

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**November 4, 2019**  
**124 Short Road, Spring Mills, Pennsylvania**

**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

**CALL TO ORDER:**

Chairman Decker called to order the November 4, 2019, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**SPECIAL REPORTS:**

Bureau of Census Partnership Specialist, Carol King, shared basic Census facts. April 1, 2020 is Census Day. The number of people who participate in the Census determines the number of seats Pennsylvania gets in the U.S. Congress. By law, responses to the Census are confidential. Each person in Pennsylvania who participates in the Census provides our state with nearly \$21,000 in federal funds for the next 10 years. When people are not counted, Pennsylvania risks a reduction in federal representation and funding. Centre County has established a Census Complete County Committee. In addition, a plethora of useful Census 2020 information is available at [2020census.gov](http://2020census.gov).

**PUBLIC COMMENTS:**

Laurain Tennis expressed her concern about the mechanical issues and lack of water supply to residents at Country Club Park development.

**CONSENT AGENDA**

Mr. Foust made a motion to approve the minutes of the October 14<sup>th</sup> and October 21<sup>st</sup> board meetings as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously.** Mr. Foust moved to approve the payment vouchers due before November 18<sup>th</sup> and invoice for Hillside Construction for work done at Shaner Complex. Seconded by Mr. Tanis. **Motion carried unanimously.**

**UNFINISHED BUSINESS:**

Bid Opening for Diesel Fuel Contract at 7:15 P.M.  
There were no bids received for 2020 Diesel Fuel contract. Options to proceed with 2020 Diesel Fuel Contract will be discussed further at the November 18, 2019 meeting.

The Planning Commission will review comments from Zoning Officer and Solicitor regarding proposed revisions to sign ordinance at their November 7<sup>th</sup> meeting.

Opportunity from Penns Valley Area Historical Museum Association to become a Community Member of the museum with a \$500.00 or more contribution. Discussion followed regarding supporting services within and outside of the municipality. Mr. Foust made a motion to defer membership at this time. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to contribute \$500.00 to the Centre Hall- Potter Food Pantry. Second offered by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Residents of Potters Mills sewer service area will start connecting to the system this week.

### **NEW BUSINESS:**

Mr. Foust made a motion to advertise the intent to appoint a Certified Public Accountant to perform the 2019 annual audit in place of elected auditors, seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Decker announced the Board held an Executive Session prior to tonight's meeting to discuss personnel matters.

Centre County Mapping & Addressing provided tentative address assignments for the Horizon development. There are 13 corner lots. Corner lots are assigned two addresses but only one will be chosen when the owners build (*depending on their construction plans*). Mr. Foust moved to approve the tentative address assignments as determined by the Mapping & Addressing Department. Mr. Tanis seconded the motion. **Vote in favor was unanimous. 5-0.**

At the October 7<sup>th</sup> meeting the Board of Supervisors approved Resolution # R-2019 -5 adopting and submitting to DEP for its approval as a revision to the "Official Sewage Facilities Plan" the Sewage Facilities Planning Module for Horizon at Brush Valley land development. Mr. Foust made a motion to rescind Resolution #-2019-5 as approval from PHMC was not received before Resolution #R-2019-5 was approved. Motion seconded by Mr. Eysenbach. **Motion carried unanimously.**

Mr. Foust then made a motion to approve Resolution # R-2019-6 adopting and submitting to DEP for its approval as a revision to the "Official Sewage Facilities Plan" the Sewage Facilities Planning Module for Horizon at Brush Valley land development. Motion seconded by Mr. Eysenbach. **Motion carried unanimously.**

Senior Living Help, an organization that provides senior living assistance to the elderly, has asked that their information be posted on the Potter Township website. Discussion followed regarding advertising and non-profit vs. for profit organizations. Mr. Foust offered a motion to prohibit any form of advertising on the website. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.** An offer will be extended to those wishing to advertise to do so through the Potter Connections newsletter or advertising banner at baseball complex.

A Contractor's Application for Payment No. 11 on behalf of Sippel Development Co. Inc. was submitted in the amount of \$197,014.91 and Dave Kronenwetter in the amount of \$18,199.24. This covers work done for connection, control panels and tanks on Potters Mills Central Sewer Project. Mr. Decker made a motion to approve the payment request for work completed in October, contingent upon final verification of quantities and values. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

Mr. Tanis suggested winterizing pump house at Shaner Complex. Leaks need to be found and addressed before winterization.

### **STAFF REPORTS:**

#### *Road Superintendent –*

- Road maintenance – First 2 loads of salt have been ordered
- Dirt & Gravel project continues on Decker Valley Road
- Country Club Park Flow Report distributed. Water plant had complications with the check valve over the weekend, There was a small leak under the building. Foot valves were leaking and replaced.

#### *Township Secretary*

- Matt Milliron will be available to meet with residents on Wednesday, November 6<sup>th</sup> to assist with Sewer Lateral Grant applications. A contractor meeting has been scheduled for the same day at 6:00 PM.

### **COMMITTEE REPORTS**

- A. Planning Commission – Discussion at November 7<sup>th</sup> meeting will be about proposed dog kennel in Open Space/Forest District, assessment of comments received regarding proposed changes to ordinances, and review of the Official Map
- B. Parks & Rec Board – Currently working on a logo for Parks & Rec
- C. Tri-Municipal Park – Unveiling of storywalk on Nov. 2<sup>nd</sup>. Storywalk includes pages from the book “How Do You Wokka-Wokka” by Elizabeth Bluemle. Revised Farming Lease was distributed. Board tabled comments until further review by board members.
- D. Penns Valley EMS – Short staffed and in dire need of EMT's.

### **COMMUNICATIONS TO THE BOARD**

None

After hearing of no other items for discussion, the Board reviewed the proposed budget.

***State Liquid Fuels Fund-*** Budgeting additional \$50,000 for Highway Construction/Rebuilding

***In-Lieu-of Parkland Dedication -*** (Expense) –\$5,000.00 contribution for Tri-Municipal Park, Inc. from General Fund to In-Lieu of Parkland Dedication fund.

**General Fund** – (Expenses) – Move \$5,000.00 contribution for Tri-Municipal Park, Inc. from General Fund to In-Lieu of Parkland Dedication fund.

- Reduce item 409 (Capital Improvements) from \$20,000.00 to \$10,000.00.
- Move \$50,000.00 budgeted for Hwy Construction/Rebuilding to expense in State Liquid Fuels Fund

**Country Club Park Fund** –

- Decrease Item #406 (Meetings, Conference, CE's) from \$1,500.00 to \$500.00
- Decrease engineering services by completing sewer/water reports in-house
- Permit fees – Decrease from \$3,000.00 to \$800.00 as permits are not due every year.
- Decrease Item #448 from \$7,000 to \$6,000.00 -road crew will do mowing at facility. Decrease #429 from \$8,200.00 to \$7,200.00 -road crew will do mowing at facility.
- Decrease amount paid on Line of Credit principal to \$0.00 and make interest only payments in 2020.
- Purchase new mixer for wastewater treatment plant using current reserve money from additional EDU's at UHS.

**Potters Mills Sewer Fund** – (Expense) – Item 430.460 (Meetings, Conferences and CE's) budget \$500.00 for this expense.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Foust made a motion to adjourn at 9:22 PM.  
Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

*Lisa A. Kroner*

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Township Secretary/Treasurer