

**POTTER TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**January 15, 2024**

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

**ATTENDED BY:**

**BOARD:**

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

**STAFF:**

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

**ATTENDEES:** Jules Loesch, Don Franson, Robert Watts, Mike Lesniak, Dennis Foust, Tibben Zerby, Justin Dashem, Lucas Parks, Reanna Rudy, Jarred Rudy, Kristin Fultz, Michael MacNamara, Tony Hampton, Denny Miller, Bill Pyle, and Michele Foust

**CALL TO ORDER**

Chair Roth called to order the Monday, January 15, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Georgie Bennett presented the Board with a petition including 400 signatures to reintroduce Riff Raff collection.

Jules Loesch spoke in favor of Bureau Veritas Code Enforcement and his experience working with them.

**SPECIAL PRESENTATION**

**Code Enforcement Presentations:**

Kristen Fultz from Bureau Veritas, Rick Hampton from Keystone Inspection and Mike Lesniak and Justin Dashem from Penns Valley Building Code gave their presentations on code enforcement services.

**Engineering Firm Presentations:**

Tibbon Zerby from Century Engineering, Lucas Parkes from EADS Group, Don Franson from Franson Engineering, and Rob Watts from McCormick Taylor gave presentations on their respective engineering services.

**CONSENT AGENDA**

Mr. Newman made a motion to approve the minutes of the January 2, 2024 Organization Meeting and January 2, 2024 Business Meeting, payment vouchers and December 2023 Financial Report.

## COMMITTEE REPORTS

- A. Planning Commission
  - Mr. Newman spoke on the future topics for discussion by the Commission
  - Reviewed Sewage Planning Module for Pennwoods View for KCC COLE, LLC.
- B. Parks and Recreation
  - Amber Hubert has been appointed as Chair of the Board.
  - The Board is continuing to partner with the Centre Hall Fire Company, Penns Valley High School, Tri-Municipal Park, Inc. and the Grange to set goals to meet the needs of the community.
- C. Penns Valley EMS
  - Mr. Floray has reported that the LST Intermunicipal Agreement has been signed by all municipalities except for Centre Hall Borough.
- D. 250<sup>th</sup> Celebration Committee
  - The committee is discussing activities such as a disc golf tournament, campfire ghost stories, and historical tours.

## SOLICITOR REPORT

No new report.

## STAFF REPORTS

*Public Works Superintendent –*

- Salt deliveries are still being received
- There was a tire separation issue with the 2016 International truck. Mr. Floray offered a motion to approve the purchase of six (6) new tires for the truck. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**
- Mr. Newman made a motion to require a yearly fall service on all equipment and sample analysis of oil and antifreeze. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

*Secretary/Treasurer –*

- The 2023 Fourth Quarter Right-to-Know Request Report was reviewed. Three requests were received.
- Discussion on deadlines for agenda items. To allow enough time to add the agendas to the website and to post as required by law, the deadline for submitting agendas to me are as follows:
  - Board of Supervisors - 3:00 pm the Thursday before the scheduled meeting
  - Planning Commission - 3:00 pm the Friday before the scheduled meeting
  - Parks & Recreation - 3:00 pm the Thursday before the scheduled meeting

## OLD BUSINESS

Mike MacNamara, Keller Engineers, requested approval for TransducerWorks to commence construction. A motion to commence construction was made by Mr. Tanis and seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

The bid package for the Lake Road Bridge Project has been prepared and ready for advertisement. Mr. Newman made a motion to approve advertising the project. The bids will be opened on February 8, 2024 & awarded at the February 19, 2024 meeting. Motion seconded by Mr. Decker. **Vote in favor unanimous. 5-0.**

There are member vacancies on the Planning Commission, Vacancy Board and Zoning Hearing Board. The Board requested the vacancy information be placed on the website and the Valley Grapevine.

A list of reservations received to-date for the fields at Potter Athletic Baseball Complex was presented.

Mr. Newman offered to write a letter from the Board of Supervisors to the teams regarding the closing of the facility. Mr. Newman made a motion to approve sending a letter, seconded by Mr. Floray.

Review and discussion on the reopened 2024 Budget. The sewer and water funds were reviewed.

### **NEW BUSINESS**

Mr. Decker made a motion to continue the Service Agreement with Bureau Veritas without adding additional Building Code Company options. There was no second to the motion. **Motion was rejected. 1-4.**

On a motion by Mr. Newman, seconded by Mr. Floray and carried unanimously, the Board authorized contracting with Bureau Veritas, Keystone Inspection and Penns Valley Code for Building Code Services. **Vote was 5-0.**

Mr. Decker offered a motion to retain the 2023 engineer firms in their same capacity. Hearing no second, the **motion was rejected 1-4.**

Mr. Floray made a motion to appoint Franson Engineering as Primary Engineer and The EADS Group as Alternate Engineer. Mr. Newman seconded the motion. **Vote in favor was unanimous. 5-0.**

Mr. Decker made a motion to appoint McCormick Taylor as the Traffic Engineer, seconded by Mr. Roth. **Vote in favor was unanimous. 5-0.**

Mr. Decker offered a motion to appoint Century Engineering as the Sewer and Water Engineer as consulting and on retainer. Motion was seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 9:50 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.

No decisions were made.

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

- Centre Hall Fire Company – Meeting Minutes – July 11, 2023
- Centre County Recycling & Refuse Fall Newsletter

### **ADJOURNMENT:**

Mr. Newman made a motion to adjourn the regular meeting at 10:50 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