

The Potter Township Supervisors held a Regular Business Meeting on Wednesday, March 11, 2020 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:04 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: Bill Winkle, Jim Gabel, Shannon Debes, Tim Wetzel, Mark Summerville, Captain Jon Hall, Lauren Patton

Feb 14 – Mr. Shamp met with Reno Bros. at the Township regarding air conditioning for the hall

Feb 25 – Ms. Matsco & Mr. Shamp met with Vicky Michaels and SGA regarding Rocky Bend

March 2 – Mr. Cwynar attended the Quality Education Council meeting at Penn State

March 4 – Ms. Matsco & Mr. Shamp met at Widmer Engineering regarding litigation

March 6 – Ms. Matsco met with Josh Kail regarding development in Potter Township

March 11 – Ms. Matsco & Mr. Cwynar met at the Township building with the Township solicitor and the Township engineer to discuss a developer's agreement with RETTOP Development

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON FEBRUARY 12, 2020 WITH THE FOLLOWING AMENDMENTS:

Mr. Cwynar attended the Central Valley School District board meeting on January 16th

Ms. Matsco and Mr. Shamp met with Greg Merges at Rocky Bend regarding handicapped parking on February 3rd

Mr. Shamp met with MDIA & Shell on February 10th at the Township building regarding permitting

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

CITIZENS:

No comments

OLD BUSINESS:

No old business

NEW BUSINESS:

MOTION TO RECEIVE AS COMPLETE THE TOWNSHIP INVENTORY AUDIT FROM THE TOWNSHIP AUDITORS, ALISON ANDERSON, DAWN NEELY AND SARABETH MILLER.

A CPA will do the financial audit.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION TO ACCEPT THE BID FROM ABBEY CARPET & FLOOR FOR 6 INTERIOR MATS (including a logo on one mat) AND 1 EXERIOR SCRAPE MAT FOR THE TOWNSHIP BUILDING AT A COST OF \$1,779.00

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

SOLICITOR'S REPORT:

There was a pre-meeting to discuss and identify needs (developer's agreement, septic and sanitary sewer designs for the Planning Commission and Twp. engineer regarding RETTOP's Montgomery Ridge development in the Township.

ENGINEER'S REPORT: Report from Mr. Sell

- 1) The Daniel & Julia Kunzmann Plan of Lots was reviewed and comments sent on Feb. 28th. Mr. Sell will meet with the Planning Commission on March 19th to review comments.
- 2) The Plan for Montgomery Ridge at Yellow Gate Estates is under review and comments will be provided. Mr. Sell will meet with the Planning Commission on March 19th to review comments.
- 3) Mr. Sell is planning a project meeting tomorrow regarding the Township's 2020 paving program. He will drive the roads with Mr. Shamp & Justin Cwynar. There was a discussion regarding Twp. Road 433 – which is a trail now.

MOTION TO ASK WIDMER ENG. FOR A QUOTE TO SURVEY TWP. ROAD 433 WITH METES AND BOUNDS.

MOTION: Al Cwynar

SECOND: Rebecca Matsco

MOTION CARRIED

PLANNING COMMISSION:

No report.

FIRE DEPARTMENT:

- 1) Mr. Gabel asked the Board if the Fire Department's associate members could be added to the Twp. Insurance vehicle operator roster to assist the Department with any fundraising (non-emergency) trips while operating the Suburban squad vehicle. The Board said yes.
- 2) Night at the Races is scheduled for March 28th.
- 3) The Spring Fling Basket ticket is scheduled for April 7th.
- 4) A BBQ, Bourbon & Moonshine event is scheduled for June 5th at the Township building. The event is for 100 people at \$20 a ticket. The distillery will be present.
- 5) Mr. Gabel introduced a thermal imaging camera that the Department purchased at the Monroeville Fire Expo. They were able to buy two cameras for a total of \$8,800 with full warranty. The old camera was over 20 years old and the new ones are lightweight with many more functions. Ms. Matsco asked if the Department had a policy on privacy with the cameras. Mr. Gabel said yes – only Mr. Gable and Vicky Carlton can take pictures.

ROAD DEPARTMENT:

Mr. Sell, Mr. Shamp and Justin Cwynar will drive the Township roads to determine which ones to put in the bid request for paving in 2020.

Steve Saunders reported to the Board that there are 20 broken rails and one broken post on the walking trail. Justin Cwynar will do the maintenance to make those repairs.

POLICE DEPARTMENT:

Captain Hall reported that Shell requested a police vehicle at their traffic light on Route 18 during early evening dismissals. An officer was transferred to that site and it worked well.

SHELL REPORT:

Ms. Debes reported that the dismissal times are the same and there are 8,500 workers at the plant currently.

Mr. Shamp reported that the mud on the road from Shell Pipeline is awful. Ms. Debes will report this to Dave Conti.

Ms. Matsco reported that news from the recent RECAP meeting is that NOVA is taking down the AES facility.

Ms. Matsco showed the residents the new address stakes and said that Justin will place them in the ground. Ms. Patton reminded us that the address stakes are required by a Township Ordinance.

MOTION TO CONVERT ALL TOWNSHIP STREET LIGHTS TO LED.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Mr. Shamp asked Mr. Jones if we need to do a completion of contract regarding the work that was done on the recent Township hall remodel. Mr. Jones will prepare the completion of contract.

REAL ESTATE TAX COLLECTOR:

Vicky Leininger submitted the 2020 February Real Estate Tax Report to the Supervisors.

TREASURER'S REPORT:

- | | | | |
|----------------------|-------------------------------|----------------|---|
| • The balance in the | General Fund Account is | \$696,582.31 | |
| | | | Bills & Transfers for this account totaled \$3,091,037.58 |
| • The balance in the | State Liquid Fuels Account is | \$28,664.82 | There were no bills for this account |
| • The balance in the | Capital Equipment Account is | \$51,896.06 | There were no bills for this account |
| • The balance in the | Escrow Money Account is | \$102,283.24 | Bills for this account totaled \$500.00 |
| • The balance in the | Wage Tax Account is | \$61,257.99 | There were no bills for this account |
| • The balance in the | Public Safety Account is | \$1,825,126.74 | Bills for this account totaled \$9,144.98 |
| • The balance in the | DCNR Grant Fund Account is | \$1.00 | There were no bills for this account |
| • The balance in the | Money Market Fund is | \$3,710,094.18 | \$962,959.50 of this is MDIA permit fees |
| | | | There were no bills for this account |
| • The balance in the | Recreation Board Account | \$660.06 | There were no bills for this account |

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

MOTION: Al Cwynar

SECOND: Rebecca Matsco

MOTION CARRIED

Mr. Shamp abstained from the RETTOP invoice.

ANNOUNCEMENTS:

- The Planning Commission will meet on March 19th at 7:00 pm.
- The Rec Board is hosting a **Spring Bingo** for all residents on Friday, March 20th at 6:00 pm.
- The Potter Twp. Vol Fire Department is hosting a **Night at the Races** at Center Stage on March 28th – doors open at 5pm, dinner is at 6pm and races start at 7pm – tickets are \$30 and are available in the Township office.
- The Supervisors will hold a Work Session on Wednesday, April 1st at 6:00 pm.
- The Rec Board is hosting a **Bunny Breakfast** for all residents on Saturday, April 4th with Breakfast at 9:00 am and an Egg Hunt at 10:00 am. Please RSVP by March 30th to the Township office – 724-495-6220)
- The next Regular Business Meeting is scheduled for Wednesday, April 8th at 6:00 pm.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:47 PM.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Respectfully Submitted,

Linda McCoy, Secretary