

POTTER TOWNSHIP BOARD OF SUPERVISORS

MEETING MINUTES

August 5, 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
John Bee, Solicitor
Hannah Dillard, Solicitor

ATTENDEES: Wendy Nolf, Dave Coval, Tony Fruchtl, Chris Aumiller, Mike Baker, Evan Heiser, Amber Hubert, Georgie Bennett

CALL TO ORDER

Chair Roth called to order the Monday, August 5, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Georgie Bennett asked questions regarding the sewer facilities and water wells owned by the Township. Ms. Bennett inquired why the Township is discussing purchasing new road equipment when she and other residents signed a petition against the purchase of new equipment a few months back. Ms. Bennett asked why there are two lawyers at every meeting. Mr. Roth and Mr. Newman answered her questions.

SPECIAL PRESENTATIONS

Tony Fruchtl, Project Manager at Penn Terra Engineering, presented the preliminary layout for Wawa at Old Fort. The concept plan is for proposed development on approximately 5 acres on the southwest corner of SR 45 and SR 144 in Old Fort for commercial development. All questions from the Board were satisfied.

Wendy Nolf, Tax Collector, communicated the County's conversion to Government Software Services (GSS) for tax bill processing. The municipalities are to analyze all costs and decide if they should change to GSS along with the County or continue services with RBA. No decisions were made.

CONSENT AGENDA

Mr. Decker made a motion to approve the minutes of the July 15, 2024 Business Meeting, seconded by Mr. Tanis. A motion was made by Mr. Newman to approve the payment vouchers, seconded by Mr. Tanis. All motions for Consent Agenda items were carried unanimously.

COMMITTEE REPORTS

- A. Planning Commission
 - No new report.
- B. Penns Prairie Park Board
 - Budget preparation is beginning. Engineer Franson is reviewing stormwater issues.
- C. Spring Creek Watershed Commission
 - A watershed cleanup day is being planned for September or October.
- D. Penns Valley Regional Planning Commission
 - Discussion on updating the Hazard Mitigation Plan

SOLICITOR REPORT

Solicitor Dillard announced the completion of advertising requirements for the September 3, 2024 hearings on the requests for map amendment.

A meeting has been scheduled with Attorney Joe Green to move forward with the Treaster Kettle Road issue. Consent from all property owners has been obtained.

A number of requests have been received from Penns Valley Code Enforcement regarding a distillery, fencing at the American Legion and short-term rentals. These items will be discussed in an Executive Session before the close of tonight's meeting.

STAFF REPORTS

Public Works Superintendent –

- Lake Road Bridge Construction is scheduled to begin on August 15, 2024 with a target completion date of August 30, 2024
- The sewer tanks at County Club Park sewer plant have been cleaned, painted with new air piping & diffusers installed.
- Water well #1 at Country Club Park needs to be repair or demolished as it is no longer being used. Discussion followed on removal of the structure or selling the property.
- The Chevy Colorado's transmission & clutch will need repaired. Mr. Decker made a motion to fix the truck after obtaining an estimate from Bill Shreffler. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0**
- Mr. Floray made a motion to approve the purchase of a Case Backhoe through the COSTARS program pending cost estimates for a thumb and swivel attachment. The motion also included using American Rescue Plan Funds to purchase the equipment. Motion seconded by Mr. Decker. **Vote in favor. 5-0**
- Mr. Boliek inquired about the board's decision on repairs to the loader. Mr. Tanis received a not-to-exceed estimate of \$1,000.00 from DJS Welding. Mr. Decker made a motion to approve the repairs and Mr. Tanis seconded. All motions were carried unanimously. **Vote in favor. 5-0.**

Secretary/Treasurer –

- The 2024 Second Quarter Right-to-Know Request Report was reviewed. Five requests were received.
- An introduction to *Savvy Citizen*, a Comprehensive Notification System, was presented. The system provides municipal updates, event reminders, community news and alerts as well as automated weather and traffic alerts. It provides a fast and easy way to send helpful information directly to residents via push notifications, emails, text messages to better communicate with residents.
- Discussion followed on publishing a fall 2024 newsletter and the cost. Board majority prefers to utilize Facebook and the website to communicate with citizen as an alternative to budgeting money on printed material. Other options included black and white newsletters rather than color or purchasing one full page ad in the Valley Grapevine for updates. Mr. Floray made a motion to publish a full-color newsletter to be mailed to all property owners and staying within the amount budgeted for a publication in 2024. Motion seconded by Mr. Decker. **Vote in favor. 5-0.**

- Baker Tilly CPA has provided the draft financial statements and the DCED report that will be finalized and submitted to Pennvest and DCED. Mr. Newman offered a motion to accept the draft reports and authorize submission. Motion was seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

OLD BUSINESS

Camera installation inside and outside of the buildings is complete. No cameras were installed at the sewer and water plants at this time. All Supervisors have been provided a link to access the cameras remotely.

The Quickbooks migration project is complete.

An Executive Session of the Board was held at 6:00 P.M. today to discuss the invoices and year-to-date expenditures for Solicitor services.

NEW BUSINESS

The July 2024 Zoning Report submitted by PV Code Enforcement was reviewed. No action required.

Penns Valley Code Enforcement has notified the Board of Supervisors of a concern regarding Transient Short-Term Rentals- referred to as Airbnb or VRBO. This item will be discussed during an Executive Session during tonight's meeting.

The Nutrient Credit Purchase Agreement with Clearfield Municipal Authority was presented for renewal. Mr. Decker offered a motion to purchase 125 phosphorous credits for a total purchase price of \$500.00 to be used for the Potters Mills Central Treatment System. Motion was seconded by Mr. Tanis. **Vote in favor 5-0.**

The current healthcare plan policy renewal quote was reviewed and discussed. Mr. Decker made a motion to continue enrollment in the Geisinger Health Plan GFA All-Access PPO 500 Plan A for the full-time employees. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.** Mr. Tanis offered a motion to approve for Mr. Roth to sign any paperwork necessary to renew the healthcare policy out of a meeting. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

Mr. Roth requested an update on the creation of an intermunicipal agreement with Spring Township for sharing equipment and manpower. It is to outline what services each municipality is providing, damage/insurance, man hours, and insurance coverage. Mr. Boliek was tasked with creating an agreement.

On a motion by Mr. Newman, seconded by Mr. Tanis and carried unanimously, the Board authorized to send the newly revised employee handbook to the Solicitors for review. **Vote in favor was unanimous. 5-0.**

EXECUTIVE SESSION

Mr. Roth made a motion to recess into Executive Session at 8:53 pm to discuss distilley, fencing at the American Legion and short-term rentals. Mr. Newman seconded the motion. Mr. Roth motioned to close the Executive Session and reopen the regular meeting. Second by Mr. Newman. No decisions were made.

BOARD / STAFF OTHER MATTERS

Centre Hall Fire Company – June 11, 2024 Meeting Minutes

ADJOURNMENT:

Mr. Newman motioned to adjourn the Business Meeting at 9:29 p.m. Mr. Tanis seconded.

Respectfully submitted,

Lisa A. Kroner

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