

**Robinson Township**  
Board of Supervisors  
Organizational Meeting and Regular Meeting  
January 3, 2022  
5:00 p.m.

CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Robinson Township Board of Supervisors met in regular session on Monday, January 3, 2022 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, Solicitor Alexis Wheeler, Township Engineer Keith Straight, and Township Manager Crystal Brown and Zoning Officer Mark Dorsey.

**PUBLIC DISCUSSION** Acting Chair Foley 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 Foley. Motion was seconded by Foley.  
RCV: Donaldson – Yes, Foley – Yes

**APPOINTMENT OF CHAIR**

Foley made a **motion** to appoint Mary Donaldson to position of Chair. Motion was seconded by Donaldson.  
RCV: Donaldson – Yes, Foley – Yes

**APPOINTMENT OF VICE CHAIR**

Donaldson made a **motion** to appoint Dave Foley as Vice Chair. Motion was seconded by Foley.  
RCV: 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 Foley.  
RCV: Donaldson – Yes, Foley – Yes

**ESTABLISH AMOUNT OF TREASURER'S BOND**

Donaldson made a **motion** to set the Treasurer's Bond at \$500,000. Motion was seconded by Foley.  
RCV: Donaldson – Yes, Foley – Yes

**ADOPT RESOLUTION 01-2022 APPOINTMENT TO ZONING BOARD**

Foley made a **motion** to adopt Resolution 01-2022, reappointing Keith Pfender to the Zoning Hearing Board, and John Zilich as Alternate Member, with terms to expire December 31, 2024. Seconded by Donaldson.  
RCV: Donaldson – Yes, Foley – Yes

#### ADOPT RESOLUTION 02-2022 APPOINTMENTS TO PLANNING COMMISSION

Foley made a **motion** to Adopt Resolution 02-2022, reappointing Ken Glass to the Planning Commission, with term to expire December 31, 2025. Seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT Of EMERGENCY MANAGEMENT COORDINATOR

Foley made a **motion** to appoint Doug Baird as Emergency Management Coordinator. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 03-2022 ESTABLISHING TOWNSHIP DEPOSITORIES AND AUTHORIZED SIGNERS

Foley made a **motion** to adopt Resolution 03-2022, affirming Huntington National Bank as the banking institution, with the three elected supervisors as signatories. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### ESTABLISH MILEAGE REIMBURSEMENT RATE FOR 2022

Foley made a **motion** to establish the mileage reimbursement figure at IRS-set rate for 2022 at .58.5 cents / mile. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### ESTABLISH MEETING DATES, TIMES AND PLACES FOR 2022

Foley 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 Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ROAD MASTERS

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

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF POLICE AND FIRE LIAISON

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

RCV: Donaldson – Yes, Foley – Yes

#### AFFIRM EXISTING BENEFITS FOR EMPLOYEES

Foley 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 2022 at \$1,500.00. This figure will be revisited and modified annually. For the benefit of the public, Donaldson explained this motion in detail. Seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF DELEGATE TO THE MIDWAY SEWAGE AUTHORITY

Donaldson made a **motion** to appoint Dave Foley as delegate to the Midway Sewage Authority, replacing George Protch. Motion was seconded by Foley.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF SOLICITOR

Foley made a **motion** to appoint Strassburger McKenna Gutnick and Gefsky as solicitor firm for the township. Solicitor Wheeler expressed gratitude on behalf of the firm, as well as the firm's pleasure at their working relationship with the township. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ENGINEER

Foley 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 Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF WAGE TAX COLLECTOR

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

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF LOCAL SERVICE TAX COLLECTOR

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

RCV: Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 04-2022 AFFIRMING THE REAL ESTATE TAX RATE

Foley made a **motion** to adopt Resolution 04-2022, Affirming the Real Estate Tax Rate, which remains unchanged and is 1.06 mills. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### ADOPTION OF RESOLUTION 05-2022 APPOINTMENT OF CPA AUDITOR

Foley made a **motion** to engage the accounting firm of Jeffrey McCue to examine the 2021 financial records of all accounts of the township. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT TO VACANCY BOARD

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

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF TAX COLLECTOR

Foley made a **motion** to affirm 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 Donaldson.

RCV: Donaldson – Yes, Foley – Yes

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

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

RCV: Donaldson – Yes, Foley – Yes

#### APPOINTMENT OF ZONING AND CODE ENFORCEMENT ASSISTANT

Foley made a **motion** to appoint Gail Matus as Zoning and Code Enforcement Assistant. Motion was seconded by Donaldson.

RCV: Donaldson – Yes, Foley – Yes

APPOINTMENT OF BUILDING CODE OFFICIAL

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

APPOINTMENT OF ANIMAL CONTROL OFFICIAL

Foley made a **motion** to appoint Dane Culley as animal control officer. Motion was seconded by Donaldson.  
RCV: Donaldson – Yes, Foley – Yes

AUTHORIZE PSATS ATTENDANCE

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

ADJOURNMENT OF ORGANIZATIONAL MEETING AT 5:17 P.M.

OPENING OF REGULAR BUSINESS MEETING AT 5:18 P.M.

**PUBLIC DISCUSSION** Chair Donaldson asked if there was any discussion on agenda items only. There was no discussion. A repeat of the Pledge of Allegiance occurred, as a new meeting was beginning.

**MINUTES** Donaldson made a motion to approve the minutes of the Regular Meeting and Conditional Use Hearing of December 13, 2021. Seconded by Foley.  
RCV: Donaldson – Yes, Foley - Yes

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

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

**REPORTS**

- Fire Department**- reports not yet received.
- Police**-on file, 86 calls
- Zoning**-on file
- Animal Control**-0 calls
- Supervisors**-Dave Foley conveyed congratulations to manager on birth of her grandchild.
- Solicitor**-Alexis Wheeler described a quiet month, wrapping up some ongoing cases and assisting in ordinary matters of the township.
- Public Works**- Donaldson noted that manager was facilitating a public works log detailing work conducted by the department, and itemized the activities reported, primarily being cleaning grates and ditchlines and attempting to remedy a standing water hazard on Campbell Rd.
- Engineer**- K. Straight reports on finalizing review of Ft. Cherry Connector drawings and exhibits. He is in consultation with solicitor on some final matters, and will present a streamlined file for township reference when completed.

**Manager** –Brown discussed accident concerns at Ft. Cherry Connector / Noblestown intersection and efforts to remedy this; selling process of the 2018 bucket truck via Municibid and private sale possibilities; reminder of notarial service available to residents, need to administer Oaths of Office to renewing township officials, to be conducted by manager after the meeting; availability of annual state ethics forms, and announcement of auditor’s reorganization meeting to be held January 4, 2022 at 10:00 a.m. President auditor Cathy Lodge will coordinate her fellow auditors.

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

OLD BUSINESS            No old business.

NEW BUSINESS            Foley made a **motion** to alter the regular working hours of Administrative Assistant Renee Szymanski from part-time to full-time.    Seconded by Donaldson.  
RCV: Donaldson – Yes, Foley

PUBLIC DISCUSSION OF OTHER MATTERS  
There was no discussion.

ADJOURNMENT            With no further business to come before the Board, Chair Donaldson adjourned the meeting at 5:32 p.m. which was seconded by Foley.  
RCV: Donaldson – Yes, Foley – Yes

Respectfully submitted:    *Crystal Brown*, Manager and Secretary