

The Potter Township Supervisors held their Annual Reorganization Meeting on Monday, January 4, 2016 at the Potter Township Municipal Building.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar  
Solicitor: Michael Jones  
Engineer: Dan Sell  
Secretary: Linda McCoy  
Visitors: Robert Maier, Vicki Carlton

Ms. Matsco called the meeting to order at 5:05pm and led the Salute to the flag.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Rebecca as the Chairman of the Board of Supervisors for the year 2016.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as the Vice-Chairman of the Board of Supervisors for the year 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Linda McCoy as the Secretary/Treasurer for the year 2016, at a rate of \$20.00 per hour and to be bonded at \$500,000.00. (The amount of bond to be increased if the balance of funds exceeds \$500,000.00)

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Linda McCoy as a signer on all bank accounts held by Potter Township.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Christie Floyd-Gabel as Part-time Secretary for the year 2016 at a rate of \$20.00 per hour.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To reappoint Michael B. Jones, Esq. as the Township Solicitor for the year 2016 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 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To reappoint Widmer engineering, Inc. as the Township Engineer at the costs as listed on the 2016 Fee Guide, for the year 2016.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To retain WesBanco as the depository of the Township funds for the year 2016.

MOTION: Earl Shamp SECOND: Al Cwynar 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 February 10, 2016.

#### **ROAD DEPARTMENT**

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as chairman of the Road Department for the year 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Rebecca Matsco as Vice-chairman of the Road Department for the year 2016.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To retain Justin Cwynar the Road Foreman for the year 2016. All wages to be set at the hourly rates and benefits to be given as specified in the Union contract signed in January 2014.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To hire as part-time road workers for the year 2016, Allan McCoy and Joe Keller 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.

### **POLICE DEPARTMENT**

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Al Cwynar as chairman of the Police Department for the year 2016.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Rebecca Matsco as the vice-chairman of the Police Department for the year 2016.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Al Cwynar as the Center/Potter Police Authority representative for the year 2016.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To retain the Beaver County Humane Society as the Animal Control Agency for the year 2016 at a rate of \$220.00 per month.

### **FIRE DEPARTMENT**

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Rebecca Matsco as the chairman of the Fire Department for the year 2016.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as the vice-chairman of the Fire Department for the year 2016.

### **MUNICIPAL SERVICES**

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To retain Angelo Manoleras as the Building Custodian for the year 2016 at the rate of \$12.81 per hour.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Dave Hagen as the Zoning and Code Enforcement Officer for the year 2016 at the rate of \$300 per quarter annum.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Linda McCoy as the Right-to-Know Officer for the year 2016.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To reappoint Code.sys Code Consulting, Inc and MDIA as the Township Building Inspectors for the year 2016.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as the Township liaison between the Building Inspector and the Township for the year 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Larson Design Group as the Sewage Enforcement Officer at the rates listed on the 2016 Fee Guide, for the year 2016. The Supervisors need to sign the annual agreement.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To retain Berkheimer Tax Administrators as the Local Services Tax Collector for the year of 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Linda McCoy as the Township Mercantile Tax Collector for the year 2016.

**THE FOLLOWING APPOINTMENTS FOR THE YEAR 2016 ARE SUBJECT TO THE ACCEPTANCE BY THE APPOINTEE.**

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Thomas Podnar to the Zoning Hearing Board for a term of three years, term to expire January 2019.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Dan Kunzman to the Zoning Hearing Board for a term of three years, term to expire January 2019.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED  
To appoint Christie Floyd-Gabel to the Recreation Board for a term of four years, term to expire January 2020.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Bill Winkle as chairman of the Vacancy Hearing Board for the year 2016.

MOTION: Al Cwynar SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Earl Shamp as the PSATS CDL Program Representative for the year 2016.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To appoint Rebecca Matsco as the voting delegate to the PSATS State Convention in April 2016.

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 2016 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 Secretaries to attend the County Convention with wages and travel expenses paid. (Supervisors wage for Supervisors. Auditors to attend County Convention with \$50.00 compensation and expenses paid).

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.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED  
To authorize the mileage reimbursement rate at \$.575 per mile.

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 2016.

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. At each meeting, the list of checks written under this provision will be included with the listing that is approved that evening.

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



**ENGINEER:**

The Land Development Plan review comments for the Lincoln Learning Solutions Office Building were mailed by Mr. Sell to the Planning Commission (their December 2015 meeting was cancelled). Mr. Sell will review their subdivision plan when it is submitted by the developer.

Mr. Sell sent a letter to PennDOT on behalf of the Township requesting a speed limit study be performed for Raccoon Creek Road. A discussion followed on ways to clear sight lines on curves along Raccoon Creek Road for the upcoming entrances in the planning for the Tank Farm. Ms. Matsco talked with Joe Minnitte regarding Shell's desire to make sure the Tank Farm's entrance locations are safe for vehicles entering and exiting the Tank Farm.

**FIRE DEPARTMENT:**

Vicki Carlton let the Board know that the Fire Department is applying for a \$107,000.00 grant for equipment such as radios, pagers and air packs.

She also stated that the road on Shell's property formerly known as 'Pickering Way' has now been renamed 'Gate 2.'

Chief Carlton let the Board know that Center Twp. will permanently close Station 37 behind Walmart. That station housed their aerial truck which will go to their main station on Brodhead Road once alterations are made to the building to house the truck. As a result of this closing, Chief Carlton stated that the joint area within the Potter Center lines near Target is in the Potter Fire Dept. response area and she will let the County know.

She also stated that they have almost completed their tax exempt status and the cost was \$800.00.

Bechtel Construction wants a variance from the Fire Department to extend the height of three storage tanks at the Shell site (two are for hazardous materials) from 6' to 9' near the river. The Fire Department can grant this request as long as all safety measures are followed.

Chief Carlton also stated that the current tanker is 28 years old and has needed many costly repairs to keep it in operation. Ms. Matsco asked that the Fire Department create a list of the repairs for the past three years as discussions continue on the future purchase of a new tanker.

**TREASURER'S REPORT:**

The balance in the General Fund is \$208,006.84. Bills for the month of January in this account total \$14,361.98. The balance in the State Liquid Fuels account is \$5,300.88. The balance in the Escrow Monies account is \$89,914.42. The balance in the Capital Equipment Fund is \$155,601.56. The balance in the Wage Tax Fund is \$59,818.26.

**ANNOUNCEMENTS:**

The Auditors' Reorganization Meeting will be held tomorrow evening at 6:30PM.

The Township Office will be closed on Monday, January 18 in observance of Martin Luther King Day.

The Planning Commission's Reorganization Meeting will be held Tuesday, January 19 at 7:00pm.

The Supervisors will hold a Work Session on Wednesday, January 20, 2016 at 6:00pm.

The Supervisors will hold a Work Session on Wednesday, February 3 at 6:00pm.

The next regular meeting of the Board of Supervisors will be Wednesday, February 10 at 6:00pm.

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**MOTION CARRIED**

**THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:14pm.**

Respectfully Submitted,

Linda McCoy, Secretary