

Regular Business Meeting Minutes

November 9, 2022

**The Potter Township Supervisors held their monthly Business Meeting on Wednesday, November 12, 2022 at the Potter Township Municipal Building. 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/Treasurer: Mark Czarnecki

Visitors: Pam Petrella, Mark Summerville, Caroline Czarnecki, Ron Lyle, Casey Harrington

**MEETINGS:**

On October 19, 2022 Mr. Shamp and Mr. Cwynar met to open the Refuse and Recycling Bids

On October 26, 2022 Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Work Session RE: 2023 Budget

On November 2, 2022 Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session RE: Personnel Issue

On November 9, 2022 Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session with Garen Fedeles RE: Possible Litigation

READING OF THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON October 12, 2022.

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**Motion Carried**

READING OF THE MINUTES OF THE BUDGET WORK SESSION HELD ON October 26, 2022.

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**Motion Carried**

READING OF THE MINUTES OF THE WORK SESSION MEETING HELD ON November 2, 2022.

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**Motion Carried**

**CITIZENS:**

- Casey Harrington stated that the gully by Tank 5 at Rocky Bend is getting slippery and difficult to get over and requested it be covered somehow
- Casey Harrington also mentioned adding picnic tables for people to rest at while at Rocky Bend would be nice. Ms. Matsco informed her that the township received several picnic tables from Shell and they would be placed at the park in the spring
- It was also mentioned that a couple hunters have been seen at Rocky Bend closer than legally allowed and close to the time hunting was to end. Center Twp Police and the Game Warden will be notified and request them to keep an eye out.
- The Supervisors informed the audience that they spoke with Pocket Nurse regarding their lighting and would continue to follow up.

**OLD BUSINESS:**

Motion to approve the contract with Center Police Department for 3 years beginning Jan 1, 2023 pending review of final submitted contract

- Year 1 \$185,000
- Year 2 \$195,000
- Year 3 \$205,000

Contract includes placing Potter Township on police cars

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**Motion Carried**

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Motion to award the contract for the Refuse Collection and Recycling to J Young Refuse for 3 years beginning January 1, 2023 with an option for a fourth year

- Years 1 thru 3 \$49,815.60
- Year 4 \$51,015.60

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**Motion Carried**

Motion to adopt Resolution 11-2022 designating Mark Czarnecki as primary contact for Berkheimer Tax Innovations

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**Motion Carried**

Motion to appoint Mark Czarnecki as Right to Know Officer for Potter Township

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**Motion Carried**

Motion for Tax Collector Victoria Leininger to raise the fee for Lien Certification from \$15 to \$25

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**Motion Carried**

Motion to Advertise the Proposed 2023 Budget for the Township

**Motion: Earl Shamp**

**Second: Al Cwynar**

**Motion Carried**

Motion to transfer \$7,000,000 of General Funds from WesBanco to Confluence including review of investment strategy

**Motion: Al Cwynar**

**Second Earl Shamp**

**Motion Carried**

### **NEW BUSINESS:**

Aliquippa Water Authority was schedule to make a presentation at tonight's meeting regarding the possible placement of a Water Tank in township but rescheduled for December so that they can provide more information, including pricing, for the project.

### **SOLICITOR'S REPORT:**

Nothing to report

### **ENGINEER'S REPORT:**

Engineer is reviewing plans from Shell regarding placement of monuments

### **PLANNING COMMISSION:**

Nothing to report

### **FIRE DEPARTMENT:**

Bake sale was held on Election Day

Department was active today with fire at house on Raccoon Creek Rd

### **RECREATION BOARD:**

Black N' Gold Tailgate Party, Sunday November 13 at 12:30 at Municipal Hall

### **ROAD DEPARTMENT:**

Received pricing of \$49,000 for canvas on Salt Shed will need to put out to bid

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**POLICE DEPARTMENT:**

Mr. Cwynar spoke with Center Township Police Dept regarding patrolling of the township while school buses are picking up and dropping off students.

**REAL ESTATE TAX COLLECTOR:**

Victoria Leininger submitted the October 2022 Real Estate Tax Report to the Supervisors

**TREASURER'S REPORT:**

Account	Balance	Total Bills per account
General Fund Account	\$9,118,102.46	Bills for this account totaled \$53,651.18 \$146,096.00 is earmarked for MDIA permit fees
State Liquid Fuels Account	\$16,539.86	Bills in this account totaled \$5,661.82
Capital Equipment Account	\$52,174.17	No bills.
Escrow Money Account	\$99,936.44	No bills.
Public Safety Account	\$1,642,390.84	No bills.
DCNR Grant Fund Account	\$75,281.89	No bills
Recreation Board Account	\$289.71	No Bills

**Motion to accept the Treasurer's Report and pay the bills for the month of October 2022.**

**MOTION:** Earl Shamp

**SECOND:** Al Cwynar

**Motion Carried**

**REPORT AT END OF MINUTES**

**ANNOUNCEMENTS:**

- The Recreation Board will be hosting a Black N' Gold Steelers Tailgate Party on Sunday November 13 at 12:30 at the Municipal Building.
- The Municipal Building will be Closed on Friday November 11<sup>th</sup> for Veterans Day.
- The Municipal Building will be Closed on Thursday November 24<sup>th</sup> for the Thanksgiving Holiday.
- The Supervisors will hold a Work Session on Wednesday, December 7th at 6:00pm.
- The Supervisors' next Business Meeting will be held Wednesday, December 14th at 6:00pm.

**There Being no Further Business the Meeting Adjourned at 6:29 PM**

**MOTION:** Al Cwynar

**SECOND:** Earl Shamp

**Motion Carried**

**Respectfully Submitted**

**Mark Czarnecki  
Secretary/Treasurer**