

POTTER TOWNSHIP BOARD OF SUPERVISORS

MEETING MINUTES

January 2, 2024

124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD:

Glenn Roth, Chair
Ryan Newman, Vice-Chair
Jacob Tanis, III
Dick Decker
Scott Floray

STAFF:

Lisa Kroner, Township Secretary/Treasurer
David Boliek, Public Works Superintendent
Jerry Stover, Zoning Officer
Sue Mazza, Data Entry Clerk

CALL TO ORDER

Chair Roth called to order the January 2, 2024, Business Meeting of the Potter Township Board of Supervisors at 8:25 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Brian Tice, Fire Chief of Centre Hall Fire Company, gave a presentation on the last 5-10 year plan and accomplishments of those plans. He also discussed the new 5-10 year plan.

CONSENT AGENDA

Mr. Tanis made a motion to approve the minutes of the December 18, 2023 Business Meeting and payment vouchers. Motion seconded by Mr. Decker. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission
 - December 12, 2023 meeting was cancelled due to lack of quorum.
- B. Tri-Municipal Park, Inc.
 - No new update

STAFF REPORTS

Public Works Superintendent –

- *A new sewer pump needs to be purchased for Country Club Park Sewer Facility.*

Secretary / Treasurer –

- Elected Auditors will meet for their Organization Meeting on January 3, 2024
- Centre County Elections and Voter Registration has requested use of the facility on April 23, 2024 and November 5, 2024 for the Primary and General Elections. Mr. Floray made a motion to approve the request to utilize the facility for the 2024 elections. Motion seconded by Mr. Newman. **Vote in favor was unanimous.**

Zoning Officer –

- No new report.

OLD BUSINESS

No old business for discussion.

NEW BUSINESS

Local Services Tax Collection Agreement. The Board unanimously approved to appoint the Borough of State College to collect the Local Services Tax for Potter Township. The new tax collection agreement shall be for four (4) years beginning January 1, 2024 and continuing through December 31, 2027. No major changes were made as compared to the initial agreement. Mr. Tanis made a motion to sign the new Local Services Tax Collection Agreement with the Borough of State College. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to change the road crew employee hours to 7am – 3:30pm during the winter hours as it is too dark in the morning to do work if they begin at 6:00 am. The summer hours would be adjusted to 6am – 2:30 pm. Mr. Floray seconded the motion. **Vote in favor was unanimous.**

Mr. Decker suggested setting a deadline for agenda items to be submitted to the Secretary. After discussion by the Board, Mr. Decker offered a motion to set the deadline for agenda items to be submitted as 3:00 pm on the Thursday before the regularly scheduled Board of Supervisors meeting. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

Mr. Newman offered a motion to reopen the 2024 approved budget. Motion was seconded by Mr. Tanis. **Vote in favor was 4-1.** Mr. Decker opposed reopening the budget.

The Board then proceeded to review each line item of the budget for discussion. The following items were noted upon review of the General Fund.

Mr. Newman suggested that the \$5,000.00 budget for a biannual newsletter publication be removed from the budget. He proposed a Facebook page or a quarterly write-up in the Grapevine in place of a printed newsletter.

Mr. Newman advocated for Riff-Raff collection to be reinstated for 2024. He researched expenses that would be associated with the event and shared his findings. Mr. Newman then proposed adding \$5,000.00 to the budget for at least one collection in 2024.

Mr. Newman, Mr. Roth, Mr. Tanis and Mr. Floray wish to explore purchasing electronic timeclocks or similar program for the employees.

Mr. Newman, Mr. Roth, and Mr. Floray desire to have security cameras installed in all of the township buildings. They will acquire quotes.

Mr. Newman and Mr. Roth are not in favor of and wish to remove the \$3,500.00 Parks & Recreation Board Budget for community events and items for the park facilities. Mr. Decker opposed removing the Parks and Recreation Board budget and said the Board was doing a lot to promote “community”.

A review of the line items in the Fee In-Lieu of Parkland Dedication Fund commenced.

Mr. Roth suggested removing the \$50,000.00 budgeted as revenue in 2024 from Fee In-Lieu of Fund. Mr. Tanis then called for the permanent closing of the Potter Athletic Baseball Complex. Motion was seconded by Mr. Newman. Vote in favor was 4-1. Mr. Decker opposed closing the complex. Mr. Newman, Mr. Tanis and Mr. Newman will discuss with and offer a Zero-Dollar lease to Baseball U and Penn State University if they wish to continue to use the facility. No vote was taken regarding a Zero-Dollar lease.

The remainder of the budget will be discussed at the January 15, 2024 meeting.

Mr. Decker requested the Board send a letter to the two retiring supervisors, Melvin Dutrow and Denny Foust, recognizing their years of service. Mr. Newman made a motion to approve sending a letter to the previous board members. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

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

None

ADJOURNMENT

Mr. Newman made a motion to adjourn the regular meeting at 11:05 p.m. Motion seconded by Mr. Flaray. **Vote in favor was unanimous. 5-0**

Respectfully submitted,

Lisa A. Kroner

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