

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**April 5, 2021**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Dick Decker, Chair  
Jacob Tanis, III, Vice-Chair  
Melvin Dutrow  
Karl Eysenbach  
Dennis Foust

**STAFF:** Lisa Kroner, Township Secretary/Treasurer  
David Boliek, Road Superintendent

**CALL TO ORDER:**

Chairman Decker called to order the April 5, 2021, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:** None

**CONSENT AGENDA**

Mr. Foust made a motion to approve the minutes of the March 15, 2021 Regular Meeting. Mr. Eysenbach seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORTS**

- A. Planning Commission
- Meeting Minutes from March 9, 2021, were distributed.
  - Proposed amendments to the Sign Ordinance are being revisited.
- B. Parks & Recreation Board
- Meeting Minutes from Feb. 10, 2021, were distributed.
  - Baseball practices begin April 6<sup>th</sup>.
  - The 1<sup>st</sup> Annual Easter Egg Hunt on March 27<sup>th</sup> was a huge success.
  - Repairs to fencing and batting cages will be completed by April 15<sup>th</sup>
  - A letter of resignation from the Parks and Recreation Board has been received from Heather Shakley. Mr. Tanis offered a motion to accept Heather Shakley's resignation. Motion seconded by Mr. Eysenbach. Motion carried unanimously.
- C. Tri-Municipal Park Board
- Received a \$250,000 grant from the Hamer Foundation for the pavilion, playground, pathways (and parking) project.
  - PA DCNR Grant Application is being submitted. Each municipality is being asked to provide a commitment letter committing to the \$50,000 local match of \$35,000 in in-kind services and

\$15,000 in cash. (divided by 3 / shared between the 3 municipalities). Mr. Foust offered a motion to approve a Letter of Commitment for Potter Township for the grant application. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

D. Well Head Protection Committee

- The newly formed committee met for the first time in March.
- Members include: Jake Tanis, Ken Strouse, Davis Araujo, Denny Foust, Milena Bucek, and Mark Ralston
- An informational display is being fabricated for Grange Fair

E. Penns Valley Regional Planning Commission

- Proposed bylaw revisions pertaining to municipal representation and voting were presented. After discussion by the Board of Supervisors on the proposed changes, Chair Decker made a motion to provide positive feedback on the proposed language. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**STAFF REPORTS:**

*Public Works Superintendent -*

- Decision on sale of 5095 John Deere Tractor mower tabled until April 19<sup>th</sup> meeting.
- Mr. Dutrow made a motion to donate the used tar buggy to Centre Hall Borough for their ownership. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**
- Mr. Dutrow made a motion to sell the Galion 4-6 Ton Roller at the Penns Valley Consignment Sale. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**
- Mr. Tanis asked David to switch employees to every other weekend working on sewer and water plants.
- Country Club Park Water and Sewer Facilities operating under normal conditions
- Potters Mills Sewer operating under normal conditions
- Brush Cutting to be completed this week.
- Tar kettle has been ordered for crack sealing project

*Secretary / Treasurer*

- The 2021 First Quarter Right-to-Know Request report was distributed. No requests were received during the quarter.
- Baker Tilly has requested an extension from DCED to complete the 2020 Annual Financial Audit due to decreased staffing due to Covid pandemic.
- The Centre County Tax Collection Committee wishes to adopt a policy within the District, that all penalties and interest corresponding to individual income tax filings and payments for the 2020 tax year shall disregard the period between April 15, 2021, and May 17, 2021., to match state and local. After discussion, the Board of Supervisors approved to support this proposed resolution waiving income tax penalties and interest for the period beginning on April 15, 2021, and ending on May 17, 2021

**OLD BUSINESS**

Mark Ralston presented an update on the Colyer Lake Foot Bridge Project. According to the PADEP Incompleteness Review, a formal wetlands delineation of the footbridge areas and an assessment of potential impacts from re-routing the existing footpath in a few places must be completed. The process will be re-activated now that spring has arrived and an extension has been granted until May. A request was made for Potter Township to fund the cost of the wetlands work. The Board will discuss and approve at a later date.

The proposed Cable Franchise Agreement submitted by Atlantic Broadband has been changed to reflect a franchise for a term of ten (10) years. Mr. Foust made a motion to advertise a public hearing for an Ordinance to approve the *Cable Franchise Agreement with Atlantic Broadband (Penn) LLC*. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.** A public hearing will be advertised for April 19, 2021.

The 2017-2020 Riff Raff Collection Program yearly comparison was reviewed. No further discussion.

### **NEW BUSINESS**

Centre County Mapping and Addressing submitted a road name request for the Warren Properties LLC Subdivision, which contains a shared driveway. The driveway will serve Lots 1 and 3. The requested name is Zak Lane which meets criteria for naming and 911 addressing has tentatively approved pending Potter Township final approval. After review of the request, Mr. Tanis made a motion to approve the name Zak Lane. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0.**

A Risk Management & Insurance Proposal for insurance coverage April 1, 2021 to March 31, 2022 was reviewed. Mr. Foust made a motion to approve the renewal proposal submitted by EMC, and decline coverage for additional crime & cyber coverage. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The Western Pennsylvania Conservancy is interested in submitting a grant application to DCNR to update the Juniata Watershed Conservation Plan that was developed in 2000. This update would catalog all of the accomplishments community partners have achieved to implement recommendations of the original plan. It would also entail extensive public outreach to identify new and emerging issues of concern and needs of the community in relation to recreational opportunities and improving natural, socio-economic, and cultural resources of the area. The Board agreed to provide a letter of support for the Juniata Watershed Management Plan to include in the grant application

Mr. Tanis offered a motion to enter into a consulting agreement with Stanley Wallace for consulting on zoning and permitting issues that Chris Dobson or Lisa Kroner may have, and to reimburse Mr. Wallace at his regular Zoning Officer rate. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Mr. Foust made a motion to contribute \$500 to the 2021 CCATO Scholarship Fund. This motion was seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Late Fees for Public Water and Public Sewer Accounts were waived on April 6, 2020 to allow additional time to assist residents during the COVID-19 outbreak. Mr. Dutrow offered a motion to reinstate the late fees for public water and sewer accounts if payment is received after the 20<sup>th</sup> of the month in which the payment is due. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0.**

*Resolution R-2021-03*, Fee Schedule Amendment was presented. This amendment includes listing the fees for Small Flow Treatment Facilities yearly inspections/DEP reporting, and fees for septic tanks requiring pumping every 2 years. These fees were inadvertently omitted in the Master Fee Schedule adopted January 4, 2021. Mr. Foust moved to adopt Resolution R-2021-3, amending the Fee Schedule for Potter Township. Mr. Tanis seconded the motion. **Vote in favor was unanimous. 5-0.**

POTTER TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA  
RESOLUTION NO. R-2021-03

A RESOLUTION AMENDING THE MASTER FEE SCHEDULE, ESTABLISHING CERTAIN RATES AND FEES FOR  
POTTER TOWNSHIP, AND SUPERSEDING PREVIOUS RESOLUTIONS

**WHEREAS**, certain rates and fees of the Master Fee Schedule have previously been adopted by the Board of Supervisors in prior resolutions; and

**WHEREAS**, certain rates and fees now need to be adjusted or added to the Master Fee Schedule; and

**WHEREAS**, the Board of Supervisors has reviewed these rates and fees, have determined it is necessary to adopt these rates and fees; and

**WHEREAS**, the Board of Supervisors may at any time adjust or amend all or portions of the Master Fee Schedule and set certain rates and fees in separate resolutions if needed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF POTTER TOWNSHIP,  
PENNSYLVANIA, AS FOLLOWS:**

**Section 1:** The amendment to the Master Fee Schedule, as provided in Exhibit "A" attached hereto and incorporated herein by reference, is hereby adopted and shall be amended in its entirety to reflect the new version as attached to this resolution.

**Section 2:** That all provisions of any resolution of the Board of Supervisors in conflict with the provisions of this resolution be repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

**Section 3:** Effective Date. The rate and fee adjustments and amendments of this resolution shall become effective on April 6, 2021.

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The 2021 first quarter budget report distributed and in line with approved 2021 budget.

House Bill 255 proposes to move many dedicated funds into the Commonwealth's General Fund, including the Recycling Fund. Loss of these funds will result in Centre County Recycling and Refuse Authority rate increases and/or the reduction in recycling programs such as their recycling drop off sites. The Board opposes the transfer of recycling fund moneys to the General Fund, as required by HB 255, and desires to voice this opposition to our state legislators.

The **American Rescue Plan** provides \$350 billion dollars in emergency funding for state, local, territorial, and Tribal governments to address the revenue losses experienced as a result of the COVID-19 pandemic. It will also provide resources for local governments to invest in infrastructure, including water, sewer, and broadband services. Potter Township has been allocated \$356,320.00. The deadline to distribute the money based on COVID related expenses is December 31, 2024.

A mowing and maintenance proposal for Potter Run Park was received by John Smith. The proposal was discussed. Mr. Dutrow offered a motion to approve the 2021 mowing and maintenance proposal for Potter Run Park submitted by John Smith. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Maintenance for unused portion of property at the Potter Athletic Complex was discussed. No decisions were made. Item tabled until April 19<sup>th</sup> meeting.

A request was submitted to purchase 3 rolls of Fence Cap (for Emery Field) and 2 pitching mounds at a quoted total cost of \$1,355.00. Mr. Foust recommended approval for the purchase of the fence cap and pitching mounds and payment from the Fees In-Lieu-of Parkland Dedication Fund. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Lisa Kroner requested approval to employ a Parks Caretaker (Part-Time, Partial Season) for seasonal maintenance work at the Potter Athletic Complex. Job duties would vary from custodial work, sanitizing, trash collection, assisting with ballfield preparation, to special event set-up and assistance to Parks and Recreation staff. Majority of hours are on Fridays, Saturdays, and Sundays, and limited weekday evenings. Schedule may vary based on tournament schedules, and special event request. Mr. Foust put forth a motion to approve creating a Parks Caretaker (Part-Time, Partial Season) position at a wage of \$12.00 per hour. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

*Resolution R-2021-04*, supporting application for Happy Valley Adventure Bureau Tourism Grant, for approval. The application is for recreational use, specifically to provide field renovations on each of the two ballfields at the Potter Athletic Complex. Mr. Foust moved to adopt Resolution R-2021-04, supporting application for Happy Valley Adventure Bureau Tourism Grant. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0.**

POTTER TOWNSHIP  
CENTRE COUNTY, PENNSYLVANIA  
RESOLUTION R-2021-04

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

**WHEREAS**, the Board of Supervisors of Potter Township supports the grant application made to The Happy Valley Adventure Bureau (HVAB), in partnership with the Centre County Board of Commissioners, for the 2021-2022 Tourism Grant Program. The application is for recreational use, specifically to provide field renovations on each of the two baseball fields at the Potter Athletic Complex. The sports complex is 29 acres and located at 150 Summer Lane, Centre Hall, Pennsylvania, and will attract tournaments and league use, and

**WHEREAS**, the Board of Supervisors of Potter Township recognizes the twenty-five (25) percent match requirement for the 2021-2022 Tourism Grant program, and has secured the matching funds

**NOW, THEREFORE, BE IT RESOLVED**, that if Potter Township is awarded a grant by The Happy Valley Adventure Bureau and Centre County Board of Commissioners, the Board of Supervisors of Potter Township agrees to accept the grant award, and may enter into an agreement with The Happy Valley Adventure Bureau and Centre County Board of Commissioners for the above referenced project. The Township of Potter, Centre County, Pennsylvania, will comply with all applicable laws, environmental requirements and regulations.

**BOARD / STAFF OTHER MATTERS** (Informational – Review and/or Action, as Needed)

- First Energy Assistance Program
- Coffee & Conversation Invitation – Millheim Borough
- State College Area Connector (SCAC) Purpose & Need Report Availability

**ADJOURNMENT:**

Mr. Decker made a motion to recess the meeting at 9:25 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 9:40 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