

The Potter Township Supervisors held their monthly Business Meeting on Wednesday, September 14, 2022 at the Potter Township Municipal Building. Ms. Matsco called the meeting to order at 6:18 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: Pam Petrella, Mark Summerville, Lauren Patton, Carolyn Czarnecki, Mark Czarnecki, Joe Hall

MEETINGS:

On **August 12**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met with Shell and had a tour of the Plant.

On **August 17**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session for a personnel issue.

On **August 18**, Mr. Cwynar attended the Central Valley School Board Meeting.

On **August 22**, Ms. Matsco and Mr. Shamp attended a Pre-Bid Meeting for the Rocky Bend Project.

On **August 24**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session for a personnel issue.

On **August 30**, Ms. Matsco and Mr. Shamp attended a Pre-Bid Meeting for the Rocky Bend Project.

On **September 7**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session for a personnel issue.

On **September 14**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session for a personnel issue.

On **September 14**, Ms. Matsco, Mr. Shamp and Mr. Cwynar met in Executive Session to discuss services for the Township.

MOTION TO APPROVE THE MINUTES OF THE REGULAR BUSINESS MEETING HELD ON AUGUST 10, 2022.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

MOTION TO APPROVE THE MINUTES OF THE WORK SESSION HELD ON SEPTEMBER 7, 2022.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

CITIZENS: Joe Hall, owner of six (6) acres by the Montgomery Dam, asked for clarification on the Zoning Ordinance for this property. After a brief discussion, the Supervisors authorized Solicitor Fedeles to review the zoning ordinance and have a conversation with Mr. Hall's appraiser regarding this matter.

OLD BUSINESS: No Old Business.

NEW BUSINESS:

Motion to engage J. Martin Associates for agreed upon procedures to review Potter Township finances from January 1, 2022 through August 17, 2022 per their engagement letter at \$100 per hour plus expenses, to commence this month and conclude with report by approximately October 15, 2022.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

Motion to advertise for bids for collection, removal and disposal of garbage, rubbish and bulky waste, as well as collection of recycling, within the Township for a period of three (3) years beginning on January 1, 2023.

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

Motion to hire Mark Czarnecki to the position of Secretary/Treasurer for the Township of Potter effective October 3, 2022 at a rate of \$24.00 per hour not to exceed thirty (30) hours per week.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Motion to reinvest the Township's two maturing CDs at the highest interest rate for a twelve (12) month period.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

SOLICITOR'S REPORT:

Solicitor Fedeles had nothing to report.

ENGINEER'S REPORT:

Discussion on the run off problem at the Rettop Subdivision Project. Engineer Sell stated that they have been to the site to inspect several times and this was not a problem noted on those days but when it rains this could surely be the case. Mr. Shamp stated that the sod was to be arriving next week so it should resolve some of the problem. Ms. Matsco asked if some of the silt has been cleaned up. Mr. Shamp said that the silk socks have been cleaned, and may need another cleaning, but that one and a half tons (1 ½) of dirt have been removed.

Mr. Sell had nothing else to report.

PLANNING COMMISSION: No report

FIRE DEPARTMENT:

Ms. Matsco commented that the Fire Department has been very busy. One item involved a two-day training session on ATV safety. She also thanked them for all the help they provided with the massive tree that fell on a Township Road.

RECREATION DEPARTMENT: No report

ROAD DEPARTMENT:

Mr. Shamp reported that the Road Department will be Tar and chipping Trillium Way tomorrow. He also stated that they will be ordering the tarp for the changing house at Rocky Bend.

POLICE DEPARTMENT: No report

REAL ESTATE TAX COLLECTOR:

Victoria Leininger submitted the 2022 August Real Estate Tax Report to the Supervisors.

TREASURER'S REPORT: Read by Diane McKay, Interim Secretary

The balance in the General Fund Account is	\$8,341,767.63	Bills for this account totaled \$61,085.68
		\$146,096.00 of this is MDIA permit fees
The balance in the State Liquid Fuels Account is	\$28,267.03	Bills for this account totaled \$885.13
The balance in the Capital Equipment Account is	\$52,135.02	There were no bills for this account
The balance in the Escrow Money Account is	\$99,936.44	There were no bills for this account.
The balance in the Public Safety Account is	\$1,641,158.68	There were no bills for this account
The balance in the DCNR Grant Fund Account is	\$75,225.4186	There were no bills for this account
The balance in the Recreation Board Account	\$289.71	Bills for this account totaled \$156.77

Ms. Matsco explained that this report was provided by an outside company who is doing the treasurer duties until the new Secretary/Treasurer is up to speed. A more complete Treasurer's Report will be provided at the next meeting.

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

MOTION: Al Cwynar

SECOND: Earl Shamp

MOTION CARRIED

ANNOUNCEMENTS:

- The Planning Commission will not meet in September unless needed
- The Supervisors will hold a Work Session on Wednesday, October 5th at 6:00 pm.
- The Supervisors' next Business Meeting will be held Wednesday, October 12th at 6:00pm.
- The Supervisors will hold Budget Meetings on September 21st, October 5th and October 26th at 6:00pm.
- There will be an electronic bid opening for the Rocky Bend Project on September 21st at 6:00pm.

Mr. Shamp commented that he will be contacting MDIA regarding the Shell Project and some unfinished items. He will have an update on this at the next meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:48 PM

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Respectfully Submitted,

Diane R. McKay, Interim Secretary