**Robinson Township**

Board of Supervisors

Organizational Meeting and Regular Meeting

January 3, 2023

6:00 p.m.

CALL TO ORDER and PLEDGE OF ALLEGIANCE

The Robinson Township Board of Supervisors met in regular session

on Monday, January 3, 2023 at 6:00 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 Duncan Nickles, and Township Manager Crystal Brown.

PUBLIC DISCUSSION Acting Chair Donaldson 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 Amodeo. Motion was seconded by Foley.

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

APPOINTMENT OF CHAIR

Amodeo made a motion to appoint Dave Foley to position of Chair. Motion was seconded by Donaldson.

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

APPOINTMENT OF VICE CHAIR

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

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

ESTABLISH AMOUNT OF TREASURER’S BOND

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

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

ADOPT RESOLUTION 01-2023 APPOINTMENT TO ZONING BOARD

Donaldson made a motion to adopt Resolution 01-2023, reappointing Bob Cummins with term to expire December 31, 2025. Seconded by Amodeo.

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

ADOPT RESOLUTION 02-2023 APPOINTMENT TO PLANNING COMMISSION

Donaldson made a motion to Adopt Resolution 02-2023, reappointing Tony Orlandini to the Planning Commission, with term to expire December 31, 2026. Seconded by Amodeo.

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

APPOINTMENT Of EMERGENCY MANAGEMENT COORDINATOR

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

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

ADOPTION OF RESOLUTION 03-2023 ESTABLISHING TOWNSHIP DEPOSITORIES AND AUTHORIZED SIGNERS

Donaldson made a motion to adopt Resolution 03-2023, affirming Huntington National Bank as the banking institution, with the three elected supervisors as signatories. Motion was seconded by Amodeo.

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

ESTABLISH MILEAGE REIMBURSEMENT RATE FOR 2023

Donaldson made a motion to establish the mileage reimbursement figure at IRS-set rate for 2023 at 62.5 cents / mile. Motion was seconded by Amodeo.

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

ESTABLISH MEETING DATES, TIMES AND PLACES FOR 2023

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: Donaldson – Yes, Foley – Yes, Amodeo - Yes

APPOINTMENT OF ROAD MASTERS

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

RCV: Donaldson – Yes, Foley – Yes, Amodeo - 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: Donaldson – Yes, Foley – Yes, Amodeo - 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. This figure will be revisited and modified annually. For the benefit of the public, Donaldson asked Manager to explain this motion in detail. Seconded by Amodeo.

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

APPOINTMENT OF SOLICITOR

Donaldson 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 Amodeo.

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

APPOINTMENT OF ENGINEER

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

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

APPOINTMENT OF WAGE TAX COLLECTOR

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

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

ADOPTION OF RESOLUTION 04-2023 AFFIRMING THE REAL ESTATE TAX RATE

Donaldson made a motion to adopt Resolution 04-2023, Affirming the Real Estate Tax Rate, which remains unchanged and is 1.06 mills. Motion was seconded by Amodeo.

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

ADOPTION OF RESOLUTION 05-2023 APPOINTMENT OF CPA AUDITOR

Donaldson made a motion to engage the accounting firm of Jeffrey McCue & Associates to examine the 2022 financial records of all accounts of the township. Motion was seconded by Amodeo.

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

APPOINTMENT TO VACANCY BOARD

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

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

APPOINTMENT OF TAX COLLECTOR

Donaldson 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 Amodeo. Donaldson and Manager noted that Ms. Kendall is an excellent tax collector.

APPOINTMENT TO APPEALS BOARD

Donaldson made a motion to appoint Crystal Brown to Appeals Board. Motion was seconded by Amodeo.

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

APPOINTMENT OF ZONING OFFICER

Donaldson made a motion to appoint Doug Baird as Zoning Office. Donaldson asked Manager to provide explanation on recent role changes. Manager explained that increase in development and increasing duties on both Code and Zoning offices necessitated the split in roles, with Gail Matus assisting both offices. Motion was seconded by Amodeo.

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

APPOINTMENT OF CODE ENFORCEMENT OFFICER

Dondaldson made a motion to appoint Mark Dorsey as Code Enforcement Officer, as described in previous motion. Motion was seconded by Amodeo.

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

APPOINTMENT OF GIS COORDINATOR

Donaldson made a motion to appoint Gail Matus as GIS Coordinator, to be assisted by Christian Illig. Motion was seconded by Amodeo.

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

APPOINTMENT OF ANIMAL CONTROL OFFICIAL

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

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

CHAIR ASKED FOR PUBLIC COMMENT ON ANY OTHER ITEM. THERE WAS NONE.

ADJOURMENT OF ORGANIZATIONAL MEETING AT 6:20 P.M.

OPENING OF REGULAR BUSINESS MEETING AT 6:21 P.M.

PUBLIC DISCUSSION Chair Foley 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 of December 12, 2022. Seconded by Amodeo.

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

BILLS AND PAYROLL Donaldson made a motion to authorize payment of the December bills and payroll. Seconded by Amodeo.

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

CORRESPONDENCE Donaldson made a motion to accept correspondence for December, two items. Seconded by Amodeo.

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

REPORTS **Fire Department**- McDonald – 14 calls, year-end report received. Midway not yet available.

**Police**-not received, no officer present.

**Zoning**-activities read aloud by Gail Matus.

**Animal Control**-not yet received

**Supervisors**- Mary Donaldson asked EMC Doug Baird to provide explanation of two recent emergency incidents affecting Robinson Township.

Mr. Baird reported as follows: At 7:41 a.m. on December 25, 2022, responders were called to the ETC Plant on Point Pleasant Road, where numerous “spot fires” were identified in different locations. Certain shut off mechanisms were damaged by fire, delaying the ability to reduce gas supply. Numerous fire departments were on stand-by to assist when and if needed and if it could be done safely. At approximately 3:00 p.m. that day, the incident was considered closed, with all flames extinguished. As of this date, the plant is partially operational. Mr. Baird indicated that the appropriate response for residents in these cases is “shelter in place”, rather than evacuate, as evacuation itself can possibly present a hazard.

The second incident occurred on December 26, 2022, with responders being alerted to smell of natural gas at several possible locations. Several locations were cleared as not being a problem, and it was determined that the source of the problem was the Markwest Imperial Compressor Station on Quicksilver Road in Robinson Township. Consultation between plant manager and Baird revealed that a “basket strainer”, a waste removal mechanism, had frozen in extreme temperatures and had spilled waste onto the ground. The DEP and EPA had been notified, as well as two environmental remediation firms who were already en-route to contain the spillage. Baird notes It took approximately 2 hours to completely shut down operations. As of this date, plant manager at Markwest Imperial updates Baird twice a day, and follow up inspections by the DEP and federal agencies are ongoing.

Amodeo questioned Baird as to whether he felt proper protocols were followed. He felt they were, and that the response process worked as designed. A firefighter used his personal drone to assist in the analysis of the ETC plant, and Donaldson asked if a drone purchase might be wise to safely visualize other incidents in the future. Baird described high levels of training and regulation required for drone operators.

**Solicitor**-Alexis Wheeler described consulting on development matters, and reviewing a final draft of the SALDO submitted for legal review by engineers.

**Public Works**- Christian Illig provided a verbal report of the public works department, primarily snow removal response.

**Engineer**- Duncan Nickles reported on providing inspections on the Ft. Cherry Development District phase 1.1, and procurement of General Permit for repair of Maple Grove “bridge / culvert”.

**Manager** –Brown reported on CDBG Block Grant process, meetings and analysis related to LERTA, need of newly appointed officials to take their Oaths of Office, which she will notarize. Manager thanked the staff, board and affiliates for their teamwork, dedication and support throughout the past year, with changing roles and challenging situations.

Donaldson made a motion to accept reports. Seconded by Amodeo.

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

OLD BUSINESS Donaldson made a motion to TABLE a motion regarding a donation to a charitable organization, pending further study and analysis. Seconded by Amodeo.

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

NEW BUSINESS Donaldson made a motion to alter the agenda to include a motion to consider researching purchase of a drone for township emergency use. Seconded by Amodeo. There was no public discussion on this matter.

RCV: Donaldson – Yes, Foley, Amodeo - Yes

Donaldson made a motion to consider researching the purchase of a drone for township emergency use. Seconded by Amodeo. There was no public discussion on this matter.

RCV: Donaldson – Yes, Foley, Amodeo - Yes

PUBLIC DISCUSSION OF OTHER MATTERS

There was no discussion.

ADJOURNMENT With no further business to come before the Board, Chair Foley adjourned the meeting at 7:00 p.m. which was seconded by Amodeo.

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

Respectfully submitted: Crystal Brown, Manager and Secretary