

**POTTER TOWNSHIP BOARD OF SUPERVISORS**

**Meeting Minutes**

**Monday, June 17, 2019**

**ATTENDED BY:**

**Board:** Dick Decker, Chair  
Jake Tanis, Vice-Chair  
Melvin Dutrow  
Karl Eysenbach  
Dennis Foust

**Staff:** Lisa Kroner, Township Secretary/Treasurer  
Budd Brooks, Road Superintendent  
Robert Rayman, Solicitor

**CALL TO ORDER**

Chairman Decker called the June 17, 2019, regular meeting of the Potter Township Board of Supervisors to order at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS**

Mr. Erskine Cash, representing the Centre Hall-Potter Food Pantry presented an update on the services and funding for those services. Information on the YMCA Feeds Kids Anti-Hunger Program was given. A Backpack Weekend Food Program is offered during the schoolyear, and a Summer Lunch Program starting in June. Summer Lunch program is in need of financial support. Mr. Foust made a motion to support the Backpack Food Program with a \$500 monetary donation. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**CONSENT AGENDA**

Mr. Dutrow made a motion to approve the minutes of the June 3, 2019 board meeting as presented. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Mr. Foust made a motion to approve the May 2019 Financial Report. Mr. Tanis seconded the motion. **Motion carried unanimously.** Mr. Tanis moved to approve the payment vouchers due before July 1<sup>st</sup>. Seconded by Mr. Dutrow. **Motion carried unanimously.**

**CONDITIONAL USE HEARING**

Chairman Decker recessed the regular meeting and opened the Conditional Use Hearing for Columbia Gas of PA at 7:20 p.m.. Solicitor Rayman conducted the hearing.

**I. Findings of Fact**

1. The applicant is Columbia Gas of Pennsylvania, which is authorized by property, Scott K. Long, to file the Application.
2. The property in question is Parcel No. 20-3-36, is located in the Agricultural District.
3. Applicant seeks a conditional use for a point of delivery station for natural gas.

4. Minimal parking will be added.
5. Current use of the property, and neighboring properties, is agriculture.
6. Applicant intends to construct pipes, valves, and meters to be surrounded by a cyclone fence.
7. No outdoor lighting is currently proposed.
8. Traffic to site is estimated to be weekly.
9. Construction would start in September 2019 and be completed by March 2020.
10. Applicant will construct a turn-around on existing road.
11. The facility will provide natural gas to Centre Hall Borough and surrounding area.

II. Conclusions: The application for a point delivery station is approved. The use is subject to the following conditions:

1. Any outdoor lighting must be shielded to prevent spillage onto neighboring properties.
2. A landscaping barrier shall be installed around the facility and a landscape plan approved by the Township.
3. Parking shall be limited to more than three (3) spaces.
4. No work shall be performed between the hours of 10:00 p.m. and 6:00 a.m. except in the case of an emergency.
5. Applicant shall comply with all local, state, and federal regulations and obtain all applicable permits.

Mr. Tanis made a motion to approve the Conditional Use Application with the listed conditions. Second by Mr. Decker. **Vote in favor was unanimous. 5-0.**

### **OLD BUSINESS**

Feedback regarding the proposed revised sign ordinance was offered from the Zoning Officer and Solicitor. Points of concern are enforcement, non-conforming use and violations.

The Tri-Municipal Park Agreement among the three municipalities is that the municipalities would fund the maintenance of the property on an equal basis (except for the wells which is solely Centre Hall's responsibility). The agreement did not include provisions to allow a municipality to make in kind service contributions or allow a municipality to set the rate of such contributions.

MOU (Memorandum of Understanding) from JFDC Land Acquisition, LLC was presented for review and action. Mr. Eysenbach made a motion that the board approve entering into a Memorandum of Understanding with the developer for engineering fees incurred from the township engineers concerning this project. Second by Mr. Foust. **Motion carried unanimously.**

### **NEW BUSINESS**

A yearly comparison of the cost to provide the Riff Raff program was examined. A list of the acceptable items will be crafted and published in the fall newsletter, along with a reminder that the service is for township residents only.

A request for Zoning Permit and Municipal Approval for construction of a pool was submitted for conditional approval due to the Zoning Office being closed for two weeks. The Board is unable to take action on this application in lieu of the Zoning Officer.

Work Change Directive No. 2 was discussed which directs Sippel Development Co., Inc. to provide and install poly ball valves in lieu of specified iron plug valves in the force main piping for raw sewage and effluent. Contractor has offered a project credit in the amount of \$18,310.00. Mr. Tanis made a motion to approve Work Change Directive No. 2. Mr. Foust seconded the motion. **Motion carried unanimously.**

A Contractor's Application for Payment No. 5 on behalf of Sippel Development Co. Inc. was submitted in the amount of \$94,151.42. Mr. Tanis made a motion to approve the payment request for work completed on the Potters Mills Central Sewer Project. Mr. Foust seconded the motion. **Motion carried unanimously.**

Review of Waiver of Liability for Hunting and General Use to hunt and/or enter upon property owned and currently posted by Potter Township on Sinking Creek Road. Mr. Foust made a motion to allow issuance of Hunting Permits and Waivers of Liability from July 1, 2019 to June 30, 2020 with proper ID and completed application. Second by Mr. Dutrow. **Motion carried unanimously.**

Chairman Decker announced an Executive Session was held prior to tonight's meeting to discuss and consider a land purchase offer.

### **STAFF REPORTS**

*Solicitor* – A tax collector resolution will be presented at July 8<sup>th</sup> meeting. This resolution would prohibit personal checks for the payment of real estate taxes from be accepted after December 15<sup>th</sup> for the payment of real estate taxes due in that calendar year. Payments must be made by certified or cashier's check, money order, or cash from December 15<sup>th</sup> to December 31<sup>st</sup>.

*Road Superintendent* –

- The total Dirt and Gravel Project Grant is \$16,500. Potter Township cash contribution is \$2,400.00 and in-kind labor and equipment is \$3,125.00.
- Colyer Lake- Tree limbs and brush were trimmed along the trail.
- Road paving project in the Colyer area will commence this week, weather permitting.
- The annual Consumer Confidence Report for Country Club Park has been completed and will be provided to each property owner in the Country Club Park development.

*Township Secretary* – Attended Municipal Leaders State Grant & Funding workshop. Acquired Grant and Resource Guides to research for State, Federal and private organization grants.

*Zoning*—May zoning report reviewed. No questions presented.

### **COMMITTEE REPORTS**

- A. Planning Commission – Minutes of May 28, 2019 meeting were distributed.
- B. Parks and Recreation Board – Minutes of May 14<sup>th</sup> meeting reviewed.
- C. Tri-Municipal Park – Seeding ground to begin as weather permits. Professional mowing of grass will begin this week.
- D. Penns Valley EMS – May 8<sup>th</sup> meeting minutes distributed. Membership drive is in November.

## **COMMUNICATIONS TO THE BOARD**

- None

## **ADJOURNMENT**

With no further business to come before the Board of Supervisors, Mr. Tanis made a motion to adjourn the meeting. Mr. Foust seconded the motion. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

*Lisa A. Kroner*

Lisa Kroner, Township Secretary  
For the Board of Supervisors