

ORGANIZATION MEETING AGENDA
January 3, 2022

The Reorganization Meeting will be called to order.
Flag Salute.

MOTION: SECOND:
To appoint REBECCA MATSCO as the Chairman of the Board of Supervisors for the year 2022.

MOTION: SECOND:
To appoint EARL SHAMP as the Vice-Chairman of the Board of Supervisors for the year 2022.

MOTION: SECOND:
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: SECOND:
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: SECOND:
To reappoint WIDMER ENGINEERING, INC. as the Township Engineer at the costs as listed on the 2022 Fee Guide, for the year 2022.

MOTION: SECOND:
To retain WESBANCO as the depository of the Township funds for the year 2022.

MOTION: SECOND:
Monthly meetings have been set for the 2nd and 4th Wednesday of each month and work sessions are to be held on the 1st, 3rd and 5th 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 February 9, 2022.

ROAD DEPARTMENT

MOTION: SECOND:
To appoint EARL SHAMP as Chairperson of the Road Department for the year 2022.

MOTION: SECOND:
To appoint REBECCA MATSCO as Vice-Chairperson of the Road Department for the year 2022.

MOTION: SECOND:
To retain JUSTIN CWYNAR the Road Foreman for the year 2022. All wages to be set at the hourly rates and benefits specified in the Union contract.

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

POLICE DEPARTMENT

MOTION: SECOND:
To appoint AL CWYNAR as Chairperson of the Police Department for the year 2022.

MOTION: SECOND:
To appoint REBECCA MATSCO as the Vice-Chairperson of the Police Department for the year 2022.

MOTION: SECOND:
To retain the Beaver County Humane Society as the Animal Control Agency for 2022 with no rate increase.

FIRE DEPARTMENT

MOTION: SECOND:
To appoint REBECCA MATSCO as the Chairperson of the Fire Department for the year 2022.

MOTION: SECOND:
To appoint EARL SHAMP as the Vice-Chairperson of the Fire Department for the year 2022.

SCHOOL DISTRICT

To appoint AL CWYNAR as the liaison for the Central Valley School District for the year 2022.

MUNICIPAL SERVICES

MOTION: SECOND:
To hire Alison Anderson as the Building Custodian for the year 2022 at the rate of \$14.05 per hour.

MOTION: SECOND:
To appoint JUSTIN CWYNAR as the Zoning Officer for the year 2022 at the rate of \$200 per month.

MOTION: SECOND:
To appoint Linda McCoy as the Right-to-Know Officer for the year 2022.

MOTION: SECOND:
To reappoint MDIA as the Township Building Inspector for the year 2022.

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

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MOTION: SECOND:
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: SECOND:
To retain Berkheimer Tax Administrators as the Local Services Tax Collector for the year of 2022.

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

MOTION: SECOND:
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: SECOND:
To appoint Tom Podnar to the Zoning Hearing Board for a term of three years, term to expire December 2024.

MOTION: SECOND:
To appoint Philip Floyd to the Planning Commission Board for a term of four years, term to expire December 2025.

MOTION: SECOND:
To appoint George Barnes as an alternate to the Planning Commission Board for a term of four years, term to expire December 2025.

MOTION: SECOND:
To appoint Philip Floyd to the Potter Township Industrial & Commercial Development Authority for a term of five years, term to expire December 2026.

MOTION: SECOND:
To appoint Bill Winkle as chairman of the Vacancy Hearing Board for the year 2022.

MOTION: SECOND:
To appoint EARL SHAMP as the PSATS CDL Program Representative for the year 2022.

MOTION: SECOND:
To appoint REBECCA MATSCO as the voting delegate to the PSATS State Convention in 2022.

MOTION: SECOND:
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.

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MOTION: SECOND:
To authorize the Supervisors and Secretary to attend the County Convention with wages and travel expenses paid for the year 2022. (Supervisors wage for Supervisors.)

MOTION: SECOND:
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: SECOND:
To authorize the mileage reimbursement rate to be determined by the IRS for 2022.

MOTION: SECOND:
To authorize the Potter Township Volunteer Fire Department to participate in fundraising events for the year 2022.

MOTION: SECOND:
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: SECOND:
To authorize the Beaver County Regional Council of Governments to do the advertising and bidding of our commodities.

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REGULAR BUSINESS MEETING AGENDA:

MEETINGS:

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

READING OF THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON DECEMBER 8, 2021.

MOTION: SECOND:

CITIZENS:

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: SECOND:

SOLICITOR:

ENGINEER:

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PLANNING COMMISSION:

FIRE DEPARTMENT:

ROAD DEPARTMENT:

POLICE DEPARTMENT:

TREASURER'S REPORT:

The balance in the General Fund Account is	\$	Bills for this account totaled \$
		\$ of this is MDIA permit fees
The balance in the State Liquid Fuels Account is	\$	Bills for this account totaled \$
The balance in the Capital Equipment Account is	\$	There were no bills for this account
The balance in the Escrow Money Account is	\$	There were no bills for this account
The balance in the Public Safety Account is	\$	Bills for this account totaled \$
The balance in the DCNR Grant Fund Account is	\$	There were no bills for this account
The balance in the Recreation Board Account	\$	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: **SECOND:**

ANNOUNCEMENTS:

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.

ADJOURN:

MOTION: **SECOND:**