

**POTTER TOWNSHIP
BOARD OF SUPERVISORS
MEETING OF JANUARY 3, 2017**

The annual reorganization and first regular monthly meeting of the Potter Township Board of Supervisors was held on Tuesday, January 3, 2017, in the Township Meeting Room, 124 Short Road, Spring Mills, PA with Supervisors Dick Decker, Melvin Dutrow, Karl Eysenbach, Denny Foust and Jake Tanis present. Staff present: Road Superintendent Budd Brooks, and Secretary/Treas. Lisa Kroner.

At 7:00 P.M. Acting Chair Decker asked everyone to stand and pledge allegiance to the flag after which he opened the floor for nominations for Chair.

Mr. Tanis nominated Mr. Decker, seconded by Mr. Eysenbach; nominations were closed by Mr. Foust, **vote carried with 4 votes (with Mr. Decker abstaining).**
Chairperson is Dick Decker.

Mr. Foust nominated Mr. Tanis for Vice Chair, seconded by Mr. Eysenbach & closed the nominations; **vote carried with 4 votes (with Mr. Tanis abstaining).**
Vice Chairperson is Jake Tanis.

Reorganization is as follows:

Secretary/Treasurer is Lisa Kroner by motion of Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**
Road Superintendent is **Budd Brooks** by motion of Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

Solicitor is Robert Rayman by motion of Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

Certified Public Accountant/Auditor is Baker Tilly (Rick Bair) by motion of Mr. Tanis, seconded by Mr. Foust, **motion carried 5-0.** Baker Tilly engagement letter was signed.

Open Records Officer is Lisa Kroner by motion of Mr. Foust, seconded by Mr. Dutrow, **motion carried 5-0.**

SEO-Primary is Stanley Wallace with fee schedule.

SEO-1st Alternate is Pam Winter.

SEO-2nd Alternate is Dennis Grove

Above 3 were approved by motion by Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

Memorandum of Understanding for SEO services was approved with no change by motion of Mr. Tanis, seconded by Mr. Foust, **motion carried 5-0.**

Construction Code Enforcement is HJB Code Consultants (Harry J. Burd) by motion of Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

Zoning Officer is Stan Wallace.

Alternate Zoning Officer is Budd Brooks.

Sewage Management Program-Enforcement Officer is Stan Wallace.

Sewage Management Program Administrator is Pam Winter.

Above 4 were approved by motion by Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

Engineer-Primary is Don Franson with fee schedule

Engineer-Alternate is ELA Group with fee schedule

Traffic Engineer is McCormick Taylor with fee schedule

Above 3 were approved by motion by Mr. Foust, seconded by Mr. Eysenbach, **motion carried 5-0.**

Bank-Primary is Jersey Shore State Bank (All checking, 1-CD, & 1-Escrow account)

Bank-Secondary is First National Bank (All Escrow Savings accounts)

Number of signatures on each check is 3 (2-originals & 1-facsimile except liquid fuels)

(**Liquid Fuels** requires all originals signatures)

Check Signatories – Chairman, Vice Chair

and Treasurer

Treasurer's Bond is \$1,250,000

Above 5 were approved by motion by Mr. Foust, seconded by Mr. Dutrow, **motion carried 5-0.**

Planning Commission appointments 4-year term:

Mary Carol Frier and H. Paul Sampsell were reappointed.

Planning Commission Secretary is Pam Winter.

Penns Valley Regional Planning Commission 2-year term is Jake Tanis.

Zoning Hearing Board-5 year term is Madge Ludwig.

Zoning Hearing Board Alternate is Allen Ishler.

Zoning Hearing Board Solicitor is Alan Kirk.

Above 7 were approved by motion by Mr. Foust, seconded by Mr. Eysenbach, **motion carried 4-0. (with Mr. Tanis abstaining).**

Emergency Management Coordinator is Sally Tanis, by motion of Mr. Foust, seconded by Mr. Eysenbach, **motion carried 4-0 (with Mr. Tanis abstaining).**

Spring Creek Watershed Commission Primary Representative is David Whiteman

Spring Creek Watershed Commission Alternate is Bill Fleckenstein

Vacancy Board is T. Craig Weidensaul

Above 3 were approved by motion by Mr. Foust, seconded by Mr. Tanis, **motion carried 5-0.**

PSATS Conference Voting Delegate is Dennis Foust by motion by Mr. Tanis, seconded by Mr. Decker, **motion carried 4-0 (with Mr. Foust abstaining).**

PSATS/all Conferences cost reimbursement includes registration, hotel accommodation, meal expense and mileage for Township representatives. Additional expenses will/will not be covered as in past practice.

Tri-Municipal Park Advisory Board 3-year term is Karl Eysenbach, by motion by Mr. Foust, seconded by Mr. Tanis, **motion carried 4-0. (with Mr. Eysenbach abstaining).**

Fire Tax Committee Rep & check signer is Dennis Foust by motion by Mr. Tanis, seconded by Mr. Dutrow, **motion carried 4-0 (with Mr. Foust abstaining).**

Act 32 – EIT Committee is Denny Foust as Primary delegate, by motion by Mr. Tanis, seconded by Mr. Eysenbach, **motion carried 4-0 (with Mr. Foust abstaining).**

Fee in-lieu-of parkland (estab. 3/13/06) on schedule of fees \$1,250.

2017 Meeting Dates, Time & Place: previously established, approved and advertised.

Mileage reimbursement for 2017 @ IRS approved rate: 53.5¢ per mile effective 1/1/2017.

At 7:35 P.M. the regular meeting was called to order.

Chairman Decker called the regular meeting to order at 7:35 P.M.

Public Comments

None

Approval of Minutes

Minutes of the December 12, 2016 meeting were approved as presented by motion by Mr. Dutrow, seconded by Mr. Foust, **motion carried 5-0.**

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Zoning Officer's Report – distributed, no discussion.

Secretary's Report – Lisa Kroner

- Presented invitation from Governor Wolf to attend the 101st Pennsylvania Farm Show, Public Officials Day on Jan. 11th
- PA Township News subscription. Requested to be notified if any board member wishes to cancel their subscription for the monthly publication? Board of Supervisors approved to add a subscription for the Zoning Officer.
- Thank you card from Centre-Hall/Potter Twp Food Pantry & letter from Penns Valley Conservation Association for monetary donations
- Invitation to Clearwater Conservancy's 2017 Winter Gala on Feb. 10th
- Requests from insurance agencies to provide quotes for general liability. Board will review quotes received.

All correspondence was copied to the Supervisors. No questions.

Road Superintendent's Report – Budd Brooks

- Reported they are restocking salt in the self-contained bins.
- Reported the mountain roads are soft and not suitable for heavy hauling
- Centre County Commissioners have approved our application for County Aid (Liquid Fuels Fund) in the amount of \$40,000
- A blower at Country Club Park malfunctioned. A new blower was ordered and installed.
- Request for stone bids has been advertised and will be opened at Feb. 6th meeting.

Old Business

- Potters Mills Central System – Received Completeness Review Notification from Centre County Conservation District regarding NPDES permit application.
- Budd met with DCNR at Potters Mills Park. Photos of the work completed were sent to DCNR. Awaiting approval on the work completed to receive final payment from grant.
- Reviewed letter from Centre Hall Fire Company regarding audit of the General and Fire Tax Fund. No action was taken.

New Business

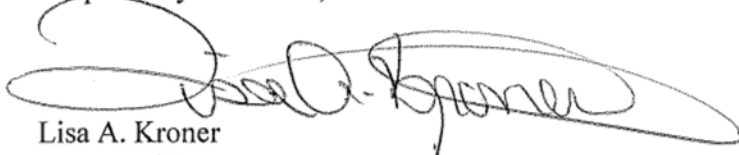
- Resolution #1-2017 Schedule of Fees was presented. The fees for tax collector certificates and duplicates should be added as #21 and CCP public sewer fees, including late fee for rebilling added as #22. Those revisions will be added for review at next monthly meeting. Mr. Tanis made a motion to approve the Resolution, seconded by Mr. Dutrow, **motion carried 5-0**.
- Resolution #2-2017 was presented for Authorization for Disposal of Records as set forth in the Municipal Records Manual. Mr. Eysenbach made the motion to approve, seconded by Mr. Foust, **motion carried 5-0**. Signed.

Open Discussion

Adjourn

At 8:24 P.M. Mr. Foust made a motion to adjourn, seconded by Mr. Tanis, meeting adjourned.

Respectfully submitted,



Lisa A. Kroner
Secretary/Treasurer