



Work Session Minutes

April 5, 2023

The Potter Township Supervisors held their monthly Work Session on Wednesday April 5, 2023 at the Potter Township Municipal Building. Ms. Matsco called the meeting to order at 6:02 P.M.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Secretary/Treasurer: Mark Czarnecki

Citizens: Ryan Bowles, Brayden Bowles, Adam Ramer, Andrew Herrle, Mark Summerville, Lauren Patton, Elyse Davis, Adam Kotun, Haley Kotun

DISCUSSION ITEMS:

Mr. Herrle stated his intention to purchase parcel 73-173-0270.001 out of the Beaver County Repository of Unsold Properties. He has plans to try and work out Right of Ways with the neighbors based off an existing dirt road that goes part way to the property. The Supervisors reviewed the limitations on the property including Septic Tank requirements, perk testing, utility right of ways and Steep Slope ordinance. Mr. Herrle felt with his plan and experience he could work within the township's requirements. The Supervisors addressed the amount of outstanding taxes on the property. Mr. Herrle stated he believed the outstanding taxes to be around \$23,000 but didn't have a breakdown between county taxes, school taxes and local taxes.

After Mr. Herrle left the meeting, the Supervisors discussed the waiving of the outstanding taxes and concluded since the taxes hadn't been paid in a very long time and the township had very little chance of collecting them they would waive them so Mr. Herrle could proceed with his purchase.

Ms. Davis stated that the plans for the playground look good. She did question ADA accessibility and the arrangement of the swings. Ms. Davis asked about adding another Tot Swing in place of one of the belt wings. Ms. Matsco raised the issue that adding another bank of swings would increase the overall size of the playground and mean more cost. Ms. Davis mentioned that she thought the blue color option was the best choice because it gave contrast making it easier to see. Mr. Bowles and Mr. Ramer also stated they liked the proposals and thought it would be great for the communities' kids. A Motion will be placed on the Agenda for the April 12<sup>th</sup> Business Meeting to Approve play&park structures proposal number 2 for \$177,530.07.



Mr. Czarnecki stated that he had spoken with Traffic Solutions about the possibility of moving the equipment at Shell entrance number 3 to the intersection of Frankfort Rd and the Sytropek plant entrance. Mr. Shamp said he believed that the township owned the lights. Mr. Czarnecki will follow up with PennDot to figure out the procedure and requirements to take out the light at Shell plant.

The Supervisors decided to ask Widmer Engineering to prepare the new MS4 Waiver for the Township for the approximate cost of \$1,500. A motion will be put on the Agenda for the April 12<sup>th</sup> Business Meeting.

Ms. Matsco stated that the Township did not need an Ordinance to address the parking situation on Cade Rd. She believed there was ample parking. Mr. Shamp said he would ask the Road Department to order 2 No Parking No Stopping signs to be placed either side of the pump station to address people blocking traffic.

Mr. Shamp stated he had received a bid of \$2,250 from Yankee Clipper to paint the lines on the roads this year. A motion will be put on the Agenda for the April 12<sup>th</sup> Business Meeting.

Mr. Shamp stated he had received a bid of \$5,797 from Maxxco to pour a concrete tie beam for the new salt shed. A motion will be put on the Agenda for the April 12<sup>th</sup> Business Meeting.

There was no update from Allegheny Construction of cost for the RBNP Change House and Road Department roofs. Mr. Czarnecki stated we might want to get Allegheny Construction to include Municipal Park Pavilion roof that had been damaged in recent storms.

The Supervisors discussed adding the police non-emergency number to the Hall Rental Agreement as an emergency contact. Ms. Matsco and Mr. Cwynar will continue to receive hall rental schedules and alternate weekends to check on renters.

Ms. Matsco introduced an Agreements between the township and Adam and Haley Kotun regarding the storm water pipe at 110 Trillium that were received today and could not be included on the posted Agenda. The agreements will allow Mr. Kotun to move the pipe this weekend. Justin Cwynar will inspect the new store water pipe before the trench is filled in. Any overtime pay for Justin Cwynar will be paid from escrow.



MOTION TO APPROVE STORM WATER AGREEMENT BETWEEN POTTER TOWNSHIP AND ADAM AND HALEY KOTUN FOR THE RELOCATION OF THE STORM WATER PIPE AT 110 TRILLIUM WAY.

**MOTION: Al Cwynar**

**SECOND: Earl Shamp**

**MOTION CARRIED**

MOTION TO APPROVE EASEMENT AGREEMENT BETWEEN POTTER TOWNSHIP AND ADAM AND HALEY KOTUN AT 110 TRILLIM WAY.

**MOTION: Earl Shamp**

**SECOND: Al Cwynar**

**MOTION CARRIED**

Supervisors decided not to proceed with new lighting for the Municipal Hall and Fire Hall at this time.

Mr. Czarnecki state that Justin Cwynar is waiting on the Commodities bids for this year before he can estimate the cost of resurfacing the basketball court at the Municipal Park. He informed the Supervisors that he had received an estimate of the cost of the sealer and lines for the new pickleball/basketball court to be around \$11,000 and had 4 possible companies to seal and paint the new courts. He also stated that the vendor for the sealer had suggested waiting several weeks before sealing the new asphalt. The Supervisor decided to wait until next year to have the court sealed.

The matter of the NSF check for the Hall Rental will be discussed with the Township Solicitor before further action.

The Supervisors decided not to pursue the options for electronic storage of the Township's records at this time. Mr. Czarnecki will follow-up with MDIA for any electronic records they have and can be stored with the township.

Mr. Czarnecki informed the Supervisors that he had recently spoken with Bob Bible regarding the proposed water tower. Mr. Czarnecki informed the Supervisors that Mr. Bible stated that Aliquippa Water Authority was already proceeding with the engineering on the water tower with the assumption that AWA was definitely building the water tower in Potter Township. Ms. Matsco stated that she was under the impression that the Township had not fully committed to the project and AWA was waiting on the two-grant funding decision before proceeding. Mr. Shamp stated that he was under the impression that Potter Township had given AWA a verbal commitment. Ms. Patton stated her concerns for the appearance of the water tower and encouraged the Supervisors to drive to Erie and see a water tower there to get a sense of how the water tower will appear. Mr. Czarnecki will follow up with AWA to clarify the status of the project.



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

**MOTION: Earl Shamp**

**Second: Al Cwyar**

**MOTION CARRIED**

**Respectfully Submitted,**

**Mark Czarnecki  
Secretary/Treasurer**