

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
February 15, 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
Robert Rayman, Solicitor (via telephone)

CALL TO ORDER:

Chairman Decker called to order the February 15, 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:

Penn Terra Engineering has submitted a plan for the Mary A. Boutselis and Jeffrey S. Jackson Minor Subdivision Plan. This plan subdivides a 48-acre lot from tax parcel 20-005-,002 into a separate 12-acre lot. The Board offered comments/concerns to be included with the Municipal Response Request from the Centre County Planning and Development Office. The Board discussed the proposal in terms of proposed parkland dedication or fees in-lieu-of, or a combination thereof, per the Parkland Dedication Ordinance. Mr. Foust made a motion to accept Fee In-Lieu-Of Parkland Dedication for the one (1) new lot being created. Motion seconded by Mr. Tanis. A vote was taken to accept one (1) fee In-Lieu-of Parkland Dedication for this subdivision, with one dwelling unit. **Vote in favor was unanimous 5-0.**

Vote: Dick Decker	Yes
Melvin Dutrow	Yes
Karl Eysenbach	Yes
Dennis Foust	Yes
Jacob Tanis III	Yes

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the January 18, 2021 Regular Meeting, Payment Vouchers and Check Detail Report, and January 2021 Financial Report. Mr. Tanis seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission – Meeting minutes from January 12th and January 26th, 2021 meeting were distributed.
- B. Parks & Recreation Board – Meeting minutes from January 13, 2021, meeting were distributed.
- C. Penns Valley EMS – No meeting held in February.

SOLICITOR REPORT

A review of the Potter Township Zoning Ordinance revealed two different references regarding home occupations. Solicitor Rayman provided a draft amendment to Chapter 220-102 to delete the definition - Use of Home Occupation, and to retain Section 220-36 relating to Home Occupation. Mr. Foust made a motion to advertise a public hearing to be held on March 1, 2021 for the Zoning Ordinance Amendment to amend Chapter 220-102 as presented in the draft amendment. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Solicitor Rayman presented a draft Ordinance to re-establish the Tri-Municipal Parks Advisory Recreation Board Ordinance, which was inadvertently repealed. Mr. Eysenbach requested another review of the original Ordinance 02-2011 and aid in creating a new ordinance consistent with the current operations of Tri-Municipal Park, Inc.

A Final Connection Notice to the Potters Mills Central Sewer was drafted for one property owner who has not connected. After discussion, Mr. Foust offered a motion to change the thirty (30) day connection to a defined final date of April 15, 2021 or face prosecution by Potter Township. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Solicitor Rayman led discussion on implementing a public meeting policy. Under the law public meetings are considered “a place of public accommodation”. This policy should also address animals at public meetings.

STAFF REPORTS:

Public Works Superintendent –

- Deliveries of salt and anti-skid ongoing. Concerns for maintaining stockpile of salt due to demand and availability.
- Country Club Park Sewer – Comminutor replacement has been received. Blower motor and pump contactor replacements received and installed. Due to multiple electrical failures in a short time span, the plant may have suffered a power surge. A cost analysis is being prepared for installing a surge protection system.
- Country Club Park Water – Operating normally
- Potters Mills Sewer – Working on receiving text alerts from the control panel. Quotes received for damaged pipe caused by automobile accident.
- Bloom Road Sewer – Preparing to start the plant as connections are made. Working on receiving test alerts from control panel.
- Florescent lights in the office are malfunctioning. Request to replace 16 fixtures with LED lighting. Mr. Foust offered a motion to purchase new led lighting fixtures for the office. Motion seconded by Mr. Tanis.

Secretary/Treasurer –

The Centre County Elections Office has confirmed that as of now the same procedures that were used for the 2020 election will be in place unless circumstances dramatically change. Poll workers should wear a mask/face shield. The election office will provide: masks/face shields, sneeze guards, hand sanitizer, disinfecting wipes, an ink pen for every voter, vinyl gloves, disinfecting spray, and blue painters tape to

mark for social distancing as well as social distancing signs. The Board of Supervisors will provide separate ingress and egress for social distancing.

OLD BUSINESS:

Aggregate Bid Proposal & Contract:

Aggregate Bids from two (2) bidders: Glenn O. Hawbaker, Inc., and Hanson Aggregates were received and opened at 2:00pm on February 1, 2021. The proposals were reviewed for tabulation of contracted bid amounts, bid bond and compliance with requirements of the proposal. Due to a significant snow event, the Board meeting scheduled for February 1st was cancelled. Mr. Tanis moved to award the Aggregate Contract to Glenn O. Hawbaker, Inc. for the total contract amount of \$96,010.00. Mr. Foust seconded the motion. **Motion carried unanimously**

New Gmail addresses have been created for the Planning Commission and Parks & Recreation Board. The new emails will become effective February 15th. This change in email was initiated in an effort to lower the monthly cost of the current email accounts ending in .org.

Omission: (previously omitted in November 2, 2020 meeting minutes) Quotes were received for the mowing services at Country Club Park sewer and water facilities, as well as the Potter Athletic Complex (PAC). The quotes were discussed and Robert Horner provided the lowest quote for these services. Mr. Tanis offered a motion to approve the 2021 mowing services to Robert Horner. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

The loan closing with Jersey Shore State Bank was held on February 8, 2021. This was for the purchase of the John Deere Boom Mower in the amount of \$160,695.88.

NEW BUSINESS:

Mr. Decker announced an Executive Session was held on February 12, 2021 at 1:00 pm to discuss personnel matters.

A request for a Letter of Support to extend Columbia Gas line to the residents on Lane Avenue was received from Mark & Ruth Henry. Mr. Tanis made a motion to contact Columbia Gas and encourage them to reconsider and connect the residents on Lane Avenue to their line. Motion second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Due to budget constraints, Mr. Tanis offered a motion to cancel the Riff Raff and Brush/Limb collection programs for 2021. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

The Centre Hall Fire Company Fire Tax Agreement specifies that two township supervisors are to be appointed as representatives with voting privileges on the Fire Tax Committee. This agreement does not permit alternate appointees. Mr. Decker offered a motion to rescind the previously approved appointment at the January 18th meeting of Dick Decker and Jake Tanis as the members to the Fire Tax Committee. Mr. Foust made a motion to appoint Dick Decker and Dennis Foust as the new Potter Township representatives on the Fire Tax Committee. Motion seconded by Mr. Decker. **Motion carried unanimously.**

A Letter of Engagement for 2020 Financial Audit from Baker Tilly was presented for signature. The audit will begin on March 8, 2021.

The Spring 2021 Newsletter article deadline is February 19th. The articles will appear in the March edition of The Valley Grapevine.

General Fund Budget line item for Meetings, Conferences and CE's was discussed. This line item budget was decreased to \$1,200.00. Expenses for the staff to attend the PSATS Conference is expected to exceed the budgeted amount. After discussion by the Board, the consensus was to move money from another line item to cover these expenses should the need arise.

The Treasurer requested a transfer of funds from the General Fund or Reserve Fund to the Potters Mills Central Sewer Fund to cover engineering and construction expenses until reimbursement is received from Pennvest. Mr. Foust made a motion to transfer \$135,000.00 from the General Fund to the Potters Mills Sewer Fund as a temporary loan to cover the current expenses. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Nittany Engineering submitted for approval the Sippel Development Payment Application #4 in the amount of \$14,035.39 for the Bloom Road public sewer project. A motion was made by Mr. Foust to approve the payment request and to approve Chair Decker to sign the payment application. Seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

General Code has been sent the request to separate Codification Chapter 156 Sewer Ordinance into separate Articles according to Spring-Benner-Walker public sewer, Potter Township Public Sewer and Sewage Management Program. Previously General Code had combined all items into one Article.

The 2019 Liquid Fuels Fund Audit Report completed by the State Auditor General has been received. There were no questions from the Board.

COMMUNICATIONS TO THE BOARD

None

ADJOURNMENT:

Mr. Foust made a motion to adjourn the regular meeting at 8:50 p.m. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

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