



Business Meeting

June 14, 2023

The Potter Township Supervisors held their monthly Business Meeting on Wednesday June 14, 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

Solicitor: Garen Fedeles

Engineer: Dan Sell

Citizens: Caroline Czarnecki, Pam Petrella, Vicki Carlton and Lauren Patton

MEETINGS:

On May 23, 2023 Ms. Matsco, Mr. Cwynar and Mr. Shamp met with Allegheny Construction regarding Rocky Bend Nature Preserve Change House emergency repairs and a new roof for the Road Department garage.

On May 23, 2023 Ms. Matsco, Mr. Cwynar and Mr. Shamp met with Shell regarding outstanding business items.

On May 30, 2023 Ms. Matsco, Mr. Cwynar and Mr. Shamp met with Neva Stotler regarding current litigation.

On June 7, 2023 Ms. Matsco, Mr. Shamp and Mr. Cwynar held a Work Session at the Municipal Hall.

On June 14, 2023 Mr. Cwynar met with SGA and Allegheny Construction regarding Rocky Bend Nature Preserve Blending Barn construction.

READING OF THE MINUTES OF THE TOWNSHIP BUSINESS MEETING HELD ON MAY 10, 2023.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

READING OF THE MINUTES OF THE WORK SESSION MEETING HELD ON JUNE 7, 2023.

MOTION: EARL SHAMP SECOND: AL CWYNAR MOTION CARRIED



CITIZENS:

NO COMMENTS

OLD BUSINESS:

Ms. Matsco reminded everyone that the new playground equipment was being delivered in the next couple weeks. Mr. Czarnecki stated he had not received any exact date. Supervisors discussed extending the contract with play&park structures to include grading and excavating the site. It was decided that since it was originally planned to have the Road Department do the excavation the motion would include a condition that the union would approve of the installer doing the excavation work instead. Mr. Sell will forward to the township sealed plans so the township can apply for a building permit for the playground.

Ms. Matsco stated that the bids for the Road Department Salt Shed had been opened and Eagle Associates of Cazenovia was the low bid at \$43,500. Mr. Czarnecki stated that on PennBid the township's location had been stated as Potter County not Potter Township. He stated that he had called Eagle Associates and they were aware that we are in Beaver County not Potter County.

Ms. Matsco opened discussion regarding the plan to purchase security cameras for the municipal building by reviewing Farelli Consulting's plan for 3 interior camera and 3 exterior cameras. Ms. Matsco asked Mr. Fedeles about privacy issues regarding recording people. Mr. Fedeles stated that because it is a public building the expectation to privacy is limited but we would need to post a sign regarding the video and audio recording. Mr. Cwynar discussed limiting the interior camera to just 2, one in the front hall and one in the rental hall. The supervisors also discussed the ability of the cameras to record audio and how long any recordings would be retained. Mr. Czarnecki stated that recordings can be kept for up to 2 weeks and audio on the cameras can be turned off or on as necessary. Mr. Fedeles stated that the cameras would be beneficial to the township in case of any potential litigation or insurance claims. The supervisors agreed to 2 interior cameras and 3 exterior cameras.

Ms. Matsco asked Ms. Carlton about why the Fire Department was considering security cameras for the Fire Hall. Ms. Carlton stated it was for safety and security. They have concerns regarding vandalism and property theft. They have had people doing donuts in their parking lot and the back of the building has no lighting. They also wanted 1 interior camera in the main



garage where the equipment is stored.

MOTION TO AWARD A CONTRACT FOR CONSTRUCTION OF THE ROAD DEPARTMENT SALT SHED TO EAGLE ASSOCIATES OF CAZENOVIA IN THE AMOUNT OF \$43,500.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

MOTION TO AWARD A CONTRACT FOR SECURITY CAMERAS FOR THE MUNICIPAL HALL TO FARELLI CONSULTING GROUP IN THE AMOUNT OF \$4,933.02

MOTION: EARL SHAMP SECOND: AL CWYNAR MOTION CARRIED

MOTION TO EXTEND play&park STRUCTURES CONTRACT TO INCLUDE SITE EXCAVATION AND GRADING IN THE AMOUNT OF \$3,795 CONDITIONED ON UNION APPROVAL.

MOTION: EARL SHAMP SECOND: AL CWYNAR

NEW BUSINESS:

Supervisors discussed the return of Rettop's road bond of \$11,040. Mr. Shamp stated that Rettop has completed their construction and is requesting the return of the bond. He stated that it is now individual home owners who are doing the construction and causing damage to the roads, including Tanglewood which has not been turned over to the township yet, and it is not appropriate to hold Rettop liable for damages caused by other builders. Ms. Matsco said that normally the developer is required to keep the bonding until they sell 75% of the homes and she understands Mr. Shamp's concerns but the township must remain consistent with the ordinance. The motion was tabled pending further research of the ordinance.

SOLICITOR'S REPORT:

Mr. Fedeles said the township had been notified of Shell's Act 57 settlement with the state DEP. Potter Township will be entitled to 25% of the settlement so the Township's potential share will be approximately \$1,200,000. The township has 180 days from the date it received the letter to apply for grants based on the conditions set in the settlement. The Supervisors and Mr. Fedeles will meet in Executive Session after the meeting to discuss further.

Mr. Fedeles also stated that the County was completing the new property assessments. Property owners should expect a letter from the county by the end of June with their new assessment. They will have 40 days to appeal the new assessment.



ENGINEER'S REPORT:

Mr. Sell said he is working on the Township's MS4 Waiver Application and it will be completed by DEP's August deadline. He met with Shell on June 13, 2023 to review the monument placement and everything looked good. Shell will send final plans for our records. The site plan for the playground was completed and forwarded to the Township last week. He also stated that PennDot had completed the Montgomery Dam Road project and should be sending a report within weeks.

PLANNING COMMISSION: No Written Report Submitted

FIRE DEPARTMENT:

Ms. Carlton said the Fire Department had people working at the Raccoon Twp Fair and it was going very well. The craft show had been cancelled because of lack of vendor interest. The new brush truck had been ordered and the vendor had started construction. She did not have a delivery date.

RECREATION BOARD:

Ms. Matsco said that the Rec Board had Movie in the Park last week but because of the weather not many families participated.

ROAD DEPARTMENT:

Mr. Shamp said he had spoken to Traffic Solutions and they would be able to use traffic light equipment from Shell plant entrance #3 at the Styropek entrance. They will only need to replace a couple of worn-out pieces. Traffic Solutions will be sending over a quote for review.

Mr. Czarnecki stated he had been receiving emails from the other GHRIP members regarding the old street sweepers and what will happen to them after the purchase of the new one from Erie. He will review the emails with Mr. Shamp.

POLICE DEPARTMENT: No Written Report Submitted



REAL ESTATE TAX COLLECTOR:

The May Real Estate Tax Report was delayed and not available for the Supervisors because of the reassessments.

TREASURER'S REPORT:

Account	Balance	Total Bills per account
General Fund Account	\$1,964,863.64	Bills for this account totaled \$276,878.73
State Liquid Fuels Account	\$23,066.14	Bills in this account totaled \$535.71
Capital Equipment Account	\$52,697.85	No bills.
Escrow Money Account	\$61,273.78	No bills.
Public Safety Account	\$1,570,453.58	Bills for this account totaled \$15,416.67
DCNR Grant Fund Account	\$76,037.51	No bills
Recreation Board Account	\$111.72	Bills for this account totaled \$51.18

Motion to accept the Treasurer's Report and pay the bills for the month of June 2023.

MOTION: AL CWYNAR

SECOND: EARL SHAMP

MOTION CARRIED

THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 7:06 P.M.

MOTION: Al Cwynar Second: Earl Shamp MOTION CARRIED

Respectfully Submitted,

Mark Czarnecki
Secretary/Treasurer