

**BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, JANUARY 9, 2017
7:00 P.M.**

CALL TO ORDER: Vice Chairman Shiwarski called the meeting of January 9, 2017 to order at the Robinson Township Municipal Complex, 1000 Church Hill Road, Robinson Township, PA 15205 at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Lead by the Holy Trinity Church Cub Scouts Pack 301

ROLL CALL: Mancini-Present, Barefoot-Present, Kisow-Present, Shiwarski-Present, Abatta-Absent. Also in attendance were, Township Manager Silka, Assistant Manager Susko, Public Works Supervisor Mike Volpe, Finance Officer Jerry Kezmarsky, Planning Director Rick Urbano, Barry Davidson and Township Secretary Kristen Police for the purpose of taking minutes.

Vice Chairman Shiwarski: Swearing the new Police Officers in, Chief would you care to take over please?

Chief Vietmeier: Good evening, it is with great pleasure and with an excellent Board of Commissioners we just recently hired three new officers. Tonight is their first night so Carla Swearingen is going to swear them in.

Swearing in of the Police Officers

Chief Vietmeier: Welcome, Dominic Nino, Matthew Walter and David Gregg.

Vice Chairman Shiwarski: We are going to switch items 4 and 5 on the agenda this evening. Chief Vietmeier.

POLICE REPORT

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

Chief Vietmeier: Once again Thank you and thank you for putting these fine young men on our police department.

ENGINEERS'S REPORT

The Engineer's Report dated January 9, 2017 is attached.

COMMISSIONERS ACTION REQUESTED

Barry Davidson: Thank you; there are three items under commissioners action requested.

The Arbor Trails Phase II- The developer has requested a bond release in the amount of \$51,454.55. After our inspection, the recommended release is \$51,454.55 which includes a 10% contingency. The total remaining amount of the bond is \$707,481.92

Marriot Town Suites- We are recommending the release of the performance bond in the amount of \$851,176.70.

West Peripheral Hotels- We are recommending the release of the performance bond in the amount of \$78,169.41

CAPITAL PROJECTS

Clever Road Park Pool- We have submitted a scope of work and schedule to the Manager. We performed a 50% design meeting on December 15. The project is scheduled for bid on February 8 with construction starting on August 15.

Municipal Building- We are sharing previously gathered information with the architect. Based on preliminary buildings we will begin the site layout.

The 2017 Road Program- We have met with Mr. Volpe to begin the process of selecting roadways for the 2017 road program.

DEVELOPEMENTAL INSPECTIONS

Brandy Mill Woods Site Plan- Majority of the site work has been completed.

Cable Property-(McCormick Road) The developer is continuing with site work on this project.

Moon Run A- Project is currently on hold pending outside agency approvals.

Arbor Trails Phase II- We previously discussed.

Parkside- The developer is continuing with site work on this project.

Guardian Self Storage- The developer is continuing with site work on this project.

Duluth Trading Company- Contractor is continuing storm work on the site

Drury Hotels- Grading and utility work is going on at this site.

Marriot Town Place Suites-We previously discussed.

West Peripheral Hotels- We previously discussed.

Cable Property- The contractor has substantially completed the site work.

Silver Summit Estates- The subdivision Plans have been signed and the developers agreement executed.

DEVELOPEMENTAL REVIEWS

No changes in the first nine items, they have all been approved by the Board.

Arbor Trail Subdivision Phase I- This project has been recommended for approval by the Planning Commission.

Marks Landing (4 Subdivision Lot) -This project has been recommended for approval with waivers by the Planning Commission.

O'Brien Simple Subdivision- This project has been recommended for approval by the Planning Commission.

Burkett Elementary School Subdivision- This project has been recommended for approval with the waivers by the Planning Commission.

Beyond Self Storage- We are currently reviewing the site plan.

ADMINISTRATION UPDATE

Manager Silka: Thank you Mr. Shiwarski, I have a few items for tonight. One is the update on the Zoning Board revision, the Zoning Board revision was presented to the Planning Commission this past month and they did pass a motion to recommend it to the Board of Commissioners for review and approval pending a few revisions. Once I receive the revised Ordinance from the Planning consultant I will forward to the Board of Commissioners for their review and hopefully in the next month or so we can have that approved as a motion to pass it to the county for their 45 day review. If everything goes on track we will have a Public Hearing and adopt it by June of this year. That will end the Comprehensive Plan Zoning Ordinance for its revision and the journey that we have been on for the past little over a year.

Second, number 28 on the agenda, we have Board Meeting dates for 2017. I believe that the recommendation will be to keep the first Monday of the month at 7:00 P.M for our regular meeting but this year also add the third Wednesday of each month as a meeting as needed, we will use that specifically for our Capital improvements projects, that will be a standing meeting that will be used only if it's needed for Capital improvements. That second meeting of the month will give us

some flexibility as the construction and the design start moving forward for our pool and our building.

Also today on the agenda, the Field Use policy resolution, that policy is designed to formalize the way that the Township allocates and reserves fields for soccer and various other activities. It also sets the requirements and accountability structures to who uses the fields and who has final say, which will always be the Township of Robinson.

Waste Management trash and collection, Waste Management is our approved vendor via our contract in 2015, some updates; they're redoing their billing and catching some folks who haven't registered for trash. Moving into the Township doesn't automatically get you on the list for trash collection, you have to contact Waste Management to get all the rules, it's not a service provided automatically. they will not pick up your trash. Please call Waste Management to get service. Next up, our Public Works is going to be on their winter schedules now. As the snow starts moving our plows will be out plowing and salting, clearing the roads, so we ask that you try not to park on the streets during snow events but also definitely not between the hours of 2:00 a.m. and 8:00 a.m. whenever our ordinance prohibits parking on the street. By not having cars on the street we are able to get a much better flow of snow removal and make the roads safer quicker.

Also, this week we actually start a second shift on our winter crew. We have a small crew out 3:00 to 11:00 p.m. Monday through Friday to give you a heads up on any events that come between our working hours in the evening so hopefully we will see an improvement in our clearing operations for that. You will see a couple trucks out at weird times, that will be our winter crew starting at 3:00 to 11:00 p.m.

An update on the property acquisition for the new building. Just about Christmas time we did get the revised sales agreement from Forest City and the mall property owners. Those were executed and sent out to them so we are waiting for their signatures to come back and a subdivision will be done for that property and we will have complete control of the mall property. That dovetails into the design that we have started with the Hayes Design Group to hopefully have this new building up and running, by early 2019 we should be operating and having our meetings in there at the latest.

Forest Grove Road, we have had some ice complaints on some property on Forest Grove Road, we are working with PennDot, our Public Works Department Mr. Volpe and our Code Officer Joe Schonbeck, trying to address the water runoff that's coming on to Forest Grove Road for the adjacent properties to get that water flowing where it needs to go and not have any cement but until that all happens we are paying extra attention salting and trying to remove ice. We are going to do our best to keep that road safe at the same time trying to address the problem with property owners in that area. The Township is aware of that issue and we are working on rectifying that.

One other thing you will see on the agenda tonight is a simple subdivision for the Burkett Park parcel and the Montour School District that will be separating the school into three different parcels, the Burkett School, the bus garage and the park properties. That way we have all park properties under one parcel, now they

are under one controllable parcel. That will be approved by the Planning Commission.

Lastly, number 37 on the agenda is a Public Meeting for a Zoning change. I am going to recommend to the Board that a Public Hearing be scheduled for February 6th at 6:30 p.m. That is before our next regular meeting. Thank you.

Vice Chairman Shiwarski: Jeff, just to trace back for our residents, there will be four members out on the crew in the evening?

Manager Silka: Correct, there will be a four member crew Monday through Friday 3 to 11.

Vice Chairman Shiwarski: Will that be the duration of?

Manager Silka: It will be 30 days until February 7th and we will see how that went and do it for another 30 days.

Vice Chairman Shiwarski: So in case anyone is wondering this is our first venture down that road and we are always trying to bring us the safest, cleanest roads for you to travel on. We have tried this in conjunction with public works.

Manager Silka: Just one more thing, I was at the Municipal Manager's Christmas party for Western Pennsylvania and word of our consent agenda has kind of leaked out and I was asked to prepare a presentation to Quaker Valley COG municipalities to show how efficient our consent agenda is working and give them guides for their municipalities so your approval with the consent agenda is making history out there and getting some heads turning.

FINANCE REPORT

Mr. Kezmarsky submitted a copy of the December Finance report which is attached.

Mr. Kezmarsky: Just a quick rundown on year end performance EIT collected for the month of December \$145,965.10, year to date \$3,026,787.10. LST for the month \$45,962.54 total for the year \$784,032.70. Real Estate Property Tax for the month of December \$13,894.32 total for the year \$4,291,618.57. Delinquent real estate taxes for the month \$2,314.26 total for the year \$193,210.52. Real Estate transfers for the month of December \$19,439.77 total for the year \$287,199.48. Cash in the bank \$1,105,926.16. Some of these numbers will change because a lot times since we are not truly a cash basis accounting they will insist on moving things back and forth so some of these figures will change. Since we have our new Capital projects going on, I haven't really prepared on this thing, but I just want to call attention to the fact we are building a new building, a new pool and some other items, there's a substantial amount of money sitting in the bank account and it has to be accounted for separately. You will be seeing separate bills for these various other expenditures plus you'll be seeing separate sheets and income statements, financial statements for those so

hopefully that will make the accounting and the transparency a little bit easier to comprehend. That is my report, any questions?

SUSTAINABILITY REPORT

Ms. Susko: Thank you very much, just a brief update this month. We are going to be starting our work on our recycling performance grant. This is a grant that is awarded annually at the state level and is based on the total tons that are recycled by all entities of the Township, so that includes residential, commercial and then also the overall recycling participation rate that we have. The grant can be spent on anything as long as the municipality meets the recycling program performance goals which we have for a while, so that money is pretty much discretionary spending whatever we best see fit to put it towards. Because it's the new year businesses will be sending us recycling statistics and then we can add that into what we submit for the grant, so that's what starts our work on it every year and that's what we will be working on throughout the year. We report both to the county early in the spring and then later in the year we report to the state and that's how they disperse the grants so that's what's on the horizon for what we are working on with grant money. Of course we are always looking for more money for the municipal building. That's what I have for this month, do you have any questions?

Mr. Shiwarski: Thank you RJ, any questions for RJ? None, good job on your second report RJ.

BUILDING INSPECTOR/ZONING OFFICER REPORT

Mr. Urbano submitted a copy of the December Building/ Inspector/Zoning Officer Report is attached.

Mr. Urbano: Thank you, amount of fees collected for the month of December \$123,061.00. Total for the year \$391,599.50. Improvement and/or new construction \$6,082,069.00. Total for the year \$50,508,096.00. Any questions?

PUBLIC WORKS SUPERVISOR REPORT

Mr. Volpe submitted a copy of the December Report which is attached.

Mr. Volpe: Thank you, the first part of December when the weather was nice we were able to extend the leaf collection program, and we also worked with the Light-Up Night festivities. The second half of the month the weather went downhill with snow and salting events including the major ice storm on December 17th so we were out ten times which is on the detailed report about when we plow and salt.

The upcoming projects for the month- we will be doing some cleanup work at the shop and repair at the Public Works facilities, anytime snow is called we will be out there to take care of it. Thank you.

Parks Report

Jane Tallon: Thank you gentlemen for letting me come up here tonight. We have our Valentine's Bash coming up here in Robinson which should be a lot of fun. I know a few of you commissioners have attended that before but again we will have that on February 4th and that will be at the Moon Run Social Hall doors open at 7:00. Again this year we are featuring Occasional Reign. Many of you may know Occasional Reign, they have been around for a while, they've been the band for many people's weddings and they are just a really great dance band they play a lot of music that people will know. The Valentine's Bash is BYOB and mixers and feel free to bring snacks for your table. We are going to have with your admission with \$10 in advance and \$15 at the door, that will automatically enter you in for door prizes; we do have quite a few nice things. We will have draft beer available while the supply lasts. Do not hesitate get your orders in you can contact me at jtallon@townshipofrobinson.com or call the Township office to order your tickets.

The one other thing I'd like to put out there, save the date Robinson Township Autumn Festival will be September 9th. I know a lot of people are interested in when that will be they make plans around that and so September 9th will be the date. Any questions?

CITIZENS COMMENTS

No citizens signed in.

THE BOARD OF COMMISSIONERS CONDUCTED AN EXECUTIVE SESSION ON JANUARY 9, 2017 FROM 6:00 P.M. TO 7:00 P.M. TO DISCUSS LEGAL AND PERSONNEL MATTERS. THE BOARD WILL TAKE OFFICIAL ACTION, IF ANY, FROM THIS SESSION DURING THIS MEETING.

CONSENT AGENDA

13. Motion to approve Items #14 thru #25 listed on the Consent Agenda (*)

*14. Approval of December 5, 2016 Board of Commissioners Meeting Minutes as submitted.

*15. Approval of December 14, 2016 Board of Commissioners Public Hearing Minutes as submitted.

- *16. Approval of December 14, 2016 Board of Commissioners Special Meeting Minutes as submitted.
- *17. Motion to reduce the current bond of \$758,936.46 to a new amount Of \$707,481.55 for Arbor Trail Phase II as recommended by the Township Engineer.
- *18. Motion to approve the release of the performance bond as requested By West Peripheral Hotels- Fairfield in the amount of \$78,169.41 as recommended by the Township engineer.
- *19. Motion to approve the release of the performance bond as requested By Marriot Town Place Suites in the amount of \$851,176.70 as recommended by the Township engineer.
- *20. Motion to approve the Preliminary/Final Site Plan Application as Submitted subject to the conditions of the Township engineer's Letter of December 29, 2016 for Arbor Trail-Phase I Subdivision Plan as recommended by the Planning Commission.
- *21. Motion to grant a waiver from Section 250-60 relating to a Simple Subdivision in Mark's Landing Subdivision as recommended by the Planning Commission.
- *22. Motion to approve the Preliminary/Final Subdivision Plan Application by Silver Lane Properties, LP subject to the conditions of the Township engineer's letter on December 29, 2016 as recommended by the Planning Commission.
- *23. Motion to approve the Preliminary/Final Subdivision as submitted by O'Brien Simple Subdivision subject to the conditions of the Township engineer's letter on December 30, 2016 as recommended by the Planning Commission.
- *24. Motion to grant a waiver from Sections 250-60 relating to a Simple Subdivision in the Burkett Elementary Subdivision Plan as recommended by the Planning Commission.
- *25. Motion to approve the Preliminary/Final Subdivision Plan Application for Burkett Elementary Subdivision Plan by the Montour School District subject to conditions of the Township Engineer's letter of January 3, 2017.

MOTION: Barefoot, SECOND, Kisow to approve items #14 through #25 on the consent agenda (*)

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

REGULAR AGENDA

Discussion to approve the December 2016 Treasurer's Report.

MOTION: Mancini, SECOND, Barefoot to approve the December 2016 Treasurer's Report.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to approve the December 2016 List of Bills.

MOTION: Barefoot, SECOND Mancini to approve the December 2016 List of Bills.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to set the regular 2017 Board of Commissioners Meetings for 7:00 p.m. on the first Monday of each month and 7:00 p.m. for the third Wednesday of each month.

MOTION: Barefoot, SECOND: Kisow to to set the regular 2017 Board of Commissioners Meetings for 7:00 p.m. on the first, Monday of each month and the third, Wednesday of each month.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the Township Manager to purchase a 2017 Ford- F-150XL 4X4 Truck from Woltz and Wind Ford for a sum not to exceed \$29,800 off COSTARS Contract 25-032, as budgeted in account 430.700

MOTION: Mancini, SECOND, Kisow to authorize the Township Manager to purchase a 2017 Ford- F-150XL 4X4 Truck from Woltz and Wind Ford for a sum not to exceed \$29,800 off COSTARS Contract 25-032, as budgeted in account 430.700

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to pass Resolution No.1 of 2017 establishing a policy and procedure for fields and recreation permits within the boundaries of Public Park space within the Township of Robinson.

MOTION: Barefoot, SECOND: Mancini to pass Resolution No.1 of 2017 establishing a policy and procedure for fields and recreation permits within the boundaries of Public Park space within the Township of Robinson.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to pass Ordinance No.1 of 2017, an ordinance of the Township of Robinson establishing the 2017 real estate tax rate for real property in the Township at 2.60 mills.

MOTION: Kisow, SECOND, Barefoot to pass Ordinance No.1 of 2017, an ordinance of the Township of Robinson establishing the 2017 real estate tax rate for real property in the Township at 2.60 mills.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Dan Evans to the Robinson Township Vacancy Board for a one year term.

MOTION: Mancini, SECOND, Barefoot to authorize the appointment of Dan Evans to the Robinson Township Vacancy Board for a one year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Theodore Ondo to the Robinson Township Zoning Hearing Board for a three year term.

MOTION: Barefoot, SECOND, Kisow to authorize the appointment of Theodore Ondo to the Robinson Township Zoning Hearing Board for a three year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Rick Urbano to the Robinson Township Planning Commission for a four year term.

MOTION: Barefoot, SECOND Mancini to authorize the appointment of Rick Urbano to the Robinson Township Planning Commission for a four year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Bev Honcharek to the Robinson Township Library Board for a three year term.

MOTION: Shiwarski, SECOND, Barefoot to authorize the appointment of Bev Honcharek to the Robinson Township Library Board for a three year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Lynn Giannirakis to the Robinson Township Library for a three year term.

MOTION: Mancini, **SECOND:** Barefoot to authorize the appointment of Lynn Giannirakis to the Robinson Township Library for a three year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the appointment of Anthony Marino to the Robinson Township Library Board for a three year term.

MOTION: Mancini, **SECOND,** Barefoot to authorize the appointment of Anthony Marino to the Robinson Township Library Board for a three year term.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion/ Motion to authorize the appointment of _____
to the Municipal Authority of Robinson Township for a five year term.

MOTION: Mancini to table the motion.

Discussion to advertise for a Public Hearing on February 6, 2017 at 6:30 p.m. regarding the rezoning of Lots and Blocks #204-H-152 & 204-H-153 from C-2 to R-3 for Eddy Homes as recommended by the Planning Commission.

MOTION: Mancini, **SECOND:** Barefoot to advertise for a Public Hearing on February 6, 2017 at 6:30 p.m. regarding the rezoning of Lots and Blocks #204-H-152 & 204-H-153 from C-2 to R-3 for Eddy Homes as recommended by the Planning Commission.

ROLL CALL: Mancini-Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4-0

Discussion to authorize the Township Manager to enter into a three year agreement with Con Edison Solutions for electric supply.

Mr. Shiwarski: Jeff can you explain what this is?

Manager Silka: What this is, is the Township aggregating all of its individual electric accounts to go out to one supplier so that all involved can receive a discount. This is lower than our last two year contract that expires at the end of this month, we'll save probably over the course of the next three years a little over \$10,000 if our consumption is equal. This will be effective by January 15th.

MOTION: Mancini, **SECOND,** Kisow to authorize the Township Manager to enter into a three year agreement with Con Edison Solutions for electric supply.

ROLL CALL: Mancini-Y, Barefoot-Abstain, Kisow-Y, Shiwarski-Y
M/C 3-0 (ABSTAIN-Barefoot)

COMMISSIONERS COMMENTS

Mr. Kisow: I would just like to thank the cub scouts for coming. 301, I belonged to that troop back in the early 70's so it was nice to see them here. Also, I think today is Officer Appreciation Day, pretty sure it is saw it on the news tonight and we hired three new police officers. Lastly I would like to thank Jeff and all those involved in obtaining the properties at the mall and the comprehensive plan. I'll tell ya it's been a lot of work. I give him kudos for the amount of work that was put into the mall purchase and the comprehensive plan.

Mr. Mancini: I was contacted by the Allegheny County Sheriff's department, they run a program for collecting prescription drugs and they wanted to know if we would be interested, if we are we can contact them. They can set up the program for us we really don't need to do anything; all they want to know is if we are interested in doing it.

Mr. Barefoot: Just welcome to all of the appointees that we did appoint this evening. I think a lot of them have been here and they are doing a great job. I look forward to continuing the procedures and jobs. Thank you.

Mr. Shiwarski: I would just like to again wish everybody a healthy and happy 2017 for the Township and a prosperous 2017 and a safe 2017. I would like to congratulate the three new officers on board that we welcomed on board today, The nice thing about bringing new officers on we are getting the best out of a large group that applied for the position so as many officers that wanted to be a police officer or a patrolman for the Township of Robinson, those three this evening earned the right by being the best out of that group. Thanks again to everyone appointed to the Board this evening, as Commissioner Barefoot mentioned some of them have come back continuing serving. Rick, how long for you now?

Mr. Urbano: I am starting my 36th year. Hopefully I'll make it 39 years. I hope I do.

Mr. Shiwarski: Thank you Rick, congratulations.

Mike good luck with that second shift and be safe and continue to do good work on the roads out there. Appreciate that.

Also, as Jane Tallon mentioned that February 4th, the Valentine's Day Bash, the nice thing about it is that everybody can go to that February 4th one and still take your Valentine out on the traditional Valentine's Day. I didn't go last year but I went the year before, it is a good time, it helps develop the community. With that being said, that's all I have for this evening.

Motion to adjourn the meeting. Barefoot, SECOND, Mancini

ROLL CALL: Barefoot -Y, Barefoot-Y, Kisow-Y, Shiwarski-Y
M/C 4/0

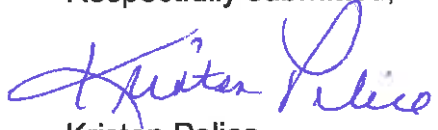
Meeting was adjourned at 7:50 p.m.

Board of Commissioners Meeting

January 9, 2017

Page | 13

Respectfully submitted,

A handwritten signature in blue ink that reads "Kristen Police". The signature is written in a cursive, flowing style.

Kristen Police

Township Secretary