

**Robinson Township**  
Board of Supervisors  
Organizational Meeting and Regular Meeting  
January 4, 2021  
5:00 p.m.

CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Robinson Township Board of Supervisors met in regular session on Monday, January 4, 2021 at 5:00 p.m. for the purpose of reorganizing and conducting regular business. Pledge of Allegiance to the flag was conducted.

Present at the meeting were Supervisors Mary Donaldson, David Foley, Chris Amodeo, Solicitor Alan Shuckrow, Township Engineer Keith Straight, and Township Manager Crystal Brown. Zoning Officer Mark Dorsey was absent.

**PUBLIC DISCUSSION** Solicitor Shuckrow asked if anyone wished to speak on organizational agenda items only. There was no discussion.

**APPOINTMENT OF TEMPORARY CHAIR**

Donaldson made a **motion** to appoint Solicitor Shuckrow temporary chair. Motion was seconded by Foley.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**APPOINTMENT OF CHAIR**

Amodeo made a **motion** to appoint Dave Foley to position of Chair. Motion was seconded by Donaldson. Outgoing Chair Donaldson expressed her support of rotation of Chair responsibilities and thanked all in attendance for support throughout the year 2020.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**APPOINTMENT OF VICE CHAIR**

Amodeo made a **motion** to appoint Mary Donaldson Vice Chair. Motion was seconded by Foley.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**APPOINTMENT OF MANAGER/TREASURER/SECRETARY/RIGHT-TO-KNOW-OFFICER**

Donaldson made a **motion** to appoint Crystal Brown to the positions. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**ESTABLISH AMOUNT OF TREASURER'S BOND**

Amodeo made a **motion** to set the Treasurer's Bond at \$500,000. Motion was seconded by Donaldson.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**ADOPT RESOLUTION 01-2021 APPOINTMENT TO ZONING BOARD**

Donaldson made a **motion** to adopt Resolution 01-2021, reappointing Mary Duranti to the Zoning Hearing Board, with a term to expire December 31, 2023. Seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ADOPT RESOLUTION 02-2021 APPOINTMENTS TO PLANNING COMMISSION

Donaldson made a **motion** to Adopt Resolution 02-2021, reappointing Robert Foley and Quintin Jones to the Planning Commission, with terms to expire December 31, 2024.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR

Donaldson made a **motion** to appoint Doug Baird as Emergency Management Coordinator. Motion was seconded by Foley. Mr. Baird's commitment to the township in this position was noted by Ms. Donaldson and the Board expressed thanks for his ongoing support.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 03-2021 ESTABLISHING TOWNSHIP DEPOSITORIES AND AUTHORIZED SIGNERS

Amodeo made a **motion** to adopt Resolution 03-2021, affirming Huntington National Bank as the banking institution, with the three elected supervisors as signatories. Motion was seconded by Donaldson.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ESTABLISH MILEAGE REIMBURSEMENT RATE FOR 2021

Donaldson made a **motion** to establish the mileage reimbursement figure at IRS-set rate for 2021 at .56 cents / mile. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ESTABLISH MEETING DATES, TIMES AND PLACES FOR 2021

Donaldson made a **motion** to adopt the attached schedule as prepared by manager, noting that with tonight's exception, there are no changes for the year. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ROAD MASTERS

Donaldson made a **motion** to appoint the three elected supervisors as Road Masters. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF POLICE AND FIRE LIAISON

Donaldson made a **motion** to appoint Crystal Brown as Police and Fire Liaison. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### AFFIRM EXISTING BENEFITS FOR EMPLOYEES

Donaldson made a **motion** to affirm existing benefits packages for employees as eligible, and township contributes as maximum figure to health insurance premium per employee, to be capped in 2021 at \$1,300.00. This figure will be revisited and modified annually. Seconded by Amodeo.

#### APPOINTMENT OF SOLICITOR

Donaldson made a **motion** to appoint Strassburger McKenna Gutnick and Gefsky as solicitor firm for the township. Solicitor Shuckrow expressed gratitude on behalf of the firm, as well as his and Gretchen Moore's pleasure at their association with the township. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ENGINEER

Donaldson made a **motion** to appoint Redcon Engineering, represented by Keith Straight as engineering firm in service to the township. Mr. Straight expressed his pleasure at the working relationship with the township, which was reciprocated by the board. Motion was seconded by Foley.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF WAGE TAX COLLECTOR

Donaldson made a **motion** to appoint Keystone Collections Group as wage tax collection agency. Seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF LOCAL SERVICE TAX COLLECTOR

Donaldson made a **motion** to appoint Alisha M. Kendall as Local Service Tax Collector. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 04-2021 AFFIRMING THE REAL ESTATE TAX RATE

Donaldson made a **motion** to adopt Resolution 04-2021, Affirming the Real Estate Tax Rate, which remains unchanged and is 1.06 mills. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 05-2021 APPOINTMENT OF CPA AUDITOR

Donaldson made a **motion** to engage the accounting firm of Jeffrey McCue to examine the 2020 financial records of all accounts of the township. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT TO VACANCY BOARD

Donaldson made a **motion** to appoint John Campbell to Vacancy Board. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – ABSTAIN, Foley – Yes

#### ADOPTION OF RESOLUTION 06-2021 APPOINTMENT OF TAX COLLECTOR

Donaldson made a **motion** to appoint Alisha M. Kendall as collector of municipal real estate, street light, fire hydrant, fire tax, interim tax, and per capita tax with terms described in formal agreement. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ZONING, CODE ENFORCEMENT AND GIS COORDINATOR

Donaldson made a **motion** to appoint Mark Dorsey as Zoning and Code Enforcement Officer, as well as GIS Coordinator. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF BUILDING CODE OFFICIAL

Donaldson made a **motion** to appoint Municipal Consulting Services, represented by Harold Ivery, Jr. as building code official. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ANIMAL CONTROL OFFICIAL

Donaldson made a **motion** to appoint Dane Culley as animal control officer. Motion was seconded by Amodeo.

RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### AUTHORIZE PSATS ATTENDANCE

Donaldson made a **motion** to authorize the attendance of township employees, number to be determined, to PSATS state convention. Motion was seconded by Amodeo.  
RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF VOTING DELEGATE

Donaldson made a **motion** to appoint Dave Foley as Voting Delegate at the PSATs state convention. Motion was seconded by Amodeo.  
RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

#### ADJOURNMENT OF ORGANIZATIONAL MEETING AT 5:35 P.M.

#### OPENING OF REGULAR BUSINESS MEETING AT 5:36 P.M.

**PUBLIC DISCUSSION** Chair Foley asked if there was any discussion on agenda items only. There was no discussion.

**MINUTES** Donaldson made a motion to approve the minutes of the Regular Meeting of December 14, 2020. Seconded by Amodeo.  
RCV: Amodeo – Yes, Donaldson – Yes, Foley - Yes

**BILLS AND PAYROLL** Donaldson made a **motion** to authorize payment of the December bills and payroll. Seconded by Amodeo.  
RCV: Amodeo – Yes, Donaldson – Yes, Foley - Yes

**CORRESPONDENCE** Donaldson made a **motion** to accept correspondence for December. Seconded by Amodeo.  
RCV: Amodeo – Yes, Donaldson – Yes, Foley – Yes

**REPORTS**

- Fire Department**-Midway 15 incidents, McDonald not received.
- Police**-on file, 31 calls
- Zoning**-report not received due to Dorsey family emergency
- Animal Control**-not received
- Supervisors**-Mary Donaldson made note of a recent public event on the Geary Farm hosted by the Cummins family. Two Christmas celebrations, with a petting zoo and other attractions were very well attended and she thanked the family for their efforts. Tina Cummins was present and advised that over 600 people attended over the two day event. Other such events are planned and the Board expressed appreciation to the family.
- Solicitor**-Alan Shuckrow described decision in Rita Drive / Dysert case and provided explanation
- Public Works**- Donaldson noted that public works was effective at plowing in recent snowstorm including many thanks from residents, Donaldson cited numerous activities including; continued work on Raccoon Creek Road slip area, and ongoing maintenance and repair of equipment.
- Engineer**- K. Straight reports on many activities this month: Geary Farm guiderail bid award, Old Steubenville Pike guiderail, extension of waterline on Old Steubenville Pike, supervision of restroom replacement project including and lead and asbestos study.
- Manager** –Brown explained current township building accessibility update, COVID related work practices, 2021 meeting schedule, and advised that ethics forms to be completed by office holders are now in-office, as well as other administrative matters.

Donaldson made a **motion** to accept reports. Seconded by Amodeo.  
RCV: Amodeo-Yes, Donaldson-Yes, Foley-Yes.

OLD BUSINESS

Donaldson made a **motion** to approve change order to Old Steubenville Pike Guiderail Project. This order will authorize Green Acres Contracting to remove old guiderail, instead of township employees. It is felt that this option exposes the traveling public to the least risk. This order carries a cost of approximately \$7,875.00. Keith Straight notes that a small credit adjustment is due to township in the amount of \$1,400.00 which will help offset the extra cost. Seconded by Amodeo.

RCV: Amodeo - Yes, Donaldson - Yes, Foley

NEW BUSINESS

Donaldson made a **motion** to extend Excess Maintenance Agreement with Shell/Percheron on Donaldson and Beagle Club Roads from December 31, 2020 to May 31, 2021 in order to execute all final restoration efforts on private property. This is related to the Falcon Pipeline. Seconded by Amodeo.

RCV: Amodeo - Yes, Donaldson - Yes, Foley

PUBLIC DISCUSSION OF OTHER MATTERS

There was no discussion.

ADJOURNMENT

With no further business to come before the Board, Chairman Foley adjourned the meeting at 6:00 p.m. which was seconded by Amodeo.

RCV: Amodeo - Yes, Donaldson - Yes, Foley - Yes

Respectfully submitted: *Crystal Brown*, Manager and Secretary