AGENDA
Potter Township Business Meeting
October 14 2026

Call to Order:
Salute to Flag:

MEETINGS:

9/16 Budget Meeting
9/17 School Board meeting
9/30 Meeting with Steve Paxton
10/1 Budget Meeting
10/7 Worksession
10/9 Bartlett trees
10/13 VFD meeting

MOTION TO APPROVE MINUTES OF THE BOARD MEETING OF SEPTEMBER 9, 2026.
MOTION: **SECOND:**

MOTION TO APPROVE MINUTES OF THE BOARD MEETING OF SEPTEMBER 23, 2026.
MOTION: **SECOND:**

MOTION TO APPROVE THE MINUTES OF THE TOWNSHIP WORK SESSION OF OCTOBER 7, 2026.
MOTION: **SECOND:**

CITIZENS:

Any individuals wishing to make public comment, please state your name and whether you are a taxpayer of Potter Township. Please limit individual comments to five (5) minutes and direct all comments to the Chairperson. The public comment period is not for debate or to answer questions; rather it is for "comment on matters of concern, official action or deliberation…prior to taking official action" (PA Sunshine Act, Section 710.1)

NEW BUSINESS:

MOTION TO ACCEPT THE TERMINATION FROM INDEPENDENCE CONSERVANCY TO PERFORM WORK ON POTTER TOWNSHIP PROPERTY FOR 2026 AND THE REMAINING YEARS LEFT ON THE PROPOSAL WHICH IS THROUGH DECEMBER 2028.

MOTION: **SECOND:**

MOTION TO ACCEPT THE ROOF QUOTE FOR THE NEW PAVILION FROM L.C. RENNINGER GROUP, INC IN THE AMOUNT OF $4,122.43

MOTION: **SECOND:**

MOTION TO ACCEPT THE GATE OPENER QUOTE FOR THE GATE AT ROCKY BEND FROM DUQUESNE FENCE IN THE AMOUNT OF $14,500.

MOTION: **SECOND:**

MOTION TO ACCEPT THE QUOTE FOR THE SPLASH PAD GATE FROM DUQUESNE FENCE IN THE AMOUNT OF $2,200.

MOTION: **SECOND:**

MOTION TO APPROVE THE QUOTE FOR THE DRONE FOR CTPD FROM SKYDIO IN THE AMOUNT OF $34,572.09

MOTION: **SECOND:**

MOTION TO APPROVE THE QUOTE FROM MGSOFT FOR A NEW OFFICE LAPTOP IN THE AMOUNT OF $1,885.

MOTION: **SECOND:**

MOTION TO APPROVE THE UPDATED LETTER OF ENGAGEMENT FOR ACCOUNTING SERVICES FROM KATHY ONUSKA IN THE AMOUNT OF $100 PER HOUR.

MOTION: **SECOND:**

MOTION TO ADVERTISE THE 2027 PROPOSED BUDGET FOR 20 DAYS.

MOTION: **SECOND:**

MOTION TO AUTHORIZE SECRETARY, JAIME ALBERTSON TO SELL A 2015 FORD F250 ON MUNICIBID AND SIGN ON BEHALF OF POTTER TOWNSHIP.

MOTION: **SECOND:**

SOLICITOR'S REPORT:

ENGINEER'S REPORT:

POLICE DEPARTMENT: The Department submitted a written report to the Supervisors.

ROAD DEPARTMENT:

POTTER TWP VFD:

PLANNING COMMISSION REPORT:

RECREATION BOARD REPORT:

TREASURER'S REPORT: **(included in handout}**

MOTION TO ACCEPT THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF SEPTEMBER 2026.
MOTION: **SECOND:**

ANNOUNCEMENTS:

- The Planning Commission will not meet in October unless needed.
- The Board of Supervisors will hold a Work Session on November 4 at 7 PM in the Municipal Building.
- The Board of Supervisors will hold a Business Meeting on November 25 at 7 PM in the Municipal Building instead of November 11 (VETERANS DAY)
- Potter Township is looking for an Emergency Operations Coordinator (EOC)
- The Monaca library is having Storytime @ Potter Twp on Oct 21, and Nov 18 at 10am

MEETING ADJOURNED:
MOTION: **SECOND:**