

The Potter Township Supervisors held their monthly Business Meeting on Wednesday, November 10, 2021 at the Potter Township Municipal Bldg. & on Zoom. Ms. Matsco called the meeting to order at 6:00 pm & led the Pledge of Allegiance.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Garen Fedeles

Engineer: Dan Sell

Secretary: Linda McCoy

Visitors: Bill Winkle, Jim Gabel, Captain Jon Hall, Marie Hartman, Shannon Debes, Mark & Caroline Czarnecki

MEETINGS: No Meetings

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON OCTOBER 13, 2021.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO APPROVE THE MINUTES OF THE WORK SESSION HELD ON NOVEMBER 3, 2021.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

The PA Sunshine Law requires that Agendas need to be posted for all meetings (including work sessions) along with recording minutes.

CITIZENS: No Comments

OLD BUSINESS:

MOTION TO EXTEND THE CURRENT POLICE CONTRACT BETWEEN SHELL, CTPD AND POTTER TOWNSHIP THROUGH A VARIATION ORDER TO JUNE OF 2022 TO ALIGN WITH THE SHELL PROJECT DURATION.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

NEW BUSINESS:

MOTION TO APPROVE THE ADVERTISING OF THE 2022 BUDGET.

General Fund Budget \$6,806,833.24

State Liquid Fuels Budget \$ 26,218.09

Capital Fund Budget \$ 52,092.78

Escrow Fund Budget \$ 129,618.24

Public Safety Fund Budget \$1,639,692.75

DCNR Grant Fund Budget \$ 75,162.82

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

There will not be any Township Real Estate Tax increase next year. The 2022 Budget will be available for public review in the Township Municipal Office during normal business hours and will be advertised in time for adoption at the December 8, 2021 Business Meeting.

2022 MINIMUM MUNICIPAL OBLIGATION

MOTION TO APPROVE THE MINIMUM MUNICIPAL OBLIGATION FORM FOR 2022.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

This is the minimum pension contribution for 2022.

MOTION TO APPROVE ADVERTISING THE TOWNSHIP ROAD DEPARTMENT WATER TRUCK ON MUNICIBID WITH A RESERVE BID OF \$1,000.**MOTION:** Earl Shamp**SECOND:** Al Cwynar**MOTION CARRIED**

The proceeds from the sale will be shared among 4 GHRIP Municipalities – Potter/Raccoon/Greene/ Hanover

SOLICITOR'S REPORT:

There was a discussion between the Board and Atty. Fedeles regarding a proposed 'Quality of Life' ordinance for the Twp. Atty. Fedeles suggested that it might be more helpful to do a Zoning update. Residents can then appeal before a Zoning Hearing Board for issues such as vermin, furniture outdoors, garbage, construction material that may present a health and safety hazard. The Board will revisit this topic at a later date.

ENGINEER'S REPORT:

- Mr. Sell brought copies of maps provided to Widmer by the County Tax Assessment office – one labeled "Tax Certification Year 2021" and one labeled "inactive" – dated 1957 with revision dates up through 6/6/02.
- Widmer reviewed the Center Twp Sanitary Authority – Act 537 Sewage Facilities Plan Special Study with the Twp Planning Commission at their October meeting. The CTSA requested the Twp adopt the study by resolution on November 15th. ---- Ms. Hartman explained the study would re-rate the Elkhorn Run Sewage Treatment Plant from 2M to 3M gallons, upsize the Moon Run Interceptor, and add an additional wet well at the New College Lift Station at a cost of 6.3262 million dollars over a five year period with no increase in rates – all in house monies will be used. The public comment period for this study ends on November 15th. This will increase capacity at the Shell Plant, Cade Drive and the Route 18 Industrial Corridor.
- Widmer has stopped work on the Old Frankfort Road – Right of Way Documentation project due to documentation found at the Beaver County Courthouse

PLANNING COMMISSION:**MOTION TO ADOPT RESOLUTION 7-2021, A RESOLUTION OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA, APPROVING CENTER TOWNSHIP SANITARY AUTHORITY'S PLAN REVISION TO THEIR OFFICIAL SEWAGE FACILITIES PLAN.**

The plan revisions to be implemented area a re-rate of the Elkhorn Run Sewage Treatment Plant, the intrench upsizing of the Moon Run Interceptor and wet well capacity augmentation at the New College Lift Station.

MOTION: Al Cwynar**SECOND:** Earl Shamp**MOTION CARRIED****FIRE DEPARTMENT:** Jim Gabel

- The Bake and Soup Sale on Election Day was successful
- The Annual Food Ticket was won by an individual from Columbus, Ohio and was sold by Kurt Whitney
- The five items in the Chinese Auction were won by local individuals.
- Jim thanked the Board for allowing Linda to use her skills to prepare the Fire Department's 2020 501c3 tax return – which was submitted and accepted by the IRS. Jim and Linda were able to e-file this year – to be required starting next year. Thank you to Lois for preparing the accounts for Jim and Linda.
- Jim also thanked the Board for the allotment in the 2022 Budget for radios for the Department. He will be meeting with the supplier to be compliant and will include a radio for Justin. The Department will reach out to County for channels and to the CTPD for best communications. Jim let the Board know that they have applied for grants but were not able to get any funding from the County. Atty. Fedeles stated that the County has not taken any applications yet for items like radios – only infrastructure so far. Jim asked if there is any money in the Budget that was allocated for the radios left over, can the Department use it for upgrades to their vehicles. Ms. Matsco said she will not object as it is in the Budget.
- Mr. Cwynar thanked the Fire Department for patrolling on Halloween

ROAD DEPARTMENT:

Brooks Miller will return to the seasonal part time position with the Road Department for the winter season. There are two trucks in for repairs – the oldest and the newest trucks.

POLICE DEPARTMENT:

Ms. Matsco thanked the CTPD for patrolling and walking the Township roads on Halloween. Captain Hall stated that there were no issue that evening.

REAL ESTATE TAX COLLECTOR:

Vicky Leininger submitted the 2021 October Real Estate Tax Report to the Supervisors.

TREASURER'S REPORT:

The balance in the General Fund Account is	\$4,398,998.71	Bills for this account totaled \$100,386.07
		\$176,392.00 of this is MDIA permit fees
The balance in the State Liquid Fuels Account is	\$12,588.67	Bills for this account totaled \$868.08
The balance in the Capital Equipment Account is	\$52,082.21	There were no bills for this account
The balance in the Escrow Money Account is	\$129,618.24	There were no bills for this account
The balance in the Public Safety Account is	\$1,648,638.98	Bills for this account totaled \$9,144.98
The balance in the DCNR Grant Fund Account is	\$75,149.20	There were no bills for this account
The balance in the Recreation Board Account	\$446.48	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 November.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

ANNOUNCEMENTS:

- NOVEMBER 11 – THE MUNICIPAL OFFICE WILL BE CLOSED FOR VETERANS DAY
- NOVEMBER 25 – THE MUNICIPAL OFFICE WILL BE CLOSED FOR THANKSGIVING
- DECEMBER 1 – THE SUPERVISORS WILL HOLD A WORK SESSION AT 6:00 PM
- DECEMBER 8 – THE SUPERVISORS WILL HOLD THEIR BUSINESS MEETING AT 6:00 PM

The Board went into Executive Session with Atty. Fedeles regarding boundary litigation from 6:40 PM – 7:33 PM.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:34 PM

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

Respectfully Submitted,

Linda McCoy, Secretary