

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
April 24, 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
John Bee, Solicitor

ATTENDEES: Christine Weitzel, Nancy Fisher, Terry Fisher, Amber Hubert, and LeDon Young

CALL TO ORDER

Chair Roth called to order the Wednesday, April 24, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Christine Weitzel, a resident of Treaster Kettle Road, requests that Potter Township consider maintaining their 0.6 mile of road. She mentioned that the potholes are so bad that people are breaking axles on their cars. Mr. Boliek and his crew filled the potholes earlier this year. Ms. Weitzel explained that they do not want to put up a gate but will if necessary. Mr. Roth explained that the engineering firm completing the road assessment will have their report by the next meeting and they will have a better understanding of the road needs. Ms. Weitzel requested a written response by Potter Township on what their plan will be going forward. Mr. Roth agreed to go look at the road and come up with an agreement for the future. The residents of Treaster Kettle Road expressed concern about how they will get their mail and emergency needs during the Lake Road Bridge project. Mr. Boliek will meet with the Postmaster and coordinate with 911.

PUBLIC HEARING

Solicitor Bee recessed the regular meeting into a Public Hearing to discuss Ordinance No. 01 of 202, an ordinance authorizing collection of costs, expenses and fees, including reasonable attorney's fees, expended in pursuit of the collection of taxes, municipal claims, and the liening of real property. Ms. Kroner confirmed that the ordinance was advertised in the CDT and on the website April 12, 2024. The Solicitor asked if there was any public or board comment and there was no comment. The Public Hearing was closed and moved back to the regular meeting. Mr. Tanis motioned to adopt Ordinance No. 01 of 2024 and Mr. Newman seconded.

Vote in favor was unanimous. 5-0.

CONSENT AGENDA

Ms. Kroner mentioned that the minutes for the April 1, 2024 meeting were incomplete because there was no information provided for any motions/decisions made after the executive session. Mr. Newman reported that there were no motions made or action taken as a result of the Executive Session. With this information being provided to complete the minutes, Mr. Newman made a motion to approve the minutes of the April 1, 2024 Board of Supervisors Meeting and payment vouchers. Motion seconded by Mr. Floray. **Vote was unanimous.**

COMMITTEE REPORTS

A. Planning Commission

- Continued work on sidewalk ordinance

B. Penns Prairie Park

- Trees have been planted around the Disc Golf Course

B. 250th Committee – Heritage Day Festival

- Mrs. Hubert updated the board on the progress of the 250th Heritage Days event on June 8, 2024. The festival will now be held at the Grange Fairgrounds due to unforeseen circumstances at Penns Prairie. Mr. Floray asked what the unforeseen circumstances were. Mayor Young responded that the construction of the pavilion will not be complete, there is no electricity, and the winds can be very high.
- The Heritage Day Festival will have a feature in the June edition of the Town and Gown Magazine. She also informed the board that she will change the venue on the website once the contract is signed. The festival is also being featured with the Centre County Historical Society. The Boy Scouts will be participating in set-up and executing and running old fashioned carnival games. Fullington will be doing the bus tours.

SOLICITOR REPORT

The original Verizon cell tower lease has not been located. Once obtained the new agreement can be drafted.

STAFF REPORTS

Public Works Superintendent –

- Mr. Boliek updated the board on the crack sealing project. The budget for this year's crack sealing was \$5,000.00 and Mr. Boliek noted that the project was over budget. Mr. Tanis asked how much over budget and Mr. Boliek responded that the total annual crack sealing is \$10,000.00.
- Discussion between Mr. Newman, Mr. Roth and Mr. Boliek on roads, water, and sediment issues.
- Mr. Tanis reported that a fire company member, Jr. Orndorf, questioned him about Jared Bressler leaving work for fire calls and if he was being paid. Mr. Boliek stated that the employee does leave on occasion to attend a fire call and that this approved function was made a part of his written employment agreement. Fire Calls are also permitted according to the employee handbook.
- Discussion on short & long term plan for road repair/maintenance and available grants. Mr. Boliek communicated to the board that he had created a long term plan several years ago for each road, but the board did not like it. Mr. Roth said they will be following the assessment from the engineering firm once it is completed

Secretary/Treasurer –

- The 2024 First Quarter Right-to-Know Request Report was reviewed. A majority of the requests are for data research companies.
- The maturity date of the PennVest loan for Country Club Park Sewer is January 2030. Mr. Decker advised the board that maintenance needs to be done on the sewer plants for them to last another 20 years. A new UV system will be needed at the cost of \$10,000.
- Ms. Kroner acknowledged the volunteers that work to make many things happen in Potter Township. There are many services, activities and publications that would not happen if it weren't for the help of

volunteers. She informed the Board that volunteers worked on Sunday, April 21st for 4.5 hours finalizing the 2024 Map & Guide and that no hours for compensation would be charged for this time.

- Ms. Kroner will be out of the office the week of April 29-May 3rd. Ms. Mazza will be in the office every day between the hours of 2pm-5pm and will answer emails and phone calls.

OLD BUSINESS

Mr. Roth has discussed the onsite cameras with Mains Technology and suggested to move forward with the current plan and then go to the cloud later if the Board chooses to do so. Mr. Decker mentioned getting a camera for Penns Prairie as well. Mr. Newman motioned to go with Mains Technology to move forward with the cameras and Mr. Decker seconded. **Vote in favor was unanimous. 5-0**

Penns Valley Code Enforcement has signed the contract to administer the Zoning in Potter Township. The website will be updated and the phone will be forwarded to Penns Valley Code. Amusement Tax applications, permits collections and enforcement will be handled by Penns Valley Code.

Quickbooks migration is on hold until after the CPA has all of the files they require to complete the 2023 audit.

The first quarter budget report was discussed. Notes were made for changes to the 2025 budget.

The Penns Valley Penguins have requested a monetary donation. The Board agreed that there will not be a donation made to the Penns Valley Penguins.

The lease for the baseball complex has been finalized and signed.

NEW BUSINESS

Mr. Newman reported on a presentation at the Centre County Association of Township Officials regarding intergovernmental agreements. Mr. Roth inquired about the Spring Township street sweeper being used in Potter Township to street sweep developments in exchange for brush cutting along roads in Spring Township. At this time there is not an intergovernmental agreement in place and until there is, Mr. Roth and Mr. Newman are commanding that there be no sharing of equipment or employees to complete maintenance tasks. Mr. Boliek was asked to create a list of services that are currently being traded for later discussion on a possible agreement through a resolution. A detailed are requiring discussion ensued, and it was agreed that we need to have a written agreement

Mr. Roth opened discussion on the future cycle for trimming trees. Mr. Floray and Mr. Newman were in favor of a 3-5 year cycle. Mr. Newman mentioned contracting out the tree trimming.

BOARD / STAFF OTHER MATTERS

The 2024 Adopted PSATS Resolutions were provided for informational purposes.

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 8:50 p.m. to begin an Executive Session regarding legal matters. Mr. Newman seconded the motion. Mr. Roth closed the Executive Session at 9:07 p.m. to return to the Business Meeting.

No decisions were made during the Executive Session.

ADJOURNMENT:

Mr. Newman made a motion to adjourn the Business Meeting at 9:09 p.m. Motion seconded by Mr. Tanis.
Vote in in favor was unanimous.

Respectfully submitted,

Lisa A. Kroner

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