

**BOARD OF COMMISSIONERS REGULAR MEETING
MONDAY, OCTOBER 3, 2016
7:00 P.M.**

CALL TO ORDER: Chairman Sam Abatta called the meeting of October 3, 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 Solicitor Jack Cambest, Township Manager Silka, Assistant Manager Susko, Chief Vietmeier, Public Works Supervisor Mike Volpe, Finance Officer Jerry Kezmarsky, Planning Director Rick Urbano, Engineer Mike Meyer and Mrs. Police for the purpose of taking minutes.

Chairman Abatta: I am going to start the meeting this evening and change the format around here somewhat. I'd like to start with a moment of silence for an individual who has served and lived in Robinson for a lifetime. Let me reiterate and bring some facts to the forefront about Mr. Stinner.

Paul Stinner was a World War II Veteran who served as a Technical Sergeant in World War II and member of the 550 Airborne Infantry Battalion. Paul fought in numerous battles, including the Battle of the Bulge, The Invasion of Southern France, The Naples - Foggia Campaign and The Rome- Arto Campaign. He earned two Purple Hearts, four Bronze Stars, and many other combat and service medals. In 2009 Paul was awarded National Honor of Legion of Honor from the Government of France.

After the war he remained active with Veterans groups throughout the local American Legion. Paul was very active in the local community where he volunteered in various capacities. He was a scout master and the Local Boy Scout troop 301 and served on the Robinson Twp. Parks and Recreation Board, where he served as chairman. He and his board were instrumental in the construction of the many of the parks amenities. Working together with his board, and the Board of Commissioners at the time, they received many grant monies that what is known now as Clever Road Park and the swimming pool that we use to this day. He was an elected member of the school board and was an active member of the Robinson Township Alliance Club.

In conclusion, Paul lived his life to his fullest. He is survived by his wife, Mildred of 71 years, fifteen grandchildren and fifteen great grandchildren. Like I said, an old time veteran who really served his community well. At this time I would like to have a moment of silence for Mr. Stinner.

Chairman Abatta: At this time we will be hearing the Township Solicitor report by Jack Cambest.

TOWNSHIP SOLICITOR'S REPORT

Jack Cambest: Thank you Mr. Abatta. As many of the township residents know, the Township is currently in the process of securing some property; the undeveloped property for the purpose of the new municipal building for the township. As part of that process, the township entered into an informal agreement with the property owner at the mall with regard to acquiring the property where at which where the municipal building will be constructed. We also engaged in testimony to that site to make sure that site would be able to hold the construction of the municipal building. That came out as a positive result for us. We have currently just completed a title search on the property. The title of that property is in good condition. We will now start the process of a formal agreement of sale with the owners of the property. We hope to have the sale of agreement done by our next meeting in November 2016.

Our Township engineer is also in the process of doing what is called a Phase I Study. They will check that property to make sure there are no hazardous materials or other materials that will be detrimental to the construction of the municipal building. After we get that sale completed and are in the process of obtaining the professionals that will serve as owner's representative to the construction of the building, we hope to be interviewing and bringing on board architects that are going to design the building. Finally we will put that process up for bid like any township or government entity must do to begin the process of construction of the municipal building. To do that, the township will need financing to accomplish the construction for the building. So we have with us tonight Mr. Joseph Muscatello and Mr. Jeffrey Mills, who are our professionals for acquiring the financing that we are going to need for the construction of the municipal building.

Jack Cambest: Mr. Muscutello and Mr. Mills will you please come forward to give us a report on where we are with the financing of this project.

PRESENTATION: Joe Muscutello

Joe Muscutello: Thank you. Joe Muscutello with the firm Boenning & Scattergood. First of all, I would like to say it has been a pleasure working with the board and Mr. Silka putting this bond issue together. When we had the township rated, it was rated a AA- which is extremely high. It was at a point where we had talked about purchasing municipal bond insurance to take the township's rating a little bit higher to AA but with the AA- your bonds were already in great demand. So much that, the savings that we were talking about is \$550,000 The actual savings came in about \$592,000 that number is going to be a little bit higher because we didn't use all of the cost of insurance – the

insurance will be a little less than I estimated. So you should be closer to \$595,000 and that money is going to be structured where we are going to close on this issue on October 27th prior to that service payment and we will make that service payment for you so that you have about \$311,000 that will end up in your budget. In 2017 we will reduce your payment to about \$271,000 for a total of \$598,000 plus some money up front for when we close; by structuring it this way the money is not restricted for any particular use. In terms of the project fund, the bond issue we had at

limit at \$9,800,000 so \$4,245,000 was for the refinancing. \$5,555,000 was for new money for the project. On October 27th, the township will have \$5,367,000 available for the project. Once the building gets bid out and we know the actual cost, we will be able to come back next year and issue another bond for the remaining piece. The rating came out great, they cited strong management a very strong economy and strong liquidity – liquidity is a big issue these days, having enough money just in case something would come up. It is always a pleasure working here. Are there any questions?

Chairman Abatta: Mr. Mills, do you have something to add to that?

Mr. Mills: You said you passed your not to exceed ordinance on September 7th. We did proceed with our filing with the Department of Community Economic Development, we anticipate receipt of that sometime probably in the third week of October so we will be set for the closing on October 27th.

Chairman Abatta: Mr. Mills, when will you have everything wrapped up in terms of the sale and the professionals on board, hopefully by February? We have an approximate construction period of twenty months so will that fit in the requirements?

Mr. Mills: Yes and I did receive some estimates preliminarily and for the proceeds for the construction, those will be in an interest bearing account that will be subject to arbitrary constrictions but that will be within the three year period for spending.

Chairman Abatta: Thank you gentleman.

Finally, we also have one of our professionals from Owners Representatives Services: Mr. Mark Follen. Will you please come forward and bring us up to date to see where we are at on the project?

Mark Follen: Good evening, I am Mark Follen with Facilities Management Systems Group. We are very pleased for the proposal and to provide Owner's Representation with the plans of the new Robinson municipal building.

It is quite an exciting project, acquiring with such a wonderful site for this building. We are very pleased to participate in this project; we will basically be your advocate for the township. And that will be throughout the entire comprehensive services for the project which will include preconstruction as well as construction phases.

Our goals will be, primarily to coordinate to choose an architect and eventually contractors to ensure that the Townships planning goals, budget goals, design goals are being achieved. Also through construction we will provide onsite field representation to ensure the design is being achieved and the quality of the construction and workmanship is being achieved that is due to the township.

During the preconstruction phase, some of the services we have submitted along with the proposal are very deliberately stated and detailed, preconstruction services will basically include cost and quality control to ensure that once the construction starts that the township will be able to participate and benefit from complete accountability for the project. And various levels of accountability we will be providing with the township administration, the school board and the township commissioners, providing updates and regular monthly reports as well. Thank you.

ENGINEERS'S REPORT

The Engineer's Report dated October 3, 2016 is attached.

Mr. Meyer: Mr. Chairman, there are two items on your consent agenda tonight.

The Arbor Trails Phase II- The developer had requested a bond release in the amount of \$62,211.02. After inspection we recommend a release in that same amount that does include a 10% contingency in the amount of \$5,655.55

Valvoline Site Plan Amendment- the planning commission has recommended approval of this project. Under capitol projects the 2016 Road Program; there is a recommendation for payment of \$120,760.74. The paving contractor has completed all of the roads. Right now we are withholding \$7,500.00 with a 2% retainage and that is frankly based on one item of a driveway which we still need to have resolved. We have been contacting the contractor and once we get that resolved we would recommend the final payment. I want to thank the contractor this year as well as Mike, they did a lot of different things. And I think it came out very well with very few complaints. We actually got a compliment the other day which we usually do not get often in my position. I was very happy to hear that.

Clever Road Park Pool – Final estimates and conceptual drawings are prepared and we start on plans and specifications within mid spring.

Moon Run - Drainage. The plans and specifications are ready and it's been submitted to the paper on Friday, and will be in the paper on Wednesday for bid. The municipal building; as the Solicitor had stated, we are currently doing a Phase I Environmental study.

DEVELOPEMENTAL REVIEWS

The Brandy Mill Site Plan- It is my understanding the owner of the site as well as the church have got together and have been trying to make some type of agreement.

Board of Commissioners Meeting

October 3, 2016

Page | 5

Cable Property- work is continuing

Moon Run A- work is continuing

Arbor Trail- We previously discussed.

Parkside Land Development- The developer had started site work on this project and is continuing to do storm work and they will continue for the next couple months.

Guardian Self Storage- Also started site work on this project

Drury Hotels- Started work, Right now they are doing site grading and some mine routing. We are having a preconstruction meeting with them on Tuesday to go over some of the items they have.

Other developmental reviews are in the process of and have been approved by either the Board and are being reviewed at this time. One of those is Quala Access Road- the grading permit application is under review. We prepared a finalized letter and I will review that tomorrow.

Chairman Abatta: Where is the Quala Access Road?

Mr. Meyer: It is in Groveton.

Mark's Landing - Under review and should be heard at the Planning Commission Meeting on October 19th but I have heard from their engineer today that they may not have all the information in on time so that is still pending. That is my report, are there any questions?

Chairman Abatta: Any questions for Mr. Meyer?

POLICE REPORT

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

Chief Vietmeier: We are having some issues on several roads but one of the main issues since school started is on Clever Road. I am asking the residents to institute your own policy and help us out by traveling 35, I don't care if traffic backs up behind you or not, if you obey the speed limit and slow everybody else down. It is a safety issue for the children, especially for the school buses. We have had several complaints with violations on Clever Road and also accidents. And everybody knows Clever Road is a highly traveled road. It is a county road not a state road so we can't get grants to do major enforcement on that road but we certainly are going to increase our patrols. We have to. I am asking everybody to help us out and obey the speed limit, I don't care if traffic backs up behind you, it is a safety issue. Any questions?

ADMINISTRATION UPDATE

Manger Silka: A few items today, one is the Comprehensive Plan Zoning update, I am happy to report that if everything goes as planned tonight, I will take the Comprehensive Plan off my report as there is a Motion #21 to adopt the Comprehensive Plan. We did have our Public Hearing, as required by the MPC, this evening. That is already to go for adoption and we are currently working on the zoning revision and hopefully we can have this done sometime in the first quarter of next year. We are coming to the end of this process. I want to take this time to thank the Board of Commissioners and the Planning Commission because it was your input that allowed us to bring this plan to fruition. Thank you for your efforts in this project.

Secondly, we are currently working on the 2017 budget and will be presenting it at the November meeting to start the review process. We are going with the assumption that there should be no tax increase and that's what we will be delivering to you. Then we will start working on the final product and that will be adopted sometime in December.

I would like to take this opportunity to introduce and formally welcome Kristen Police. She is recording the meeting and is now a full time employee and most likely to be appointed as Township Secretary by the Board later this evening. This is her first meeting and so far she is doing a bang up job.

The fourth item and this kind of getting to be a broken record type item, is contacting the police via 911 when there is an issue. There is still too many times when we come in the morning and there are voicemails and emails stating that there is something going on, an aggressive solicitor, a drone or somebody that doesn't look right. Calling the township office or emailing the township directly or filing a complaint form on the web isn't going to help you. If something is bothering you and you feel the need to call, you should dial 911. The Chief spoke about this very eloquently last month that is the only way to get the officer there at the time. We can't follow up on a drone complaint twelve hours later because then there is nothing to show. We are asking that if something doesn't feel right call 911 and the police will come and take care of it. Protect yourselves and your community; you know when something isn't right. We will gladly help you through our police department.

You are going to start seeing the National City sewer and water line insurance program renewals in the mail. They used to do one in the spring and one in the fall, they changed the format now they are going to send both the sewer and water lines out in the mail. This was something that was endorsed by the Board of Commissioners however it is a voluntary Insurance Program and you do not have to enroll in it if you do not want to. This will be something you will be seeing in your mail.

There is a Resolution on the consent agenda. Motion No. 18 is a Resolution to require is an audit of all organizations in which the Township of Robinson provides funding. Any organization that receives money or services from the Township will receive an audit so they are able to track how the Township funds are being dispersed in outside organizations, this dovetails into the Resolution that was passed two months ago for anytime with Township that provides money

or any kind of services and benefits. Any non profit that we provide funds to we are going to expect an audit to show how those funds are being expended.

Lastly the fall leaf pick up will start the week of October 10th and on October 13th Mr. Volpe and myself will be attending the salt pre meeting. And that will be followed by the salting of the roads.

FINANCE REPORT

Mr. Shiwarski: Before I let Jerry expand here, I just want to thank the board for letting Boenning & Scattergood do the bond refinance. Jeff, I'll just use your expertise here, you stated last month to move forward on our bond refinance 2% is the threshold?

Manager Silka: Yes, you have to have a 2% of savings. We had close to 14%.

Mr. Shiwarski: They were very easy to work with, kept the administration informed all the way through, and the savings shattered any benchmark, so again, that was an extremely positive and rewarding experience as far as the refinancing for the Township.

Jerry, before you give your report, a lot of times when we look at the report there is a list of bills, and we approve the list of the bills, we don't often have any discussion, but could you please elaborate on our process and safety checks that we are paying the right amount to the right people and not overpaying?

Mr. Kezmarsky: Yes, that's the accounts payable process. In any organization you have two basic responsibilities, to make sure the bills are paid in a timely manner and paid to the proper recipient. This township just like any other organization receives bills towards services or goods that were purchased.

When the mail comes in an invoice is produced, the initial inspection is done by the various department heads, planning, police, public works and administration. They put their approval on it and sign off on it. Then it goes to the accounts payable clerk who then exercises his discretion and either pays or does not pay the bill. At that point once he produces a list of bills, I then provide a check. I check for accuracy, make sure the payment is made to the proper vendor and go through it and essentially give it another set of eyes. I then return it back to the accounts payable clerk who produces the hard checks for signature to the administrative head who gives his once over. He is aware of any purchases that are legal or illegal. At that point the checks are produced and signed by myself and are distributed to the various vendors.

The accounts payable bill list is then produced for the monthly meeting which all commissioners receive. At your discretion, you go through it with various amounts of detail and approve it or disprove of it. We aim for total transparency, so everyone sees this and nothing is hidden from the public, payments are made on a timely basis and everything is kosher.

Mr. Shiwarski: Mr. Kezmarsky, we really appreciate you explaining that. We like to see transparency. There is a lot of due diligence that is done. Checks and

balances from various departments, to the department heads, public works and police. As you said, you look at it from the arithmetic and accounting side and Jeff looks at it to see if anything would be out of kilter. Every commissioner is able to review that if they have any questions. Rest assured that we have the proper set of eyes.

THE FINANCE REPORT

Mr. Kezmarsky: Earned income taxes collected for the month \$137,308. The budget amount was \$3,090,000 . Year to date \$2,318,963. Local service taxes collected for month \$143,000. Total budget amount is \$950,000. Year to date collection \$514,232 . Real estate property taxes \$6,800.00 collected for the month, we are winding down for the year. \$4,100,000 budgeted and \$4,256,000 collected for the year to date. Real estate taxes delinquent \$15,465 collected for the month of September. \$ 150,000 budgeted \$176,000 collected for the year. Real estate transfers \$33,000 collected for the month of September \$425,000 budgeted \$224,830 collected for the year, a little behind on that. Current cash balance unreconciled at this point is \$2,467,000.

BUILDING INSPECTOR/ZONING OFFICER REPORT

A copy of the August Building/ Inspector/Zoning Officer Report is attached

Mr. Urbano: The amount of fees collected for month of September \$11,920.00. Total for the year \$167,662.00. Total new construction for the month of September \$4,668,088.00 Total for the year for new construction \$20,700,478.00. There's a lot of new construction.

PUBLIC WORKS SUPERVISOR REPORT

Mr. Volpe: Just a few things to recap for the month. I provided the board with a full written report. The majority of the month was working on the Autumn Festival the set up and tear down and working the festival. This was my first festival and I have to say that this event was well organized and well attended. I would like to thank everyone who assisted the public works at the event.

Also, we are working on winterizing the pool, working on the budgets, and the upcoming projects for the month of October. Like Mr. Silka said, the leaf collection program will be started. We will finish up with some in-house paving, and winterizing the parts of the playground when the rentals will be done.

I just have some general comments if I can enlighten the board. To follow up with some comments on the public works department. In the article in the Allegheny West magazine concerning the public works position, the hiring of myself and during the interview process, Commissioner Shiwarski stated that

“the public works was one of the jewels of the township” and during my first two months on the job I have experienced firsthand the department has good and knowledgeable hard working employees, striving for the betterment of the Township. I have to agree with Ron’s statement, it truly sums it up my opinion of the department, and I will strive for enhancing the department in the future.

CITIZENS COMMENTS

No citizens have signed in to comment

THE BOARD OF COMMISSIONERS CONDUCTED AN EXECUTIVE SESSION ON OCTOBER 3, 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 THIS SESSION DURING THIS MEETING.

CONSENT AGENDA

MOTION Mancini, SECOND Shiwarski to approve Items #13 through #19 listed on the Consent Agenda.

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

REGULAR AGENDA

Discussion to approve the September 2016 Treasurer’s Report.

MOTION: Barefoot, SECOND Shiwarski to approve the September, 2016 Treasurer’s Report.

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

Discussion to approve the September 2016 List of Bills.

MOTION: Shiwarski, SECOND Barefoot to approve the September, 2016 List of Bills.

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

Discussion to approve Resolution No.16 of 2016, adopting the Robison Township Comprehensive Plan as prepared and recommended by the Robinson Township Board of Commissioners, and pursuant to Article 3, section 302 of Act 247, as amended in the Pennsylvania Municipalities Planning Code.

MOTION: Barefoot, SECOND, Mancini to approve Resolution No.16 of 2016, adopting the Robinson Township Comprehensive Plan as prepared and recommended by the Robinson Township Board of Commissioners, and pursuant to Article 3, section 302 of Act 247, as amended in the Pennsylvania Municipalities Planning Code.

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

M/C 5-0

Discussion to approve Pay Application #2 in the amount of \$120,760.74 to A. Folino Construction, Inc. for the 2016 Township Road program as recommended by the Township Engineer.

MOTION: Shiwarski, SECOND, Kisow to approve Pay Application #2 in the amount of \$120,760.74 to A. Folino Construction, Inc. for the 2016 Township Road Program as recommended by the Township Engineer.

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

M/C 5-0

Discussion to appoint Kristen Police as Township Secretary

MOTION: Mancini SECOND, Shiwarski to approve Kristen Police as Township Secretary.

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

M/C 5-0

Discussion to grant full employee status to Austin Bogatay and to promote him to truck driver at an hourly rate per bargaining unit agreement.

MOTION: Kisow, SECOND Barefoot to grant full employee status to Austin Bogatay and to promote him to truck driver at hourly rate per bargaining unit agreement.

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

M/C 5-0

Discussion to certify the police eligibility list provided by the civil service commission.

MOTION: Kisow, SECOND. Barefoot to certify the police eligibility list provided by the civil service commission.

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

M/C 5-0

COMMISSIONERS COMMENTS

Dr. Mancini: I apologize, I know that I am the new guy but I won't be at the November meeting. I am currently scheduled to speak at a conference that night.

Mr. Barefoot: Kristen, welcome as the new secretary, look forward to 28 more years.

Mr. Kisow: Welcome Kristen, as the new secretary.

Mr. Shiwarski: No comments at this time, again we appreciate having Kristen on board, and welcome to the Township.

Chairman Abatta: Kristen, I welcome you to the Township as our new secretary. I hope we didn't scare you off, so welcome aboard.

The Autumn Festival this year was a great success. We had 115 registered vendors. Our Township parks board worked very hard for many months but once again they made sure this festival would turn out as a top rate event. I would like to recognize the parks board members for their and dedication, these people work extremely hard and they deserve some kudos. Diane Freese, Vice Chair, Mike Migliosi, Janet Hammer, Deb Marko, Denise Somma, Mary Ann Johnson, who are all members and Jane Tallon who is the Chairperson.

The Third Annual Car Cruise was held on October 1st. I would like to thank all of you who came out to enjoy the day as well as our many contributors. We had a great variety of prizes for the Cruise including an overnight stay at the Fairfield Inn and Suites, Car Sense detailing package, a Robinson Beer Basket and many, many more. Thanks to the Demise Family, Theresa and Marcus for hosting. And this event was also sponsored by First Niagara Bank.

October is Halloween, the Halloween event will be held in the park this year on October 29th from noon to 2:00p.m. All of our ghosts and goblins will parade in the upper parking lot, from Clever Road down to the Rotary Shelter. The parade will be lead by the Forest Grove Fire Company and the Montour Marching Band. Light refreshments will be served. Halloween throughout the Township this year will be October 31st from 6:00 p.m. to 8:00 p.m. If you must be on the road please make sure you drive with caution and please be sure to dress your children in reflective clothing. Robinson Township Police Department and volunteer fire companies will be out patrolling the streets for the safety of our children. Be smart and safe.

Lastly, please save the date for the Christmas Tree Light up night with fireworks which will be held December 2nd from 6:30 to 7:30 p.m. at Clever Park.

MOTION: Mancini, SECOND, Kisow to adjourn the meeting.

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

Meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Kristen Police
Township Secretary