

The Potter Township Supervisors held a Regular Business Meeting on Wednesday, October 14, 2020 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:06 pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor:

Engineer: Dan Sell

Secretary: Linda McCoy

Visitors: Lauren Patton, Captain Jon Hall, Shannon Debes, Bryce McElhaney, Chris Heitman, Dave Conti

MEETINGS:

No meetings.

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON SEPTEMBER 23, 2020.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

CITIZENS:

Mr. McElhaney had a discussion with the Board regarding the Accessory Use language in the Zoning Code related to which district it refers to – i.e. limits / offsets & height. He was informed by the Twp. Zoning Officer, Owen Pella, that he would need a variance if the Accessory Use building applies to the Residential district.

OLD BUSINESS:

No old business.

NEW BUSINESS:

MOTION TO RATIFY THE APPROVAL OF PURCHASING A NEW LAPTOP FOR THE TOWNSHIP AT A COST NOT TO EXCEED \$600.00. The Motion was made by Earl Shamp through email on October 1st and seconded by Al Cwynar through email on October 2nd. The new laptop will be faster to use for Zoom meetings.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

MOTION TO APPROVE THE TRAINING FOR THE ELECTED AUDITORS FROM H2R. Ms. McCoy explained that due to the large amount of cash in the Township's bank accounts, more oversight is needed on a monthly basis that will accompany the year end audit of the accounts.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO RATIFY THE APPROVAL OF HIRING OWEN PELLA AS ZONING OFFICER ON AN INTERIM BASIS (DUE TO A TEMPORARY LEAVE OF OUR CURRENT ZONING OFFICER, DAVID HAGEN) AT A COST OF \$17.00 / HOUR.

The Motion was made by Earl Shamp and seconded by Al Cwynar at the October 7th Work Session.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

ENGINEER'S REPORT:

- WEI has been performing part time construction observation on a spot basis for the Township in order to observe the progress and quality of the work completed by the contractor for the 2020 Paving Program. They have been onsite for a short visit every third day or so. So far there have been no issues. Mr. Shamp said that they have been doing a nice job.

PLANNING COMMISSION:

No report.

FIRE DEPARTMENT:

Tickets are still available for November and soup should be ordered in advance of Election Day.

ROAD DEPARTMENT:

There was discussion between Mr. Conti from Shell Pipeline and the Board regarding road work. The Township will give the go ahead to Shield's Paving to pave on through now and not wait until the pipeline project is finished. When the Township gets an invoice for that portion, Mr. Conti said to give it to him and Shell Pipeline will pay the cost.

Mr. Conti said that he discussed Raccoon Creek Road with PennDOT. He plans to get almost all equipment out by tomorrow for an access point on East Mowry. Plantings will go in next year. There will be a walk through with Joe Boward and then a final report.

POLICE DEPARTMENT: Captain Hall said that the Fire Department had a walk-through Shell’s Central Control Building with inspectors. Captain Hall gave the new Park Ranger’s (Heidi Krigar) information to the Police Department so they can be familiar with her and her vehicle. The Board told Captain Hall that her schedule is flexible at Rocky Bend.

REAL ESTATE TAX COLLECTOR: Vicky Leininger submitted the 2020 September Real Estate Tax Report to the Supervisors.

TREASURER'S REPORT:

- The balance in the General Fund Account is \$2,441,676.62 Bills for this account totaled \$64,671.01
- The balance in the State Liquid Fuels Account is \$11,164.48 Bills for this account totaled \$444.61
- The balance in the Capital Equipment Account is \$52,000.22 There were no bills for this account
- The balance in the Escrow Money Account is \$112,454.74 There were no bills for this account
- The balance in the Wage Tax Account is \$61,380.95 There were no bills for this account
- The balance in the Public Safety Account is \$1,764,744.89 Bills for this account totaled \$9,144.98
- The balance in the DCNR Grant Fund Account is \$75,030.92 There were no bills for this account
- The balance in the Money Market Fund is \$4,345,921.01 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 October.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MONTGOMERY RIDGE:

Mr. Shamp stated that the permit for the septic has been issued by DEP and is in design for construction. Their one-call was denied because of the pipeline. Today they marked the pipeline and will be 9-11 inches below that. They are waiting on final agreements for the sewage treatment plant. Rettop is ready to submit the final subdivision application.

ANNOUNCEMENTS:

- The Planning Commission will not meet in October unless needed.
- The Supervisors will hold a Budget Work Session on Wednesday, October 21ST at 6:00 pm in person and through ZOOM. The current maximum capacity for indoor gatherings in the Commonwealth is 25 people.
- The Supervisors will hold a Budget Work Session on Wednesday, October 28th at 6:00 pm in person and through ZOOM. The current maximum capacity for indoor gatherings in the Commonwealth is 25 people.
- Trick or Treat will be held on Saturday, October 31 from 5:00 to 7:00.
- Election Day is Tuesday, November 3rd. Polling hours at the Township Building are 7 am — 8 pm.
- The Supervisors will hold a Work Session on Wednesday, November 4th at 6:00 pm in person and through ZOOM. The current maximum capacity for indoor gatherings in the Commonwealth is 25 people.
- The Municipal Office will be closed Wednesday, November 11th in observance of Veterans Day.
- The Supervisors will hold a regular Business Meeting on Wednesday, November 11th at 6:00 pm in person and through ZOOM. The current maximum capacity for indoor gatherings in the Commonwealth is 25 people.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:30 PM.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Respectfully Submitted,

Linda McCoy, Secretary