

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**December 6, 2021**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

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

**STAFF:** Lisa Kroner, Township Secretary/Treasurer  
David Boliek, Road Superintendent  
Chris Dobson, Zoning Officer

**CALL TO ORDER:**

Chair Decker called to order the December 6, 2021, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Allen Decker voiced concern regarding the LST Tax Form Notice received. Requested more information and suggested an explanation sheet be included with Notice.

Chris Evans, from Penns Valley Little League, communicated the League's pursuit of usage or purchase of the Potter Athletic Complex baseball fields. He suggested a partnership with PVLL to allow them the opportunity to manage the fields and promote the growth of baseball in Penns Valley. The Board of Supervisors agreed to meet with the league in January to explore the matter further and discuss options.

**CONSENT AGENDA**

Mr. Tanis made a motion to approve the minutes of the November 15, 2021 Regular Meeting. Motion seconded by Mr. Foust. 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
  - No report.
- B. Tri-Municipal Park
  - Continued repair to walking path due to significant rainfall.

**STAFF REPORTS:**

*Public Works Superintendent –*

- Presentation of a 25 year roadway maintenance and paving plan.
- Discussion on LED street lighting for SR 322/SR144. Costs were presented. Supervisors requested more information on cost difference between LED and sodium vapor lights. Item tabled until next meeting.

*Secretary / Treasurer –*

- The Sewage Management Program for 2021 has been completed. There are no delinquent reports.

*Zoning Officer –*

- No report

### **OLD BUSINESS**

No old business.

### **NEW BUSINESS**

The 2021 Fee Schedule was distributed for review and consideration of changes in preparation of adoption of the 2022 Fee Schedule to be adopted at the Organization Meeting on January 3, 2022.

Tax Collector Wendy Nolf has appointed Kathy Highbaugh as her Deputy Tax Collector. This is an appointment of a Deputy Tax Collector to collect and settle taxes during any incapacitation of the Tax Collector. Mr. Tanis made a motion to approve this appointment, seconded by Mr. Eysenbach. **Motion carried 5-0.**

Nittany Engineering & Associates has submitted an Agreement/Proposal for the preparation of 2021 Chapter 94 Reports for Bloom Road Sewer, Country Club Park Sewer and Potters Mills Sewer. The cost to prepare and complete the PA DEP required reports is estimated not to exceed \$550.00 for each report. Mr. Foust offered a motion to accept the Agreement/Proposal for the preparation of 2021 Chapter 94 Reports for Bloom Road Sewer, Country Club Park Sewer and Potters Mills Sewer. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Request for Per Capita Removal for 2022, that were misclassified (i.e., moved, deceased, double assessed). Mr. Foust made the motion to approve the list for Per Capita Removal for 2022 as presented by Tax Collector Wendy Nolf. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0**

No status report was available on ABC vacancies for 2022.

Century Engineering submitted Pay Applications #4 on behalf of Dave Kronenwetter in the amount of \$11,229.59, and Pay Application #5 for Sippel Development Co. in the amount of \$28,692.21 for the Bloom Road Sewage Collection and Treatment System. Mr. Foust made a motion to approve both Pay Applications #4 and #5 as presented and authorize Mr. Decker to sign the pay applications out of meeting, which took place on November 18<sup>th</sup> and November 22, 2021 respectively. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Chair Decker announced that an Executive Session was held on December 1, 2021 regarding personnel issues.

Municipal Resolution R-2021-14 (Highway Transfer Program) was presented for approval. This resolution authorizes the Chair of the Board of Supervisors to execute the agreement, and any subsequent amendments on behalf of the municipality regarding the transfer from state (PennDOT) to municipal control the portion of SR 2019, Segment/Offset 10/0000 to Segment/Offset 10/1585 (Crowfield Road). Mr. Foust offered a motion to adopt Resolution R-2021-14 as presented. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

The Highway Transfer Project (PennDOT Form PR-996) describes the justification for the transfer and details about the specific section of SR 2019 (Crowfield Road) for the turnback. Mr. Foust made a motion to approve the Chair, Mr. Decker, to sign this form. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

MOU (Memorandum of Understanding) from DBRA ENTERPRISES, L.P. was presented for review and action. Mr. Foust made a motion that the board approve entering into a Memorandum of Understanding with the developer for engineering fees incurred from the township engineers concerning this project. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

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

– Centre Hall-Potter Hall Sewer Authority

**ADJOURNMENT:**

Mr. Foust made a motion to adjourn the regular meeting at 8:24 p.m. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

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