

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**November 2, 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

**CALL TO ORDER:**

Chair Decker called to order the November 2, 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. Dutrow made a motion to approve the minutes of the October 19<sup>th</sup> regular. Mr. Foust seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORTS**

- A. Tri-Municipal Park Board – Additional trees will be planted on-site November 12<sup>th</sup>.
- B. Penns Valley EMS – Financing is in place for purchase of new ambulance scheduled to arrive November 4<sup>th</sup>.

**STAFF REPORTS:**

*Public Works Superintendent –*

**Bid Opening for 2021 Diesel Fuel Contract**

One sealed bid was received and opened at 2:00 pm on November 2, 2020. Nittany Oil Company, Inc. has provided a bid for low diesel fuel price for 2021. Mr. Tanis made a motion to accept the pricing for low sulfur diesel submitted by Nittany Oil Company, Inc. Second by Mr. Foust. **Vote in favor was unanimous. 5-0**

Three quotes have been received for the 2021 mowing contract at the Potter Athletic Complex and Country Club Park. The quotes were reviewed and discussed. No decisions were made.

*Secretary/Treasurer –* Receipts for reimbursement of COVID-19 related expenditures were submitted to the Centre County Board of Commissioners as part of the CARES Act County Relief Block Grant allocation. The township's total expenditures for products, services and payroll was \$26,598.58. The total allocation for Potter Township is \$40,436.00. Any unclaimed allocations will be reallocated by Centre County government.

**UNFINISHED BUSINESS:**

The Municipality 5 zoning software has been installed and user training completed. Go-live effective October 26, 2020.

The Board continued review and discussion on proposed 2021 budget.

**NEW BUSINESS:**

Mr. Foust made a motion to advertise the intent to appoint a Certified Public Accountant to perform the 2020 annual audit in place of elected auditors, seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

A request for a PennDOT traffic study on SR 322 (Potters Mills to Potter/Harris Township line) was received from Mr. Alan Bigatel. The lines of traffic in this area continue to increase and gaps for turning left onto 322 become smaller. Traffic is often backed up at the intersection of Taylor Hill Road and SR 322. For these reasons, Mr. Bigatel is requesting Potter Township to submit to PennDOT District 2 a request for a traffic study, including a speed analysis and geometry analysis of Potter Township's 2-lane portion of SR 322. Mr. Foust offered a motion to submit a request to PennDOT for a traffic study, including a speed analysis and geometry analysis of Potter Township's 2-lane portion of SR 322. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

*(A traffic study is an engineering investigation to evaluate a transportation system. The study is a means of identifying and documenting any deficiencies or improvements - both operational and physical - necessary to accommodate current or projected traffic volumes.)*

Mr. Decker opened discussion with the board on the Zoning Officer vacancy and whether to advertise for a part-time employee or a subcontractor. After weighing the pros and cons, Mr. Foust made a motion to advertise as a part-time employee or contractor to work 10-20 hours per week. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Nittany Engineering has submitted for approval the Sippel Development Payment Application #2 in the amount of \$52,606.14 for the Bloom Road public sewer project. No change orders have been made to date. Nittany Engineering has also submitted for approval Payment Application #2 for Dave Kronenwetter in the amount of \$39,829.95 for the Bloom Road public sewer project. No change orders have been made to date. A motion was made by Mr. Foust to approve the request. Seconded by Mr. Tanis. **Vote in favor was unanimous. 4-0.**

**ADJOURNMENT:**

Mr. Foust made a motion to adjourn the regular meeting at 9:05 p.m. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, Township Secretary  
For the Board of Supervisors