

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
January 4, 2021
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
Anne Sanger, Admin. Secretarial & Zoning Assistant

CALL TO ORDER:

Chairman Decker called to order the January 4, 2021, Regular Meeting of the Potter Township Board of Supervisors at 7:45 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

None

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the December 30, 2020, special advertised meeting for the purpose of adopting the 2021 budget as presented. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

COMMITTEE REPORTS

A. Tri-Municipal Park Board – The new Penn’s Prairie Park sign has been installed.

STAFF REPORTS:

Public Works Superintendent –

- Red Mill Road was closed temporarily due to heavy flooding.
- Road salt has been delivered during the last two weeks
- Country Club Park Sewer – Received high level alarm due to heavy rains
- Country Club Park Water – Operating normally
- Potters Mills Sewer – Working on receiving text alerts from the control panel
- Bloom Road Sewer – Backup generator propane supply connected
Working on receiving test alerts from control panel
- Three dump trucks with various repairs needed

Secretary/Treasurer –

A Potter Township resident has offered to donate \$1,500.00 for the expense of removing a small wall in the conference room to allow for more social distancing during meetings and elections. After discussion on the kind offer, the Board of Supervisors unanimously decided to decline the offer. Instead, there will be a change to the arrangement of the room during elections.

The Spring and Fall *Potter Connections* newsletter budget has been decreased by \$1,700.00 for 2021. Discussion on other alternatives to the printed newsletter was discussed, as well as other options for publishing a newsletter(s). No decisions were made. Item tabled for a future meeting.

UNFINISHED BUSINESS:

The Bloom Road Sewer Facility has been commissioned. The tentative schedule for connection to the system for residents is February/March. Letters to connect will be sent to the residents.

NEW BUSINESS:

Resolution #R-2021-01, Fee Schedule for 2021 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. Tanis moved to adopt Resolution #R-2021-01, setting the Fee Schedule for Potter Township. Mr. Foust seconded the motion. **Motion carried unanimously.**

Resolution #R-2020-02, Disposition of Records. Mr. Eysenbach moved to adopt Resolution #R-2021-02, authorizing disposal of records as set for in the Municipal Records Manual. A list of records to be destroyed was included. Mr. Foust seconded the motion. **Motion carried unanimously.**

**POTTER TOWNSHIP
CENTRE COUNTY, PENNSYLVANIA
RESOLUTION R-2021-02**

AUTHORIZATION FOR DISPOSITION OF RECORDS AS SET
FORTH IN THE *MUNICIPAL RECORDS MANUAL*

RESOLVED BY Township of Potter, Centre County, Pennsylvania, that

WHEREAS, by virtue of Resolution #3-2011 adopted on the 9th day of May 2011, Potter Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Pennsylvania Historical and Museum Commission *Municipal Records Manual*, approved on December 16, 2008, last revised July 23, 2009; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Potter Township, Centre County, Pennsylvania, in accordance with the above cited *Municipal Records Manual*, hereby authorizes the disposition of records, as cited on the attached Appendix A.

THE RESOLUTION DULY APPROVED this 4th day of January, 2021, by the Potter Township Board of Supervisors, Centre County, Pennsylvania.

A retirement letter has been received from Cindy Foust relinquishing her positions as Planning Commission member and Penns Valley EMS representative. Mr. Tanis made a motion to accept the letter of retirement from Cindy Foust. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.** *Mr. Foust recused himself from voting.*

Mr. Foust made a motion to employ Christopher Dobson as the Zoning Officer. Motion was seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.** Mr. Dobson will begin employment on January 7, 2021.

COSTARS is planning to conduct an electric procurement event in the spring of 2021. COSTARS will be looking for attractive pricing from suppliers to begin supply at the end of our current supply contract which ends in December 2021. Mr. Foust presented a motion granting permission for [Penn State Facilities](#)

[Engineering Institute](#) to include Potter Township's accounts in the spring 2021 COSTARS procurement event. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Chair Decker informed the Board of the September expiration of the Potters Mills Sewer System NPDES permit. Century Engineering has quoted a fee of \$2,500 to \$3,000 to prepare and resubmit the forms to renew the permit. Mr. Eysenbach offered a motion to approve completion and submission of permit renewal applications by Century Engineering in the amount quoted. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

COMMUNICATIONS TO THE BOARD

None

ADJOURNMENT:

There being no further business to discuss, Mr. Tanis made a motion to adjourn at 8:30 PM. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

Lisa A. Kroner

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