



Business Meeting Minutes

February 14, 2024

The Potter Township Supervisors held their Regular Business Meeting on February 14, 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 Al, Cwynar and Tom Ruff

Secretary/Treasurer: Mark Czarnecki

Solicitor: Garen Fedeles

Engineer: Dan Sell

Citizens: Earl Shamp, Ronald Lyle, Lauren Patton and Caroline Czarnecki

RESQERS: Vicky Carlton and Joshua Worth

CTPD: Dennis Fleming

Clean Air Council: Terry Baumgardener

BCMAC: Hilary O'Toole

MEETINGS:

On January 25, 2024 Ms. Matsco and Mr. Ruff attended the Beaver County Regional Council of Governments Meeting.

On February 7, 2024 Ms. Matsco, Mr. Cwynar and Mr. Ruff held a Work Session.

On February 12, 2024 Ms. Matsco, Mr. Ruff and Mr. Cwynar met with Gordian and Clark Construction regarding projects related to the Act 57 funds.

On February 14, 2024 Ms. Matsco, Mr. Ruff and Mr. Cwynar met virtually with Steve Cunningham and Rachel Depan regarding Shell traffic patterns and traffic lights.

On February 14, 2024 Ms. Matsco, Mr. Cwynar and Mr. Ruff met in Executive Session regarding a legal matter.

READING OF THE MINUTES OF THE TOWNSHIP ORGANIZATION MEETING HELD ON JANUARY 2, 2024.

MOTION: AL CWYNAR SECOND: TOM RUFF MOTION CARRIED

READING OF THE MINUTES OF THE TOWNSHIP BUSINESS MEETING HELD ON JANUARY 2, 2024.

MOTION: TOM RUFF SECOND: AL CWYNAR MOTION CARRIED

READING OF THE MINUTES OF THE WORK SESSION MEETING HELD ON FEBRUARY 7, 2024 AS AMENDED.

MOTION: AL CWYNAR SECOND: TOM RUFF MOTION CARRIED

CITIZENS:

No Comments from Citizens.

Ms. Matsco invited Mr. Worth from RESQRS to present his proposal to the meeting. Mr. Worth explained the history of RESQRS and the services they could provide to the townships. He also explained the differences between RESQRS and Medic Rescue.

Ms. Carlton stated that of the 90 calls for ambulance services in Potter Township last year RESQRS responded to 4. RESQRS has proposed \$22,500 for a group membership for all Potter residents. The membership would eliminate insurance Co-Pays and Deductibles for ambulance services. RESQRS would also assist residents without insurance in getting financial assistance through other programs.

Mr. Ruff asked how many ambulances RESQRS currently had in the area. MR. Worth stated they have one but as call volume and area of coverage increases, they would add more. They have met recently with other communities in the area.

Ms. Matsco stated that the township had budgeted for ambulance services in the 2024 budget but would need to look into how many residents currently have memberships before taking further action.

OLD BUSINESS:

Motion to approve Indemnification Agreement was tabled pending further changes.

NEW BUSINESS:

MOTION TO APPROVE THE TOWNSHIPS HOLIDAY SCHEDULE FOR 2024 (ATTACHED).

MOTION: TOM RUFF

SECOND: AL CWYNAR

MOTION CARRIED

MOTION TO HIRE GENERAL eCODE TO CODIFY THE TOWNSHIPS MUNICIPAL CODE AT A COST OF \$13,995.00 PLUS \$250.00 FOR ANY ADDITIONAL PRINTED COPIES.

MOTION: AL CWYNAR

SECOND: TOM RUFF

MOTION CARRIED

MOTION TO APPROVE THE FOLLOWING RESOLUTIONS;

RESOLUTION 03-2024	APPROVAL OF PAYMENT OF ROUTINE OBLIGATIONS
RESOLUTION 04-2024	DESIGNATION OF TOWNSHIP DEPOSITORIES
RESOLUTION 05-2024	DETERMINATION OF 2024 MILEAGE COMPENSATION
RESOLUTION 06-2024	APPOINTMENT OF INDEPENDENT AUDITOR FOR 2023 AUDIT
RESOLUTION 07-2024	APPOINTMENT OF EMERGENCY SERVICES
RESOLUTION 08-2024	APPOINTMENT TO ZONING HEARING BOARD
RESOLUTION 09-2024	ACT 44 DISCLOSURE STATEMENT AND 2024 MMO
RESOLUTION 10-2024	ESTABLISHMENT OF FEE SCHEDULE FOR REGULATED ACTIVITIES
MOTION: TOM RUFF	SECOND: AL CWYNAR MOTION CARRIED

MOTION TO APPOINT EARL SHAMP TO THE VACANCY BOARD FOR A 1 YEAR TERM.

MOTION: AL CWYNAR SECOND: TOM RUFF MOTION CARRIED

Ms. Patton said the auditors had emailed the Annual Inventory Audit results the Supervisors and requested to discuss changes to the audit procedure with the Supervisors at the next Work Session.

SOLICITOR'S REPORT:

Mr. Fedeles stated the Supervisors had a scheduled meeting with Shell on Friday February 16, 2024 to discuss outstanding issues including lot consolidation.

ENGINEER'S REPORT:

Mr. Sell stated that the monument markers had been installed on Cade Dr. based on maps provided by LSSE.

The Supervisors requested that Widmer plans for the driveway and parking for the new playground on Pleasant Dr.

PLANNING COMMISSION: No Written Report Submitted

FIRE DEPARTMENT:

Ms. Carlton stated that the new Brush Truck was almost complete and should be picked up next month. She also asked if there was any update on the Frankfort Rd Bridge construction. The Supervisors stated that had not received any updates from PennDot on a start date.

RECREATION BOARD:

Ms. Matsco stated that the Recreation Board had held the Golden 50s Dinner and it was well attended.

ROAD DEPARTMENT: No Written Report Submitted

POLICE DEPARTMENT:

Officer Fleming stated that they would not be opening the gates at the canoe launch until it could be repaired later in the spring.

Mr. Ruff requested that the Speed Monitor Cart be removed from Pleasant Dr. until it can be repaired because it is not set to the correct speed. Ms. Matsco requested that a Speed Monitor Cart be placed at the merge point on Route 18 after the Shell Plant. Officer Fleming would look into it.

REAL ESTATE TAX COLLECTOR:

Victoria Leininger submitted the December 2023 and January 2024 Real Estate tax Report to the Supervisors.

TREASURER'S REPORT:

Account	Balance	Total Bills per account
General Fund Account	\$2,289,050.91	Bills for this account totaled \$94,839.28
State Liquid Fuels Account	\$8,728.61	Bills in this account totaled \$480.31
Capital Equipment Account	\$29,857.49	No bills.
Escrow Money Account	\$47,662.78	No Bills.
Public Safety Account	\$1,476,374.03	Bills for this account totaled \$16,250.00.
Raymond James Investment Account	\$15,669,262.89	Bills in this account totaled \$36,036.91
Recreation Board Account	\$525.31	No Bills

MOTION TO ACCEPT THE TREASURER'S REPORT AND PAY BILLS FOR THE MONTH OF FEBRUARY 2024.

MOTION: TOM RUFF

SECOND: AL CWYNAR

MOTION CARRIED

THERE BEING NO FURTHER DISCUSSION THE WORK SESSION ADJOURNED AT 6:55 P.M.

MOTION: AL CWYNAR

SECOND: TOM RUFF

MOTION CARRIED

Respectfully Submitted,

**Mark Czarnecki
Secretary/Treasurer**