

The Potter Township Supervisors held a Regular Business Meeting on Wednesday, November 11, 2020 at the Potter Township Municipal Building and on ZOOM. Ms. Rebecca Matsco called the meeting to order at 6:03 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Engineer: Dan Sell

Secretary: Linda McCoy

Visitors: Mark & Caroline Czarnecki, Heidi Krigar, Chief Vicki Carlton, Captain Jon Hall, Mark Summerville

Ms. Matsco started the meeting off with a Thank You to all Veterans and individuals in Uniform.

MEETINGS: 11/10 – Mr. Shamp and Ms. Matsco met with Larry Cardillo to begin negotiations for a new Union Contract.

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON OCTOBER 14, 2020.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

CITIZENS: No Comments

OLD BUSINESS:

RATIFICATION OF THE MOTION TO REQUEST THE ELECTED AUDITORS TO DO MONTHLY AUDITS OF THE TOWNSHIP BANK ACCOUNTS IN COOPERATION WITH H2R, THE TOWNSHIP'S CPA. The Auditors will provide a quarterly report to the Supervisors. The Motion was made at the Work Session on October 21st:

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

RATIFICATION OF THE MOTION TO HIRE ATTORNEY NEVA STOTLER TO REPRESENT POTTER TOWNSHIP PER THE TERMS OF HER LETTER OF ENGAGEMENT DATED JANUARY 30, 2018.

The Motion was made at the Work Session on October 21st:

MOTION: Al Cwynar

SECOND: Rebecca Matsco

OPPOSED: Earl Shamp

MOTION CARRIED

MOTION: Al Cwynar

SECOND: Rebecca Matsco

OPPOSED: Earl Shamp

MOTION CARRIED

RATIFICATION OF THE MOTION TO HIRE ATTORNEY NEVA STOTLER TO REPRESENT POTTER TOWNSHIP PER THE TERMS OF HER LETTER OF ENGAGEMENT DATED NOVEMBER 13, 2019.

The Motion was made at the Work Session on October 21st.

MOTION: Al Cwynar

SECOND: Rebecca Matsco

OPPOSED: Earl Shamp

MOTION CARRIED

MOTION: Al Cwynar

SECOND: Rebecca Matsco

OPPOSED: Earl Shamp

MOTION CARRIED

RATIFICATION OF THE MOTION TO INCREASE THE TOWNSHIP TREASURER'S BOND TO FIVE (5) MILLION DOLLARS WITH THE DUNN AGENCY AT A COST OF \$7,024.00.

The Motion was made at the Work Session on October 28th.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

NEW BUSINESS:

MOTION TO APPROVE THE ADVERTISING OF THE 2021 BUDGET.

General Fund Budget \$3,170,879.37

State Liquid Fuels Budget \$24,098.77

Capital Fund Budget \$52,150.22

Wage Tax Fund Budget \$61,555.95

Escrow Fund Budget \$112,454.74

Public Safety Fund Budget \$1,768,344.89

Money Market Fund \$4,286,973.01

DCNR Grant Fund \$75,150.92

Ms. Matsco recognized Ms. McCoy's work as Township Treasurer in assisting the Board with the Budget.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

There will not be any Township real estate tax increase next year. The 2021 budget will be available for public review in the Township Office during normal business hours and will be advertised in time for adoption at the December 9, 2020 regular business meeting.

RATIFICATION OF THE MOTION TO HIRE YANKEE CLIPPER, INC. TO DO ROAD LINE PAINTING IN POTTER TOWNSHIP AT A COST OF \$700 PER MILE – TOTAL COST OF \$2,100.

The Motion was made by telephone on November 9th.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

2021 MINIMUM MUNICIPAL OBLIGATION**MOTION TO APPROVE THE MINIMUM MUNICIPAL OBLIGATION FORM FOR 2021.**

This is the minimum pension contribution for 2021 - \$5,116.80.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

ENGINEER'S REPORT:

- WEI will review the draft developer's agreement for Montgomery Ridge and provide feedback.

- The 2020 Paving Program punch list is complete and Widmer Eng. is reviewing an application for payment submitted by Shield's Paving.

- Widmer Eng. is working with Justin Cwynar and Shield's Paving regarding the crown on Mowry Road near Raccoon Creek Road before closing out the project.

Mr. Shamp asked Mr. Sell to look for a breakdown on the payment application for keyway cuts that will be billed to Shell Pipeline from Potter Township.

PLANNING COMMISSION: No report.

FIRE DEPARTMENT: Chief Carlton - Raffle tickets for November were all sold. The Soup Sale went well. The Department is still waiting on COVID Grant money from the state. Currently the Department is doing routine maintenance on the building. Fundraising is on hold due to COVID as cases are up in Beaver County. Recruiting is an ongoing struggle and they are calling on more departments to assist. Chief Carlton and the Board had a discussion regarding egress on Raccoon Creek Road and the proposed new bridge over Raccoon Creek.

ROCKY BEND:

Heidi Krigar (Park Ranger) reported on recent tree planting at Rocky Bend and presented the Board with a Park Report and Suggestions – there were discussions on: replacing the blue gate, placing boulders on the gas line, use of bathrooms, placement of trashcans, chain gate across trail, informational board and reflective parking lighting.

ROAD DEPARTMENT: No report.

POLICE DEPARTMENT: Captain Hall has been training for the past two weeks. He told the Board that the officers are checking Rocky Bend on their run through Raccoon Creek Road.

REAL ESTATE TAX COLLECTOR: Vicky Leininger submitted the 2020 October Real Estate Tax Report to the Supervisors.

TREASURER'S REPORT:

- | | | | |
|----------------------|-------------------------------|----------------|---|
| • The balance in the | General Fund Account is | \$2,418,319.19 | Bills for this account totaled \$320,691.13 |
| • The balance in the | State Liquid Fuels Account is | \$11,166.42 | There were no bills for this account |
| • The balance in the | Capital Equipment Account is | \$52,009.03 | There were no bills for this account |
| • The balance in the | Escrow Money Account is | \$112,454.74 | There were no bills for this account |
| • The balance in the | Wage Tax Account is | \$61,391.35 | There were no bills for this account |
| • The balance in the | Public Safety Account is | \$1,755,900.11 | Bills for this account totaled \$9,144.98 |
| • The balance in the | DCNR Grant Fund Account is | \$75,043.63 | There were no bills for this account |
| • The balance in the | Money Market Fund is | \$4,278,705.12 | There were no bills for this account |
| | | | \$510,274.00 of this is MDIA permit fees |
| • The balance in the | Recreation Board Account | \$446.48 | There were no bills for this account |

A motion is needed to approve the Treasurer's Report and pay the bills for the month of November.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

ANNOUNCEMENTS:

- The Planning Commission will meet on Thursday, November 19th at 7:00 pm.
- The Township Office will be closed on Thursday, November 26th in observance of Thanksgiving.
- The Supervisors will hold a Work Session on Wednesday, December 2nd at 4:30 pm.
- The next Regular Business Meeting is scheduled for Wednesday, December 9th at 6:00pm.

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

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

Respectfully Submitted,

Linda McCoy, Secretary