

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**December 2, 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 December 2, 2019, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None

**CONSENT AGENDA**

Mr. Dutrow made a motion to approve the minutes of the November 18, 2019 board meetings as presented. Mr. Tanis seconded the motion. **Motion carried unanimously.**

**UNFINISHED BUSINESS:**

Potters Mills Central Sewer Update- Over thirteen connections to the system are complete. System has been discharging to Sinking Creek as planned.

Mr. Dutrow requested to speak to John Miller regarding the language in the Farmland Lease Agreement at Tri-Municipal Park. Mr. Dutrow and Mr. Decker will prepare letter to Tri-Municipal Park, Inc. Board of Directors with their comments and concerns.

The Board discussed comments on the proposed changes to Sign Ordinance offered by Solicitor Rayman. Additional discussion with Solicitor Rayman and Planning Commission suggested. Item tabled until January 20, 2020 meeting.

Engineers at McCormick Taylor reviewed the Transportation Impact Study (TIS) for Willevy Acres (The Horizon at Brush Valley Subdivision) and provided comments. The two passing zones on SR 0192 in the vicinity of the site driveways will be removed. Mr. Tanis offered a motion to officially approve the Transportation Impact Study for the Horizon at Brush Valley Land Development Plan. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

A review by Franson Engineering of the Horizon at Brush Valley Preliminary Land Development Plan for Stormwater Management was received. Mr. Franson has no objections to the plans as presented. Mr. Eysenbach made a motion to acknowledge the Stormwater Management review. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**NEW BUSINESS:**

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

Mr. Foust made a motion to employ David Boliek as the Public Works Superintendent. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.** Mr. Boliek will begin employment on December 9, 2019.

Penn Terra Engineering requested approval for the Marshal & Emily Zimmerman Subdivision & Lot Addition Component I Planning Module. Request tabled until December 16, 2019 meeting after review by SEO Stan Wallace.

Road Name Determination for Marshall & Emily Zimmerman Subdivision and Lot Addition to Lands of Mark Michelotti is requested for the plan. Mr. Eysenbach made a motion to require a street name for the proposed shared private driveway easement shown on the plan. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The 2020 meeting dates for Board of Supervisors, Elected Auditors, Planning Commission, and the Parks and Recreation Board were reviewed. The dates were approved. Mr. Foust offered a motion to approve the meeting dates and advertise said dates following the Second Class Township Code advertising requirements. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.** The dates will be posted on the website as well as listed in the newsletter.

A list of vacancies for seats on Authorities, Boards and Commission for 2020 was presented. There are seats available on the Planning Commission, Zoning Hearing Board, Parks and Recreation Board, Tri-Municipal Park, Inc. Board of Directors, Spring Creek Watershed Commission and Penns Valley Regional Planning Commission. Residents are encouraged to submit a letter of interest. Appointments will be made at the Reorganization meeting on January 6, 2020.

Parks and Recreation Board has submitted a logo for approval by the Board of Supervisors. Mr. Eysenbach offered a motion to approve the logo presented. Mr. Tanis seconded the motion. Board of Supervisors, Elected Auditors, Planning Commission, and the Parks and Recreation. **Vote in favor was unanimous. 5-0.**

Options for a Township logo were presented to the Board. After review of the designs, Mr. Foust made a motion to approve the following logo. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Resolution R-2019-08, Amendment to the 2019 Fee Schedule was offered. The amendments include rental fees for the baseball fields, single use rental fees, field lighting, tournament fees and promotional outfield fence banners. In addition to sports rental fees, the addition of \$81.00 / EDU per month for sewer Fees in the Potters Mills Central Sewer System. Mr. Tanis offered a motion to approve the fees as presented. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Mr. Foust made a motion to purchase a \$100 gift card for each employee for Christmas. Second by Mr. Dutrow. **Vote in favor was 5-0.**

### **STAFF REPORTS:**

#### *Road Superintendent –*

- Winter services over weekend, plowing and cindering. Snow fence in place.
- Country Club Park Flow Report distributed. Three calls over the weekend, 1 call for sewer plant and 2 at water plant. Disposable wipes continue to be a problem at sewer plant by getting stuck in the comminuter. A new mixer has been ordered at a cost of \$3,000.00. DEP has completed an inspection of the sewer plant.

#### *Township Secretary*

- A public hearing on December 16, 2019 at 7:15 pm has been scheduled and advertised for consideration of a Zoning Ordinance Amendment to add boarding kennels as a conditional use.
- Request to change pay periods to begin on Sunday and end Saturday (currently Friday – Thursday) beginning with Dec. 13<sup>th</sup>. This would allow overtime to be paid in the pay period it was earned. Mr. Foust made a motion to change the pay period to Sunday – Saturday. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

#### *Emergency Management Coordinator -*

- Attended two day training offered by PEMA
- The Emergency Operations Plan will be reviewed and updates made as necessary.

Mr. Decker presented Sally Tanis, EMC, with a PEMA Basic Certification plaque acknowledging her completion of the Pennsylvania Emergency Management Services Code, PEMA Directive, and certifying her as the Emergency Management Coordinator for Potter Township.

### **COMMITTEE REPORTS**

- A. Planning Commission – No report
- B. Penns Valley Regional Planning Commission – No report
- C. Penns Valley EMS – Meeting with HenryConsulting on Dec. 4<sup>th</sup>. Regular meeting is Dec. 11<sup>th</sup>.
- D. Tri-Municipal Park – The tree vitalization grant will provide 100 trees for the park. Gregg Township and Centre Hall Borough have committed to \$5,000 contribution in 2020.

Mr. Eysenbach requested the Board contribute the \$3,000.00 budgeted to the Tri-Municipal Park this year. Mr. Foust made a motion to release the budgeted \$3,000.00 for TMP 2019 contribution. Mr. Eysenbach seconded the motion. Vote in favor 4-1. Mr. Dutrow voted no.

**COMMUNICATIONS TO THE BOARD**

None

**ADJOURNMENT:**

There being no further business to discuss, Mr. Tanis made a motion to adjourn at 9:15 PM.

Second by Mr. Eysenbach **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

*Lisa A. Kroner*

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Township Secretary/Treasurer