

**The Potter Township Supervisors held their monthly Business Meeting on Wednesday, July 13, 2022 at the Potter Township Municipal Bldg. & on Zoom. Ms. Matsco called the meeting to order at 6:01 pm & led the Pledge of Allegiance.**

**In attendance were:**

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Garen Fedeles

Engineer: Dan Sell

Interim Secretary: Diane McKay

Visitors: Bill Winkle, Jim Gabel, Ron Lyle, Lauren Patton, Pam Petrella, Casey Harrington, Caroline Czarnecki, Mark Czarnecki, Nicole Cwynar, Mark Summerville

**MEETINGS:**

On June 20, Ms. Matsco meet with Shell Pipeline at Rocky Bend to discuss tree planting.

On June 23, Mr. Shamp met with PennDOT regarding the Frankfort Road Bridge project.

On June 24, Mr. Shamp met with Comcast to discuss extending cable to Rocky Bend Nature Preserve.

On June 29, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session for a Personnel interview.

On July 5, Ms. Matsco met by phone with Karli Heffner and Victoria Michaels regarding bids for Rocky Bend.

On July 8, Mr. Shamp met with PADOT on Rt 18 to discuss 811 requirements for the Frankfort Road Bridge.

On July 12, Ms. Matsco met by telephone with KU/SGA/Abmech to discuss lead paint abatement process.

**MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON JUNE 8, 2022.**

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**MOTION CARRIED**

**MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON JUNE 22, 2022.**

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**MOTION CARRIED**

**CITIZENS:** Nothing

**OLD BUSINESS:**

**MOTION TO INCREASE INVESTMENT MINIMUM IN THE RAYMOND JAMES PORTFOLIO TO ONE MILLION DOLLARS.**

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**MOTION CARRIED**

Ms. Matsco explained that she met with PADEP today regarding the Air Quality monitor which is attached to the municipal building. PADEP needs to move this. They think the best place for this to be moved to is by the front parking lot. The Supervisors would like it to be placed behind the building near the dumpsters. Ms. Matsco did suggest this to the representatives but they felt it would be too close to the gas tank and the fumes from this may alter the readings. They said they would still bring this location back to the office for discussion. A new agreement was supplied to Ms. Matsco for the Township signature. Solicitor Fedeles said that the agreement looked good and once the location is agreed upon only need to attach a drawing depicting this. Supervisors need to supply PADEP with names of local electricians and fencing company which they would like to use for this project.

The Supervisors discussed removal of graffiti at the Blending Barns project. They agreed to have the graffiti removed on Barn 1 but would like the graffiti to stay on Barn 2, all but that which is not tasteful. The Supervisors also agreed to have a sealant placed on the concrete since this will make any other graffiti placed there easier to remove. She will contact the painting company awarded the bid to give them a quote for placing this sealant on the concrete.

**NEW BUSINESS:**

**MOTION TO CONTRACT WITH DIANE MCKAY AS INTERIM TOWNSHIP SECRETARY, BEGINNING JULY 13<sup>TH</sup>, AT A RATE OF \$25 PER HOUR, NOT TO EXCEED 30 HOURS PER WEEK.**

**MOTION:** Al Cwynar

**SECOND:** Earl Shamp

**MOTION CARRIED**

**SOLICITOR'S REPORT, Garen Fedeles, Esq.:**

Atty. Fedeles stated that they needed to go into Executive Session in order to discuss a Personnel Issue and Union Negotiations.

**ENGINEER'S REPORT, Daniel Sell, P.E.:**

Widmer has a representative on hand to observe the Montgomery Ridge Road paving project. The shoulders will go in after the gas line work is completed.

**PLANNING COMMISSION:** No report

**FIRE DEPARTMENT:**

- Jim Gabel reported that the department is looking into a new brush truck.
- The department had to cancel the Bourbon and Barbeque Fundraiser planned for July 29<sup>th</sup> due to lack of interest.
- Mr. Gabel informed the supervisors that the fire department, along with Racoon Townships fire department, will be donating, preparing and serving food this Saturday, July 16<sup>th</sup>, at a bass fishing fundraiser being held for Levi, a five-year old cancer patient.
- An ATV Search & Rescue Program will be held on Saturday & Sunday, August 13<sup>th</sup> & 14<sup>th</sup>. There are 40 participants so far.
- Ms. Matsco explained to the other supervisors that Linda McCoy has in the past helped the fire department with their tax preparations. All of the department records are on the Township computer. She has aided them after her township work hours, thus not costing the township but would need use of the computer. The Supervisors were fine with this.

**RECREATION BOARD:**

Nicole Cwynar, Recreation Board President, reported on the following:

- Fireworks Night -110-year celebration is Saturday August 6<sup>th</sup> from 6 until after fireworks which will take place at dusk. Donny Brook Band will be playing with soon to be resident Connor Wilson. Brusters Ice Cream Truck will be there as well as Steel City Fries Food Truck. The residents will get a ticket in order to get fries for free.
- Golden Fifties Dinner-Black n' Gold tailgate will be held on November 13th beginning at 12:30
- Holiday Bingo will be December 10<sup>th</sup> with a 6:00 pm start time

Jim Gable told her that the Fire Department will be present on Saturday, August 6<sup>th</sup> to help with the celebration. Ms. Matsco informed everyone that the rain date for the celebration is the following Saturday, August 13<sup>th</sup>. Mr. Shamp told Ms. Cwynar to get with the Treasurer and so that you have the needed checks for that evening.

**ROAD DEPARTMENT:** No report

**POLICE DEPARTMENT:** No report

**REAL ESTATE TAX COLLECTOR:**

Vicky Leininger submitted the 2022 June Real Estate Tax Report to the Supervisors.

**A MOTION TO REFUND STEVEN & MARGARET SAUNDERS \$3.43 FOR OVERPAYMENT OF REAL ESTATE TAXES.**

**MOTION:** Earl Shamp

**SECOND:** Al Cwynar

**MOTION CARRIED**

**TREASURER'S REPORT:**

**The balance in the General Fund Account is \$8,849,618.10**

**Bills for this account totaled \$51,501.49**

**\$146,096.00 of this is earmarked for MDIA permit fees**

**The balance in the State Liquid Fuels Account is \$29,142.30**

**Bills for this account totaled \$426.89**

**The balance in the Capital Equipment Account is \$52,117.32**

**There were no bills for this account**

**The balance in the Escrow Money Account is \$99,936.44**

**Bills for this account totaled \$4,000.00**

**The balance in the Public Safety Account is \$1,640,601.27**

**There were no bills for this account**

**The balance in the DCNR Grant Fund Account is \$75,199.86**

**There were no bills for this account**

**The balance in the Recreation Board Account \$446.48**

**There were no bills for this account**

**MOTION TO ACCEPT THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF JULY**

**MOTION:** Earl Shamp

**SECOND:** Al Cwynar

**MOTION CARRIED**

**ANNOUNCEMENTS:**

- The Planning Commission will not meet in July unless needed
- The Township office hours beginning July 13<sup>th</sup> will be Monday-Wednesday-Friday from 10:00 AM to 4:00 PM
- A Knotweed Control Workshop will be held Saturday, July 23<sup>rd</sup>, 9:00 AM – Noon at the Fire Department
- The Supervisors will hold a Work Session on Wednesday, August 3<sup>rd</sup> at 6:00 pm
- The Supervisors' next Business Meeting will be held Wednesday, August 10<sup>th</sup> at 6:00pm

**THE SUPERVISORS WENT INTO EXECUTIVE SESSION AT 6:46 PM TO DISCUSS A PERSONNEL ISSUE AND UNION NEGOTIATIONS**

**THE REGULAR MEETING WAS RESUMED AT 7:31 PM**

**THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:31 PM**

**MOTION:** Earl Shamp

**SECOND:** Al Cwynar

**MOTION CARRIED**

**Respectfully Submitted,**

**Diane R. McKay, Interim Secretary**