

**BOARD OF COMMISSIONERS REGULAR MEETING  
MONDAY, JANUARY 4, 2016  
7:00 P.M.**

**CALL TO ORDER:** Chairman Sam Abatta called the meeting of January 4, 2016 to order at the Robinson Township Municipal Complex, 1000 Church Hill Road, Robinson Township, PA at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Mancini-Present, Barefoot-Present, Kisow-Present, Shiwarski-Present, Abatta-Present. Also in attendance were Jack Cambest, Esq., Township Manager Silka, Planning Director Urbano, Engineer Stocker and Mrs. Merks for the purpose of taking minutes.

**ENGINEER'S REPORT**

The Engineers Report dated January 4, 2016 is attached.

Engineer Stocker reported:

**CAPITAL PROJECTS**

Fawnvue Drive Landslide – contractor began work today.

2015 Road Program – the contractor is continuing to work on the punch list. Discussions regarding the damage claims are ongoing.

Vice-Chairman Shiwarski, on the punch list, do you know how far along we are on the items on the list?

Engineer Stocker, I cannot give you an exact amount at this time.

Vice-Chairman Shiwarski, do you have any information Jeff (Silka)?

Mgr. Silka, I do not, but Mike Meyer should be here before the end of the meeting and he will be able to answer that.

Keiner Lane Storm Pipe – needs to be bid.

Swale at Conley Dr. and Falck Rd. – this is complete.

**DEVELOPMENTAL INSPECTION:**

Engineer Stocker, very little activity to report at this time.

**DEVELOPMENTAL REVIEWS:**

There are several items on the consent agenda, including Parkside Land Development and Sheetz Development.

**POLICE REPORT**

Chief Vietmeier submitted a copy of the December Report, which is attached to the minutes.

**ADMINISTRATIVE UPDATE**

Mgr. Silka, first I would like to thank the Board for their confidence in me to renew my contract and reappointing me. I look forward to the next two years, working with the Board and the Township and making our vision become a reality.

Comprehensive Plan/Zoning Ordinance Update, we are in the process of putting together a joint meeting with the Planning Commission to do goals and visioning. That will be the meat of the preliminary comprehensive plan homework and groundwork. From that point, we will start seeing drafts of the updated comprehensive plan. Once that is done, it will go through some reviews, be approved and then we will begin working on the Zoning Ordinance. It is coming along very nicely. We are keeping on track and our monthly meetings are going well. We should have this completed by the end of this calendar year.

National League of Cities Showcase Video Program Update, we have made considerable progress on these videos. During the month of December, the Chairman, myself and Jane Tallon, our Parks Board Chair, recorded videos for the website. They are now being put together. I hope by the end of this month we will have the first drafts of those videos and what they look like before we put them on the website. That is a project that is going to be very good at promoting the Township, with no cost to us.

Consent Agenda Update, you will notice that we are doing a different format. Just a little update, consent agendas are used to vote on basically housekeeping matters and matters that the Board has already been briefed on and reviewed. The consent agenda will be voted on in one single motion. There is basically no discussion on any of those motions. If a Board member wants to have discussion on the motion, they would have to ask for it to be removed and placed on the regular agenda prior to the vote on the consent agenda. We are able to wrap up Item Nos. 11 thru 24 tonight in one motion. They will not be read or discussed individually. This will give us more timeliness to our meetings.

Chairman Abatta, I think that is 12 thru 20.

Pool Study Consultant Update, Joe Bonkowski, our Public Works Foreman and myself, have met with the pool consultant. They did a site visit last week. We are currently getting a preliminary plan and list together. The good news is, the pool is not in as bad a shape as some people might think it is. It is not recommended for total demolition. We will be able to build on and upgrade around our current infrastructure. As we go through this process, we will get more detailed information to the Board.

Paperless Meeting Update, we will be moving hopefully through the next few months for an April 1<sup>st</sup> implementation of the Board having no paper on the agendas and supplements. We will be going to an email supplement and tablet forms for communication. That will greatly save, not only the paper, but funds and staff time. I am going to ask for your cooperation as we go through this learning process together.

#### **TOWNSHIP SOLICITOR'S REPORT**

Solicitor Cambest had no report.

#### **FINANCE REPORT**

Treasurer Kezmarsky, I will be brief. The ending balance of cash is \$1.9 million. It is a good position to be in. The audit will be coming shortly. There may be a few additional expenses booked into the December time frame. Some of the proceeds coming in January would tend to be December revenues so the fund balance figure may be even a little more positive once the audit starts and we get approval to make those fund shifts.

There could be some revenue coming in during the month of January for LST. That would be booked to the December budget.

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Vice-Chairman Shiwarski, there are no plans for a tax anticipation loan this year? This will be the third or fourth year in a row?

Mr. Kezmarsky, that is correct. It is a very stable financial position.

Mgr. Silka, this is the 4<sup>th</sup> year with no tax anticipation loan.

### **BUILDING INSPECTOR/ZONING OFFICER REPORT**

Mr. Urbano, at this time I would like to thank the Board for my appointments. I appreciate it.

Finances were up and above projections for the year. Improvements and new construction, we beat last year's \$90 million. We went up to \$109 million. We had a very good year and hopefully we will have the same next year.

### **CITIZENS COMMENTS**

No residents were signed in to speak.

**THE BOARD OF COMMISSIONERS CONDUCTED AN EXECUTIVE SESSION ON JANUARY 4, 2016 FROM 5:00 P.M. TO 7:00 P.M. TO DISCUSS LEGAL AND PERSONNEL MATTERS. THE BOARD WILL TAKE OFFICIAL ACTION, IF ANY, FROM THE EXECUTIVE SESSION DURING THIS MEETING.**

MOTION Barefoot, SECOND Shiwarski to approve Items 12-20 listed on the Consent Agenda. (Attached)

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

Discussion to approve the December, 2015 Treasurer's Report.

MOTION Mancini, SECOND Barefoot to approve the December, 2015 Treasurer's Report.

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

Discussion to approve the December, 2015 List of Bills.

MOTION Kisow, SECOND Shiwarski to approve the December, 2015 List of Bills.

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

Discussion to approve Ordinance No. 1 of 2016 establishing the 2016 Real Estate Tax Rate for real property in the Township at 2.60 mills.

MOTION Shiwarski, SECOND Barefoot to approve Ordinance No. 1 of 2016 establishing the 2016 Real Estate Tax Rate for real property in the Township at 2.60 mills.

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

Discussion to approve Ordinance No. 2 of 2016 relative to the establishment and maintenance of Township employees pension, annuity, insurance and benefit fund or funds, to amend certain provisions of the pension plan or program applicable to the police of said Township and to reinstate in its entirety, such pension plan or program.

MOTION Barefoot, SECOND Mancini to approve Ordinance No. 2 of 2016 relative to the establishment and maintenance of Township employees pension, annuity, insurance and benefit fund or funds, to amend certain provisions of the pension plan or program applicable to the police of said Township and to reinstate in its entirety, such pension plan or program.

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

Discussion to approve Bond Reduction Request #1 submitted by Duckstein Properties, LLC for Moon Run Land Development. The bond is recommended to be released in the amount of \$57,189.00 with the remaining bond to be \$18,898.00 as recommended by the Township Engineer.

MOTION Shiwarski, SECOND Barefoot to approve Bond Reduction Request #1 submitted by Duckstein Properties, LLC for Moon Run Land Development. The bond is recommended to be released in the amount of \$57,189.00 with the remaining bond to be \$18,898.00 as recommended by the Township Engineer

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

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Discussion to approve the purchase of three (3) 2016 police vehicles for the total amount of \$79,188.00 from Woltz and Wind Ford per the SHACOG Purchasing Alliance Contract.

MOTION Barefoot, SECOND Kisow to approve the purchase of three (3) 2016 police vehicles for the total amount of \$79,188.00 from Woltz and Wind Ford per the SHACOG Purchasing Alliance Contract.

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

Discussion to approve the purchase of a 2016 Ford Explorer for the total amount of \$27,570.00 from Woltz and Wind Ford as per COSTARS Contract 26-019.

MOTION Shiwarski, SECOND Mancini to approve the purchase of a 2016 Ford Explorer for the total amount of \$27,570.00 from Woltz and Wind Ford as per COSTARS Contract 26-019.

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

Discussion to approve payment in the amount of \$404,416.08 to Russell Standard Corporation for the 2015 Township Road Program as per Township Engineer's review letter dated December 29, 2015.

Chairman Abatta, since Mike Meyer is not here yet, could you enlighten us Commissioner Shiwarski?

Vice-Chairman Shiwarski, we did have some areas of concern with Russell Standard Corporation.

Mgr. Silka, I can answer how we got to this number. The \$404,416.08 is out of the \$476,346.00 that was actually spent on the contract. We have withheld in damage claims through both liquidated damages and roads that we are not accepting, \$62,403.00. There is also retainage being held of \$9,526.92, for the punch list items that are not done. We are still dealing with some driveway issues. We do not have any major punch list issues. What we have done is, we have not accepted the paving.

Vice-Chairman Shiwarski, the work will still be done on the punch list and if it is not done, we have this money being held back as retainage.

Mgr. Silka, we are retaining 2%, which comes to \$9,526.92 for the punch list items and \$62,403.00 for damages. That is the paving that we want to have done, but we do not want Russell Standard to perform that work. That work will be completed in the 2016 road program.

Vice-Chairman Shiwarski, so the \$404,416.08 is the number that we feel is owed for the work and quality of work done at this point in time?

Mgr. Silka, correct.

MOTION Shiwarski, SECOND Mancini to approve payment in the amount of \$404,416.08 to Russell Standard Corporation for the 2015 Township Road Program as per Township Engineer's review letter dated December 29, 2015.  
ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.  
M/C 5-0

Chairman Abatta, I have an addendum item that I will read into the record.

Discussion to authorize the Township Manager to enter into an Agreement with Cohen Law Group to perform cable franchise renewal services per the quotation provided to the Char-West Council of Governments.

MOTION Barefoot, SECOND Mancini to authorize the Township Manager to enter into an Agreement with Cohen Law Group to perform cable franchise renewal services per the quotation provided to the Char-West Council of Governments.  
ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.  
M/C 5-0

### **COMMISSIONER COMMENTS**

Chairman Abatta, congratulations to Commissioner Mancini on his election results and appointments to various Boards. This is your time to speak to anything that you feel is relevant.

**Commissioner Mancini,** I just want to thank everyone for electing me. I look forward to working with everybody in the Township and everybody up here.

**Commissioner Barefoot,** I am just going to be a little selfish this evening. I am going to announce that I am a grandfather again. We have a new 8.5 ounce baby boy born to Jonathan and Janine Barefoot. His name is Cooper James Barefoot.

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**Commissioner Kisow**, I just want to congratulate Commissioner Mancini on his election and your re-election. We were able to move back into our building last month. Our station is finished and we are back in before winter.

Chairman Abatta, I would like to come down and see it some time.

Commissioner Kisow, you can come down any time. We do our training on Tuesdays at 7:00 p.m. Everything is pretty much back in. All of the water and fire gear has been replaced.

**Vice-Chairman Shiwarski**, I would like to echo the congratulations to Commissioners Mancini and Abatta. I am looking forward to working with both of you. I am sure that as a Board, we will continue to move forward and do the right things. I also would like to wish everyone a healthy, happy and prosperous 2016.

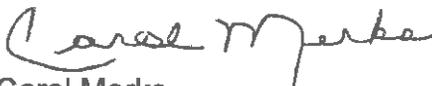
**Chairman Abatta**, again, I want to congratulate all of the appointments this evening. A lot of these are volunteer positions and we appreciate the residents putting their time in and doing what they can to make Robinson Township a better place to live. To all of those appointments, congratulations and we really appreciate your interest.

I have a very short Parks Report. On February 6, 2016, the Robinson Township Parks & Recreation Board will sponsor their 3<sup>rd</sup> annual Valentine Bash. Occasional Reign will rock the house. This dance band has been providing first class quality entertainment in the Tri-State area for over 25 years. This event will be held at the Moon Run Social Hall on Route 60 (5624 Steubenville Pike) in close proximity to Burkett Sports and Recreation Complex. The admission cost is \$5.00 in advance and \$7.00 at the door. It is a BYOB and snacks are included. Tickets are available at [ticketleap.com](http://ticketleap.com) or by email at [jtallon@townshipofrobinson.com](mailto:jtallon@townshipofrobinson.com). The proceeds benefit the Robinson parks. Stay informed on this and the other events that may be happening in the Township. Like us on [facebook.com/townshipofrobinson](https://www.facebook.com/townshipofrobinson) and be sure and visit our web page at [www.townshipofrobinson.com](http://www.townshipofrobinson.com)

MOTION Barefoot, SECOND Shiwarski to adjourn the meeting.  
ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y, Abatta-Y.  
M/C 5-0.

Meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Carol Merks  
Township Secretary