

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**MARCH 4, 2024**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Ryan Newman, Vice-Chair  
Jacob Tanis, III  
Dick Decker

**STAFF:** David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer  
Sue Mazza, Data Entry

**ATTENDEES:** Amber Hubert, LeDon Young, Russell Brooks, Jim & Debbie Peterson, Bill Kalbfleisch, Amy Lake

**CALL TO ORDER**

Vice-Chair Newman called the Monday, March 4, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

LeDon Young presented history of the VanDoran & Shadacre monument on Indian Lane monument. Local Boy Scout troops are interested in participating in the reclamation of the monument. Ms. Young requested a monetary contribution for refurbishment of the monument in preparation of the quarter millennial celebration. This site is one of the stops on the bus tours. Mr. Decker made a motion to contribute up to \$500.00 towards reclamation of the historical landmark. Motion seconded by Mr. Tanis. **Vote in favor 3-0.**

Resident Bill Kalbfleisch inquired if plans were approved for multi-family units in Phase 2 of development at The Horizon. Mr. Newman noted that no plans were approved for multi-family units in Phase 2.

Mr. Kalbfleisch discussed the loud explosions on SR 192 on Sunday, March 3<sup>rd</sup>. It was reported that someone was shooting tannerite. Ms. LeDon Young encouraged the Board to consider adopting an ordinance about not firing tannerite.

**CONSENT AGENDA**

Mr. Decker made a motion to approve the minutes of the February 19, 2024 business meeting and payment vouchers. Mr. Tanis seconded the motion. All motions for Consent Agenda items were carried unanimously.

**COMMITTEE REPORTS**

- A. Planning Commission
  - Discussion on sidewalk requirements in developments.
- B. Penns Prairie Park –
  - No new items to report.

- C. Penns Valley Emergency Medical Services –
  - No report.
- D. 250<sup>th</sup> Committee – Heritage Day
  - Planning continues. LeDon Young will be assisting on the committee.

### **STAFF REPORTS**

#### *Public Works Superintendent –*

- The water treatment system is being installed at the maintenance building
- Repairs to the generator at the Bloom Road sewer plant will be \$4,000.00 and the unit at the Meadows Pump station will be \$1,500.00.

#### *Secretary/Treasurer –*

- The Department of the Auditor General, Bureau of County Audits, performed examination of the Liquid Fuels Tax Fund of Potter Township for the year period January 1, 2022 to December 31, 2022. Preliminary Findings and Summary of Prior Examination Recommendations showed No Findings.

#### *Zoning Officer – No report*

### **OLD BUSINESS**

Pennsylvania Infrastructure Loan (PIB) Application, Lower Georges Valley Road Bridge Project - Official Vote  
On a motion by Mr. Decker, seconded by Mr. Tanis and carried unanimously, the Board authorized Mr. Boliek to move forward with applying for a PIB loan.

Discussion on the procedures for handling delinquent sewer & water accounts. Mr. Newman remarked that property owners should not be given a final call before legal action is taken. Mr. Decker made a motion to turn the delinquent accounts over to the Solicitor to file a lien. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 3-0.**

Mains Technology will provide quotes for cameras and employee timeclocks to Mr. Roth.

State College Area Connector Letter (draft) – Position of Board of Supervisors – tabled until March 18, 2024 meeting when Mr. Roth can discuss his review of the letter.

The contractor with the winning bid for the Lake Road Bridge project has been notified and the bridge structure will be ordered.

Mr. Newman met with the organizers of United Baseball. The organizers requested the approval to start cleaning up the grounds in preparation for use of the facility. Mr. Newman approved the cleanup efforts. The draft agreement was tabled until the March 18, 2024 meeting.

Discussion on security systems/doors was tabled until the March 18, 2024 meeting.

Discussion on township physical security/cameras at the sewer and water facilities was tabled until the March 18, 2024 meeting.

A Roadway Infrastructure Evaluation Agreement was submitted by The EADS Group. Mr. Decker made a motion to approve the agreement with the stipulation that the cost not exceed \$6,500.00 if the GIS component is not included with the price. After discussion, Mr. Decker rescinded his motion and the item was agreed to be tabled until the March 18, 2024 meeting.  
Mr. Tanis then offered a motion to approve the agreement with the GIS component up to \$10,000.00. Motion was seconded by Mr. Decker. **Vote in favor was unanimous. 3-0.**

Mr. Boliek received a Stormwater Evaluation for Mountain Back Road from Engineer Franson. Mr. Newman presented photos of the water running during a rainstorm. Mr. Newman will speak with the property owner regarding the water runoff issue.

### **NEW BUSINESS**

A letter of resignation was received from Jerry Stover. His resignation will be effective March 31, 2024. Mr. Tanis moved to accept Mr. Stover's resignation. Motion seconded by Mr. Decker. **Vote in favor 3-0.**

Mr. Newman remarked that finding a contractor to handle the zoning task would be the best solution. Mr. Newman questioned the board regarding the option to advertise for the position. The Board agreed that it is too expensive. Mr. Newman had discussed the position with Keystone Inspection Services. They are not interested due to being short staffed.

Mr. Newman presented a Zoning Contract Proposal from Penns Valley Code. Their fee is \$35 dollars per hour and mileage reimbursement at the current federal rate. Time and mileage would start from the time they leave the office until returning to the office. A final zoning inspection is \$85 per inspection. There would be no office hours for zoning permits at the Township Office. Mr. Newman will contact Penns Valley Code to attend the March 18, 2024 meeting. Mr. Decker questioned if contracting with Penns Valley Code would be a conflict of interest due to the fact that there are now three UCC companies contracted with the Township. Mr. Newman will contact the Solicitor regarding a conflict of interest.

Annual Clearwater Conservancy Annual Watershed Cleanup Day – April 20, 2024. No discussion.

Mr. Tanis moved to appoint Amy Lake to the Vacancy Board. Seconded by Mr. Decker. **Vote in favor 3-0.**

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

Discussion on the Rt 45 Agricultural Heritage Corridor Project was tabled until the March 18<sup>th</sup> meeting. Mr. Roth is obtaining more information from the Happy Valley Adventure Bureau.

CC Planning & Community Development 2023 Annual Report was distributed. No action was taken.

2024 Spring Creek Watershed Mentor Awards. No names were provided to submit for an award.

The consensus of the Board was for Mr. Roth to complete the Centre County Advisory Council to PA Human Relation Commission – Community Agency survey.

### **EXECUTIVE SESSION**

Mr. Newman made a motion to recess the meeting at 8:22 p.m. to begin an Executive Session regarding personnel matters. Mr. Tanis seconded the motion. Kristen Simkins attended the Executive Session at the request of Mr. Newman to question the secretary about her time out of the office to troubleshoot a report for a neighboring municipal secretary. Discussion also took place on a procedure for the secretary to follow when being out of the office for any reason. Mr. Decker abruptly left the meeting stating he would not be a part of this treatment of employees.

**ADJOURNMENT** Due to lack of quorum the meeting ended at 8:45 pm.

Respectfully submitted,

*Lisa A. Kroner*

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