

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**December 5, 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, Secretary/Treasurer  
David Boliek, Public Works Superintendent

**ATTENDEES:** Kim & Bruce Domin, Lucas Hakes, Nick Millard, Michele Foust, Georgi Bennett

**CALL TO ORDER:**

Chair Decker called to order the December 5, 2022, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Michele Foust requested an update to her formal request to submit a formal request to PennDOT to study a section of route 45 in front of her house for the installation of Jake Brakes. A letter has been drafted to provide to the PennDOT District 2 Highway Safety Engineer.

Georgie Bennett requested clarification on how the Amusement Tax collected each year is spent. Why can't the Amusement tax be spent on Riff Raff program? Taxes collected each year are made part of the General Fund operating budget and not designated for a specific line item.

**CONSENT AGENDA**

Mr. Foust made a motion to approve the minutes of the November 21, 2022 Regular meeting and the payment vouchers as presented. Mr. Dutrow seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORT**

- A. Planning Commission**
- Meeting minutes from October 25, 2022 were distributed. The November 22, 2022 meeting has been cancelled.

**STAFF REPORTS**

*Public Works Superintendent* – The swingset for Potter Run Park has been ordered. Site preparation will be carried out by the Public Works crew. Requested determination if equipment installation is to be completed by vendor or Public Works crew. The Board supported the Public Works crew completing installation as it is most cost effective.

Secretary / Treasurer – None

*Emergency Management Coordinator* - The green reflective house numbers along roadway for emergency responders to find your home are vital in an emergency. There are some residents in Potter Township that could benefit from having these addresses at the end of lanes or on mailboxes. Discussion on a plan to obtain these signs for the residents that need them. American Rescue Plan funds are eligible for the purchase of these signs. The EMC will also discuss a solution with Centre Hall Fire Company.

**OLD BUSINESS**

None

**NEW BUSINESS**

The 2023 meeting dates for all Authorities, Boards and Commissions were reviewed. The dates were approved. Mr. Foust offered a motion to approve the meeting dates and advertise said dates following the Second Class Township Code advertising requirements. Second by Mr. Tanis. **Vote in favor unanimous. 5-0.**

*Board of Supervisors* – Jan. 3<sup>rd</sup> (re-organization) & Jan. 16; Feb. 6 & 20; March 6 & 20; April 3 & 17; May 1 & 17; June 5 & 19; July 5 & 17; Aug. 7; Sept. 5 & 18; Oct. 2, 11 & 16; Nov. 8 & 20; Dec. 4 & 18

*Planning Commission* - Jan. 10 & 24; Feb. 14 & 28; Mar. 14 & 28; Apr. 11 & 25; May 9 & 23; Jun. 13 & 27; July 11 & 25; Aug. 8; Sept. 12 & 26; Oct. 10 & 24; Nov. 14 & 28; Dec. 12

*Parks & Recreation Board* – Jan. 9; Feb. 13; Mar. 13; Apr. 10; May 8; Jun. 12; Jul. 10; Aug. 14; Sept. 11; Oct. 9; Nov. 13; Dec. 11.

*Elected Auditors* – Jan. 4<sup>th</sup> (re-organization)

*Zoning Hearing Board* – Jan. 12<sup>th</sup>

\*\*\*\*\*

**ABC Vacancies for 2023**

- Spring Creek Watershed Commission: 1-year appointment
- Tri-Municipal Park, Inc. Board: 1-year appointment
- Centre Hall-Potter Sewer Authority: 5-year appointment
- Planning Committee: 4-year appointment
- Penns Valley Regional Planning Commission: 1-year appointment
- Vacancy Board: 1-year appointment
- Zoning Hearing Board: 5-year appointment
  - Alternate -- 1-year appointment
  - Alternate -- 2-year appointment
  - Alternate -- 3-year appointment
- Parks & Recreation Board: 1-year appointment
  - 2-year appointment
  - 3-year appointment
  - 5-year appointment
- Well Head Protection Committee: TBD

\*\*\*\*\*

A draft of the 2023 Fee Schedule was distributed for review and consideration of changes in preparation of adoption at the Reorganization Meeting on January 3, 2023.

**EXECUTIVE SESSION**

Mr. Decker made a motion to recess the meeting at 7:35 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. Second by Mr. Tanis.

**ADJOURNMENT:**

Mr. Tanis made a motion to adjourn the regular meeting at 7:45 pm. Motion seconded by Mr. Foust. **Vote in favor was unanimous.**

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

- Centre County Agricultural Land Preservation Board – 2022 Inspection Reports of Potter Township Preserved Farms

Respectfully submitted,

*Lisa A. Kroner*

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