

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
November 1, 2021
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

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

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

CALL TO ORDER:

Chair Decker called to order the November 1, 2021, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

No Public Comment

CONSENT AGENDA

Mr. Dutrow made a motion to approve the minutes of the October 18, 2021 Regular Meeting. Motion seconded by Mr. Eysenbach. Upon review by all Supervisors of the submitted payment vouchers, Mr. Tanis made a motion to approve payment of the vouchers as presented. Motion seconded by Mr. Foust. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission
 - Meeting minutes from September 28th and October 12, 2021 were distributed.
- B. Parks and Recreation Board
 - No report
- C. Tri-Municipal Park
 - Damage to walking path due to significant rainfall. Repair options are being discussed.

STAFF REPORTS:

Public Works Superintendent –

- Bid Award for 2022 Diesel Contract. No bids were received. Item tabled until the next meeting.

Secretary / Treasurer –

- Baker Tilly requested a Management Responsibility Letter to be signed by Board of Supervisors to complete the 2020 Financial Audit. Mr. Eysenbach motioned to approve submission of the letter for Baker Tilly. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Zoning Officer –

- No report

OLD BUSINESS

The Pennsylvania Municipalities Pension Trust MMO for the Plan Year 2022 was reviewed. The minimum municipal obligation (MMO) for the 401a Defined Contribution Plan is estimated at \$21,942.00. Motion by Mr. Foust to approve the 2022 MMO for the pension plan as presented. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.** The MMO will be submitted to the Pennsylvania Municipalities Pension Trust.

Discussion was held on the 2022 proposed budget for all Funds. Revisions were requested by the Board and will be reviewed at the November 15, 2021 meeting.

NEW BUSINESS

Mr. Foust made a motion to advertise the intent to appoint a Certified Public Accountant to perform the 2021 annual audit in place of elected auditors, seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Chair Decker announced that Executive Sessions were held on October 29th and November 1st, 2021, regarding personnel issues. The Board of Supervisors presented the *Potter Township Employee Conduct Guidance* document to staff at the Executive Session on November 1, 2021.

Mr. Foust requested to amend the meeting agenda to include discussion on the purchase of a Buffalo Turbine Cyclone PTO Leaf Blower. Mr. Tanis seconded the motion. **Vote in favor to amend the agenda was unanimous.**

Public Works Superintendent, David Boliek, presented information on a Buffalo Turbine Cyclone PTO Leaf Blower for use by the public works crew. The cost for this equipment is \$6,194.00. After discussion, Mr. Foust offered a motion to approve purchase of the Buffalo Turbine Cyclone PTO Leaf Blower in the amount of \$6,194.00. Motion was seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

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

- No items for review.

ADJOURNMENT:

Mr. Foust made a motion to adjourn the regular meeting at 9:30 p.m. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, Township Secretary
Potter Township Board of Supervisors