

The Potter Township Supervisors held their Annual Reorganization Meeting on Monday, January 3, 2017 at the Potter Township Municipal Building.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar  
 Solicitor: Michael Jones  
 Secretary: Linda McCoy  
 Visitors: Bill Winkle

Ms. Matsco called the meeting to order at 5:01 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 2017.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
 To reappoint Earl Shamp as the Vice-Chairman of the Board of Supervisors for the year 2017.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
 To appoint Linda McCoy as the Secretary/Treasurer for the year 2017, at a rate of \$21.00 per hour and to be bonded at \$800,000.00 for the year 2017.

MOTION: Al Cwynar SECOND: Earl Shamp  
 To appoint Dave Hagen as Part-time Clerk for the year 2017 at a rate of \$20.00 per hour, not to exceed \$5,000.00 per year for the year 2017.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
 To retain Michael B. Jones, Esq. as the Township Solicitor for the year 2017 at costs of \$6,000.00 per yearly retainer, \$250.00 per ordinance, \$100.00 per hour for Routine Legal Services and \$150.00 per hour for Litigation for the year 2017.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
 To reappoint Widmer engineering, Inc. as the Township Engineer at the costs as listed on the 2017 Fee Guide, for the year 2017.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
 To retain WesBanco as the depository of the Township funds for the year 2017.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
 Monthly meetings have been set for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month and work sessions are to be held on the 1st, 3rd and 5<sup>th</sup> 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 January 11, 2017.

### ROAD DEPARTMENT

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
 To reappoint Rebecca Matsco as Chairwoman of the Road Department for the year 2017.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
 To reappoint Earl Shamp as Vice-Chairman of the Road Department for the year 2017.

MOTION: Earl Shamp SECOND: Rebecca Matsco ABSTAINED: Al Cwynar MOTION CARRIED  
 To retain Justin Cwynar the Road Foreman for the year 2017. All wages to be set at the hourly rates and benefits to be given as specified in the Union contract to be signed this month.

MOTION: Al Cwynar  
To hire as part-time road workers for the year 2017, Terry Marich, Mark Summerville and Allan McCoy at the rate of \$11.90 per hour.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To approve Supervisors as Road Master at a rate of \$11.90 per hour subject to approval by the Township Auditors for the year 2017.

SECOND: Al Cwynar

MOTION CARRIED

### **POLICE DEPARTMENT**

MOTION: Earl Shamp  
To appoint Al Cwynar as Chairman of the Police Department for the year 2017.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Al Cwynar  
To appoint Rebecca Matsco as the Vice-Chairwoman of the Police Department for the year 2017.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Al Cwynar as the Center/Potter Police Authority representative for the year 2017.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Al Cwynar  
To retain the Beaver County Humane Society as the Animal Control Agency for the year 2017 at a rate of \$220.00 per month.

SECOND: Earl Shamp

MOTION CARRIED

### **FIRE DEPARTMENT**

MOTION: Al Cwynar  
To appoint Earl Shamp as the Chairman of the Fire Department for the year 2017.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Al Cwynar as the Vice-Chairman of the Fire Department for the year 2017.

SECOND: Rebecca Matsco

MOTION CARRIED

### **MUNICIPAL SERVICES**

MOTION: Al Cwynar  
To hire Allan McCoy as the Building Custodian for the year 2017 at the rate of \$13.50 per hour.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Dave Hagen as the Zoning and Code Enforcement Officer for the year 2017 at the rate of \$300 per quarter annum.

SECOND: Al Cwynar

MOTION CARRIED

MOTION: Al Cwynar  
To appoint Linda McCoy as the Right-to-Know Officer for the year 2017.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To reappoint MDIA as the Township Building Inspectors for the year 2017.

SECOND: Al Cwynar

MOTION CARRIED

MOTION: Al Cwynar  
To appoint Earl Shamp as the Township liaison between the Building Inspector and the Township for the year 2017.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint A-G Squared Services LLC as the Sewage Enforcement Officer at the rates listed on the 2017 Fee Guide, for the year 2017.

SECOND: Al Cwynar

MOTION CARRIED

MOTION: Al Cwynar  
To retain Berkheimer Tax Administrators as the Earned Income Tax and Local Services Tax Collector for the year of 2017.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Cottrill, Arbutina & Associates to audit the Township for the year 2016. Fees not to exceed \$3,000.00.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Linda McCoy as the Township Mercantile Tax Collector for the year 2017.

**THE FOLLOWING APPOINTMENTS FOR THE YEAR 2017 ARE SUBJECT TO THE ACCEPTANCE OF THE APPOINTEE:**

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Nicole Cwynar to the Recreation Board for a term of four years, term to expire January 2021.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Barbara Nelson to the Recreation Board for a term of four years, term to expire January 2021.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Denise Lanigan to the Recreation Board for a term of four years, term to expire January 2021.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Philip Floyd to the Industrial & Commercial Development Authority for a term of five years, term to expire January 2022.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Bill Winkle as Chairman of the Vacancy Hearing Board for the year 2017.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as the PSATS CDL Program Representative for the year 2017.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Rebecca Matsco as the voting delegate to the PSATS State Convention in April 2017 for the year 2017.

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 2017 and Earl Shamp 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 2017. (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 2017.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To authorize the mileage reimbursement rate to be determined by the IRS for 2017.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To authorize the Potter Township Volunteer Fire Department and Ladies Auxiliary to participate in fundraising events for the year 2017.

MOTION: Earl Shamp SECOND: Al Cwynar 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 for the year 2017. At each meeting, the list of checks written under this provision will be included with the listing that is approved that evening.

