

March 1, 2023

Work Session Minutes

The Potter Township Supervisors held their monthly Work Session on Wednesday March 1, 2023 at the Potter Township Municipal Building. Ms. Matsco called the meeting to order at 6:00 P.M.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Secretary/Treasurer: Mark Czarnecki

Confluence Financial Partners: Zac Saunders

DISCUSSION ITEMS:

Zac Saunders reviewed the township's investment portfolio with the Supervisors. He discussed the investment strategy potential growth of the portfolio and the current inflation conditions, while considering the township's needs for funds for various projects.

The Supervisors stated their concerns that the funds should be used to invest in projects for the betterment of the community and to improve the facilities in the township.

Discussion regarding the release of escrow funds being held for Percheron, in the amount of \$33,416.66, related to the construction of the Shell pipeline. Mr. Czarnecki will follow up with the township solicitor to see if a Motion will be needed at the next Business meeting to release the funds.

Mr. Czarnecki informed the Supervisors that the townships Auditors will be presenting their audit report at the next Business Meeting. Ms. Matsco stated that the township's assets at Rocky Bend Nature Preserve will need to be included in next year's audit.

Discussion regarding the hosting of the township's website with govunity, in the amount of \$2,310 for the first two years and \$360 a year each year after. A motion to contract with govunity will be put on the agenda for the next business meeting.

Mr. Czarnecki stated he was going to follow-up with Kevin Hindes from play&park structures and if he had a proposal ready, invite him to the next meeting.

The Board is waiting on estimates from Allegheny Construction regarding a new roof for the Change House at RBNP. Allegheny Construction will also give estimates on a new roof for the Road Department Building including insulation and gutters.

No delivery date for the Salt Shed block. Also, Justin has only heard from one contractor regarding the Salt Shed canopy, none of the contractors on the CoStar bid site had returned his calls.

Information regarding the community Blood Drive scheduled for March 24th went out in the community quarterly newsletter this week.

Mr. Czarnecki informed the Board that he had followed up with Heidelberg Materials regarding the maintenance agreement for the traffic light at the Styropek plant and Route 18. He stated that the

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company had no records regarding the site.

Mr. Czarnecki reviewed the web service, Instrumentl, for GHRIP members to find private grant funds for community projects. The Board decided not to pursue this option.

Discussion regarding the pricing of the memorial benches at the community park. The Board decided that the Township will need to charge \$1,800 for the benches based on the cost of the benches.

Mr. Czarnecki informed the Board of the changes PennDot has requested for Frankfort Rd Bridge maintenance agreement. Mr. Czarnecki will make the necessary changes to the Resolution and submit them to the Township Solicitor for review before submitting the revised Resolution at the next possible meeting.

MS. MATSCO INTRODUCED A MOTION TO PAY GREENLAND CONSTRUCTION FOR WORK ON THE BLENDING BARN AT ROCKY BEND NATURE PRESERVE IN THE OF \$55,080.

MOTION: Earl Shamp

SECOND: Al Cwynar

MOTION CARRIED

Ms. Matsco discussed the cleaning of the Municipal Hall and the need to give maintenance a list of the cleaning duties.

Mr. Czarnecki presented the Board a new contract for the Beaver County Humane Society with the same price as last year. Since the Board had already made a donation to the BCHS, a vote was not needed and the contract was accepted and signed.

Mr. Czarnecki mentioned that Victoria Leininger had asked if the Township had ever looked into getting a postage meter. Mr. Czarnecki presented an estimate for a postage meter that he had received at a cost of \$28.95 per month plus postage. The Board felt the Township did not send a sufficient amount of mail each month to justify the cost of the machine and will continue to use postage stamps.

THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 8:00 P.M.

MOTION: Al Cwynar

Second: Earl Shamp

MOTION CARRIED

Respectfully Submitted,

**Mark Czarnecki
Secretary/Treasurer**