



Work Session Minutes

December 6, 2023

The Potter Township Supervisors held their monthly Work Session on Wednesday December 6, 2023 at the Potter Township Municipal Building. Ms. Matsco called the meeting to order at 6:04 P.M.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Secretary/Treasurer: Mark Czarnecki

Residents: Vito Farelli, Mark Summerville and Lauren Patton

DISCUSSION ITEMS:

Mr. Farelli reviewed his proposal for cameras at RBNP. Mr. Farelli explained the placement of various cameras and their functions including a license plate reader. The Supervisors decided to start with 2 cameras on the Blending Barn and add additional cameras as the Change House and the front entrance are completed.

Mr. Czarnecki gave copies of Comcast bid for RBNP at \$102.94 per month. It was decided to wait until Mr. Farelli was ready to start the camera installation before starting the internet service.

The Supervisors discussed the recent election of Kim Klingensmith to Township Auditor and the resignation of Ms. Neely and Ms. Anderson. Ms. Matsco had contacted Sara Beth Miller to ask if she was willing to be reappointed as a Township Auditor. Ms. Matsco informed the Board that she had just heard back from Ms. Miller that she was willing to be reappointed. Ms. Matsco inquired if Ms. Patton was willing to serve as a Township Auditor for a 2-year term. Ms. Patton agreed. Motions will be placed on next week's Agenda to appoint the 2 new Auditors.

The Supervisors reviewed the proposed Resolution to Fix the Township's Millage rate at 1.3186 in compliance with the county wide reassessment. A Motion will be placed on next week Agenda to set the new Millage rate.

A Motion will be placed on next week's Agenda to approve the Joint Tax Collector Resolution between Potter Township and Raccoon Township regarding Linda McCoy being Raccoon Township's Tax Collector and Potter Township's Deputy Tax Collector.

The Supervisors reviewed a proposal from Shell to meet with the Supervisors regarding Shell's



Conditional Use Permit. Shell is proposing submitting their Lot Consolidation proposal by December 18th and submitting their Lighting Study by February 15th. The Supervisors are considering issuing citations if these dates are not met and are consider a special meeting at the end of December if the December18th date is not met.

Mr. Czarnecki gave the Supervisors a pair of letters he had received from Shell regarding work that was going to be conducted at the plant. One letter is related to Water Quality and improvements to the water treatment to remove hydrocarbons. The other letter is related to Shell using temporary boilers over the next 9 months to complete work at the plant.

A Motion will be put on next week's Agenda to list the GHRIP shared Lee Boy 8500 paver on MunciBid with a reserve of \$4,000. Mr. Czarnecki informed the Board that the Cornelius Trailer had been sold for \$8,000.

Mr. Czarnecki shared a Letter of Interest from Jeffrey Winkle to be appointed Township Primary Sewage Enforcement Officer. The letter included his 2024 fees schedule. Ms. Matsco asked Mr. Czarnecki if he had received a Letter of Engagement from the Township's current SEO Mike Grove. Mr. Czarnecki stated he had yet to receive anything back. The Supervisors decided to consider appointing Mr. Winkle if no letter was received from Mike Grove in time for the Organization Meeting in January.

The Supervisors accepted a bid from Center Electric Service for \$925 to replace the lighting in the Road Departments parking area. Since the amount was below the multiple bid requirement and necessary for the Road Department crew to work safely since it stays dark so long this time of the year no motion was considered necessary.

The Supervisors decided to take no action to renew the All Traffic Solutions contract since the Township does not utilize the service.

Mr. Czarnecki provided the latest Act 57 letter from DEP. The letter stated that an additional \$535,482.88 was being made available to the Township bringing the total funds available to \$1,899,626.03. The Township has submitted applications in the amount of \$1,239,041.85. Mr. Czarnecki stated that DEP had informed him that this was probably the last of any penalties that would be available. He hoped to hear about final approval within the next couple weeks.

Mr. Shamp asked Mr. Czarnecki to contact 2 companies to get the floors in the Municipal building refinished.



THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 7:20 P.M.

MOTION: Al Cwynar

Second: Earl Shamp

MOTION CARRIED

Respectfully Submitted,

**Mark Czarnecki
Secretary/Treasurer**