

The Potter Township Supervisors held their Annual Reorganization Meeting on Monday, January 7, 2019 at the Potter Township Municipal Building.

In attendance were:

Supervisors: Rebecca Matsco and Earl Shamp  
Solicitor: Michael Jones  
Secretary: Linda McCoy  
Visitors: Bill Winkle, Adam Bailey, Jake Grossi, Lauren Patton, Tom Wetzal, and Chris Heitman

Ms. Matsco called the meeting to order at 5:00 pm and led the Salute to the flag.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To reappoint Rebecca Matsco as the Chairwoman of the Board of Supervisors for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To reappoint Earl Shamp as the Vice-Chairman of the Board of Supervisors for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Linda McCoy as the Secretary/Treasurer for the year 2019, at a rate of \$22.75 per hour and to be bonded at \$1,500,000.00.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Dave Hagen as Part-time Clerk for the year 2019 at a rate of \$20.40 per hour.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To retain Michael B. Jones, Esq. as the Township Solicitor for the year 2019 at costs of \$6,000.00 per yearly retainer, \$100.00 per hour for Routine Legal Services and \$150.00 per hour for Litigation for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To reappoint Widmer engineering, Inc. as the Township Engineer at the costs as listed on the 2019 Fee Guide, for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To retain WesBanco as the depository of the Township funds for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco 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 1<sup>st</sup>, 3<sup>rd</sup> 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 13, 2019.

**ROAD DEPARTMENT**

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To reappoint Rebecca Matsco as Chairwoman of the Road Department for the year 2019.

MOTION: Rebecca Matsco SECOND: Earl Shamp MOTION CARRIED  
To reappoint Earl Shamp as Vice-Chairman of the Road Department for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To retain Justin Cwynar the Road Foreman for the year 2019. All wages to be set at the hourly rates and benefits to be given as specified in the Union contract.

MOTION: Earl Shamp  
To hire as part-time road workers for the year 2019, Terry Marich, Mark Summerville and Allan McCoy at the rate of \$12.63 per hour.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To approve Supervisors as Road Master at a rate of \$12.63 per hour subject to approval by the Township Auditors for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

### **POLICE DEPARTMENT**

MOTION: Earl Shamp  
To appoint Al Cwynar as Chairman of the Police Department for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Rebecca Matsco as the Vice-Chairwoman of the Police Department for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Al Cwynar as the Center/Potter Police Authority representative for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Al Cwynar as the liaison for the Central Valley School District for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To retain the Beaver County Humane Society as the Animal Control Agency for the year 2019 at a rate of \$275.00 per month.

SECOND: Rebecca Matsco

MOTION CARRIED

### **FIRE DEPARTMENT**

MOTION: Rebecca Matsco  
To appoint Earl Shamp as the Chairman of the Fire Department for the year 2019.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Al Cwynar as the Vice-Chairman of the Fire Department for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

### **MUNICIPAL SERVICES**

MOTION: Earl Shamp  
To hire Alison Anderson as the Building Custodian for the year 2019 at the rate of \$14.05 per hour.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Dave Hagen as the Zoning and Code Enforcement Officer for the year 2019 at the rate of \$300 per quarter annum.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To appoint Linda McCoy as the Right-to-Know Officer for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp  
To reappoint MDIA as the Township Building Inspectors for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Rebecca Matsco  
To appoint Earl Shamp as the Building Inspection Liaison between the Building Inspector and the Township for the year 2019.

SECOND: Earl Shamp

MOTION CARRIED

MOTION: Earl Shamp  
To appoint A-G Squared Services LLC as the Sewage Enforcement Officer at the rates listed on the 2019 Fee Guide, for the year 2019.

SECOND: Rebecca Matsco

MOTION CARRIED

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To retain Berkheimer Tax Administrators as the Local Services Tax Collector for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Cottrill, Arbutina & Associates to audit the Township for the year 2019. .

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Linda McCoy as the Township Mercantile Tax Collector for the year 2019.

**THE FOLLOWING APPOINTMENTS FOR THE YEAR 2019 ARE SUBJECT TO THE ACCEPTANCE OF THE APPOINTEE:**

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Tom Podnar to the Zoning Hearing Board for a term of three years, term to expire December 2021.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Lauren Patton to the Planning Commission for a term of four years, term to expire December 2022.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Mark Summerville to the Planning Commission for a term of four years, term to expire December 2022.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Casey Harrington to the Planning Commission for a term of four years, term to expire December 2022.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Christie Floyd-Gabel to the Potter Township Industrial & Commercial Development Authority for a term of five years, term to expire December 2023.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Bill Winkle as Chairman of the Vacancy Hearing Board for the year 2019.

MOTION: Rebecca Matsco SECOND: Earl Shamp MOTION CARRIED  
To appoint Earl Shamp as the PSATS CDL Program Representative for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Rebecca Matsco as the voting delegate to the PSATS State Convention in April 2019 for the year 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To appoint Rebecca Matsco as the Board's Representative to the Beaver County Regional Council of Governments for the year 2019 and Earl Shamp as the Alternate Representative to the BCRCOG.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To authorize the Supervisors and part-time Secretary to attend the County Convention with wages and travel expenses paid for the year 2019. (Supervisors wage for Supervisors.)

MOTION: Earl Shamp SECOND: Rebecca Matsco 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 2019.

MOTION: Earl Shamp SECOND: Rebecca Matsco MOTION CARRIED  
To authorize the mileage reimbursement rate to be determined by the IRS for 2019.

MOTION: Earl Shamp

SECOND: Rebecca Matsco

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: Rebecca Matsco

MOTION CARRIED

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

**ANNOUNCEMENTS:**

The Supervisors will hold a Work Session January 16, 2019 at 6:00 pm in the Township Building.

The Township Planning Commission will meet on Thursday, January 17, 2019 at 7:00 pm in the Township Building.

The Township office will be closed on Monday, January 21, 2019 in observance of Martin Luther King Jr. Day.

Community Coffee will be held on Wednesday, January 23 at 10:00 am in the Township Building.

The Supervisors will hold a Work Session February 6, 2019 at 6:00 pm in the Township Building.

The Supervisors will hold their next Regular Business Meeting on February 13, 2019 at 6:00 pm in the Township Building.

MOTION: Earl Shamp

SECOND: Rebecca Matsco

MOTION CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 5:14 pm.

Respectfully Submitted,

Linda McCoy