



Work Session Minutes

June 7, 2023

The Potter Township Supervisors held their monthly Work Session on Wednesday June 7, 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

Citizens: Caroline Czarnecki, Lauren Patton, Vito Farelli and Dominic Farelli

DISCUSSION ITEMS:

Ms. Matsco began the meeting by opening the bids for the salt shed on the PennBid website. Three bids were received Eagle Associates of Cazenovia at \$43,500, Elemental Shelter Solutions at \$45,000, and Greystone Construction at \$49,150. A motion will be put on the Agenda for next week's meeting to award the contract to Eagle Associates of Cazenovia.

Mr. Farelli began by reviewing his original proposal for 7 security cameras for the municipal building. Ms. Matsco asked about repositioning the cameras to respect the privacy of the neighbors but providing protection for the municipal building. The Supervisors and Mr. Farelli agreed to have 3 cameras outside of the municipal building to monitor the parking lot, the dumpster and fuel tanks and the playground. It was agreed that the interior of the building would have 3 cameras one to monitor the side door, one to monitor the front hall and one in the main hall. The security cameras will be positioned to respect the privacy of the neighbors while providing security for the employees and municipalities property and liability protection for the township.

Mr. Farelli reviewed the proposal for the Fire Department Building that he had discussed with Vicki Carlton. The Fire Department had requested 4 outdoor cameras 2 to monitor the back of the building and 2 to monitor the front of the building and the parking lot. The Fire Department had also requested 2 interior cameras for different rooms in the building. Ms. Mastco asked how the cameras at the Fire Hall would be funded. Mr. Czarnecki stated when he spoke to Vicki Carlton part would come from the recent grant from Beaver County and he would follow up with the regarding the rest. A decision on the Fire Department cameras will be held off until funding can be clarified.



Mr. Farelli and the Supervisors then discussed security cameras for Rocky Bend and decided it would be done in stages as construction on the site completed probably in late summer or fall.

Ms. Matsco stated that Review and Audit policies would have to be developed to decide on who and how often camera recordings would be reviewed and how long recording would be retained.

A motion will be put on next week's Agenda for the security cameras to allow public discussion.

MOTION TO ACCEPT THE PROPOSAL FROM SLEIGHTER DESIGN FOR THE CREATION OF DESIGN PLANS AND CONSTRUCTION DOCUMENTS FOR THE RBNP CHANGE HOUSE IN THE AMOUNT OF \$33,350.

MOTION: Al Cwynar SECOND: Earl Shamp MOTION CARRIED

MOTION TO SUPPORT THE SALE OF THE CO-OP REX ROLLER S-3013.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

Replacement of dead plants in front of the Municipal Hall will be reviewed in the fall.

MOTION TO HAVE GHRIP RESURFACE THE BASKETBALL COURT WITH 2 INCHES OF NEW ASPHALT.

MOTION: Earl Shamp SECOND: Al Cwynar MOTION CARRIED

A Motion will be put on next week's Agenda for the return of RETTOP's road bond in the amount of \$11,040 pending an inspection by the Road Department.

The Supervisors and Mr. Czarnecki will cover Municipal Hall and Tank Farm cleaning while the Road Department is on vacation.

The Supervisors agreed to have 2 additional companies bid on the Townships Insurance this year. Mr. Czarnecki will follow up with the companies to make arrangements.

The Supervisors will meet next week with Fernando Trevino from Pennsylvania DEP regarding applying for grants related to the Shell Act 57 funds.

The Supervisors agreed to use funds from the Shell escrow to cover legal and engineering fees that are outstanding.



Mr. Czarnecki informed the Supervisors that he had received information from play&park Structures that the playground equipment was ready to be delivered either the week of June 19th or 26th. Mr. Czarnecki will check with the Road Department if this would give them enough time to remove the old playground equipment and do the site prep based on current scheduled work load and upcoming vacations. If necessary, Mr. Czarnecki will ask for a delay in the delivery and possibly working with play&park Structures on completing the site prep if the Road Department doesn't have time available.

THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 8:05 P.M.

MOTION: Al Cwynar

Second: Earl Shamp

MOTION CARRIED

Respectfully Submitted,

**Mark Czarnecki
Secretary/Treasurer**