

The Potter Township Supervisors held a Regular Business Meeting on Wednesday, December 13, 2017 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:01 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar
Solicitor: Mike Jones
Engineer: Dan Sell
Secretary: Linda McCoy
Visitors: Billy Winkle, Lauren Patton, Tim Wetzel, George Barnes, Casey Harrington, Jim Gabel, Captain Jon Hall, Terrie Baumgardner

Ms. Matsco and Mr. Jones attended the Reassessment Hearing at the Beaver County Courthouse on November 20th.
Ms. Matsco, Mr. Shamp and Mr. Cwynar attended the Zoning Public Hearing at the Center Township Municipal building on December 11th.
Ms. Matsco and Mr. Jones attended the Shell Tax Appeal Hearing at the Beaver County Courthouse on December 12th.

**MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
TO APPROVE THE MINUTES OF THE NOVEMBER 8, 2017 REGULAR BUSINESS MEETING.**

CITIZENS:

There were no public comments.

OLD BUSINESS:

**MOTION TO RATIFY THE ACCEPTANCE OF STRANGE CORPORATION'S BID FOR REPLACEMENT OF THE
CATCH BASIN ON E. MOWRY ROAD. MOTION CARRIED
MOTION WAS MADE BY EARL SHAMP AND SECONDED BY AL CWYNAR AT THE DECEMBER 6TH PUBLIC
WORK SESSION.**

There were six bids submitted: Ten Mile Paving - \$37,141.63, Martino - \$16,995.00, Maxxco - \$34,700.00, Patton Excavating - \$24,250.00, Strange Corporation - \$10,420.00 and NorthRock Construction - \$18,282.00.

NEW BUSINESS:

**MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
TO ACCEPT CARLINS CONSTRUCTION FEE OF \$5,100 FOR ELECTRICAL CONSTRUCTION DOCUMENTS FOR A
BACKUP GENERATOR FOR THE TOWNSHIP.**

The Township will install a generator large enough for the municipal building and the road department building for a warming center for power outages.

Mr. Gabel reported that the Fire Department's emergency gas generator has been installed on a pad and is hooked up waiting for electric and should be ready in a few weeks.

**MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
MOTION TO APPOINT REBECCA MATSCO TEMPORARY CHAIRMAN FOR THE ORGANIZATION MEETING ON
JANUARY 2, 2018.**

**MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
MOTION TO APPOINT LINDA MCCOY TEMPORARY SECRETARY FOR THE ORGANIZATION MEETING ON
JANUARY 2, 2018.**

**MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
RESOLUTION NO 10-2017, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY,
COMMONWEALTH OF PENNSYLVANIA APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR
THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING THE YEAR
2018**

**MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
TO APPROVE RESOLUTION NO. 11-2017, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY,
COMMONWEALTH OF PENNSYLVANIA LEVYING A TAX FOR THE YEAR OF 2018 ON EACH DOLLAR OF
ASSESSED VALUATION OF TAXABLE REAL PROPERTY, AND SETTING DISCOUNTS AND PENALTIES ON
COLLECTION THEREOF.**

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO APPROVE AND SIGN THE 2018 BEAVER COUNTY HUMANE SOCIETY CONTRACT.

Their fees will be \$250/month.

SOLICITOR'S REPORT:

Shell Tax Appeal: Mr. Jones reported that there will be a decision by the end of the year for the Shell Tax Appeal. The Township will have 30 days to appeal a decision.

GHRIP Agreement: Mr. Jones reported that Potter, Raccoon and Greene are okay with the Agreement. He is still waiting to hear from the other Townships. Advertisement of the Ordinance for the Agreement will be placed on hold until 2018 while the Board waits for the other municipalities to agree on the Agreement.

ENGINEER'S REPORT:

Shell Communications Tower: Mr. Sell received a zoning application for a communications tower near Shell's parking garage - Shell will resubmit to resolve Mr. Sell's comments on setbacks.

LLSE Center Twp. Water Intake Project: Mr. Sell reported that he is okay with the Board providing a waiver to LLSE for the Center Township Water Intake project. It was also stated that MDIA was okay with the waiver.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION TO GRANT A WAIVER TO LLSE FOR THE CENTER TOWNSHIP WATER INTAKE PROJECT.

Center/Potter Line: The Board agreed to send a final notice of payment due by registered and regular mail to the Center Township Board.

PLANNING COMMISSION:

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO AUTHORIZE ADVERTISEMENT OF A PUBLIC HEARING ON JANUARY 24, 2018 AT 5:00 PM IN THE TOWNSHIP BUILDING TO PASS A RENTAL OCCUPANCY ORDINANCE.

The Board explained that the Ordinance is needed so they can learn who is living in the Township.

FIRE DEPARTMENT: Jim Gabel

Shell was not able to follow up on a grant for equipment for the new tanker in 2017, so it will go into the 1st quarter of 2018.

The Fire Dept. will visit the KME Factory in January for a second visit to see the progress of the new tanker.

The Fire Dept. had a good year for training - with the last training covering the legal aspects of the Dept. Mr Gabel said the Dept. is ahead of the curve on documentation and training.

Fundraising went well in 2017 with a successful wine trip, beer cruise, ticket sale and paint and sip. The Dept. is hoping for two car cruises with Raccoon Twp. in 2018!

Membership is steady with about 11 members. There was a slight loss due to members moving out of the area.

ROAD DEPARTMENT:

The Road Dept. will monitor installation of the cross drain on Mowry Road and guiderails on Bauer Road this year.

POLICE DEPARTMENT: Captain Jon Hall

- Police Report: Captain Hall gave an updated police report to the Board. He said everything is status quo.

- Penn State shooting: He stated that no names have been released yet and there is no danger to the community. It was a domestic murder/suicide. It is the jurisdiction of the State Police as it was a state college.

- Ms. Matsco thanked the CTPD for their services in 2017.

- Shell traffic on Route 18 near the Shell parking lot: A lengthy discussion followed regarding the heavy traffic on Route 18 near the Shell parking lot when employees are exiting. Captain Hall said that the parking lot exit times are 5:30 pm - 6:15 pm Monday through Thursday and 3:30 pm - 4:30 pm on Friday at this time. The Board asked Captain Hall to look into the amount of time that drivers on Route 18 should have to sit and wait for the Shell employees to exit the parking lot as Shell is a guest in the Township. Captain Hall said he will relay that information. It was also noted by the Board that the officers on duty during the parking lot exit times are not visible to the drivers on Route 18. Suggestions made were - more hazardous lights, LED lights on officer's clothing and parking the officer's cars on the berm of the road. Captain Hall stated that the Dept. is currently using more personnel that Shell is paying for in the contract. The Board stated that residents may have an accident in that area and if they sue the Police Dept. the Board would likely be on the side of the complainant because the Dept. has not resolved the traffic issue adequately. Captain Hall that the amount of officers it would take to control the parking lot exit traffic would take resources from Potter and Center Township. Ms. Matsco stated that Shell should design the process in that area. It was suggested that temporary traffic lights be installed - but Captain Hall said that is not an option with PennDot. The Supervisors would be open to a meeting with PennDot, CTPD and Shell to help resolve this issue. The parking lot can hold 1,500 vehicles.

CITIZENS:

Mr. Winkle attended the 'placing of the wreath' at the Tomb of the Unknown Soldier in Washington DC on Veterans Day - November 10th.

REAL ESTATE TAX COLLECTOR:

Christie Floyd-Gabel submitted real estate tax collections reports for the months of September, October and November.

TREASURER'S REPORT:

The balance in the	General Fund Account is	\$368,630.98	Bills for this account totaled \$48,651.58
The balance in the	State Liquid Fuels Account is	\$119.91	Bills for this account totaled \$672.84
The balance in the	Capital Equipment Account is	\$84,769.17	There were no bills for this account
The balance in the	Escrow Money Account is	\$551,371.83	Bills for this account totaled \$9,560.25
The balance in the	Wage Tax Account is	\$60,118.41	There were no bills for this account
The balance in the	Public Safety Account is	\$1,818,106.85	There were no bills for this account
The balance in the	DCNR Grant Fund is	\$23,269.69	Bills for this account totaled \$7,752.38

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION TO APPROVE THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF DECEMBER.

ANNOUNCEMENTS:

The Township Planning Commission will not meet in December.

The Township Office will be closed from Monday, December 25, 2017 to Monday, January 1, 2018 for the holidays.

The Supervisors' Organization Meeting will be held Tuesday, January 2, 2018 at 6:00pm with a Regular Business Meeting to follow.

The Township Auditors will hold their Organization Meeting on Wednesday, January 3, 2017 at 7:00 pm in the Township Municipal Building.

The Township Planning Commission will hold their Organization Meeting on Thursday, January 4, 2018 at 7:00 pm in the Township Building.

There will be a Public Hearing for a Rental Occupancy Ordinance on January 24, 2018 at 5:00 pm in the Township Building.

The Supervisors will hold a Work Session followed by a Regular Business Meeting on January 24, 2018 at 6:00 pm in the Township Building.

MERRY CHRISTMAS AND HAPPY NEW YEAR EVERYONE!

The Board and Mr. Jones went into Executive Session from 6:57 pm - 7:48 pm for the Shell Tax Appeal and other litigation.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO FILE A COMPLAINT WITH THE MAGISTRATE FOR DENNIS MCCANDLESS FOR UNRETURNED FIRE DEPARTMENT EQUIPMENT.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION TO FILE A COMPLAINT WITH THE COURT OF COMMON PLEAS FOR SEAN HENRY AND THE CONDITION OF HIS PROPERTY.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:49 PM.

Respectfully Submitted,

Linda McCoy, Secretary