

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
January 3, 2022
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD: Dick Decker, Chair
Jacob Tanis, III, Vice-Chair
Melvin Dutrow
Dennis Foust
Glenn Roth

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

CALL TO ORDER:

Chair Decker called to order the January 3, 2022, Regular Meeting of the Potter Township Board of Supervisors at 7:30 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Harry Burd apprised the Board that the Rimmey Road street signs are missing at both ends of the road. The Public Works Superintendent confirmed knowledge of missing signs and that new signs have been ordered.

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the December 20, 2021 Regular Meeting and payment vouchers. Motion seconded by Mr. Tanis. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A.** Planning Commission
- Meeting minutes from November 9, November 23, December 14, 2021 were distributed.
 - Mr. Roth requested approval to compensate the Planning Commission Secretary for their services. Mr. Decker opposed paying only the secretary of the Planning Commission without compensation for the Parks/Recreation and Zoning Hearing Board secretaries. After discussion, Mr. Roth presented a motion to pay the Planning Commission, Parks/Recreation, and Zoning Hearing Board secretaries \$15.00 per hour for their services. No mileage will be paid. Mr. Foust seconded the motion. **Vote in favor was unanimous. 5-0.**
- B.** Parks and Recreation Board
- No new report
- C.** Tri-Municipal Park, Inc.
- Awarded a DCED grant in the amount of \$250,000.00 for further development to include construction of pavilion, comfort station, nature play area, pedestrian walkways, internal loop trail, parking and stormwater management measures; installation of play equipment with required safety surfacing; ADA access, landscaping, project sign and other related site improvements.

STAFF REPORTS

Public Works Superintendent –

- A 2015 Peterbuilt dump truck with plow and spreader is available for purchase from another municipality. After inspection of the truck by the Board of Supervisors, Mr. Tanis made a motion to authorize the purchase of the dump truck in the amount of \$130,000.00. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Secretary / Treasurer –

- No new report.

Zoning Officer –

- No new report.

OLD BUSINESS

No old business for discussion.

NEW BUSINESS

Resolution #R-2022-03 adopting written procedures in how professional services are chosen for its pension plan was presented for approval. Mr. Foust made a motion to adopt Resolution #R-2022-03. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

RESOLUTION R-2022-03

ADOPTING WRITTEN PROCEDURES IN HOW PROFESSIONAL SERVICES
ARE CHOSEN FOR ITS PENSION PLAN

WHEREAS, with the passage of Act 44, municipalities are now required to prepare written procedures in how professional services are chosen for its pension plans, and,

WHEREAS, the Department of the Auditor General began issuing verbal observations recommending that municipalities implement a written policy: and,

WHEREAS, municipalities must provide the Department of the Auditor General with a copy of their written procedures during their next audit:

NOW, THEREFORE, BE IT RESOLVED by the Township of Potter, Centre County, Pennsylvania, that Potter Township hereby adopts the attached Professional Services Contract Provisions of Act 44 of 2009.

Resolution #R-2022-04 naming the **Chief Administrative Officer of the Potter Township Pension Plan** was presented for approval. Mr. Foust made a motion to adopt Resolution #R-2022-04 as presented. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

RESOLUTION R-2022-04

NAMING THE CHIEF ADMINISTRATIVE OFFICER OF THE POTTER TOWNSHIP PENSION PLAN

BE IT RESOLVED by the Board of Supervisors of Potter Township, Centre County, Pennsylvania, that the *Secretary-Treasurer* of the Potter Township Board of Supervisors be so named as the Chief Administrative Officer of the Potter Township Pension Plan.

BE IT FURTHER RESOLVED that the Potter Township Pension Plan has been established on the date of January 1, 1995.

Mr. Decker informed the Board that DEP has issued violations regarding the water plant at Country Club Park. The violations include failure to monitor the water system and obtain certain lab samples from the water system at various times between 2019 and 2021. These violations regarding failure to monitor require Public Notices be provided to the residents of the water system in Country Club Park. Mr. Tanis made a motion to authorize Mr. Decker to certify the DEP Public Notices and provide copies to all Country Club Park residents. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Mr. Decker made a motion to recess the meeting at 8:50 p.m. to begin an Executive Session regarding legal matters. Mr. Tanis seconded the motion. **Vote in favor was unanimous.**

Mr. Decker made the motion to close the Executive Session and reopen the regular meeting at 9:20 pm. No decisions were to be made as a result of the Executive Session.

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

- Centre Hall-Potter Sewer Authority Meeting Minutes 12/08/2021 – Information only.
- Centre County Farmland Trust Newsletter & Donation Opportunity. No action taken.

ADJOURNMENT:

Mr. Tanis made a motion to adjourn the regular meeting at 9:20 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