

BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, MARCH 3, 2014
7:00 P.M.

CALL TO ORDER: Chairman Samuel Abatta called the meeting of March 3, 2014 to order at the Municipal Complex, 1000 Church Hill Road at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Chairman Abatta, before we proceed, I just want to make a short announcement. Commissioner Barefoot is present this evening but he may be leaving us shortly because he is going to be a grandfather.

Commissioner Barefoot, my sixth time!

ROLL CALL: Mapel-Present, Barefoot-Present, Kisow-Present, Shiwarski-Present, Abatta-Present. Also in attendance were Solicitor Cambest, Mgr. Silka, Treasurer Kezmarsky, Planning Director Urbano and Mrs. Merks for the purpose of recording minutes.

Presentation of a Proclamation to the Robinson Township Historical Society recognizing their 25th Anniversary and declaring March 10 thru March 14, 2014 as Robinson Township Historical Week in Robinson Township. The Proclamation was presented to President Kathy Evans, Vice-President Len Rider and Treasurer Olive (Sis) Harvey.

TOWNSHIP ENGINEER'S REPORT (Report dated March 3, 2014 is attached)

Capital Projects:

Engineer Meyer, CDBG Year 40 final application has been submitted for the remaining 2nd floor restroom at the Township Municipal Complex and we are awaiting direction from the OCG.

A site visit was conducted at the Baldwin Rd. Ext. landslide. Survey work has been completed at the landslide location and a geotechnical analysis will be conducted to assess the soil conditions.

Robinson Centre Blvd. drainage study has begun for analysis of flow contributions from the drainage areas tributary to the stormwater pipe under Robinson Township Center Blvd.

Developmental Inspection:

ISC and Don's Appliance, work has been sporadic due to the weather.

Stafford Park Phase I, a bond reduction has been requested and is being recommended for approval in the amount of \$22,200.20. This will leave the remaining bond at \$213,137.10.

Development Reviews: A conditional use application for Speedway was discussed at last week's Planning Commission meeting. This is on the Board of Commissioners' agenda to advertise for a Public Hearing.

Stafford Park Phase II – the Plan had been approved by the Township contingent upon fulfillment of the requirements from the RVB letter dated January 29, 2014 and receipt of waivers requested from the developer. A bond estimate has been prepared for the proposed improvements. Work is being done on a Development Agreement and should be sent out shortly.

Taback Plan of Lots – is currently under review.

Montour Elementary School – is currently under review. The applicant's proposed use does not appear to be in conformance with the ordinance. A use variance may be required.

Providence Presbyterian Church – is currently under review for a conditional use and a site plan. This is on the Board of Commissioners' agenda to advertise for a Public Hearing.

Other:

ACTA PCTA Project Park Manor Boulevard – a pre-construction meeting was held at IKEA on February 19, 2014. The work for the IKEA entrance intersection and improvements on IKEA property is scheduled to begin on March 3, 2014 (weather permitting) and is planned to be completed by July 1, 2014.

Chairman Abatta, could you (Mgr. Silka) enlighten us regarding the award that we are going to receive at the ACTA luncheon? I know that it was postponed due to inclement weather.

Mgr. Silka, ACTA is going to present the Robinson Township Commissioners with an award for their cooperation in this project at IKEA. The ceremony was postponed and rescheduled, however the date escapes me at this moment.

Chairman Abatta, I believe it is on March 27th.

POLICE REPORT

Chief Vietmeier apologized for the Police Report mix-up in February regarding January's report.. He (Chief Vietmeier) was out of town and Lt. Krall was not available. From this point on, the report will also go to the manager in the event neither can attend.

A copy of the February report is attached to the minutes.

Chairman Abatta thanked the Police Department for their efforts in responding to a security alarm call at his home. It was an inadvertent error on the homeowner's part, but a very quick response was provided by the Police Department

ADMINISTRATION UPDATE

Manager Silka, I was asked by the Board to take a look at several projects and the update is as follows:

Time Management System Update: I was asked to research time management systems for punching in and punching out with a bio-metrics identification method, that would also interface with our payroll system to provide security for the punch-in, punch-out option and also alleviate some of the hand work that we are doing at the Finance Office as it relates to payroll. I was recommended to the Kronos System as has been discussed here before. After speaking with them, this is the gold standard for large industrial firms and to do a three time clock system with their annual management, we would be looking at over \$7,000 per year in support fees. This is well beyond any budget justification for a Township our size. What I did, I researched different programs and found that we can get stand alone time clocks that do interface with our payroll provider, ADP and provide electronic payroll records. There is a motion on the agenda tonight and I am recommending that we go with three time clocks for Public Works, Administration and the pool from the Amano Time Guardian Co. The cost of each of the clocks is \$405.00 and that is a one-time fee. There are no support and no maintenance agreements. I believe this will provide what the Commissioners are looking for at a much cheaper cost than the Kronos system. It is not the bottom line and it is not the top line, it is a mid-range time clock that has excellent reviews.

In regards to the vacancy updates, we will start the interview process for the Public Works positions, the Community Activities Coordinator and the Code Enforcement Officer that we have had listed within the next couple of weeks. Hopefully, we can bring recommendations for hire at the April meeting. All of the positions are closed on the application process. We have removed the ads from the website and we will move on the evaluation interview process through the month of March.

Another project that the Commissioners asked me to take a look at is the update of our comprehensive plan/zoning ordinance. It has not been updated for some time as you know. The comprehensive plan is the blueprint that drives a community and development and it has not been updated since 1995. A good comprehensive plan project should be updated every five years, so we are a little bit behind the eight ball there. We need to do a little bit of planning to bring our plan up to date and once that is done that will segway you into updating your zoning ordinance. That is a long term plan and will be consultant aided. The cost will probably be anywhere from \$50,000 to \$75,000, depending on the consultant you use and depending on the depth of the zoning ordinance. The good part of that is, if we do it in good planning practice, the state does have grant funding that can pay for 50% of that project. At the same time, we have a couple of pressing issues such as electronic billboards, concrete pipe, some uses in our R District and our paving schedule, which probably should be addressed in the here and now. What

I am suggesting is that we take a two prong approach to this system. We should go through with the consultant and get the grant application in place with the comprehensive and zoning ordinance updates. At the same time, we need to start working on these hot button issues, get them to the Planning Commission, and get them the reviews so that we can address those in the next upcoming months. There is no cost at this point in time. It is just my plan of action. We will come back with the cost and grant application for approval. If that is the Board's desire, that would be my recommendation to guide you through this process.

There is a little bit of good news in the financial report. You will see that there is miscellaneous revenue of \$22,830.65. That is an insurance dividend from our property and casualty insurance. In talking with our insurance broker, this probably happened several years ago. They cannot pinpoint when it accrued, but it is a dividend because we had low losses as opposed to our premiums paid. That basically is free un-budgeted money that we have. It is not recurring, but it is nice to have a surprise income rather than a surprise outgoing.

I occasionally get requests regarding residential gas line extensions and how does the Township go about the process for areas that don't have gas lines. The Township does not provide utilities within the municipality. Depending on where you are located, either Peoples/Equitable Natural Gas or Columbia Gas is the provider. The process would be to contact the provider and request that service. If you need to know who your provider is, you can contact the Township office or if you need help making that contact, we can do it for a group of residents. However, you would go directly to the gas company for service extensions.

Township clean-up day is scheduled for April 26th, which is a Saturday. I am going to get some press out on this through our website and our television channel. Any organized groups who want to come and help with the cleanup day, the more people we have the more area we can have cleaned up. It is late this year because Easter falls on the weekend, usually around Earth Day, so we had to bump it back one week. I will get more information out as that plan comes together. That is my report.

TOWNSHIP SOLICITOR'S REPORT

Solicitor Cambest had no report.

FINANCE REPORT

Vice-Chairman Shiwarski, I would like to ask Mgr. Silka to update the residents on the progress that we made so far on our audit?

Mgr. Silka, the audit began in the beginning of February. They came in and did the bulk of their work of collecting our information and getting our financial transactions through the year. They interviewed staff. We had a management meeting with Commissioner Shiwerski, myself and Mr. Kezmarsky, our finance officer to kick it off. They collected some employee questionnaires, some management questionnaires, which is a new GASB requirement to identify any fraud that you may know of or you may suspect within the financial dealings of the Township. Right now, all of the work papers are in and the auditors are compiling our audit. They are looking to have a draft to us hopefully by the end of April. It is going well.

Vice-Chairman Shiwerski, I would like to ask Mr. Kezmarsky if he can update us on the receipt of the liquid fuels monies.

Mr. Kezmarsky, originally it was slated for \$264,000. I received a surprise allocation of \$295,000, which is about \$31,000 higher due to favorable fuel markets. Aside from that, there is really nothing else to report. We are waiting for the property taxes to begin rolling in. EIT year to date is about \$321,000. The local services tax is about \$137,000. We have real estate transfers at \$48,000. Our cash balance is about \$1.5 million.

THE BOARD OF COMMISSIONERS CONDUCTED AN EXECUTIVE SESSION ON MARCH 3, 2014 FROM 6:00 P.M. TO 7:00 P.M. TO DISCUSS LEGAL MATTERS AND PERSONNEL MATTERS. THE BOARD WILL TAKE OFFICIAL ACTION, IF ANY, FROM THIS EXECUTIVE SESSION DURING THIS MEETING.

OLD BUSINESS

Discussion to approve the February 3, 2014 Board of Commissioner Meeting Minutes.

Discussion to approve the February, 2014 Treasurer's Report.

Discussion to approve the February, 2014 List of Bills.

NEW BUSINESS

Discussion to advertise a public hearing for the Conditional Use Application submitted by Speedway, LLC for a gas station and convenience store proposed at the intersection of Route 60/Steubenville Pike and Moon Run Road as recommended by the Planning Commission. The Public Hearing will be held on April 7, 2014 at 5:00 p.m.

Chairman Abatta, I just have a brief comment on the Conditional Use application by Speedway. I was not present, but I believe that Commissioner Barefoot was in attendance at the last Planning Commission Meeting. I was very enlightened by the questions that the new Board members on our Planning Commission under Mr. Urbano's tutelage made and asked to the perspective clients. These were not just talking heads here. These were gentlemen who were very interested in the development of the Township. They asked very pertinent questions. They asked some of the questions that I would have asked had I been at the meeting. I just want to enlighten you people and let you know that projects that are coming into Robinson Township, be they commercial or residential, will always go in front of the Planning Commission. However, the Board will be sitting, hearing and reviewing the plans even before they go to the Planning Commission. The Planning Commission asks fantastic questions. They did a very nice job. It may have been something that we were remiss with in years gone by. They have started out the new year on the right foot as far as I am concerned with their questions.

Discussion to advertise a public hearing for the Conditional Use Application submitted by Providence Presbyterian Church for an expansion to its existing site as recommended by the Planning Director. The Public Hearing will be held on April 7, 2014 at 5:45 p.m.

Discussion to approve the granting of an additional ninety (90) day extension for the Penn Center West Building #9 Site Plan as recommended by the Planning Commission.

Discussion to approve Bond Reduction #9 in the amount of \$22,200. for the Stafford Park Phase 1 Plan of Lots as recommended by the Township Engineer.

Discussion to appoint _____ to the Library Board to complete a term expiring December 31, 2015.

Chairman Abatta, we have Attachment K, which is an application from Carrie Sheariss to be appointed to the Library Board.

Discussion to approve the amended and restated Rules and Regulations for the Civil Service Commission of Robinson Township, as recommended by the Civil Service Commission.

Discussion to approve the annual donation of funds in the amount of \$2,000 for general operating expenses to the Robinson Township Historical Society.

Chairman Abatta, as I stated before, this is a worthwhile group. They do a fantastic job for us and I think that it is money well spent.

Discussion to authorize the settlement of the Tax Appeal at B.V. 13-006935, Block/Lot 105-B-5.

Discussion to authorize the settlement of the Tax Appeal at B.V. 13-006867; B.V. 13-006868; and B.V. 13-007615 (Robinson Peripheral Developers)

Item #22 has been edited and dropped from the agenda.

Discussion to authorize the Township Manager to purchase and install three (3) Amano Time Guardian FPT-80 bio-metric time clocks in the amount of \$405.00 each.

Number 24 has been dropped from the agenda.

Chairman Abatta, I have an addendum that I would like to add to the agenda.

Discussion to authorize the signing of a Developer's Agreement Resolution for a Plan Revision for the Sewage Facilities Planning Module for The Ridge at Robinson.

Mgr. Silka, the original sewage module application was approved in November by the Board, but there were some BOD issues with the F1 going to the sewage treatment plant and developer, so in order to work that out, there was a Developer's Agreement between MATR and the developer on how to address the issues for the stream. We have to revise our plan to incorporate this Developer's Agreement.

CITIZEN'S COMMENTS

No citizens were signed in to speak.

BUILDING INSPECTOR/ZONING OFFICER REPORT

A copy of the February, 2014 Report by Mr. Urbano is attached.

Mr. Urbano, our figures were somewhat low this month, but we are still \$500.00 over the first two months of last year. This winter has done a number on construction, as we all know. I did sign off on five new houses today so things should be picking up.

AGENDA

MOTION Shiwarski, SECOND Barefoot to approve the February 3, 2014 Board of Commissioner Meeting Minutes.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.

M/C 5-0

MOTION Shiwarski, SECOND Barefoot to approve the February, 2014 Treasurer's Report.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

MOTION Kisow, SECOND Mapel to approve the February, 2014 List of Bills.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

NEW BUSINESS

MOTION Barefoot, SECOND Shiwarski to advertise a public hearing for the Conditional Use Application submitted by Speedway, LLC for a gas station and convenience store proposed at the intersection of Route 60/Steubenville Pike and Moon Run Road as recommended by the Planning Commission. The Public Hearing will be held on April 7, 2014 at 5:00 p.m.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

MOTION Mapel, SECOND Kisow to advertise a public hearing for the Conditional Use Application submitted by Providence Presbyterian Church for an expansion to its existing site as recommended by the Planning Director. The public hearing will be held on April 7, 2014 at 5:45 p.m.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

MOTION Shiwarski. SECOND Barefoot to approve the granting of an additional ninety (90) day extension for the Penn Center West Building #9 Site Plan as recommended by the Planning Commission.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

MOTION Shiwarski, SECOND Barefoot to approve Bond Reduction #9 in the amount of \$22,200. for the Stafford Park Phase 1 Plan of Lots as recommended by the Township Engineer.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y

M/C 5-0

MOTION Kisow, SECOND Shiwarski to appoint Carrie Sheariss to the Library Board to complete a term expiring on December 31, 2015.

Vice-Chairman Shiwarski, after looking at the resume of the applicant, we are very fortunate to have her involved.

Chairman Abatta, she has a very impressive resume. She will get along very well with the Library Board and will do an exemplary job I am sure.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

MOTION Shiwarski, SECOND Barefoot to approve the amended and restated Rules and Regulations for the Civil Service Commission of Robinson Township, as recommended by the Civil Service Commission.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

MOTION Kisow, SECOND Mapel to approve the annual donation of funds in the amount of \$2,000.00 for general operating expenses to the Robinson Township Historical Society.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

MOTION Shiwarski, SECOND Mapel to authorize the settlement of the Tax Appeal at B.V. 13-006935, Block/Lot 105-B-5.

Chairman Abatta, I just have a quick comment for the public. These tax appeals are all tax appeals that are coming down from our commercial clients in the area. One thing that we want to try and do here is make sure that everyone pays their fair share of the taxes and pays at least what they paid the prior year or maybe a little bit more. We get a lot of commercial appeals and we try to move on these as quickly as possible.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

MOTION Barefoot, SECOND Kisow to authorize the settlement of the Tax Appeal at B.V. 13-006867; B.V. 13-006868; and B.V. 13-007615 (Robinson Peripheral Developers)

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

MOTION Mapel, SECOND Barefoot to authorize the Township Manager to purchase and install three (3) Amano Time Guardian FPT-80 bio-metric time clocks in the amount of \$405.00 each.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.
M/C 5-0.

MOTION Shiwarski, SECOND Barefoot to authorize the signing of a Developer's Agreement Resolution for Plan Revisions for the sewage facilities planning module for The Ridge at Robinson.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y
M/C 5-0

COMMISSIONER COMMENTS

Commissioner Mapel, I have not really prepared anything this evening, but there are a couple of quick thinks I would like to share with those in attendance and those viewing. I am only speaking for myself. One of my highest priorities sitting here has been and continues to be, trying to be a good steward of the taxpayers' dollars. As a public and elected official, I think that is paramount for us to examine each opportunity that we have to be effective in what we do and yet not be wasteful in spending. I would like to just take one moment and recognize our Township Manager this evening for his efforts. I have been paying attention to some of the research that you have been doing lately, and even though it does not look like you are doing a whole lot all the time, you are. I am very impressed with some of the ways that you have found to get the job done, yet do it in a cost effective way. I am not interested particularly in people that work hard, but I am interested in people that work smart and I think that right now we have a Township Manager that is doing a good job and I appreciate that.

Mgr. Silka, thank you very much.

Commissioner Kisow, no comments.

Commissioner Barefoot, just a few things, there is going to be a new school project coming up. We have new homes from Ryan that are going to be constructed off of Aiken Road. I would also like to acknowledge the letter we received from Bernie Neuwirth regarding the road work and snow removal by public works. I think they have done a good job also.

Vice-Chairman Shiwarski, one thing that I wanted to mention tonight is, anytime a resident takes the time to try and communicate with the Board or a member of the administration, hopefully they feel that they can get an answer in a timely fashion. I know that everybody on this Board is trying to do that. Feel free if you do have a concern or an issue, to reach out to the appropriate source and we will try to get the answer to the best of our abilities. Besides that, everybody received that letter from a resident talking about the snow removal this season so far and I just want to read one paragraph that was in the letter because I think it shows how sometimes we forget and to quote this resident, " we sometimes take for granted the sacrifices of the people who answer their phones night after night and report to work in adverse weather conditions. They leave their own families to serve the public need. To this, I say thank you. Your dedication is appreciated." Again, any time our public works, police, firefighters, EMS, they are doing a job for us and anytime we can take the opportunity to publicly acknowledge that, that is what I would like to do.

Chairman Abatta, I just have a couple of comments here, I told everyone who was in attendance or watched the meeting last month, that I will try to give an update as to where the governing body is headed as far as future plans and what we are looking to do, but I just want to reiterate and tell everyone that our meetings are business meetings. Sometimes people think that the meetings are so boring, but that is the way they should be. We are up here taking care of a budget of \$12 to \$14 million per year and it is inherent upon all of the Commissioners up here to serve all of the residents of Robinson Township well and make sure their monies are put into the best projects and personnel that we see fit to serve. Just a little bit of a look into the future here, what we are working on is preparing and making specific changes to the Township government procedures and practices to bring all of our Township ordinances into the 21st century. Considering all of the operations that we have going on both residential and commercial in the Township, this is imperative.

We also are looking at growing both the police department and public works department by hiring additional personnel to enhance, update and better serve our residents. Three new part-time police officers will be used at the Chief's discretion to manage, serve and patrol the Township for commercial and residential properties. The protection of our residents is paramount as far as we are concerned.

We also are looking to hiring a director of community services to enhance the daily and weekly operations of Township endeavors. People have to understand that we come up here and business is done quickly, but there is a lot of work that goes behind every one of these motions and discussion items and we want to make sure that we make the correct decisions.

We also are going to hire two full-time public works department employees to shore up, enhance and better serve our infrastructure, parks and buildings for the Township. All of these changes will occur without additional revenue or taxes being increased. It was good news to hear today that we have an extra \$22,000 coming in from insurance. That is all that I have this evening.

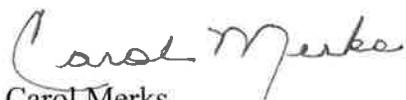
MOTION Barefoot, SECOND Mapel to adjourn the meeting.

ROLL CALL: Mapel-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.

M/C 5-0.

Meeting was adjourned at 7:55 p.m.

Respectfully submitted,



Carol Merks

Township Secretary