

The Potter Township Supervisors held their Annual Reorganization Meeting on Monday, January 3, 2022 at the Potter Township Municipal Building.

In attendance were:

| | |
|--------------|---|
| Supervisors: | Rebecca Matsco, Earl Shamp and Al Cwynar |
| Engineer: | Dan Sell |
| Secretary: | Linda McCoy |
| Visitors: | Bill Winkle, Lauren Patton, Shannon Debes, Mark Summerville |

Ms. Matsco called the meeting to order at 6:37 pm and led the Salute to the flag.

| | | |
|--|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To reappoint REBECCA MATSCO as the Chairwoman of the Board of Supervisors for the year 2022. | | |

| | | |
|---|------------------------|----------------|
| MOTION: Al Cwynar | SECOND: Rebecca Matsco | MOTION CARRIED |
| To reappoint EARL SHAMP as the Vice-Chairman of the Board of Supervisors for the year 2022. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint LINDA MCCOY as the Secretary/Treasurer for the year 2022, at a rate of \$30.00 per hour and to be bonded at \$13,000,000.00. | | |

| | | |
|---|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To reappoint Garen Fedeles, Esq. as the Township Solicitor for the year 2022 at costs of \$600.00 monthly retainer for attendance at regular meetings and routine calls/emails and \$125.00 per hour for legal services performed by the law firm of Santicola, Steele & Fedeles. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To reappoint WIDMER ENGINEERING, INC. as the Township Engineer at the costs as listed on the 2022 Fee Guide, for the year 2022. | | |

| | | |
|---|------------------------|----------------|
| MOTION: Al Cwynar | SECOND: Rebecca Matsco | MOTION CARRIED |
| To retain WESBANCO as the depository of the Township funds for the year 2022. | | |

| | | |
|--|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| Monthly meetings have been set for the 2 nd and 4 th Wednesday of each month and work sessions are to be held on the 1 st , 3 rd and 5 th Wednesday of each month as required. All meetings will be held in the Municipal Building, 206 Mowry Road, Monaca, PA. All regular meetings and work sessions are scheduled for 6:00pm. The next regular meeting is scheduled for Wednesday, February 9, 2022. | | |

ROAD DEPARTMENT

| | | |
|---|------------------------|----------------|
| MOTION: Al Cwynar | SECOND: Rebecca Matsco | MOTION CARRIED |
| To appoint EARL SHAMP as Chairman of the Road Department for the year 2022. | | |

| | | |
|--|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint REBECCA MATSCO as Vice-Chairwoman of the Road Department for the year 2022. | | |

| | | | |
|--|------------------------|--------------------|----------------|
| MOTION: Earl Shamp | SECOND: Rebecca Matsco | ABSTAIN: Al Cwynar | MOTION CARRIED |
| To retain JUSTIN CWYNAR the Road Foreman for the year 2022. All wages to be set at the hourly rates and benefits to be given as specified in the Union contract. | | | |

| | | |
|---|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To hire as part-time road workers for the year 2022, Mark Summerville and Nathan Marksteiner at the rate of \$11.90 per hour. | | |

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
To approve Supervisors as Road Master at a rate of \$11.90 per hour subject to approval by the Township Auditors for the year 2022.

POLICE DEPARTMENT

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED
To appoint AL CWYNAR as Chairman of the Police Department for the year 2022.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To appoint REBECCA MATSCO as the Vice-Chairwoman of the Police Department for the year 2022.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
To retain the Beaver County Humane Society as the Animal Control Agency for the year 2022 with no rate increase.

FIRE DEPARTMENT

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To appoint REBECCA MATSCO as the Chairwoman of the Fire Department for the year 2022.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED
To appoint EARL SHAMP as the Vice-Chairman of the Fire Department for the year 2022.

SCHOOL DISTRICT

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED
To appoint AL CWYNAR as the Liaison for the Central Valley School District for the year 2022.

MUNICIPAL SERVICES

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To hire ALISON ANDERSON as the Building Custodian for the year 2022 at the rate of \$14.05 per hour.

MOTION: Earl Shamp SECOND: Rebecca Matsco ABSTAIN: Al Cwynar MOTION CARRIED
To appoint JUSTIN CWYNAR as the Zoning Officer for the year 2022 at the rate of \$200 per month.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To appoint LINDA MCCOY as the Right-to-Know Officer for the year 2022.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
To reappoint MDIA as the Township Building Inspectors for the year 2022.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED
To appoint EARL SHAMP as the Building Inspection Liaison between the Building Inspector and the Township for the year 2022.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
To appoint A-G SQUARED SERVICES LLC as the Sewage Enforcement Officer at the rates listed on the 2022 Fee Guide, for the year 2022.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To retain BERKHEIMER TAX ADMINISTRATORS as the Local Services Tax Collector for the year 2022.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED
To appoint J. Martin & Associates in 2022 to audit the Township for the accounting year of 2021.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED
To appoint LINDA MCCOY as the Township Mercantile Tax Collector for the year 2022.

THE FOLLOWING APPOINTMENTS FOR THE YEAR 2022 ARE SUBJECT TO THE ACCEPTANCE OF THE APPOINTEE:

| | | |
|--|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint Tom Podnar to the Zoning Hearing Board for a term of three years, term to expire December 2024. | | |

| | | |
|--|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To appoint Philip Floyd to the Planning Commission Board for a term of four years, term to expire December 2025. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint George Barnes as an alternate to the Planning Commission Board for a term of four years, term to expire December 2025. | | |

| | | |
|--|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To appoint Philip Floyd to the Potter Township Industrial & Commercial Development Authority for a term of five years, term to expire December 2026. | | |

| | | |
|--|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint Bill Winkle as chairman of the Vacancy Hearing Board for the year 2022. | | |

| | | |
|--|------------------------|----------------|
| MOTION: Al Cwynar | SECOND: Rebecca Matsco | MOTION CARRIED |
| To appoint EARL SHAMP as the PSATS CDL Program Representative for the year 2022. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To appoint REBECCA MATSCO as the voting delegate to the PSATS State Convention in May 2022. | | |

| | | |
|---|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To appoint REBECCA MATSCO as the Board's Representative to the Beaver County Regional Council of Governments for the year 2022 and AL CWYNAR as the Alternate Representative to the BCRCOG. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To authorize the Supervisors and part-time Secretary to attend the County Convention with wages and travel expenses paid for the year 2022. (Supervisors wage for Supervisors.) | | |

| | | |
|--|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To authorize employees to attend training classes as offered throughout the year, with wages and expenses paid, subject to approval of immediate supervisor for the year 2022. | | |

| | | |
|---|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To authorize the mileage reimbursement rate to be determined by the IRS for 2022. | | |

| | | |
|--|--------------------|----------------|
| MOTION: Al Cwynar | SECOND: Earl Shamp | MOTION CARRIED |
| To authorize the treasurer to pay bills between meetings from vendors that offer a discount if paid within a certain period or for bills that fall due before a regular scheduled meeting. At each meeting, the list of checks written under this provision will be included with the listing that is approved that evening. | | |

| | | |
|--|-------------------|----------------|
| MOTION: Earl Shamp | SECOND: Al Cwynar | MOTION CARRIED |
| To authorize the Beaver County Regional Council of Governments to do the advertising and bidding of our commodities. | | |

REGULAR BUSINESS MEETING

Ms. Matsco called the Regular Business Meeting to order at 6:50 pm.

MEETINGS:

12/8/2021 – Ms. Matsco, Mr. Shamp & Mr. Cwynar met in Executive Session w/ Atty. Fedeles re: personnel

01/03/2022 - Ms. Matsco, Mr. Shamp & Mr. Cwynar met in Executive Session w/ Atty. Fedeles and Linda McCoy re: personnel

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON DECEMBER 8, 2021.**MOTION: Al Cwynar****SECOND: Earl Shamp****MOTION CARRIED****CITIZENS:** No Comments**OLD BUSINESS:** No old business**NEW BUSINESS:**

MOTION TO PASS RESOLUTION 1-2022, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA APPROVING THE DISPOSITION AND RETENTION SCHEDULE OF CERTAIN MUNICIPAL RECORDS. This Resolution approves the disposition of 2014 records.

MOTION: Earl Shamp**SECOND: Al Cwynar****MOTION CARRIED****SOLICITOR:** No Report**ENGINEER:** No Report**PLANNING COMMISSION:** No Report**FIRE DEPARTMENT:**

Jim Gabel reported that there will be training tomorrow with Falcon Pipeline in Moon Township. There is also upcoming training in the Styropek parking lot for winter emergency vehicle driving.

ROAD DEPARTMENT:

Mr. Shamp reported that the newest plow truck is in the shop and the road dept. received its new Kubota RTV.

POLICE DEPARTMENT: No Report**TREASURER'S REPORT:**

| | | |
|--|----------------|---|
| The balance in the General Fund Account is | \$5,957,589.14 | Bills for this account totaled \$208,197.78 \$168,096.00 of this is MDIA permit fees |
| The balance in the State Liquid Fuels Account is | \$10,561.30 | Bills for this account totaled \$2,028.44 |
| The balance in the Capital Equipment Account is | \$52,086.49 | There were no bills for this account |
| The balance in the Escrow Money Account is | \$111,493.24 | Bills for this account totaled \$18,125.00 |
| The balance in the Public Safety Account is | \$1,639,630.21 | There were no bills for this account |
| The balance in the DCNR Grant Fund Account is | \$75,155.37 | There were no bills for this account |
| 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 January.

MOTION: Al Cwynar**SECOND: Earl Shamp****MOTION CARRIED****ANNOUNCEMENTS:**

There will be a parade in Monaca on Saturday, January 8th to celebrate the Central Valley Football Team

The Township Office will be closed on Monday, January 17th in observance of Martin Luther King Day.

The Planning Commission will not meet in January.

The Supervisors will hold a Work Session on Wednesday, February 2, 2022 at 6:00 pm.

The next regular meeting of the Board of Supervisors will be held on February 9, 2022 at 6:00 pm.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:00 pm.

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

Respectfully Submitted,
Linda McCoy