

POTTER TOWNSHIP BOARD OF SUPERVISORS

MEETING MINUTES

July 1, 2024

124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD:

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

STAFF:

David Boliek, Public Works Superintendent
Sue Mazza, Data Entry
John Bee, Solicitor
Hannah Dillard, Solicitor

ATTENDEES: Mark Ralston

CALL TO ORDER

Chair Roth called to order the Monday, July 1, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Mark Ralston presented a letter that he prepared to BCM LLC regarding wellhead protection for Country Club Park well #2. Mr. Ralston is on the Wellhead Protection Committee and has used his expertise to prepare the letter.

PUBLIC HEARING

Solicitor Bee recessed the regular meeting into a Public Hearing to discuss and approve a previously discussed bridge finance loan approval. The financing was discussed at the last meeting but there was a specific statutory notice requirement that was not satisfied post approval. This hearing is to seek the approval on the same basis as previously discussed.

Ordinance No. 2024-02 is an ordinance authorizing the incurring of non-elected debt execution and private sale of a federally tax-exempt general obligation note and pledging the township's full faith, credit, and taxing authority as security. The ordinance is in reference to the Lake Road Bridge financing and is a \$500,000.00 obligation for which the township is pledging its taxing authority and that has been noticed.

The Ordinance has been advertised in the Centre Daily Times and on the Township website. Solicitor Bee 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. Decker motioned to adopt Ordinance No. 2024-02, seconded by Mr. Newman. **Vote in favor was unanimous. 4-0**

CONSENT AGENDA

Mr. Newman made a motion to approve the minutes of the June 17, 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

- A draft for a sidewalk ordinance continues. The ordinance will prepare for upcoming subdivisions and houses.

B. Penns Prairie Park

- No further movement regarding negotiations on the contract for pavilion.

SOLICITOR REPORT

Solicitor Bee reported that Ms. Dillard crafted a letter regarding the Verizon License agreement and circulated to Solicitor John Miller. Once it is approved the Borough will receive a copy.

STAFF REPORTS

Public Works Superintendent –

- Work on ditches and culverts will continue for another three weeks. Mr. Roth asked if there has been a list compiled of culvert and ditch work that has been completed. He is concerned that it takes too long to get back around to the culverts and ditches. Mr. Boliek explained that the culvert and ditch work needs to be staggered to have them all completed. Mr. Boliek explained how it is completed and the plan going forward.
- Meeting with the EADs Group regarding Taylor Hill Road. No follow-up has been received from EADS.
- Mr. Newman suggested adding a part to the backhoe and he has done some pricing on a new machine. There was backhoe discussion and how to move forward with the one we have or getting a replacement. Mr. Roth suggested if bids are going to be accepted for a new machine, a proposal should be created with the requirements needed for the machine. Mr. Boliek will compile a list of requirements that would be needed for a new machine.
- Mr. Boliek asked Mr. Newman and Mr. Roth to look at the loader to check on a repair that is needed
- The Country Club Park sewer plant requires repairs and drainage of the tanks. The cost of repairs is unknown until the tanks are drained.

Secretary/Treasurer -

- No report

OLD BUSINESS

The Centre County Planning & Community Development Office has reviewed the proposed Zoning Ordinance Amendment and provided comments. On a motion by Mr. Newman, seconded by Mr. Tanis and carried unanimously, the Board authorized advertisement of a public hearing to adopt the Zoning Ordinance Amendment.

The tree trimming on Treaster Kettle Road would require the road crew to spend 2 weeks to clear. Mr. Roth would rather keep the road crew working on the roads and outsource the tree trimming. Mr. Newman made a motion to contract with Ben Haupt in the amount of \$10,000.00. The work will need to be completed as soon as possible before the Lake Road bridge replacement begins in July. The motion was seconded by Mr. Decker. **Vote in favor was unanimous. 4-0**

Mr. Decker emphasized that there are only six months left to spend the remaining balance of the American Rescue Plan monies. Mr. Newman recommended that the APR money be used for one of the high priority roads. He would like Mr. Boliek to review the list of roads and find the worst road that needs to be repaired. Neff Road and Weaver Road were mentioned as possibilities.

The final cost for the spring riff-raff program was \$10,187.92.

Mr. Tanis inquired about the status of the security cameras. Three cameras have been installed in the office.

Mr. Decker mentioned that the engineers are researching what it will cost to get Country Club Park sewer pumped down into Centre Hall-Potter Sewer Authority.

NEW BUSINESS

Mr. Newman made a motion to approve the Per Capita Exonerations 2024 as submitted by Tax Collector Wendy Nolf. Motion seconded by Mr. Decker seconded. **Vote in favor was unanimous. 4-0**

Mr. Boliek informed the board that Penns Valley Code Enforcement is allowing zoning permit applicants to drop off their payments to the Township Office rather than PVC receiving payments for the permits they issue. The Board agreed that Penns Valley Code Enforcement should collect all of the money for the permits that they issue and submit a monthly report of permits and fees collected.

Mr. Tanis requested a breakdown of vacation/PTO for each employee for the first six months of 2024.

BOARD / STAFF OTHER MATTERS

Mr. Decker mentioned that the Centre Hall Fire Company is considering purchasing a 75ft ladder truck.

Mr. Roth made a motion to recess the meeting to begin an Executive Session regarding a zoning inquiry submitted by Penns Valley Code Enforcement Agency. Mr. Newman seconded the motion. Mr. Roth closed the Executive Session at 8:31 p.m. to return to the Business Meeting.

No decisions were made during the Executive Session.

ADJOURNMENT:

Mr. Roth made a motion to adjourn the Business Meeting at 8:32 p.m. Motion seconded by Mr. Newman. **Vote in favor was unanimous.**

Respectfully submitted,

Sue Mazza

Sue Mazza, Data Entry Clerk
Potter Township Board of Supervisors