

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
October 19, 2020
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

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

STAFF: Lisa Kroner, Township Secretary/Treasurer
David Boliek, Public Works Superintendent
Robert Rayman, Solicitor

CALL TO ORDER:

Chair Decker called to order the October 19, 2020, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

No public comments.

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the October 5th regular meeting and October 12th budget meeting. Mr. Eysenbach seconded the motion. Mr. Foust made a motion to approve the September 2020 Financial Report. Mr. Eysenbach seconded the motion. Mr. Tanis made the motion to approve the Payment Vouchers & Check Detail Report. Mr. Dutrow seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission – Meeting minutes from Sept 1, 2020 were submitted and reviewed.
- B. Parks & Recreation Board – Meeting minutes from June 8th were submitted and reviewed.
- C. Penns Valley EMS – Membership drive began in October. A t-shirt fundraiser is being planned.

SOLICITOR REPORT

JFDC Land Acquisition, LLC, developer of The Horizon at Brush Valley, desires final approval for the Final Subdivision Plan, Phase 1, pursuant to the plan dated December 5, 2019, as revised. Some of the improvements have not been completed, therefore a Surety Agreement to Install Required Improvements is necessary. The Surety Agreement submitted by JFDC Land Acquisition, LLC (Developer) and Loesch Construction, Inc. (Contractor) has been reviewed by Solicitor Rayman and Engineer Don Franson. Mr. Tanis made a motion to approve the Surety Agreement to Install Required Improvement among Potter Township, JFDC Land Acquisition, LLC and Loesch Construction, Inc. A second motion was offered by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Resolution R-2020-07 – Ban on Open Burning was discussed. This approved resolution placed a burn ban in effect on date of adoption of resolution and to continue until terminated by resolution. The Board wishes to amend the resolution to initiate a burn ban upon notification to the Township from the Centre Hall Fire Company Fire Chief of the need for a burn ban. Solicitor Rayman will create an amended resolution for the November meeting.

The property at 195 Old Fort Road was deeded to HUD (Housing and Urban Development) in May 2020. This property is serviced by a municipal sewage treatment plant. A notice of outstanding sewer bills and monthly fees will be sent to HUD.

STAFF REPORTS:

Public Works Superintendent –

Discussion resumed on financing of a new mid-mounted boom mower with IVS. JSSB (Jersey Shore State Bank) has offered a five-year lease at 2.55%. Mr. Foust offered a motion to approve financing as a lease from JSSB at 2.55% for five years for a new mid-mounted boom mower. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0**

Crack sealing and patching of roads continues.

Supervisors requested bids be obtained for a wall-mounted garage furnace.

The generator at Potters Mills sewer facility malfunctioned on Sunday. Maintenance contractor was called to repair and unit was usable later in the day.

Secretary/Treasurer – The Parks & Recreation Board are requesting approval to allow volunteers who do not reside in Potter Township to serve on subcommittees. Mr. Eysenbach made a motion to approve the request allowing non-resident volunteers on subcommittees. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Zoning Officer – September zoning permit report was reviewed. No questions were presented.

UNFINISHED BUSINESS:

A DEP Sewage Facilities Planning Module for Scott Strouse Subdivision was submitted for review and approval. The module has been reviewed, approved and signed by SEO Stan Wallace and the Planning Commission. Mr. Eysenbach made a motion to approve the Planning Module and authorize Chairman Decker to sign out of meeting. Motion seconded by Mr. Tanis. **Vote in favor was 4-0.** *Mr. Dutrow abstained from voting.*

NEW BUSINESS:

The Pennsylvania Municipalities Pension Trust MMO for the Plan Year 2021 was reviewed. The minimum municipal obligation (MMO) for the 401a Defined Contribution Plan is estimated at \$21,303.00. Motion by Mr. Foust to approve the 2021 MMO for the pension plan as presented. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.** The MMO will be submitted to the Pennsylvania Municipalities Pension Trust.

A notice of resignation/retirement was received from Stanley Wallace, Zoning Officer, effective April 2021. Mr. Foust made a motion that Stanley Wallace's resignation be accepted. Motion seconded by Mr. Dutrow. The Board wishes to express their sincere thanks for a job well done over the past five years.

Mr. Foust made a motion to advertise for a new Zoning Officer to work 20 hours per week. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Planning Commission Secretary, Cindy Foust, submitted a request for increase in compensation for her duties. Dialogue followed on the most efficient way to maintain continuity between the Township and County. The solution is to keep the process through Zoning & Administration offices. Mr. Eysenbach made motion to appoint the Administrative Secretarial and Zoning Assistant to serve as Planning Commission Secretary effective immediately. Motion was seconded by Mr. Dutrow. **Vote in favor 4-0.** Mr. Foust abstained from voting.

Mark & Amy Sharer provided notification of their interest in the Agriculture Security Area program. No further action was taken at this time.

The Board of Supervisors wishes to outsource the mowing at Potter Athletic Complex and possibly Potter Run Park and Country Club Park in 2021. Quotes will be obtained from interested parties.

Presentation on Express Messaging service tabled until a future meeting.

Drafts of the 2021 General Fund and State Liquid Fuels budgets were reviewed and discussed.

ADJOURNMENT:

Mr. Foust made a motion to adjourn the regular meeting at 9:10 p.m. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

Lisa Kroner, Township Secretary
For the Board of Supervisors