

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
January 18, 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
Robert Rayman, Solicitor

CALL TO ORDER:

Chairman Decker called to order the January 18, 2021, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

None

SPECIAL PRESENTATION:

Tim Lockhard, Lockhard Engineering, presented the Component I Planning Module for the Joel Burd Lot Addition/Replot Proposal and requested approval of same. Mr. Foust made a motion to sign the Component I Planning Module. Mr. Tanis seconded the motion. **Vote in favor was unanimous 5-0.**

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the January 4, 2021, Reorganization Meeting and January 4, 2021 Regular Meeting. Mr. Tanis seconded the motion. Mr. Dutrow made a motion to accept the payment vouchers and check reports as presented. Mr. Foust seconded the motion. Mr. Tanis made a motion to accept the December 2020 Financial Report. Mr. Dutrow seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

A. Planning Commission – Meeting minutes from December 1, 2020, meeting were distributed.

The Planning Commission has recommended the appointment of H. Paul Sampsell, Mary Carol Frier, Allen Ishler and Michelle Foust to the Planning Commission. Mr. Tanis made a motion to appoint the candidates recommended to the Planning Commission. Motion seconded by Mr. Eysenbach. **Motion carried 4-0.** Mr. Foust recused himself from voting.

The Planning Commission has recommended Doug Roth as Potter Township representative to the Penns Valley Regional Planning Commission. Mr. Tanis made a motion to appoint Doug Roth to the PVRPC. Motion seconded by Mr. Eysenbach. **Motion carried 5-0.**

- B.** Parks & Recreation Board – Meeting minutes from December 9, 2020, meeting were distributed. John Smith, Chair, is recommending Carol Swanson be appointed as a new member on the Parks & Rec Board. Mr. Tanis made a motion to appoint Carol Swanson to the Parks & Recreation Board for a five-year term, which was seconded by Mr. Dutrow. **Vote in favor was unanimous 5-0.**

A letter of resignation from the Parks and Recreation Board has been received from Justin Seyler. The Parks and Rec Board have accepted his resignation. Mr. Tanis offered a motion to accept Justin Seyler's resignation. Motion seconded by Mr. Eysenbach. Motion carried unanimously.

Mike Troyan requested clarification on the task assigned to the Parks and Recreation Board of adding trails and recreation to the township-owned land on Sinking Creek Road. The Board would like recommendations on how to develop this into another recreation area. The area should require little maintenance.

- C.** Penns Valley EMS – Election of officers was held at January 2021 meeting.

- D.** Centre Hall Fire Company – The Fire Tax Agreement specifies that two township supervisors are to be appointed as representatives with voting privileges on the Fire Tax Committee. These monthly meetings cannot be held without a quorum and voting members must attend. Mr. Dutrow made a motion to appoint Mr. Decker and Mr. Tanis as the township representatives, and Mr. Foust as alternate. Motion seconded by Mr. Eysenbach. **Motion carried unanimously.**

SOLICITOR REPORT

A review of the Potter Township Zoning Ordinance revealed two different references regarding home occupations. Solicitor Rayman recommended a possible amendment to Section 220-102 to delete the definition - Use of Home Occupation. Section 220-36 relating to Home Occupation should remain in full force. Solicitor Rayman will prepare a draft amendment for the next meeting of the Board of Supervisors.

One property owner in the Potters Mills Central Sewer area has not connected. Solicitor Rayman and SEO Stanley Wallace will prepare notice to property owner.

STAFF REPORTS:

Public Works Superintendent –

- Road salt and No. 4 aggregates have been delivered.
- Country Club Park Sewer – Comminutor not providing proper influent material destruction. Replacement and repair costs have been received. No decisions by Board on how to proceed. Warranty information will be presented at next meeting.
- Country Club Park Water – Operating normally
- Potters Mills Sewer – Working on receiving text alerts from the control panel. Vent piped damaged by automobile accident. Utility storage building passed electrical, plumbing and framing inspections. Insulating scheduled to start.
- Bloom Road Sewer – Preparing to start the plant as connections are made. Working on receiving test alerts from control panel

Secretary/Treasurer –

The 4th Quarter Right-to-Know Request report was reviewed. One request was received.

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. Foust made a motion to adopt the Disclosure Statement for the Pennsylvania Municipalities Pension Trust. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

OLD BUSINESS:

Due to the Spring and Fall *Potter Connections* newsletter budget being decreased by \$1,700.00 for 2021, the Board discussed other alternatives to the printed newsletter. Mr. Tanis suggested placing a 2 page ad in the Valley Grapevine in April and October. Mr. Foust recommended the newsletter be available only on the website with paper copies to be made only upon request. Mr. Tanis made a motion to run a 2-page newsletter as part of The Valley Grapevine in April, and place the information on the website as well. Motion seconded by Mr. Foust. **Motion carried unanimously.**

NEW BUSINESS:

Nittany Engineering submitted for approval the Sippel Development Payment Application #13 (Final) in the amount of \$94,938.01 for the Bloom Road public sewer project. A motion was made by Mr. Foust to approve the payment request and approve Chair Decker to sign out of meeting on 1/15/2021. Seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Tanis authorized Scott Burk to remove fill and stones from the Potter Athletic Complex. In exchange, Mr. Burk will level and hydroseed area in the spring. Mr. Tanis offered a motion to approve this transaction with Scott Burk. Motion seconded by Mr. Foust. **Motion carried unanimously.**

COMMUNICATIONS TO THE BOARD

Centre Hall-Potter Sewer Authority – December 9, 2020 Meeting Minutes
PennDOT Contract for Data Collection on Municipal Roads (Information on website)
PSATS Youth Award Contest – Deadline March 1, 2021 (Information on website)
Spring Creek Watershed Commission Public Meeting – January 20, 2021

ADJOURNMENT:

Mr. Decker made a motion to recess the meeting at 8:30 p.m. to begin an Executive Session regarding personnel matters. Mr. Foust seconded the motion. **Vote in favor was unanimous.**

Mr. Foust made the motion to close the Executive Session and reopen the regular meeting. No decisions were to be made as a result of the Executive Session.

Mr. Tanis made a motion to adjourn the regular meeting at 9:15 p.m. Motion seconded by Mr. Foust. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

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