

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
February 3, 2020
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD: Dick Decker, 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 February 3, 2020, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

SPECIAL PRESENTATION:

John Mains, representing Centre WISP Venture LLC, explained the new option for wireless internet service in Penns Valley. The company won a bid to use three of Centre County's 911 communications towers to install equipment providing wireless internet service to underserved areas of the county, including Centre Hall and its surrounding areas.

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the January 20, 2020, board meeting as presented. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission – No new report.
- B. Parks & Recreation Board – No new report.
- C. Penns Valley Regional Planning Commission – Reorganization meeting: Keri Miller – Chair, Daryl Schaffer – Vice Chair, Cindy Foust, Secretary. Comprehensive plan discussed, as well as current By-laws.
- D. Tri-Municipal Park – Six (6) volunteers have committed to obtain Tree Tender certification. Certification of tree tenders is required as part of DCNR grant.

STAFF REPORTS:

Public Works Superintendent –

- Brush cutting has commenced and will continue over next several weeks.
- Potters Mills Sewer – One alarm sounded over the weekend due to tripped breaker

Township Secretary

- Spring/Summer edition of *Potter Connections* newsletter to be distributed April 1st. Newsletter article deadline is February 10th.
- Website has been updated with new info for 2020
- John Deere Gator stored at Potter Athletic Complex has been returned to St. Joseph's Academy, the registered owner

UNFINISHED BUSINESS:

Resolution R-2020-03 was presented for consideration to remove as an agricultural security area, Tax Parcel 20-005-040. The property is owned by DBRA Enterprises LP. Mr. Foust made a motion to remove said parcel as an agricultural security area. Mr. Dutrow seconded the motion.

Vote in favor was unanimous. 4-0.

Aggregate Bid Proposal & Contract:

Aggregate Bids from two (2) Bidders: Glenn O. Hawbaker, Inc., and Hanson Aggregates were received and opened at 2:00pm. The proposals were reviewed for tabulation of contracted bid amounts, bid bond and compliance with requirements of the proposal. Mr. Dutrow moved to award the Aggregate Contract to Hanson Aggregates for the total contract amount of \$96,350.00. Mr. Foust seconded the motion. **Motion carried unanimously**

Subdivision plans for Neil Korostoff /Stacy Levy were previously reviewed by Planning Commission and no comments were noted. The Board of Supervisors reviewed and offered the following comments to be included with the Municipal Response Request: – Notation to be added regarding Fee In-Lieu-Of Parkland Dedication on plans. Board recommends one driveway opposed to three separate driveways in such short distance. Motion by Mr. Decker. Second by Mr. Foust. **Motion carried unanimously**

Per the Potter Township Parkland Dedication Ordinance, the municipality may choose to accept Fee in lieu of park land for each new lot created. This proposed subdivision consists of a total of two (2) new lots. Mr. Foust moved to approve acceptance of Fees In-Lieu-Of Parkland Dedication in the amount of \$1,250.00 per lot for each of the two lots, totaling \$2,500.00. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 4-0.**

The Horizon at Brush Valley Phase I Subdivision Plan has been reviewed by Don Franson Engineering & Surveying. Mr. Franson offered no objections to the plans as presented. No additional comments by Board of Supervisors.

Municipality 5 Software – Conference call/webinar to discuss workbook, adding users and every day tasks to complete Phase I of configuration.

PA Fish and Boat Commission has approved the construction, with amendments, of footbridges on the hiking trail around Colyer Lake. The project narrative has been changed to reflect PA Fish and Boat Commission amendments. Mr. Foust offered a motion to approve submittal of PNDI and PHMC. Motion seconded by Mr. Eysenbach.

NEW BUSINESS:

Potters Mills Sewer Project: Discussion on two (2) residential properties with presumed apartments being charged for 2 EDU's, which was based on apartments. Mr. Foust made motion to request SEO Stan Wallace inspect the properties and determine if property qualifies for 1 or 2 EDU's. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

The deadline for connections for Potters Mills Sewer service was January 31, 2020. Thirty-one connections have been made. Delinquent connections to be discussed at February 17th meeting.

Minor Subdivision Plan – Final Review for Scott & Mary Ann Bubb. Planning Commission will review and provide comments. Board of Supervisors will then review and provide comments for Municipal Response Request.

Mr. Decker announced an Executive Session was held on January 29 and again January 30th to discuss personnel matters.

A student in the Administrative Professional program at South Hills School of Business & Technology has requested an internship opportunity. The Board reviewed the Administrative Professional Internship Agreement. Mr. Foust made a motion to approve the internship request, and offer a paid temporary, part-time status not to exceed 30 hours per week at \$12.00/hour, no benefits. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

Mr. Foust then offered a motion to postpone interviews for the previously advertised part-time Administrative Secretarial Assistant until after the internship has been completed. Mr. Dutrow seconded the motion. **Vote in favor was unanimous. 4-0.**

COMMUNICATIONS TO THE BOARD

PA Rural Water Association is seeking nominations for District 4 Board Members. No nominations were offered by Board of Supervisors.

ADJOURNMENT:

There being no further business to discuss, Mr. Foust made a motion to adjourn at 8:40 PM. Second by Mr. Dutrow. **Vote in favor was unanimous. 4-0.**

Respectfully submitted,

Lisa A. Kroner

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Township Secretary/Treasurer