

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
February 6, 2023
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: Ryan Newman, Chuck & Marcia McCole, Mike Stitzer, Linda Billingsley, Doug Roth, Scott Floray, John Smith, Jules Loesch, Catlin Pondel, Georgie Bennett, Michele Foust, Kim and Bruce Domin, Mike Troyan

CALL TO ORDER:

Chair Decker called to order the February 6, 2023, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Jules Loesch provided additional information on the exploration of options to construct modern-farm-style carriage houses in The Horizon. He emphasized that it is discussion only at this time and a zoning change may not even be permitted.

Chuck McCole, resident of The Horizon, inquired about the validity of the rumor that Mr. Loesch is requesting approval for townhouses/condos. Mr. McCole provided input and concerns from neighbors in The Horizon and residents on Lane and Kreizer Avenues. Their concerns ranged from a change in the atmosphere of the development to utilities, potential for Airbnb's, and increased traffic.

Georgi Bennett requested financial information of the expenses for garbage, sewage, water & maintenance at the Potter Athletic Complex. Specific financial information can be obtained through a Right-to-Know request. She also requested financials for revenue from People's Choice Festival, Football tailgating, internet and parking. Specific financial information can be obtained through a Right-to-Know request.

Michele Foust requested an update on her request for Engine Brake Retarder Prohibition in front of her home on Earlstown Road. Mr. Boliek stated that PennDOT has granted permission to erect "Brake Retarders Prohibited Between Signs" and "End Brake Retarder Prohibition" signs at SR 45, segment 410/2200 to segment 420-1850, on both sides of the highway. In order to implement a Prohibition on Engine Brake Retarders, a Township Ordinance will need to be adopted. Mr. Tanis offered a motion to request Solicitor Rayman to create a draft ordinance for Engine Brake Retarder Prohibition for review at the February 20th business meeting. Motion was seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

CONSENT AGENDA

Mr. Roth made a motion to approve the minutes of the January 16th business meeting and payment vouchers. Mr. Foust seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORT

- A. Planning Commission
- Meeting minutes from January 10, 2023 were distributed.
 - Mr. Roth discussed utilizing a separate workspace for the Planning Commission members to review plans and documents. Mr. Foust agreed to set up an account for the workspace. Discussion on purchase of a TV or Smartboard rather than a projector for use in the conference room. Mr. Roth will provide cost estimates at the February 20th business meeting.
- B. Tri-Municipal Park
- Tri-Municipal Park, Inc has provided proposed amendments to their bylaws for the Supervisors review and provide comments. The Supervisors will review and discuss at the February 20th meeting.
 - Board members need to be appointed by the Potter Township Supervisors for this year. Item tabled until the February 20th meeting.
Mr. Decker requested copies of the meeting minutes be provided to the Board of Supervisors, and such requirement be added to the amended by-laws.
- C. Parks & Recreation
- A car club has inquired about renting the facility for a private event. Discussion on the fee to rent the facility space followed with no decisions being made on a rental fee. Mr. Roth & Mr. Foust agreed to meet with the coordinator of the event to discuss the exact use of the facility.
 - Board members are working with Penns Valley High School to seek student volunteers to help at the PAC with maintenance tasks and concession stand, as well as Parks and Recreation Board events in general.
- D. Penns Valley EMS
- Mr. Tanis reported over 960 calls responded to in 2022, of which 338 were in Potter Township.
- E. Penns Valley Regional Planning Commission
- Discussion on grants for roadwork. A multi-municipality grant would benefit the entire Penns Valley area. A grant writer would be beneficial in seeking this particular type of grant.

STAFF REPORTS

Public Works Superintendent –

- Request was made to purchase a new tool box for the maintenance garage. Money was allocated in the budget for Tools and Machinery therefore the purchase is approved.
- The Centre County Dirt & Gravel Grant application period is open. Discussion on a project for Shunk Road and/or Egg Hill Road. David Boliek will meet with a representative from Centre County Conservation District for their input.
- West Penn Power will need to create a “Make Safe” environment while the power is shut off to complete the water line loop project at Country Club Park. The cost required by West Penn for Make Safe is \$2,000.00 - \$2,500.00. If any damage is caused to electrical infrastructure by Township then West Penn will invoice for damages which could exceed \$5,000.00.

Secretary / Treasurer –

- The deadline to submit articles, photos, ideas for the Spring Newsletter is March 3, 2023
- Statement of Financial Interest Forms due May 1, 2023
- PennDOT has mailed letters to property owners within the SCAC study area. The letter is in response to misinformation being provided to SCAC area residents regarding right-of-way and property takes. The letter has been added to the Township’s website.

- One additional Scoreboard Advertisement Sponsorship has been sold for Emery Field at the Potter Athletic Complex.
- Baseball field reservations for practices and tournaments have been added to the website parks & recreation calendar.

OLD BUSINESS

Aggregate Bid Proposal & Contract:

Aggregate Bids from one (1) bidder: Heidelberg Materials Northeast LLC was received and opened at 2:00pm on February 6, 2023. The proposal was reviewed for tabulation of contracted bid amount, bid bond and compliance with requirements of the proposal. Mr. Tanis moved to award the Aggregate Contract to Heidelberg Materials Northeast LLC for the total contract amount of \$133,500.00. Mr. Roth seconded the motion. **Vote in favor was unanimous. 5-0**

No update was provided on the Local Services Tax Joint Municipal Agreement. Mr. Foust will attend the next Penns Valley EMS meeting.

Mr. Foust, John Smith and Kim Domin created a Job Description for a Potter Athletic Complex Manager, which was reviewed with the Board of Supervisors. Discussion followed on hourly wage vs. salary and also a contractor for the manager position. The Board discussed challenges of the operations of the concession stand, including whether to implement a rental fee, percentage of gross sales or other options for the concession stand. A PAC Manager job description was not finalized. A decision on the number of work hours for the Manager, as well as the operations of the concession stand was tabled until the February 20th business meeting.

A Letter of Engagement for 2022 Financial Audit from Baker Tilly was presented for signature. On a motion by Mr. Roth, and seconded by Mr. Tanis and carried unanimously, the Board authorized Mr. Decker to sign the Letter of Engagement. The audit will begin on February 16, 2023.

Mr. Roth reported that Mains Technology Solutions has completed the network upgrades for the Township offices. He suggested implementing a General Terms of Use to access the internet.

Mr. Roth emphasized how important it is to have a battery backup for the phone systems. After consideration by the board and on a motion by Mr. Decker, seconded by Mr. Foust and carried unanimously, the Board authorized the purchase of a battery backup for the phone system.

NEW BUSINESS

Notice has been received from Centre County Grange Fair that the Fair will be held August 18 to 26, 2023. Flagger Force will be utilized for traffic control at Homan Lane during the Grange Fair. Mr. Tanis made a motion to approve services for traffic control on Homan Lane as requested. Second by Mr. Roth. **Vote in favor was unanimous. 5-0.**

Employee, David Decker, has requested approval to register for the PA Rural Water Conference in State College from March 27-30, 2023. Educational contact hours will be received as required to maintain his water plant operator certification. Mr. Tanis moved to approve David Decker's request to attend the PRWA Conference. Motion seconded by Mr. Foust. **Vote was in favor 4-0. Mr. Decker recused himself from voting due to a conflict of interest.**

Mr. Roth reported that Black Bear Fiber will work with Centre County Planning & Community Development Office to relocate fiberoptic lines so that they do not interfere with Farmland Preservation. The company will also communicate with the landowners before fiberoptic lines are installed.

Mr. Decker noted that the Spring Creek Watershed Commission has approved the proposed bylaw changes previously presented to the Board of Supervisors by Kevin Abbey.

The Chapter 110 Water Usage Report has been filed for Country Club Park Water System.

Resident, Mark Ralston, continues to work with DEP for the requirements to **decommission the degraded aquifer at Well #1 located at Country Club Park.**

Mr. Decker mentioned that at a Board of Supervisors meeting in 2020, the Board unanimously decided to no longer permit "Conditional Approval" of Subdivision and Land Development plans or related applications/documents. It was recognized that conditional approval was given at the January 16th meeting and it was agreed that moving forward the past decision to not permit conditional uses would be upheld.

ADJOURNMENT:

Mr. Foust made a motion to adjourn the regular meeting at 8:25 pm. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

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