



Business Meeting

December 13, 2023

The Potter Township Supervisors held their monthly Business Meeting on Wednesday December 13, 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 AI, Cwynar and Earl Shamp

Secretary/Treasurer: Mark Czarnecki

Solicitor: Garen Fedeles

Engineer: Dan Sell

Center Township Police Department: Aldo Legge

Potter Twp VFD: Vicki Carlton, Sue Nash and Louise Podnar

Road Department: Justin Cwynar

Citizens: Pam Petrella, Kim Klingensmith, Lauren Patton, Mark Summerville, Zac Saunders, Vicky Michaels, Terry Baumgardner and Clifford Lau

MEETINGS:

On November 9, Ms. Matsco Mr. Cwynar and Mr. Shamp met with Sleighter Design regarding the Change House at RBNP.

On November 9, Ms. Matsco, Mr. Cwynar and Mr. Shamp met with Greenland Construction and SGA regarding the Blending Barn at RBNP.

On November 9, Ms. Matsco, Mr. Shamp and Mr. Cwynar held a meeting with French Engineering regarding Intermodal Transportation.

On November 14, Ms. Matsco attended a virtual RECAP meeting.

On December 5, Ms. Matsco attended a Southwestern PA Commission meeting at the Beaver County Courthouse.

On December 6, Ms. Matsco, Mr. Shamp and Mr. Cwynar held a Work Session at the Municipal Hall.

On December 7, Mr. Cwynar attended a meeting of the Central Valley School Board.

On December 11, Ms. Matsco, Mr. Shamp and Mr. Cwynar met with Kevin Hindes from play & park structures regarding the proposed playground on Pleasant Dr.

On December 13, Ms. Matsco, Mr. Cwynar and Mr. Shamp held a virtual meeting with Neva Stotler regarding outstanding legal matter.



READING OF THE MINUTES OF THE TOWNSHIP BUSINESS MEETING HELD ON NOVEMBER 8, 2023.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

READING OF THE MINUTES OF THE WORK SESSION MEETING HELD ON DECEMBER 6, 2023.

MOTION: EARL SHAMP SECOND: AL CWYNAR MOTION CARRIED

CITIZENS:

NO COMMENTS

OLD BUSINESS:

MOTION TO APPROVE THE BUDGET FOR FISCAL YEAR 2024, OF THE TOWNSHIP OF POTTER, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA, APPROPRIATING SPECIFIC SUMS ESTIMATED TO BE REQUIRED FOR THE SPECIFIC PURPOSES OF THE MUNICIPAL GOVERNMENT, HEREINAFTER SET FORTH, DURING THE FISCAL YEAR 2024.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

Ms. Matsco stated that the Budget for 2024 included no Tax Increases. However, the Townships Milage will be set at 1.3186 to reflect the County's reassessment.

RESOLUTION NO-8-2022, A RESOLUTION FIXING THE RATE FOR THE YEAR 2024 TO COMPLY WITH THE COUNTY WIDE.

MOTION: EARL SHAMP SECOND: AL CWYNAR MOTION CARRIED

MOTION TO ENACT ORDINANCE 148, AN ORDINANCE OF THE TOWNSHIP OF POTTER, A SECOND-CLASS TOWNSHIP OF BEAVER COUNTY OF THE COMMONWEALTH OF PENNSYLVANIA, RESCINDING ORDINANCE 2016-142 REGARDING THE INTERGOVERNMENTAL COOPERATION AGREEMENT WITH CENTER TOWNSHIP FOR THE AREA OF JOINT MUNICIPAL JURISDICTION WITH CENTER TOWNSHIP.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED



Ms. Matsco said they hoped the agreement with Center Twp should end by the end of 2023 and only had 1 outstanding item. She also stated that the new boundary had been recorded with the county.

NEW BUSINESS:

MOTION TO APPOINT REBECCA MATSCO AS TEMPORARY CHAIRWOMAN FOR THE ORGANIZATION MEETING ON JANUARY 2, 2024.

MOTION: EARL SHAMP SECOND: AL CWYNAR MOTION CARRIED

MOTION TO APPOINT MARK CZARNECKI AS TEMPORARY SECRETARY FOR THE ORGANIZATION MEETING ON JANUARY 2, 2024.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

MOTION TO APPROVE RESOLUTION NO. 7-2023, A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE TOWNSHIP OF RACCOON, AN ADJOINING OR CONVENIENTLY LOCATED TAXING DISTRICT PURSUANT TO THE LOCAL TAX COLLECTION LAW, TO PERMIT THE TOWNSHIP OF POTTER'S DEPUTY TAX COLLECTOR, LINDA MCCOY, THROUGH THE TOWNSHIP OF POTTER'S ELECTED TAX COLLECTOR, VICTORIA LEININGER, TO COLLECT THE REAL ESTATE AND SCHOOL TAXES OF THE TOWNSHIP OF RACCOON, ALONG WITH THE TOWNSHIP OF RACCOON'S FIRE HYDRANT ASSESSMENT FEES, BECAUSE OF THE VACANCY IN THE OFFICE OF THE TAX COLLECTOR IN THE TAXING DISTRICT OF THE TOWNSHIP OF RACCOON.

MOTION: SECOND:

No action was taken on the motion and it will be deferred until next month.

MOTION TO MAKE FINAL PAYMENT TO GREENLAND CONSTRUCTION IN THE AMOUNT OF \$38,311.16 FOR COMPLETION OF WORK ON THE BLENDING BARN AT RBNP.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

Ms. Matsco said that work on the Blending Barn had been completed and was open to the public.

MOTION TO LIST THE LEE BOY 8500 PAVER ON MUNICIBID AT A RESERVE PRICE OF \$4,000.

MOTION: AL CWYNAR SECOND: EARL SHAMP MOTION CARRIED

MOTION TO ACCEPT THE BID FROM FARELLI CONSULTING GROUP FOR INSTALLATION OF



SECURITY CAMERAS AT RBNP FOR THE AMOUNT OF \$2,528.99.

MOTION: EARL SHAMP

SECOND: AL CWYNAR

MOTION CARRIED

MOTION TO APPROVE AND SIGN THE 2024 BEAVER COUNTY HUMANE SOCIETY CONTRACT AT THE COST OF \$3,500.04 FOR THE FISCAL YEAR 2024.

MOTION: AL CWYNAR

SECOND: EARL SHAMP

MOTION CARRIED

SOLICITOR'S REPORT:

Ms. Matsco stated that it had been 7 years since the Shell Conditional Use Permit hearing and the last remaining items were concluding. Mr. Fedeles stated that Shell had said they would be sending information regarding the Lot Consolidation by December 18th and the Lighting Study by February 18th. He stated that once the information is reviewed it would be presented in a public meeting. Ms. Matsco stated that the Township is considering fining Shell if these deadlines are not met.

ENGINEER'S REPORT:

Mr. Sell stated he was working with the Township to mark the boundary on Cade Dr so the Road Department would know to start work for snow removal. It is not known if the developer had turned the road over to the Township yet.

PLANNING COMMISSION: No Written Report Submitted

FIRE DEPARTMENT:

Ms. Carlton asked if county dispatch had been notified about the new residence on Cade Dr. Mr. Fedeles said that once the change had been registered with the county the information would be shared with the dispatch center. The Supervisors thanked the Fire Department for Santa coming thru the Township.

RECREATION BOARD:

Mr. Justin Cwynar stated the contract for the Speed Monitoring Traylor had expired with All Traffic Solutions. He recommended that it be renewed because it also covers the maintenance



on the trailer.

Motion to renew the contract with All Traffic Solution for maintenance and monitor on the Speed Monitoring Trailer.

Motion: EARL SHAMP

Second: AL CWYNAR

MOTION CARRIED

ROAD DEPARTMENT: No Written Report Submitted

POLICE DEPARTMENT:

Chief Legge said boundary change on Cade Dr will affect the reports he files with the Township. Mr. Czarnecki will get him a list of the residences affected.

REAL ESTATE TAX COLLECTOR:

Victoria Leininger submitted the November 2023 Real Estate Tax Report to the Supervisors

TREASURER'S REPORT:

Account	Balance	Total Bills per account
General Fund Account	\$1,219,491.28	Bills for this account totaled \$312,921.92
State Liquid Fuels Account	\$16,354.26	Bill for this account totaled \$475.66
Capital Equipment Account	\$29,756.45	Bills for this account totaled \$750.00
Escrow Money Account	\$47,662.78	No Bills
Public Safety Account	\$1,501,229.35	Bills for this account totaled \$15,416.67
DCNR Grant Fund Account	\$1,745.63	Bills for this account totaled \$75,000.00
Recreation Board Account	\$960.71	Bills for this account totaled \$1,151.01

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

MOTION: AL CWYNAR

SECOND: EARL SHAMP

MOTION CARRIED

ANNOUNCEMENTS:



- The Planning Commission will not meet in December unless needed.
- The Municipal Office will be closed December 22nd and 25th for the Christmas Holiday.
- The Municipal Office will be closed December 29th and January 1st for the New Years Holiday.
- The Supervisor's Organization Meeting will be held Tuesday January 2, 2024 at 6:00 PM with the Regular Business meeting to follow.
- The Township Office will be closed on Monday, January 15th in observance of Martin Luther King Jr. Day.
- The Supervisors will hold their next Work Session on Wednesday, February 7th at 6:00 PM at the Municipal Building.
- The Golden 50s Dinner will be held on February 9th at the Municipal Hall at 6:00 PM.
- The Supervisors will hold the next Township Business Meeting Wednesday, February 14th at the Municipal Hall.
- The Municipal Office will be closed on Monday, February 19th for Presidents Day.

The Board welcomed Kim Klingensmith who was elected as Township Auditor and Sara Beth Miller and Lauren Patton who were appointed.

THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 6:40 P.M.

MOTION: EARL SHAMP

SECOND: AL CWYNAR

MOTION CARRIED

Respectfully Submitted,

Mark Czarnecki
Secretary/Treasurer