

# POTTER TOWNSHIP BOARD OF SUPERVISORS

## MEETING MINUTES

**November 18, 2024**

124 Short Road, Spring Mills, Pennsylvania

### ATTENDED BY:

#### BOARD:

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

#### STAFF:

David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer  
Sue Mazza, Data Entry Clerk  
John Bee, Solicitor  
Hannah Dillard, Solicitor

**ATTENDEES:** Scott Yocum, Justin Dashem, Karl Eysenbach, Nick Millard, Mike Troyan, Mark Torretti, and Amber Hubert, Georgie Bennett

### CALL TO ORDER

Chair Roth called to order the Wednesday, November 18, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

### PUBLIC COMMENT

Georgie Bennett questioned the Board as to why there are two secretaries attending the Board meetings. The Board did not respond to the question. Sue Mazza, Data Entry Clerk, informed those in attendance that she was hired to carry out tasks associated with water/sewer utilities, as well as assist the Secretary/Treasurer with completing tasks as requested. She has been assisting with meeting minutes and preparation of documents for the Board meetings, as well as other duties as assigned.

### SPECIAL PRESENTATION

Mark Torretti, from Penn Terra Engineering, presented the Board with a slide show of the Final Subdivision and Land Development Plan for five (5) commercial lots and two (2) commercial buildings for Nittany Business Park. Mr. Torretti announced plans for water/sewer, right-of-way, easements, driveways, walkways and more. Mr. Decker stated that Potter Township does not want the responsibility for the triangle. Mr. Torretti is seeking conditional approval with changes. Mr. Tanis made a motion to grant conditional approval, seconded by Mr. Newman. **Vote in favor. 5-0.**

Scott Yocum, representing KCCOLE, LLC, presented the Pennwoods View final subdivision plan for signature by the Chair of the Board in order to record the plans with the Recorder of Deeds. All other signatures have been obtained. Mr. Roth signed the plans.

## **PUBLIC HEARING**

Solicitor Bee recessed the regular meeting at 7:21 p.m. to begin the Public Hearing for **Ordinance 2024-05, Amendment to Ordinance 2024-02 authorizing the incurring of non-electoral 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 has been advertised in the Centre Daily Times and on the Township website. A time for public comment was offered. There were no comments. The Public Hearing was closed at 7:25 p.m. and moved back to the regular meeting. Mr. Floray motioned to adopt Ordinance No. 2024-05, seconded by Mr. Decker. **Vote in favor was unanimous. 5-0**

## **CONSENT AGENDA**

Mr. Newman made a motion to approve the minutes of the November 6, 2024, meeting, payment vouchers and October Financial Report. Upon review of the payment vouchers, Mr. Floray inquired about the annual membership payment for the Spring Creek Watershed Commission in the amount of \$537.15 and what services and benefits the Township receives for being a member. After a brief discussion, Mr. Floray motioned to decline renewal of the membership with the Spring Creek Watershed Commission. Motion was seconded by Mr. Tanis. Mr. Newman then made a motion to approve all payment vouchers except for Spring Creek Watershed Commission membership. Seconded by Mr. Tanis. **All motions for Consent Agenda items were carried unanimously.**

## **COMMITTEE REPORTS**

- A. Planning Commission
  - The sidewalk ordinance has been finalized and submitted to the Solicitors for their review.
  - Creation of a Residential Livestock Ordinance continues
- B. Parks & Recreation Board
  - Nicholas Millard created a slide show presentation on the Woodlands at Sinking Creek with pictures of the hiking trails and signage around the park. He also shared potential designs for a new sign at the entrance of the park and explained that 3 bids have been received. Mr. Tanis requested a quote from Gavek Graphics.
- C. Penns Valley EMS
  - Centre Hall Borough has paid their 2024 contribution to the Penns Valley EMS as required by the Penns Valley Intermunicipal Services Agreement.

## **SOLICITOR REPORT**

The revised and amended Employee Handbook is complete and ready for adoption. Solicitors provided a copy of the adoption Resolution.

Research on fees accepted in lieu of dedication is complete.

No updates received on behalf of the property owners, concerning Treaster Kettle Road dedication at this time.

## **STAFF REPORTS**

*Public Works Superintendent –*

- Snow Fence in place & preparation for winter weather continues
- Working on emergency sewer repair at Country Club Park
- Update on the status of loans for the bridge projects

*Secretary/Treasurer –*

- Geisinger/PA Chamber Insurance will be issuing a settlement in experience credit & total loss run (TLR) in the amount of \$7,132.23.
- Three delinquent public utility accounts are being submitted to McQuaide Blasko for the filing of liens.
- Act 33 of 2024 expands the responsibilities of entities, including townships, if they experience a data breach affecting 500 or more individuals. This includes breaches that gain access to personal information, such as names, Social Security numbers, bank account details, and driver's license or state ID numbers. If a breach occurs, one year of credit monitoring services will be provided to those affected. The state attorney general will be notified of the breach.
- Act 94 of 2024 allows each board of supervisors to decide whether to implement all or part of the allowable compensation caps for township supervisors. The current compensation cap is \$1875 per year. The new cap is \$3,145 per year for townships with a population of not more than 4,999.
- America250PA will award \$500,000 in grant funding in the first round of Semiquincentennial Grants. Grant funds can be used toward expenses for programming, projects or events that connect to America250PA's themes and platforms under the mission of Education; Preservation; Innovation; and Celebration.
- The Centre County Metropolitan Planning Organization (CCMPO) formed an EV Readiness subcommittee to develop an EV Infrastructure Readiness Plan. A survey has been created to gather input on municipal needs and opportunities. Deadline for municipal elected officials to complete the survey is December 6, 2024

**OLD BUSINESS**

One bid was received for the 2025 Diesel Fuel Proposal and Contract. Nittany Energy has provided a bid for low diesel fuel prices for 2025. Mr. Tanis made a motion to accept the pricing for low sulfur diesel submitted by Nittany Energy, Inc. Second by Mr. Decker. **Motion carried 5-0.**

Solicitor Dillard provided *Resolution R-2024-16*, Adopting Amendments and Revisions Made to the Potter Township Employee Handbook. On a motion by Mr. Newman, seconded by Mr. Tanis and carried unanimously, the Board approved to adopt Resolution R-2024-16. **Vote in favor 5-0.**

The previously requested changes to the proposed 2025 budget were made and a revised 2025 proposed budget was presented to the Board. Review of each Fund and line item continued. Mr. Roth will make changes and provide a final proposed copy to the other board members.

Mr. Floray made a motion to advertise the proposed 2025 budget for public inspection. Second by Mr. Tanis. **Vote in favor was 5-0.**

**NEW BUSINESS**

Justin Dashem, from Penns Valley Code Enforcement, informed the Board that the current zoning permit fees in Potter Township are lower than other municipalities for both residential and commercial. The Board will continue to review all fees for any changes needed for 2025 and increase accordingly.

Century Engineering has submitted Agreements/Proposals for the preparation of 2024 Chapter 94 Reports for Bloom Road Sewer, Country Club Park Sewer and Potters Mills Sewer. The cost to prepare and complete the PA DEP required reports is estimated not to exceed \$550.00 for each report. Mr. Decker offered a motion to accept the Agreements/Proposals for the preparation of 2024 Chapter 94 Reports for Bloom Road Sewer, Country Club Park Sewer and Potters Mills Sewer. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

**EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 9:00 pm to begin an Executive Session regarding privileged and confidential discussions. Mr. Newman seconded the motion.

Mr. Roth closed the Executive Session at 9:28 p.m. to return to the Business Meeting. No actions were taken during the executive session.

Mr. Roth asked if the signs for The Woodlands can be paid from the Fee In-Lieu-of Parkland Fund. Solicitor Bee confirmed the fees are intended for construction, maintenance, and operation of parks and signage likely fits within this dynamic.

Mr. Newman indicated that some of the budget items which are being put in as line items are not categorized correctly. Mr. Decker mentioned there should be a line showing transfers of general funds to cover expenses in other areas. Mr. Flory pointed out there was a line for transfers from the General Fund.

Mr. Newman suggested having the Parks and Rec Board fundraise for signs at The Woodlands.

Solicitor Bee suggested tracking which funds in Fee In-Lieu-of Parkland Dedication come from which developments, and go to which parks. Mr. Decker reminded the Board that Parks and Rec events have been paid for from the General Fund.

Mr. Roth noted that Ms. Kroner was not utilizing formulas for the budget and mentioned that he has spent substantial amounts of time updating the spreadsheets to include formulas. He pointed out that while he was reviewing, he found multiple errors, some of which were substantial. Mr. Decker suggested that part of training should include spreadsheet formulas. Glenn finished balancing the Parks and Rec budget, and mentioned that, over the winter, he would like to go over the budget and make it so Ms. Kroner can update the spreadsheet automatically.

Mr. Roth asked the other Supervisors for their thoughts relative to whether the Reserve Fund is sufficient at its current level, or whether more money needs to be placed in the Reserve Fund from the General Fund. Mr. Tanis pointed out that if they are in a big hole, it would be necessary to open the budget in the middle of the year. Mr. Decker indicated that the Reserve Fund has not been used in his experience.

Mr. Decker asked if the millage should be changed prior to publication of the budget. He pointed out that the fire company is still receiving two mills, but it may not presently require funding to that extent at present. He suggested that the Township may need to consider raising taxes. Mr. Flory suggested that, if that is the case, they should be raised gradually, rather than all at once, immediately. Mr. Roth suggested tracking the budget and data for one more year, prior to making a decision to raise taxes.

No action was taken on Resolution R-2024-17.

#### **BOARD / STAFF OTHER MATTERS**

None

#### **ADJOURNMENT:**

Mr. Tanis made a motion to adjourn the Business Meeting at 9:30 p.m. Motion seconded by Mr. Decker. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

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