



## Work Session Minutes

APRIL 3, 2024

The Potter Township Supervisors held their monthly Work Session on Wednesday April 3, 2024 at the Potter Township Municipal Building. Ms. Matsco called the meeting to order at 6:00 P.M.

In attendance were:

Supervisors: Rebecca Matsco, Tom Ruff and Al Cwynar

Secretary/Treasurer: Mark Czarnecki

Citizens: Lauren Patton and Earl Shamp

### DISCUSSION ITEMS:

Ms. Matsco started the meeting by stated the Supervisors were going to meet with Shell at 8:00 PM that evening to view the work Shell was doing on the Lighting Study.

The Supervisors reviewed the Kirby Built catalog for amenities for RBNP. They decided to order 2 garbage cans with lids, 1 bench and 1 message board.

Ms. Matsco stated that the Supervisors had met with representative from Gordian and EADS and Clark Construction to discuss the projects related to the Shell ACT 57 fines. They had decided to break down the projects into separate proposals in order to clarify each projects needs and time line. EADS will resubmit estimates and proposals in the coming weeks. Mr. Ruff will talk with Shoup Engineering to get a contour map of the property at 327 Pleasant Dr. for EADS. Mr. Czarnecki will follow up with Kevin Hindes of play&park Structures about starting the design for the new playground. The Supervisors will try and schedule a meeting with residents of Pleasant Dr about planning the new playground.

Ms. Matsco will contact Hancock Architecture and Greg Merges about planning for projects for the remaining Shell ACT 57 fines. The projects include increasing energy efficiency of the Municipal Hall.

A Motion will be placed on the agenda for next week's meeting regarding the Planning Commission recommendation to accept the Lot Consolidation at 327 Pleasant Dr.

A Motion will be placed on the agenda for next week's meeting to publish the 2023 Township Financial Statement.

Mr. Czarnecki stated that the Township's 2023 Municipal Annual Audit & Financial Report had been received from J. Martin and Associates and filed with the state. The Supervisors will ask for in person meetings with the Auditors in the future when the audit is completed.

Ms. Patton discussed changes to the Township's Annual Inventory Audit. The Auditors believe that many of the items now counted in the inventory are not necessary. The discussion included how to manage purchasing, tracking of supplies, inventory controls and asset tracking.

Ms. Matsco informed the Board that the HOA for the homes on Cade Dr had formed. They have not yet elected officers but would be doing so soon.

Ms. Matsco will contact Nathan Morgan about filing the vacancy for the Solicitor for the Zoning Hearing Board.

**THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 7:30 P.M.**

**MOTION: Tom Ruff**

**Second: Al Cwynar**

**MOTION CARRIED**

**Respectfully Submitted,**

**Mark Czarnecki  
Secretary/Treasurer**