

The Potter Township Supervisors held a Regular Business Meeting on Wednesday, November 8, 2017 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:02 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar
Solicitor: Mike Jones
Engineer: Dan Sell
Secretary: Linda McCoy
Visitors: Terrie Baumgardner, Tim Wetzel, Casey Harrington, Lauren Patton, Captain Jon Hall

Ms. Matsco congratulated Mr. Shamp for winning the election for Supervisor for Potter for the next six years.

MOTION: Al Cwynar **SECOND: Earl Shamp** **MOTION CARRIED**
MOTION TO APPROVE THE MINUTES OF THE OCTOBER 11, 2017 REGULAR BUSINESS MEETING.

Ms. Matsco, Mr. Shamp and Mr. Cwynar met with the Tank Farm Steering Committee and Stromberg/Garrigan & Assoc. and the public at a Public Meeting held on October 25th at the Township Building.

CITIZENS:

There were no citizen comments.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

The Board presented the 2018 Budget for the Township:

General Fund Budget	\$734,131.97
State Liquid Fuels Budget	\$25,430.50
Capital Fund Budget	\$85,070.38
Wage Tax Fund Budget	\$60,303.20
Escrow Fund Budget	\$561,802.08
Public Safety Fund Budget	\$1,823,588.56
DCNR Grant Fund Budget	\$31,043.37

MOTION: Earl Shamp **SECOND: Al Cwynar** **MOTION CARRIED**
TO APPROVE THE ADVERTISING OF THE 2018 BUDGET.

There will not be any tax increases next year. The 2018 budget will be available for public review at the Township Office during normal business hours and will be advertised in time for adoption at the December 13, 2017 regular business meeting.

MOTION: Al Cwynar **SECOND: Earl Shamp** **MOTION CARRIED**
TO APPROVE AND SIGN THE 2018 MINIMUM MUNICIPAL OBLIGATION FORM FOR THE ROAD DEPARTMENT.

SOLICITOR:

- 1) Mr. Jones stated that the Betters Reassessment Trial is rescheduled starting Monday, November 20th.
- 2) He also said that the Shell Tax Appeal pre hearing conference is scheduled for December.
- 3) Mr. Jones spoke about the shared resources and equipment among GHRIP (Greene, Hanover, Raccoon, Independence & Potter Townships). He has drafted a formal agreement for GHRIP regarding equipment and insurance concerns. The agreement will be shared by the five municipalities and adopted by ordinance. Any amendments that are needed will be addressed each year by resolution. The agreement will remove any potential for liability among the municipalities. Each municipality will review the agreement, and then advertise it for adoption in early 2018.

ENGINEER:

Mr. Sell reported that Widmer Engineering performed a site walkthrough on October 19th to review stormwater management facilities constructed for Shell's offsite parking area and it appears that everything is in good order with only maintenance needed. Mr. Shamp and Ms. Matsco would like a follow up yearly with a maintenance inspection.

Mr. Sell also reported that the bid package for advertisement for the E. Mowry cross drain replacement is ready to go. It was decided that no bid bond was needed.

PLANNING COMMISSION:

There was no report.

FIRE DEPARTMENT:

There was no report.

ROAD DEPARTMENT:

There was no report.

POLICE REPORT:

Captain Hall presented an incident report with nothing alarming to report. He stated that the CTPD is working with Shell regarding their offsite parking area on Route 18 and the lighting issues at night along with the parking area exits and the hold up with regular traffic on Route 18 while the busses are entering and exiting.

REAL ESTATE TAX COLLECTOR:

There was no tax collector report. Ms. Matsco stated that Vicky Leininger won the election for Real Estate Tax Collector for Potter Township and is already attending tax collector classes.

TREASURER'S REPORT:

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

TO APPROVE THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF NOBEMBER.

The balance in the General Fund Account is	\$331,098.08	Bills for this account totaled \$200,449.39
The balance in the State Liquid Fuels Account is	\$791.71	Bills for this account totaled \$525.04
The balance in the Capital Equipment Account is	\$84,698.38	There were no bills for this account
The balance in the Escrow Money Account is	\$540,932.08	Bills for this account totaled \$3,478.25
The balance in the Wage Tax Account is	\$60,093.71	There were no bills for this account
The balance in the Public Safety Account is	\$1,816,588.56	There were no bills for this account
The balance in the DCNR Grant Fund is	\$30,993.37	Bills for this account totaled \$9,085.61

A motion is needed to approve the Treasurer's Report and pay the bills for the month of November.

TANK FARM STEERING COMMITTEE MEETING:

Ms. Patton gave her impression of the Tank Farm Steering Committee Meeting on October 25th stating that a lot of people participated with like minds working together.

Everyone agreed that having individuals in government participating will help get the word out.

It was learned that the barns are in good condition.

Mr. Shamp stated that the Conservancy's – stream bank restoration – looked very nice.

ANNOUNCEMENTS:

The Township Office will be closed on Friday, November 10th in observance of Veteran's Day.

The Township Office will be closed on Thursday and Friday, November 23rd 24th and Monday, November 27th in observance of Thanksgiving.

The Recreation Board will be hosting its annual Holiday Bingo on Friday, December 1st at 6:30pm in the Township Building. All residents are invited.

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

The next Regular Business Meeting is scheduled for Wednesday, December 13th at 6:00pm.

The Reorganization Meeting will be held on Tuesday, January 2, 2018 at 6:00pm.

The Planning Commission will not meet in November.

The Board and Mr. Jones went into Executive Session regarding litigation at 6:35 pm and returned to the meeting at 7:15 pm.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 7:16 PM.

Respectfully Submitted,

Linda McCoy, Secretary