

**POTTER TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**FEBRUARY 5, 2024**

**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:**

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

**STAFF:**

David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer  
Sue Mazza, Data Entry  
Gerald Stover, Zoning Officer  
Sean Burke, Solicitor

**ATTENDEES:** Jason Gagliardi, Nicholas Popchak, Rob Johnson, Linda Marshall, Melinda Guyer, Amy Lake, Nick Millard, Michele Foust, Michael Troyan, Melissa Hamsher, Denny Foust, Jeff Doughty, Brock Strayer, Mike Struble, Scott Yocum, Amber Hubert

**CALL TO ORDER**

Chair Roth called the Monday, February 5, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Clifton Treaster raised concern about a drainage issue on Mountain Back Road. Mr. Newman investigated his concern and asked the Township's backhoe operator to fix the problem the following day.

Melinda Guyer talked about her dissatisfaction with the Potter Mills Sewer project and subsequent problems with her sewer. Mrs. Guyer explained she is delinquent with her payments because she was not satisfied with the communication and the work that was done at the property. Mr. Newman and Mr. Floray will visit the property to look at the problem.

Georgie Bennett asked about dates for the riff-raff collection. The dates will be set at the next meeting of the Board of Supervisors. She also asked where the revenue went from the timbering at the dump woods. Mr. Roth informed her that the revenue was deposited into the General Fund.

Georgie Bennett inquired about who is to be contacted for emergency and nonemergency township issues. Mr. Roth explained that emergencies should be referred to the 911 center. Non-emergency issues should be reported to the Township office by calling or emailing the staff whose information is provided on the website. She also inquired who she should contact with complaints. Again, she was instructed to reach out to the office by telephone or email.

## **CONSENT AGENDA**

Mr. Floray made a motion to approve the minutes of the January 15, 2024 business meeting and payment vouchers. Mr. Decker seconded the motion. All motions for Consent Agenda items were carried unanimously.

## **COMMITTEE REPORTS**

- A. Planning Commission –
  - Melissa Hamsher presented a PowerPoint presentation on road assets and future road infrastructure.
  - The Chris Cole Sewage Planning Module for the proposed subdivision off Taylor Hill Road was reviewed and recommended for approval.
  - A volunteer application requesting approval as a Planning Commission member has been rescinded by the applicant. An appointment has been tabled.
- B. Penns Prairie Park –
  - Mr. Troyan requested assistance with a backhoe to dig holes and plant trees at the park. The Supervisors approved the request.
- C. Penns Valley Regional Planning Commission –
  - The first meeting included organizational items.
  - Mr. Floray presented a grant resource directory book and gave a copy to Mr. Boliek.
  - The Commission discussed regionwide bike paths and public safety items.
  - ❖ Mr. Troyan expressed the dire need to have a sidewalk/path from Centre Hall Borough to Penns Prairie Park. He has talked with residents who are concerned about walking along Upper Brush Valley Road. It is very dangerous and walking to the park is not a safe option.
- D. Emergency Medical Services –
  - The EMS Board held their reorganization meeting. Staffing was discussed.
  - Centre Hall Borough will not sign the Local Service Tax agreement for Penns Valley EMS.
- E. Spring Creek Watershed Commission
  - Mr. Newman represented the township at the reorganization meeting. Discussion took place on how the Commission works and a representative from Moshannon Creek Water Shed gave a presentation.
  - The public meetings are available for viewing via C-Net, Zoom or in person.
- F. 250<sup>th</sup> Committee – Heritage Day
  - Heritage Day event is scheduled for June 8, 2024, at Penns Prairie Park.
  - Advertising is planned for the Valley Grapevine, Facebook and by distributing flyers. Other suggestions included local radio stations.

## **SOLICITOR REPORT**

### **Delinquent sewer and water accounts.**

Mr. Boliek suggested that there be a defined policy on how to handle delinquent sewer & water accounts. Ms. Kroner explained the process that is currently being followed and the ordinance in place pertaining to delinquent accounts. This ordinance will be reviewed and discussed.

### **Online Banking Access Request**

Mr. Roth and Mr. Newman requested that JSSB provide them with online banking access. EMC Insurance and Jersey Shore State Bank are objecting to online banking access to any elected official or employee who is not bonded. The Treasurer is required by the Second Class Township Code to be bonded. Mr. Burke agreed that there will be risks involved in having multiple people access to all accounts. Mr. Roth suggested that they be able to have a view only access and unable to make any changes to the system. No further action was taken.

## **Contracts for Uniform Construction Code Services**

Solicitor Burke reviewed the contract for services agreements provided by each of the three UCC companies selected to provide services in 2024. Reasonable changes were made and returned to companies for their review. At this time two companies are reviewing the changes.

## **STAFF REPORTS**

### *Public Works Superintendent –*

- Mr. Newman asked to get a quote from Komatsu for a hydraulic leak.
- A quote for a loader was received at the office. The quote was provided to the Supervisors as Mr. Boliek knew nothing about the quote and was informed that a Supervisor had requested it.
- Two quotes were obtained for repairing the old Case loader.
- All equipment has been serviced and is running well.
- The well water at the Township maintenance building and office was tested for bacteria and has been treated with chlorine. Mr. Boliek obtained a quote from Orchard Pump Supply on a product that will treat the water. Mr. Decker motioned to purchase a water softener and filtration system for the township facility. Motion was seconded by Mr. Floray. **Vote in favor was unanimous. 5-0**

### *Secretary/Treasurer –*

- Happy Valley Heat has requested single use of the baseball fields for Saturday, February 10<sup>th</sup> and Sunday, February 11<sup>th</sup>. Mr. Newman made a motion to approve the request for field usage by Happy Valley Heat under the following conditions: 1. The Township does not need to do any work; 2. The teams handle trash (carry-in and carry-out); 3. The teams rake the fields when they are finished. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0**

## **OLD BUSINESS**

**Resolution #R-2024-04** adopting the new 2024 Budget was presented for approval. Mr. Newman made a motion in favor of Resolution #R-2024-04 adopting the revised 2024 Budget as advertised. Second by Mr. Tanis. **Vote in favor was 4-1. Mr. Decker opposed adopting the revised budget.**

### RESOLUTION # R-2024-04

#### *A RESOLUTION OF THE TOWNSHIP OF POTTER, CENTRE COUNTY, ADOPTING THE REVISED 2024 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 20, 2023; the proposed budget was advertised; and a public hearing was held on December 18, 2023;

**NOW, THEREFORE, BE IT RESOLVED** that Potter Township Board of Supervisors hereby adopts a revised Budget for the year 2024. Additional budget detail is provided in the 2024 Budget document made a part hereof by reference.

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### **Aggregate Bid Proposal & Contract:**

Aggregate Bids from two (2) bidders: Heidelberg Materials Northeast LLC and Glenn O. Hawbaker. Bids were received and opened at 2:00pm on February 5, 2024. The proposal was reviewed for tabulation of contracted bid amount, bid bond and compliance with requirements of the proposal. Mr. Decker moved to award the Aggregate Contract to Glenn O. Hawbaker, Inc. for the total contract amount of \$125,570.00. The bid received from Heidelberg Materials Northeast, LLC was \$139,825.00. Mr. Newman seconded the motion. **Vote in favor was unanimous. 5-0**

Mr. Decker presented a letter to submit to PennDOT reminding them of local desires for transportation projects. Keeping the doors open to discussion and compromise on local desires could have impact on the final designs. Mr. Decker suggests that a joint opinion as a Board representing our citizens would have a good amount of influence on decisions by PennDOT. After review by the Board, Mr. Roth voiced his concern about not being tied to anything. He felt that he would like to amend the letter and then send it to the Solicitor for review. Mr. Tanis agreed that the wording should be amended by Mr. Roth.

A resident, Bill Pyle, thanked Mr. Decker and the previous Board for being so involved in the SR 322 Connector Project and representing the citizens of Potter Township.

A volunteer application requesting approval as a Zoning Hearing Board member has been rescinded by the applicant. No further action was taken.

No applications have been received at this time for a member on the Vacancy Board.

The Lake Road Bridge Project bids will be opened on February 8, 2024. The project is being bid for two bridge projects, Lake Road Bridge in Potter Township and South Mountain Road Bridge in Taylor Township. Each construction project will have its own cost and each township will be responsible for their own financing. Mr. Boliek received loan rates from JSSB and First National Bank. Mr. Floray made a motion to apply for a Line of Credit through JSSB for \$500,000.00. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0**

Mr. Newman collected three (3) proposals for a zero dollar lease of the Potter Athletic Complex for 2024. Mr. Newman will be meeting with a representative from Penn State University in the future to talk about their use of the field. Mr. Roth suggested that our solicitor start preparing a lease.

Kyle Kaplan, United Baseball, gave a presentation on their baseball organization and interest in leasing the complex. They are non-profit and support 50 families who pay nothing for their children to participate in their program.

Rob Johnson, who is not affiliated with a group, presented his proposal for the lease of the fields. He would create a new LLC or 501(c)3 to operate the complex.

Mike Troyan questioned the Supervisors as to whether or not the Potter Athletic Complex is open for public use. Mr. Newman said it is open to the public. Mr. Troyan is concerned that if a private entity leases the property then it will not be open to the public. He also questioned the commitment to Lance and Ellen Shaner that the facility be maintained as a municipal park for the use by the community.

### **NEW BUSINESS**

A Sewage Facilities Planning Module was submitted on behalf of Pennwoods View, on behalf of the Chris Cole subdivision. The soil testing has been completed and the module has been signed by SEO Stan Wallace. Resolution 2024-05 has been submitted for consideration and approval. On a motion by Mr. Decker, seconded by Mr. Newman, the Board approved Resolution 2024-05 as a revision to the Official Sewage Facilities Plan. **Vote in favor was unanimous. 5-0.** Consecutively, Mr. Tanis 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. Floray. Vote in favor was unanimous. 5-0.

Jules Loesch formally requested a refund of \$1,000 for a Scoreboard Advertisement Sponsorship banner commissioned by Loesch Construction and intended for display at the Potter Athletic Complex for the 2023 season. Mr. Loesch also requested the right to retain ownership and use of the said banner since it was not used as intended. Mr. Newman motioned to grant a refund of the full \$1,000. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0**

A Mowing & Maintenance quote for Potter Run Park was received from John Smith. Mr. Newman moved to approve the 2024 Mowing and Maintenance Contract for Potter Run Park to John Smith. Motion was seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

Notice has been received from Centre County Grange Fair that the Fair will be held August 16 to 24, 2024. Flagger Force will be utilized for traffic control at Homan Lane during the Grange Fair. Mr. Floray made a motion to approve services for traffic control on Homan Lane as requested. Second by Mr. Newman. **Vote in favor was unanimous. 5-0.**

Riff Raff date selection was tabled until the February 19<sup>th</sup> meeting. Mr. Boliek will obtain three (3) quotes for dumpster rental. Part-time staff will be scheduled to work during Saturday's riff raff collection.

A new contract with Cintas for uniforms and carpet cleaning was presented by Ms. Mazza. Mr. Floray offered a motion to renew the contract with Cintas. Motion was seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

Back to Basics – Township Maintenance Tasks – Mr. Roth would like to be proactive on road infrastructure and make a formal plan to put into place. The plan would be placed on the website. Mr. Floray and Mr. Newman drove the Township roads together to review complaints. Discussion took place on the five board members driving the roads together in the spring and taking an assessment of their conditions.

Mr. Roth led discussion on an asset management system to track sign, culvert and bridge locations. No decisions were made.

Mr. Newman would like a professional engineering firm to review the roads. No further action was taken.

Mr. Boliek announced that Dirt & Gravel Grants are available now and posed the question whether the Board wished to apply for the grant for Shunk Road. The grant pays 100% of the project. Mr. Newman would like to move forward with the grant for Shunk Road.

Mr. Roth led discussion on Township IT security and having a password recovery plan in place. Mr. Roth motioned to move forward with Mains Technology Solutions setting up daily and nightly backups for Quickbooks and two code authentication. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0.**

Potter Run Park and all sewer/water facilities do not currently have internet service.

Mr. Roth will set up a date and time for next week to have the Supervisors email migrated to Outlook.

The quotes that Mr. Newman obtained for new doors did not take into consideration handicapped ADA accessibility compliance. The door quotes came in around \$5,300.00. Cameras will be installed in front and back of the buildings. Mr. Decker raised a concern about the sewer and water plants, and wells. Mr. Newman will put quotes together to present to the Board. The cameras must be picture only and no sound.

Mr. Newman discussed updating the employee handbook and hiring an HR person to help with updating and making changes. Mr. Newman made a motion to hire Kristen Simkins as an HR person at an hourly rate of \$30.00 to help with updating the employee handbook. No proposal or contract was available for review. Mr. Tanis seconded the motion. **Vote in favor was unanimous. 5-0.**

**BOARD / STAFF OTHER MATTERS** - None

### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 10:10 p.m. to begin an Executive Session regarding personnel matters. Mr. Newman seconded the motion. Mr. Roth made the motion to close the Executive Session and reopen the regular meeting. Second by Mr. Newman.

Mr. Newman suggested preparing a written agreement to utilize when other municipalities request the use of township equipment and staff.

Mr. Newman stated that an agreement should be prepared for future use when employees without a CDL are hired and the Township pays for the expenses to obtain a CDL.

**ADJOURNMENT:**

Mr. Newman made a motion to adjourn the business meeting at 10:45 p.m. Motion was seconded by Mr. Floray. Vote in favor was unanimous.

Respectfully submitted,

*Lisa A. Kroner*

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