John Deere backhoe and Hinkle Plow
Motioned by Supervisor Bitler
Seconded by Supervisor Gullo
YES Gullo, Bitler, Smith **ABSENT Rhoads, Breidenstein**
Motion passed
- l. Employee Handbook currently being reviewed - NFA
- m. Donal Update – Multiple items incorrectly entered on wrong lines. Currently being reviewed and corrected.
For informational purposes only –
- i. Manager Steve shared that if the Township were to utilize the WEX fuel fobs for Township vehicles they would not have to pay a tax on the fuel and would also receive a discount. He has commenced gathering vehicle information.
 - ii. Alleghenyville Road to be closed soon for an unknown period.
 - iii. Portable Toilets - quantity to be downsized
 - iv. All documents relating to Old River Road Bridge have been approved to date.

VII. Supervisors Reports

- a. SMP database – NFA
- b. RTMA Lease – NFA
- c. Zoom - NFA
- d. Newsletter – NFA
- e. Discussion on solar power - NFA

VIII. Fire Companies

- a. Friendship FC - NFA
- b. EMC Report - NFA
- c. Gibraltar FC - NFA

IX. Minutes and Reports

- a. BOS Workshop Meeting Draft Minutes 7.10.25
- b. BOS Regular Meeting Draft Minutes 7.15.25
- c. Building Inspector's Report

- d. Zoning Inspections Report
- e. SEO Report
- f. EEMA Sewer Report
- g. Road Report
- h. Police Report
- i. Friendship Fire Company Report -
- j. Gibraltar Fire Company Report
- k. Ambulance Service Report
- l. Village Library of Morgantown

The above items are to be reviewed at the Regular meeting on August 19, 2025

X. Planning & Engineering – Engineer Ryan Rhode

- a. Engineer's Report – NFA
- b. Cedar Hills Estates – MPC Time Extension – Representation will attend the Regular meeting on 8.15.25 to update the Board of Supervisors.
- c. Chestnut Hill Estates, Subdivision & Lot 1 – MPC time Extension. Chestnut Hill are revising plans to address concerns from Engineer and Code Officer.

Motion to grant a Chestnut Hill Estates Subdivision and Lot 1 a Time Extension to February 28, 2026

Motioned by Chairman Smith

Seconded by Supervisor Bitler

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed

- d. Rock Hollow Road Bridge – Discussed under Manager's comments
- e. Zion Rd Culvert – Update – Should be opened for the start of the school year
- f. Alleghany Creek Debris Complaint – Engineer Rhode and Manager Steve are preparing a funding application to remove debris from the creek and to assist PublicWorks with flagging during the road closure. Submission due by Friday August 15, 2025.

Motion to approve the submission of application for funding to Berks County Clean Water.

Motioned by Chairman Smith

Seconded by Supervisor Bitler

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed

- g. August 04, 2025 Planning Commission Meeting was cancelled. - NFA

XI. Legal Matters

- a. PAMS Contract -
 - i. Proposed Updates to Sewage User Fees Collection Agreement and Ordinance
 - ii. Proposed Updates to Storm Water Fees Collection Agreement and Ordinance
- Motion to accept the Sewage User Fees Collection Agreement and separately the Stormwater Fees Collection Agreement.**

Motioned by Chairman Smith

Seconded by Supervisor Gullo

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed

Motion to enact Ordinance 2025-01 Sewage User Fees and Stormwater Fee

Motioned by Chairman Smith

Seconded by Supervisor Gullo

YES Gullo, Bitler, Smith

ABSENT Rhoads, Breidenstein

Motion passed

Fees to be reviewed by RTMA and manager

- b. Dyer Quarry – Update to follow

XII. Public Works – Barry Readinger

- a. The PublicWorks department have finished all the prep work on the roads that are to be oil and chipped. NFA
- b. The start date for all roads that are to be oiled and chipped is August 18th. Those roads are Weaver Rd and Cedar Hill Rd. NFA
- c. The PublicWorks team has started base repair (milling and paving) on Moyer Road, Weidner Road and Frantz Court. We ask the public please do not go around the “Road Closed” signs. We have been having issues with motorists going around them and driving over fresh blacktop before it is even rolled. PublicWorks thanked the RTPD with their assistance addressing these issues.
- d. The Zion Road culvert project is underway. There was an issue with someone that turned the contractor’s pump off overnight and caused a delay in the project. The Police are aware and will be monitoring the site periodically during off hours. As of the date of the meeting, the project is almost completed.

XIII. Park & Recreation

- a. Third quarter Park & Rec meeting to be held on August 25, 2025. NFA.

XIV. EAC –

- a. June 05 2025 meeting minutes – NFA
- b. July 17, 2025 meeting minutes – NFA

XV. New Business

- a. None.

XVI. Old Business

- a. Website / Social Media impact:- NFA
- b. Mini- Split in Server room. – NFA

XVII. Executive Session

The Board re-entered Executive Session at 8:10pm
The Board returned from Executive Session at 8:16
Discussions were about personnel matters.

XVIII. Motion To Adjourn -

Motion to adjourn at 8:17

Motioned by Supervisor Bitler

Seconded by Supervisor Gullo

YES Gullo, Bitler, Smith

Motion passed

ABSENT Rhoads, Breidenstein