

**Robeson Township Reorganization Meeting Minutes – January 5, 2026**

**ROBESON TOWNSHIP BOARD OF SUPERVISORS**

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

**Board of Supervisors Reorganization Meeting**

**Reorganization Minutes**

**Date: January 5, 2026**

**Time: 5:30 PM**

**Location: Robeson Township Municipal Building**

**1. Call to Order**

The Reorganization Meeting of the Robeson Township Board of Supervisors was called to order at 5:30 PM.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Roll Call**

**Supervisors Present:** Timothy Bitler Sr., Margaret Fix, Scott Gullo, Jeff Rhoads, Harold Steve

**Also Present:** Acting Chief Jason Rimby

**Reorganization**

**4. Temporary Chair**

A motion was made to appoint Harold Steve as Temporary Chair.

- Motion by: Timothy Bitler Sr.
- Second by: Margaret Fix
- Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads

**Motion carried.**

**5. Chairman of the Board of Supervisors**

Nominations were made for Chairman of the Board of Supervisors:

- Scott Gullo nominated Jeff Rhoads
- Harold Steve nominated Timothy Bitler Sr.

Vote:

- Bitler – Fix, Steve, Bitler
- Rhoads – Gullo, Rhoads

Timothy Bitler Sr. was elected Chairman and assumed the position.

## **6. Vice-Chairman of the Board of Supervisors**

Nominations were made for Vice-Chairman:

- Scott Gullo nominated Jeff Rhoads
- Margaret Fix nominated Harold Steve

Vote:

- Steve – Fix, Steve, Bitler
- Rhoads – Gullo, Rhoads

Harold Steve was elected Vice-Chairman and assumed the position.

## **7. Township Manager**

There is no Township Manager at this time.

## **8. Township Secretary**

A nomination was made to appoint Margaret Fix as Township Secretary.

- Nominated by: Timothy Bitler Sr.
- Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads

Margaret Fix assumed the position of Township Secretary.

## **9. Assistant Township Secretary**

A nomination was made to appoint Paula Cullen as Assistant Township Secretary.

- Nominated by: Timothy Bitler Sr.
- Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads

**Paula Cullen assumed the position of Assistant Township Secretary.**

## **10. Township Treasurer**

A motion was made to appoint Harold Steve as Township Treasurer.

- Motion by: Timothy Bitler Sr.
- Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads

Harold Steve assumed the position of Township Treasurer.

### **11. Assistant Township Treasurer**

The position of Assistant Township Treasurer was discussed, but no action was taken.

### **12. Vacancy Board Chairman**

Letters of interest were received from Tom Keim and Tracy Keturakis.

A motion was made to appoint Tracy Keturakis as Vacancy Board Chairman.

- Motion by: Timothy Bitler Sr.
- Second by: Margaret Fix
- Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads

**Motion carried.**

### **Appointments to Township Offices (2026)**

The Board considered and acted upon the following appointments to Township offices for 2026:

- **Recording Secretary:** Margaret Fix
  - Motion by: Timothy Bitler Sr.
  - Second by: Harold Steve
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.
- **Open Records Officer:** The position of Open Records Officer was discussed, but no action was taken.
- **Deputy Open Records Officer:** The position of Deputy Open Records Officer was discussed, but no action was taken.
- **Municipal Authority Open Records Officer:** Secretary for Municipal Authority
- **Municipal Authority Deputy Open Records Officer:** Secretary for Municipal Authority
- **EAC Liaison:** The position of EAC Liaison was discussed and left vacant.
- **GAJA Liaison:** Harold Steve
  - Motion passed by unanimous vote.
- **Engineer (Township & Parks and Recreation):** Kraft Engineering
  - Motion passed by unanimous vote.
- **Code Enforcement / Building & Zoning Officer:** Technicon (30-day probationary period)

- Motion by: Timothy Bitler Sr.
- Second by: Harold Steve
- Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads
- Motion carried.
- **Alternate Building, Zoning & Code Enforcement Officer:** Systems Design Engineering
  - Motion by: Harold Steve
  - Second by: Scott Gullo
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.
- **Emergency Management Coordinator:** Galen Brown (Governor-appointed)
- **Deputy Emergency Management Coordinators:** Nick Rapak and Brody Wertman
  - Motion by: Timothy Bitler Sr.
  - Second by: Margaret Fix
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.
- **Sewage Enforcement Officer:** Technicon (30-day probationary period in accordance with Township policy)
  - Motion by: Harold Steve
  - Second by: Margaret Fix
  - Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads
  - Motion carried.
- **Alternate Sewage Enforcement Officer:** Systems Design Engineering
  - Motion by: Timothy Bitler Sr.
  - Second by: Harold Steve
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.

**Residents expressing interest in future appointments included Robert L. Horst, David D. Weld, and Robert Caldwell III.**

## **Solicitors**

**A motion was made to appoint Mark Merolla from Brumbach, Mancuso, & Fegley P.C. as Solicitor for the Township, Planning Commission, and Parks & Recreation Board.**

- Motion by: Timothy Bitler Sr.
- Second by: Harold Steve
- Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads

Motion carried.

**A motion was made to appoint Eugene Orlando as Solicitor for the Zoning Hearing Board.**

- Motion by: Scott Gullo
- Second by: Jeff Rhoads
- Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads

**Motion carried.**

## **Delegates and Board Appointments**

- **PSATS Voting Delegate:** Margaret Fix
  - Motion by: Timothy Bitler Sr.
  - Second by: Scott Gullo
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.
- **PSATS Attending Delegate:** Harold Steve
  - Motion by: Scott Gullo
  - Second by: Timothy Bitler Sr.
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
  - Motion carried.
- **Planning Commission:** Bob Seal & Bill Meister
  - Motion by: Timothy Bitler Sr.
  - Second by: Harold Steve
  - Vote: Yes – Fix, Steve, Bitler, Gullo / No - Rhoads
  - Motion carried.
- **GAJA: Tabled until GAJA reaffirms positions.**

- **Parks and Recreation Board:** Joshua Hughes
  - Motion by: Harold Steve
  - Second by: Timothy Bitler Sr.
  - Vote: Yes – Steve, Bitler, Gullo, Rhoads / Abstain – Fix
  - Motion carried.
- **Environmental Advisory Council:** Robert Horst and David Weld
  - Motion by: Timothy Bitler Sr.
  - Second by: Harold Steve
  - Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads
  - Motion carried.
- **Zoning Hearing Board:** Richard Fix
  - Motion by: Timothy Bitler Sr.
  - Second by: Harold Steve
  - Vote: Yes – Steve, Bitler, Gullo / No – Rhoads / Abstain – Fix
  - Motion carried.
- **Board of Auditors:**

An Auditor was elected by write-in vote but declined the position. The Board will seek guidance from the County regarding next steps.

#### **Financial and Administrative Actions**

- **CPA for Audit Services – The Existing 3 Year Contract**
  - Motion by: Harold Steve
  - Second by: Jeff Rhoads
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **Treasurer’s Bond (2026) – \$2,000,000**
  - Motion by: Timothy Bitler Sr.
  - Second by: Jeff Rhoads
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **Designation of Depositories – Resolution 2026-01 (Tompkins Fulton)**
  - Motion by: Harold Steve

- Second by: Jeff Rhoads
- Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **CPA Appointment** – Resolution 2026-02 (Zelenkofske and Axelrod)
  - Motion by: Jeff Rhoads
  - Second by: Scott Gullo
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **Local Tax Collection Law** – Resolution 2026-03
  - Motion by: Jeff Rhoads
  - Second by: Scott Gullo
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **Fee Schedule:** Tabled
- **Township Manager Salary:** Tabled until a Township Manager is hired
- **Chief of Police Salary:** Tabled until a Chief of Police is hired

#### **Other Business**

- **Revocation of Resolution 24-06 (Audio/Video Recording)**
  - Motion by: Timothy Bitler Sr.
  - Second by: Margaret Fix
  - Vote: Yes – Fix, Steve, Bitler, Gullo, Rhoads
- **Joy Breidenstein Special Exception – Second Dwelling**
  - Motion by: Timothy Bitler Sr. to authorize Solicitor Mark Merolla to review the application and take appropriate action if necessary
  - Second by: Harold Steve
  - Vote: Yes – Fix, Steve, Bitler / No – Gullo, Rhoads

#### **Adjournment**

A motion was made by Margaret Fix and seconded by Scott Gullo to adjourn the meeting at 6:20 PM.

**Respectfully submitted,**

Margaret J. Fix  
Township Secretary