

The Potter Township Supervisors held a Regular Business Meeting through ZOOM May 13, 2020. Ms. Rebecca Matsco called the meeting to order at 6:29 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: Shannon Debes, Tim Wetzel, Lauren Patton, Dave Hagen, Chris Heitman, Sue Nash, Captain Jon Hall and Casey Harrington

April 23 – Ms. Matsco, Mr. Shamp & Mr. Cwynar joined a Shell update call through Skype

April 29 – Ms. Matsco, Mr. Shamp & Mr. Cwynar met in Executive Session with the Solicitor and Ms. McCoy through ZOOM concerning personnel

April 30 – Ms. Matsco, Mr. Shamp & Mr. Cwynar joined a Shell update call through Skype

May 7 – Ms. Matsco, Mr. Shamp & Mr. Cwynar joined a Shell update call through Skype

May 13 – Ms. Matsco & Mr. Shamp met with Neva Stotler via video conference call.

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ELECTRONICALLY THROUGH ZOOM ON APRIL 8, 2020.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

CITIZENS: No comments

OLD BUSINESS:

MOTION TO MODIFY THE CLOSURE OF THE TOWNSHIP MUNICIPAL OFFICE TO THE PUBLIC THROUGH MAY 31, 2020 WITH VISITATION BY APPOINTMENT ONLY ON TUESDAYS AND THURSDAYS.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

NEW BUSINESS: No new Business

SOLICITOR'S REPORT:

The Board had a discussion with Mr. Jones regarding the reopening guidelines for the walking trail and the Rec Board events.

Ms. Matsco reported that Justin Cwynar has started sanitizing the Township playground equipment.

Mr. Jones stated that all 67 PA counties (including the municipalities) have declared a disaster emergency.

A discussion was had regarding the impact on the Township's Budget, i.e. real estate tax, EIT, LST, real estate transfer tax, licenses, permits, fines and recreation. Mr. Jones recommended that local government may revise their budgets in July.

Mr. Jones stated that violations of the Governor's orders on closed businesses can be enforced. He also stated that Pennsylvania 'employee operations' does not apply to local government – they should follow CDC guidelines.

ENGINEER'S REPORT:

Mr. Sell's report:

- He wrapped up changes to the paving project documents – they have been posted on Widmer's website and Ms. McCoy advertised the project with bids due June 3rd.
- He received and is reviewing the planning module for Montgomery Ridge at Yellow Gate. He will send comments to the Planning Commission before meeting with them next week.

PLANNING COMMISSION:

Ms. McCoy will assist Lauren Patton with setting up a ZOOM meeting for the Planning Commission this month. Mr. Sell will forward the Montgomery Ridge planning module to the PC Board.

FIRE DEPARTMENT:

The Fire Dept. would like to hold their Bourbon & BBQ event the Friday before the Township Annual Picnic.

ROAD DEPARTMENT:

The Road Department has received the new plow truck.

MOTION TO APPROVE AND SIGN THE 2020 SPRING/WINTER COMMODITIES CONTRACTS THROUGH THE BEAVER COUNTY REGIONAL COG WITH:

McClymonds	Aggregates
Russell Standard	Liquid Asphalt
Lindy Paving	Bituminous
Reed Oil	Fuel
American Rock Salt	Road Salt

MOTION: Al Cwynar**SECOND: Earl Shamp****MOTION CARRIED****POLICE DEPARTMENT:**

Capt. Hall reported that Shell has brought some employees back and the officers were back on traffic detail on Monday. The current schedule for busses is 4:15 – 4:30 and 5:15 – 5:30 Mon – Thurs and 2:15 – 2:30 and 3:15 – 3:30 Fri & Sat. He also commented that the protesters near Shell today fizzled out. This Friday at 10 am there will be a Facebook live streaming for Police Memorial Week from the Courthouse. Ms. Matsco thanked him for serving us in Potter.

REAL ESTATE TAX COLLECTOR:

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

TREASURER'S REPORT:

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|----------------------|-------------------------------|----------------|--|
| • The balance in the | General Fund Account is | \$749,647.09 | Bills for this account totaled \$320,497.88 |
| • The balance in the | State Liquid Fuels Account is | \$27,357.78 | Bills for this account totaled \$886.93 |
| • The balance in the | Capital Equipment Account is | \$51,941.16 | There were no bills for this account |
| • The balance in the | Escrow Money Account is | \$101,533.24 | There were no bills for this account |
| • The balance in the | Wage Tax Account is | \$61,311.23 | There were no bills for this account |
| • The balance in the | Public Safety Account is | \$1,808,426.27 | 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 | \$4,550,057.31 | Bills for this account totaled \$57,138.00
\$787,489.00 of this is MDIA permit fees |
| • The balance in the | Recreation Board Account | \$646.29 | There were no bills for this account |

MOTION TO APPROVE THE TREASURER'S REPORT AND PAY THE ILLS FOR THE MONTH OF MAY.**MOTION: Earl Shamp****SECOND: Al Cwynar****MOTION CARRIED**

Mr. Cwynar thanked everyone for their participation with 'Stuff a Bus' in Potter Township. Enough food was collected to cover approx. 2 weeks, along with \$15,000 in cash and \$1,500 in gift cards. Ms. Matsco thanked all the teachers in Potter Township along with the teachers and students who participated in the parade today.

ANNOUNCEMENTS:

- Through May 31st – the Municipal Office is open to the public – Tuesday/Thursday 10am – 4pm by appointment only – appointments can be made by calling the Township office - 724-495-6220
 - Limit 2 persons at a time
 - Please wear a mask
 - Please do not make an appointment if you have been exposed to COVID-19 in the last 14 days, diagnosed with a communicable illness or are presently symptomatic.

Supervisors will continue to evaluate township protocols as part of a phased re-opening. We look forward to seeing you soon!

- The Planning Commission will meet through Zoom Thursday, May 21st at 7 PM.
- The Municipal Office will be closed Monday, May 25th in observance of Memorial Day.
- The Supervisors will schedule a Work Session on Wednesday, June 3rd (with a bid opening for the paving contract) and a Business Meeting on Wednesday, June 10th – but will continue to evaluate the current COVID-19 situation – which may determine how the meetings are handled.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:03 PM.**MOTION: Al Cwynar****SECOND: Earl Shamp****MOTION CARRIED**

Respectfully Submitted,

Linda McCoy, Secretary