

POTTER TOWNSHIP BOARD OF SUPERVISORS

MEETING MINUTES

June 17, 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
Hannah Dillard, Solicitor

ATTENDEES: Amber Hubert

CALL TO ORDER

Chair Roth called to order the Monday, June 17, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

None

CONSENT AGENDA

Mr. Newman made a motion to approve the minutes of the June 3, 2024 business meeting, payment vouchers and May 2024 Financial Report. Motion seconded by Mr. Floray. All motions for Consent Agenda items were carried unanimously. Mr. Floray questioned the invoice for Kish Printing. Ms. Kroner apprised the Board of the sale of advertising space for the 2024 Map & Guide. The sales covered the cost of the entire project, plus pens, therefore no Township Funds were used for the project or pens.

COMMITTEE REPORTS

- A. Planning Commission
 - The Commission continues to work on a sidewalk ordinance.
- B. Parks & Recreation Board
 - The Board will participate in the Colyer Lake July 4th Parade.
 - The Summer STEAM program will be held once a week for 5-weeks beginning on July 10th. The program will cover Science, Technology, Engineering, Art and Music.

SOLICITOR REPORT

Ms. Dillard reported that Centre Hall Borough is satisfied with the current conditions of the Verizon Cell Tower lease. She will draft a letter stating there are no changes to be made for the new lease.

STAFF REPORTS

Public Works Superintendent –

- Mr. Boliek reported that the Dirt & Gravel Grant for Strawberry Hill Road has been closed out.
- Partial funding has been awarded for Shunk Road in the amount of \$30,000.00. The total cost of this project will be \$40,000.00. The remaining \$10,000.00 will be in-kind. A section of the road will be moved for better alignment. Mr. Newman suggested that The EADS Group be used as the engineers on this project rather than Don Franson. Mr. Newman and Mr. Roth agreed to work with The EADS Group.

Secretary/Treasurer –

- The 2024 Map & Guide publication has been printed and is available at the office as well as all advertisers for promotion at their locations. They will also be available at all Township events.

OLD BUSINESS

Mr. Newman will acquire one more quote for contracting out the tree trimming project. Mr. Boliek was tasked with putting together in-house costs for the tree trimming project for comparison with the quotes.

A start date for replacement of the Lake Road Bridge has not yet been determined. PennDOT is waiting on the final inspection of the structure.

Mr. Newman spoke with an employee about what tool would be best to use for a tree removal situation. A tree fell into Mr. Newman's yard after a storm and the employee was trying to move it. The recommendation was a hydraulic thumb attachment for the equipment.

Mr. Boliek informed the Board about a \$1.2 million multimodal grant for Treaster Kettle Road. To receive this grant Potter Township must commit \$360,000. Mr. Boliek explained that the grant money would cover the cost of widening and paving 2 miles from Lake Road to the Harris Township line, plus new culverts and drains. Mr. Boliek requested approval for the \$100.00 grant application fee. Mr. Newman and Mr. Tanis were not in favor of applying for the grant. The Board agreed to give priority to other roads for repair and maintenance. The total cost of the project without paving is estimated at \$500,000. The Township's commitment for the project without the paving would decrease to \$210,000. The Board decided to not move forward with the grant application.

The EADS Group will provide engineering services for Taylor Hill Road for damages caused by Black Bear Fiber. Costs associated with this damage will be invoiced to Black Bear Fiber.

Mr. Tanis inquired about the timeframe for installation of cameras and time clocks. The equipment is to be delivered to the Township building.

Mr. Roth stated that the Quickbooks migration to the Cloud should be done after June 25th when the CPA has enough documentation to complete the annual audit.

Mr. Tanis requested that Mr. Floray and Mr. Newman schedule a date for the Well Head Protection Committee meeting.

NEW BUSINESS

Mr. Newman motioned to approve the adoption of the America 250PA Resolution. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The Penns Valley Multi-Municipal Comprehensive Plan Development and Update presented at the last meeting by Mr. Floray was reviewed. Mr. Decker offered a motion to adopt **Resolution R-2024-07**, approving the Penns Valley Multi-Municipal Comprehensive Plan Development and Update as presented. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The Hunting and Pedestrian Permits at The Woodlands expires annually on June 30th. A Waiver of Liability is required to hunt and/or enter upon property owned and currently posted by Potter Township at 286 Sinking Creek Road. Mr. Tanis made a motion to allow issuance of Hunting Permits and Pedestrian Access Permits from July 1, 2024 to June 30, 2025 with proper ID and completed application. Mr. Newman seconded this motion. **Vote in favor was unanimous. 5-0.** The Parks and Recreation Board will conduct a survey of the number of tree stands currently located on the property.

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 7:50 pm to begin an Executive Session regarding legal matters. Mr. Newman seconded the motion. Mr. Roth closed the Executive Session at 8:02 p.m. to return to the Business Meeting.

The Board unanimously approved the delinquent account letter prepared by McCormick Taylor.

BOARD / STAFF OTHER MATTERS

None

ADJOURNMENT:

Mr. Tanis made a motion to adjourn the Business Meeting at 8:03 p.m. Motion seconded by Mr. Floray. **Vote in favor was unanimous.**

Respectfully submitted,

Lisa A. Kroner

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