

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**January 6, 2020**  
**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  
David Boliek, Road Superintendent

**CALL TO ORDER:**

Chairman Decker called to order the January 6, 2020, Regular Meeting of the Potter Township Board of Supervisors at 7:35 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None

**CONSENT AGENDA**

Mr. Tanis made a motion to approve the minutes of the December 16, 2019 board meeting as presented. Mr. Foust seconded the motion. **Motion carried unanimously.**

**COMMITTEE REPORTS**

- A. Planning Commission – No report
- B. Parks & Recreation Board – Minutes of November 12<sup>th</sup> meeting distributed
- C. Penns Valley Regional Planning Commission – No report
- D. Tri-Municipal Park – Board is seeking volunteers to become tree tenders. Online course is 7 weeks and requires only 1 hour per week of time.
- E. Penns Valley EMS – Reorganization meeting January 8, 2020

**STAFF REPORTS:**

*Public Works Superintendent –*

- Centre County Commissioners have awarded an allocation of \$8,500.00 for the purchase of a speed display board to Potter Township. This funding is available through the 2020 Liquid Fuels Program, for which an application was submitted by Budd Brooks.
- Request to purchase safety equipment, such as safety harnesses and retractables, for use at sewer and water plants. Equipment estimated at \$1,500.00. Mr. Dutrow made a motion to purchase safety equipment for the sewer and water plants. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

- Water system functions at Country Club Park have been improving. Most recent interruption was due to West Penn power outages within the development.

*Township Secretary*

- Baker Tilly, CPA will begin 2019 audit in February
- Spring/Summer edition of *Potter Connections* newsletter to be distributed April 1<sup>st</sup>. Newsletter article deadline is February 10<sup>th</sup>.

**UNFINISHED BUSINESS:**

Farmland Lease for Tri-Municipal Park reviewed in final draft form. Mr. Dutrow made a motion to approve the Farmland Lease. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

PA Fish and Boat Commission has requested a few changes to the request and supporting documentation to construct footbridges on the hiking trail around Colyer Lake. Requested changes pertain to location of footbridges 1 and 2, and handrails on footbridges. Mr. Tanis offered a motion to provide a letter with explanations and requested changes and resubmit to PA Fish and Boat Commission. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**NEW BUSINESS:**

Resignation letter has been received from Cindy Foust for the position of Elected Auditor. Mr. Tanis made a motion to accept the letter of resignation from Cindy Foust. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Tax Collector, Wendy Nolf, submitted a Request for Exonerations for 2020 Per Capita, which included reason for each exonerations requested. Upon examination of the list, Mr. Tanis made a motion to grant exonerations as presented. Mr. Foust seconded the motion. **Motion carried unanimously.**

Act 44 of 2009 mandates the annual disclosure of certain information by every entity which is a party to a professional services contract with the pension funds of Potter Township. The Disclosure Statement covers the administrative, actuarial, investment and advisory services which are provided to our pension/retirement plan through PSATS, Summit Financial and Nationwide. Mr. Dutrow made a motion to adopt the Disclosure Statement for the Pennsylvania Municipalities Pension Trust. Mr. Foust seconded the motion. **Motion carried unanimously.**

Centre County 911 Emergency Communications & Addressing has requested Township approval for naming of their road submitted by Mr. & Mrs. Marshall Zimmerman. The Zimmermans have chosen the name Early Fall Road. This name meets 911 standards. Mr. Tanis made a motion to approve the Zimmerman's naming request for Early Fall Road. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0**

Discussion on customer billing for the Potters Mills Sewer System. First invoice will be mailed January 15, 2020 with a due date of February 15, 2020, and then monthly thereafter. Invoices due the 15<sup>th</sup> of each month are for sewer services the following month. (Invoices due February 15<sup>th</sup> are for March sewer services)

Job descriptions for a Utility Worker/Laborer and an Administrative Secretarial Assistant were reviewed and discussed. Mr. Foust moved to approve the job descriptions. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Foust offered a motion to advertise the job postings for a full-time Utility Worker/Laborer, as well as a part-time Administrative Secretarial Assistant. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**Resolution #R-2020-01**, Fee Schedule for 2020 was presented. The Board adopts a Fee Schedule each year that lists the amount charged for various Township, engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Following discussion on proposed fees, Mr. Foust moved to adopt Resolution #R-2020-01, setting the Fee Schedule for Potter Township. Mr. Tanis seconded the motion. **Motion carried unanimously.**

**Resolution #R-2020-02**, Disposition of Records. Mr. Eysenbach moved to adopt Resolution #R-2020-02, authorizing disposal of records as set for in the Municipal Records Manual. A list of records to be destroyed was included. Mr. Tanis seconded the motion. **Motion carried unanimously.**

### **COMMUNICATIONS TO THE BOARD**

Notification of dissolution of Charles J. Falsone, P.C. Corporation, located in Potter Township. M

### **ADJOURNMENT:**

There being no further business to discuss, Mr. Tanis made a motion to adjourn at 9:50 PM. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

*Lisa A. Kroner*

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Township Secretary/Treasurer