

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
November 15, 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
Robert Rayman, Solicitor

CALL TO ORDER:

Chair Decker called to order the November 15, 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. Foust made a motion to approve the minutes of the November 1, 2021 Regular Meeting, payment vouchers and October 2021 Financial Report. Motion seconded by Mr. Tanis. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A.** Planning Commission
 - Meeting minutes from October 26, 2021 were distributed.
- B.** Parks and Recreation Board
 - John Smith, Chair, is requesting Kim Kellerman Domin be appointed as a new member on the Parks & Rec Board. Mr. Tanis made a motion to appoint Kim Kellerman Domin to the Parks & Recreation Board for a five-year term (2022-2026), which was seconded by Mr. Dutrow. **Vote in favor was unanimous 5-0.**
 - A recognition ceremony has been planned for Lance & Ellen Shaner at the Potter Athletic Complex on Tuesday, November 23, 2021 at 11:00 am.
- C.** Penns Valley EMS
 - No report

SOLICITOR REPORT

A draft of a proposed Solicitation/Peddling Ordinance was presented and reviewed. The ordinance would require every person desiring to engage in peddling and soliciting in the Township to submit a written application and current/valid photo identification to the Zoning Officer. The ordinance would include prohibited practices, hours for home solicitation and penalties for violations. After discussion and no revisions suggested, Mr. Tanis made a motion to approve advertisement of the intent to adopt the Solicitation/Peddling

Ordinance at a public meeting on December 6, 2021. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Discussion on a solar ordinance has been tabled until a future time not yet specified.

STAFF REPORTS

Public Works Superintendent –

- Continued discussion on an unstable tree located along Manor Road. Mr. Tanis offered a motion authorizing the Public Works Superintendent to contract with a professional to fell the tree. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Secretary / Treasurer –

- No new report

Zoning Officer –

- A request was made for Chris Dobson to attend the PSATS PAAZO Academy held December 7- 9, 2021 in Enola. Mr. Tanis offered a motion to approve registration and attendance at the zoning officer training with a capped amount of \$1,000.00 for registration, travel and accommodations if required. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

OLD BUSINESS

The requested changes to the 2022 budget were made and a revised 2022 proposed budget was presented to the Board. After discussion, a proposed budget was generated with no tax increase for real property. Mr. Eysenbach made a motion to advertise the proposed 2022 budget for public inspection. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

NEW BUSINESS

Resolution R—2021-13 Establishing Tax Rate for Year 2022 was presented for adoption. Total tax will be 3 mil (1 mil General purpose and 2 mil Fire protection) with no tax increase on real property. Mr. Tanis made a motion to approve **Resolution R-2021-13**. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

RESOLUTION # R-2021-13

**A RESOLUTION OF THE TOWNSHIP OF POTTER, CENTRE COUNTY,
ESTABLISHING THE TAX RATE FOR THE YEAR 2022**

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Potter, County of Centre, Commonwealth of Pennsylvania, that a tax be and the same is hereby levied on all real property within the Township of Potter subject to taxation for the fiscal year 2022, as follows:

Tax rate for GENERAL purposes, the sum of 1 mill
on each dollar of assessed valuation, or the sum of \$0.100
on each one-hundred dollars of assessed valuation.

Tax rate for FIRE PROTECTION purposes, the sum of 2 mill
on each dollar of assessed valuation, or the sum of \$0.200
on each one-hundred dollars of assessed valuation.

That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

The same being summarized in tabular form, as follows:

	Mills on Each Dollar of Assessed Valuation	Dollars and Cents on Each One-Hundred Dollars of Assessed Valuation
Tax Rate for General Purposes	1 Mill	\$0.100
Tax Rate for Fire Protection	<u>2 Mill</u>	<u>\$0.200</u>
TOTAL	3 Mill	\$0.300

Mr. Foust made a motion to approve the purchase of six (6) new chairs for the conference room. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

A request was made for Fred Walter to attend the PA Rural Water Association Water Certification Class And David Decker to attend the Wastewater Certification Class beginning December 14, 2021. There is no registration fee for the classes. Mr. Eysenbach motioned to approve registration for both employees to attend the classes. Motion seconded by Mr. Foust. **Vote in favor was 4-0. Mr.Decker recused himself from the vote citing to a conflict of interest.**

Mr. Decker made a motion to recess the meeting at 9:00 p.m. to begin an Executive Session regarding personnel matters. Mr. Foust seconded the motion. Mr. Foust made the motion to close the Executive Session and reopen the regular meeting.

Mr. Foust made a motion to approve amendments to the Potter Township Employee Handbook and incorporate the amendments through Resolution R-2021-12. Motion seconded by Mr. Dutrow. **Vote in favor was 4-0. Mr.Decker recused himself from the vote citing a conflict of interest.**

RESOLUTION # R-2021-12

A RESOLUTION AMENDING THE POTTER TOWNSHIP, CENTRE COUNTY,
EMPLOYEE HANDBOOK

WHEREAS, a *Potter Township Employee Handbook* has previously been adopted by the Board of Supervisors in a prior resolution; and

WHEREAS, the Board of Supervisors may at any time adjust or amend all or portions of the Employee Handbook as needed.

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

Section 1: The amendment to the Potter Township Employee Handbook, 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.

IT IS FURTHER RESOLVED, that the amended *Potter Township Employee Handbook* will be effective upon adoption by the Board of Supervisors on this date.

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

- No items for review.

ADJOURNMENT:

Mr. Tanis made a motion to adjourn the regular meeting at 9:50 p.m. Motion seconded by Mr. Foust. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

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