

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
October 2, 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: David Boliek, Public Works Superintendent
Lisa Kroner, Secretary/Treasurer
Gerald Stover, Zoning Officer
Sue Mazza, Data Entry Clerk

ATTENDEES: Ann Glaser, Mark Torretti, Chris Kunes, Mike MacNamara, Mike Troyan

CALL TO ORDER

Chair Decker called to order the October 2, 2023, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Ann Glaser commented on the meeting minutes and agendas missing from the website. Glenn Roth explained to her exactly where they are located on the website.

SPECIAL PRESENTATION

A Commercial Subdivision SketchPlan – Tax Parcel 20-005-039 & Tax Parcel 20-005-039J was presented by the owner, Chris Kunes, and Mark Torretti from Penn Terra Engineering. This was a sketch plan only to obtain the Boards' thoughts and not a formal discussion.

Mike MacNamara, Keller Engineering, presented a Sewage Facilities Planning Module for sewer tap-ins and sewer extension on behalf of TransducerWorks, LLC. Resolution 2023-11 has been submitted for consideration and approval for the development of a parcel of land identified as TransducerWorks, LLC manufacturing facility. On a motion by Mr. Roth, seconded by Mr. Tanis, the Board approved **Resolution 2023-11** as a revision to the Official Sewage Facilities Plan, the Sewage Facilities Planning Module for TransducerWorks, LLC. **Vote in favor was unanimous. 5-0.**

Consecutively, Mr. Roth made a motion to authorize the Township Secretary, Ms. Kroner, to sign the documents on behalf of the Board of Supervisors. Motion was seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Improvements are needed at the intersection of SR 45 and Homan Lane to correct the problem of low ground clearance trailers dragging. The Township made improvements several years ago to the intersection to correct this problem. Chair Decker emphasized that the improvements are the responsibility of the Township and not the developer, TransducerWorks, LLC, supported by Mr. Dutrow and unanimously agreed to by the Board of Supervisors.

A Request for Zoning Map Amendment was submitted on behalf of the John R. Snedden Estate, Tax Parcel 20-008-,006. Penn Terra Engineer, Mark Torretti, described the reasons for the request. The Board acknowledged receipt of the Request for Zoning Map Amendment and approved for a public hearing to be scheduled.

CONSENT AGENDA

Mr. Roth made a motion to approve the minutes of the September 18, 2023 business meeting and payment vouchers. Mr. Tanis seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORT

- A. Planning Commission
 - Mr. Roth remarked on the Comprehensive Plan Review & the assessed value fee for road maintenance.
- B. Penns Prairie Park
 - Bid process started for additional parking spaces and a pavillion
- C. Penns Valley Regional Planning Commission
 - Discussed getting the valley-wide Public Works Departments to work together and meet yearly to discuss plans for valley-wide projects.

STAFF REPORTS

Public Works Superintendent –

- Price quotes for a new loader were discussed. No action was taken.
- A price quote was provided for a new grapple bucket. Mr. Tanis requested a total of three (3) estimates
- A Public Works employee has resigned from his position.
- Mr. Roth had questions about tree trimming and annual projects.

Secretary/Treasurer –

- There will be a budget session on Wednesday, October 11, 2023 at 7:00 PM

OLD BUSINESS

- Penns Valley EMS Joint Municipal Agreement Update – Bob Barry will attend the October 16th meeting to discuss the final changes to the agreement.
- A draft proposal for a False Fire Alarm Ordinance was provided by Solicitor Burke. Further discussion was tabled until the October meeting.

NEW BUSINESS

The Board would like to have a budget estimate for the Potter Township 250th Birthday Celebration.

The Board unanimously agreed to advertise for a part-time and full-time Public Road Crew employee with CDL (desirable).

In 2022 a bank account was set up for the Lower Georges Valley Road Bridge Fund. At that time \$10,000.00 was transferred from the American Rescue Plan Fund to the Bridge Fund. In order to keep the bridge project financial transactions all together and straightforward, it was decided to use General Funds instead of

American Rescue Plan Funds. Mr. Foust submitted a motion to move the money used to set up a Lower Georges Valley Road Bridge Fund back to the American Rescue Plan Fund. Motion was seconded by Mr. Dutrow. **Motion was carried unanimously. 5-0**

Mr. Foust then offered a motion to pay invoices for the Lower Georges Valley Road Bridge Project from the General Fund. Motion was seconded by Mr. Dutrow. **Motion was carried unanimously. 5-0.** Invoice No. 1802967966 for the preliminary design costs for the Lower Georges Valley Road Bridge Project was submitted. Mr. Tanis made a motion to authorize payment for the invoice in the amount of \$31,203.85. Motion was seconded by Mr. Foust. **Motion was carried unanimously. 5-0**

EXECUTIVE SESSION

Mr. Decker made a motion to recess the meeting at 8:50 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.

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

- Centre Hall Fire Company – Meeting Minutes – August 8, 2023
- Master Well Owner Network Newsletter
- Paper Shredding Event – October 7, 2023
- PSATS Local Government Achievement & Academic Scholarships

ADJOURNMENT:

Mr. Roth made a motion to adjourn the regular meeting at 9:05 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