

REORGANIZATION MEETING AGENDA
January 3, 2023

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

MOTION: SECOND:
To appoint REBECCA MATSCO as the Chairperson of the Board of Supervisors for the year 2023.

MOTION: SECOND:
To appoint EARL SHAMP as the Vice-Chairperson of the Board of Supervisors for the year 2023.

MOTION: SECOND:
To appoint MARK CZARNECKI as the Secretary/Treasurer for the year 2023, at a rate of \$24.00 per hour not to exceed 30 hours per week and to be bonded at \$4,500,000.00.

MOTION: SECOND:
To reappoint Garen Fedeles, Esq. as the Township Solicitor for the year 2023 at a cost of \$600.00 monthly retainer for attendance at regular meetings including routine calls/emails and all other legal services performed by the law firm of Santicola, Steele & Fedeles at a rate of \$125 per hour.

MOTION: SECOND:
To reappoint WIDMER ENGINEERING, INC. as the Township Engineer at the costs as listed on the 2023 Fee Guide, for the year 2023.

MOTION: SECOND:
To retain WESBANCO as the depository of the Township funds for the year 2023.

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 Work Session is scheduled for February 1, 2023 and the next regular Business Meeting is scheduled for February 8, 2023.

ROAD DEPARTMENT

MOTION: SECOND:
To appoint EARL SHAMP as Chairperson of the Road Department for the year 2023.

MOTION: SECOND:
To appoint REBECCA MATSCO as Vice-Chairperson of the Road Department for the year 2023.

MOTION: SECOND:
To retain JUSTIN CWYNAR the Road Foreman for the year 2023. All wages to be set at the hourly rates and benefits specified in the Union contract.

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MOTION: SECOND:
To approve Supervisors as Road Master for the year 2023, 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 2023.

MOTION: SECOND:
To appoint REBECCA MATSCO as the Vice-Chairperson of the Police Department for the year 2023.

FIRE DEPARTMENT

MOTION: SECOND:
To appoint REBECCA MATSCO as the Chairperson of the Fire Department for the year 2023.

MOTION: SECOND:
To appoint EARL SHAMP as the Vice-Chairperson of the Fire Department for the year 2023.

SCHOOL DISTRICT

MOTION: SECOND:
To appoint AL CWYNAR as the liaison for the Central Valley School District for the year 2023.

MUNICIPAL SERVICES

MOTION: SECOND:
To appoint JUSTIN CWYNAR as the Zoning Officer for the year 2023 at the rate of \$200 per month.

MOTION: SECOND:
To appoint MARK CZARNECKI as the Right-to-Know Officer for the year 2023.

MOTION: SECOND:
To reappoint MDIA as the Township Building Inspector for the year 2023.

MOTION: SECOND:
To appoint EARL SHAMP as the Building Inspection Liaison between the Building Inspector and the Township for the year 2023.

MOTION: SECOND:
To reappoint A G-Squared Services LLC as the Sewage Enforcement Officer at the rates listed on the 2023 Fee Guide, for the year 2023.

MOTION: SECOND:
To retain Berkheimer Tax Administrators as the Local Services Tax Collector for the year of 2023.

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MOTION: SECOND:
To reappoint J. Martin & Associates in 2023 to audit the Township for the accounting year of 2022.

MOTION: SECOND:
To appoint MARK CZARNECKI as the Township Mercantile Tax Collector for the year 2023.

THE FOLLOWING APPOINTMENTS FOR THE YEAR 2023 SUBJECT TO THE ACCEPTANCE OF THE APPOINTEE.

MOTION: SECOND:
To appoint Dan Kunzman to the Zoning Hearing Board for a term of three years, term to expire December 31, 2026.

MOTION: SECOND:
To appoint Mark Summerville to the Planning Commission Board for a term of four years, term to expire December 31, 2027.

MOTION: SECOND:
To appoint Tracy Friel to the Recreation Board for a term of four years, term to expire December 31, 2027.

MOTION: SECOND:
To appoint Edward Patton to the Potter Township Industrial & Commercial Development Authority for a term of five years, term to expire December 31, 2028.

MOTION: SECOND:
To appoint REBECCA MATSCO as the voting delegate to the PSATS State Convention in 2023.

MOTION: SECOND:
To appoint REBECCA MATSCO as the Board's Representative to the Beaver County Regional Council of Governments for the year 2023 and AL CWYNAR as the Alternate Representative to the BCRCOG for the year 2023.

MOTION: SECOND:
To authorize the Supervisors and Secretary to attend the County Convention with wages and travel expenses paid for the year 2023. (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 2023.

MOTION: SECOND:
To authorize the mileage reimbursement rate to be determined by the IRS for 2023.

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

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2023.

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 for the year 2023.

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REGULAR BUSINESS MEETING AGENDA:

MEETINGS:

12/7/2022 – Ms. Matsco, Mr. Shamp & Mr. Cwynar met in Executive Session w/ Atty. Fedeles re: Legal Issue
12/28/2022 – Ms. Matsco, Mr. Shamp & Mr. Cwynar attended a meeting with SGA Landmarks and Greenland Construction regarding the Rocky Bend Blending Barn construction project.

READING OF THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON DECEMBER 14, 2022.

MOTION: SECOND:

CITIZENS:

OLD BUSINESS:

Discussion regarding the replacement of the traffic light controller at Franfort Rd and Styropek and repairs to traffic light at Frankfort Rd. and I-376 East Bound Ramp.

NEW BUSINESS:

MOTION TO PASS RESOLUTION 1-2023, 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 2015 RECORDS AND OTHER RECORDS IN ACCORDANCE WITH THE COUNTY RECORDS ACT AND RULE OF JUDICIAL ADMINISTRATION PA. R.J.A. NO. 507(a).

MOTION: SECOND:

Motion to approve the purchase of a salt spreader for the Kubota side by side not to exceed \$3,000.

Motion: Second:

SOLICITOR:

ENGINEER:

PLANNING COMMISSION:

FIRE DEPARTMENT:

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ROAD DEPARTMENT:

POLICE DEPARTMENT:

TREASURER'S REPORT:

The balance in the General Fund Account is	\$2,444,583.78	Bills for this account totaled \$7,227,502.41
		\$123,096.00 of this is MDIA permit fees
The balance in the State Liquid Fuels Account is	\$10,135.33	Bills for this account totaled \$2,372.60
The balance in the Capital Equipment Account is	\$52,224.34	There were no bills for this account
The balance in the Escrow Money Account is	\$99,936.44	There were no bills for this account
The balance in the Public Safety Account is	\$1,643,970.23	There were no bills for this account
The balance in the DCNR Grant Fund Account is	\$75,354.28	There were no bills for this account
The balance in the Recreation Board Account	\$343.04	Bills for this account totaled \$946.67

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 16th 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 1, 2023 at 6:00 pm.
The next regular meeting of the Board of Supervisors will be held on February 8, 2023 at 6:00 pm.

ADJOURN:

MOTION: **SECOND:**