

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**December 19, 2022**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

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

**STAFF:** Lisa Kroner, Secretary/Treasurer  
David Boliek, Public Works Superintendent

**ATTENDEES:** Michele Foust, Kevin Abbey, Lucas Hakes, Nick Millard

**CALL TO ORDER:**

Chair Decker called to order the December 19, 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 on the status of 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. The letter has been completed and Mr. & Mrs. Foust were provided a copy for their records.

**SPECIAL PRESENTATION**

The Spring Creek Watershed Commission has proposed a few bylaw changes for 2023. Mr. Kevin Abbey, representing SCWC, discussed the proposed changes. At the 2023 Reorganization meeting of the Board of Supervisors, a voting member and alternate member shall be appointed to the Spring Creek Watershed Commission. The voting member shall be a member of the municipal governing body; the alternate member shall be appointed by the governing body but not need be a member of the governing body but shall have all voting rights in the absence of the voting member.

**CONSENT AGENDA**

Mr. Foust made a motion to approve the minutes of the December 5<sup>th</sup> regular meeting; payment vouchers and the Financial Report of November 2022. Mr. Dutrow seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORT**

- A.** Planning Commission
  - Meeting minutes from November 9, 2022 were distributed.
- B.** Parks and Recreation Board
  - No meeting on December 14, 2022 due to lack of quorum
- C.** Penns Valley EMS
  - No report.

## **SOLICITOR REPORT**

No Report – Absent

## **STAFF REPORTS**

*Public Works Superintendent* – The Lake Road Bridge was dedicated to Potter Township in 1967. Mr. Boliek met with Marty Malone, from P. Joseph Lehman Engineers, regarding the Lake Road bridge repair/replacement. Mr. Tanis made a motion to allow David Boliek to begin preliminary work on the bridge with P. Joseph Lehman Engineers.

*Secretary / Treasurer* –

Elections & Voter Registration Facility Use Request – Discussion on lack of indoor space and inadequate parking at Township facility. Item tabled until a future meeting.

## **OLD BUSINESS**

**Resolution #R-2022-12** adopting the 2023 Budget was presented for approval. Mr. Foust made a motion in favor of Resolution #R-2022-12 adopting the 2023 Budget as advertised. Second by Mr. Tanis. **Vote in favor was unanimous. 4-0.**

RESOLUTION # R-2022-12  
A RESOLUTION OF THE TOWNSHIP OF POTTER, CENTRE COUNTY,  
ADOPTING THE 2023 BUDGET

**WHEREAS**, Potter Township is a Township of the Second Class, and;

**WHEREAS**, the Township is required by the Second Class Township Code to adopt a budget before the end of the year, and;

**WHEREAS**, a proposed budget was adopted on November 21, 2022; the proposed budget was advertised; and a public hearing was held on December 19, 2022;

**NOW, THEREFORE, BE IT RESOLVED** that Potter Township Board of Supervisors hereby adopts a Budget for the year 2023. Additional budget detail is provided in the 2023 Budget document made a part hereof by reference.

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The proposed 2023 Fee Schedule was reviewed for any additional changes in preparation of adoption at the Re-Organization Meeting on January 3, 2023. No additional changes were brought forth.

## **NEW BUSINESS**

An MOU (Memorandum of Understanding) for Madisyn Rowles was presented for review and action. Mr. Tanis made a motion that the board approve entering into a Memorandum of Understanding with the developer of the Rowles Subdivision for engineering fees incurred from the township engineers concerning this project. Second by Mr. Foust. **Vote in favor was unanimous. 4-0.**

Nittany Engineering & Associates has submitted an Agreement/Proposal for the preparation of 2022 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. Decker offered a motion to accept the Agreement/Proposal for the preparation of 2022 Chapter 94 Reports for Bloom Road Sewer, Country Club Park Sewer and Potters Mills Sewer. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 4-0.**

Request for Per Capita Exonerations for 2022 and removals for 2023 (those misclassified (i.e., moved, deceased, double assessed) was presented for approval. Mr. Tanis made the motion to approve the list for Per Capita Exonerations for 2022 and removals for 2023 as presented by Tax Collector Wendy Nolf. Mr. Foust seconded the motion. **Vote in favor was unanimous. 4-0.**

Mr. Foust made a motion to approve for the Secretary/Treasurer to pay all invoices due through January 3, 2023, conduct all business and continue all appointments through January 3, 2023 reorganization meeting. Second by Mr. Dutrow. **Vote in favor was unanimous. 4-0**

#### **EXECUTIVE SESSION**

Mr. Decker made a motion to recess the meeting at 7:32 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.

Due to lack of Public Works employees, Mr. Foust offered a motion to compensate David Boliek for any hours worked on snow removal that are outside of his normal shift. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 4-0.**

Mr. Decker motioned that the Township make a memorial contribution for Carl "Allen" Ishler to the Conservation District in the amount of \$100.00. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 4-0.**

#### **ADJOURNMENT:**

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

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

- Centre Hall Fire Company - Meeting Minutes November 9, 2022, no action required.

Respectfully submitted,

*Lisa A. Kroner*

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