

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**Monday, June 4, 2018**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Dick Decker, Chair  
 Jake Tanis, Vice-Chair  
 Melvin Dutrow  
 Karl Eysenbach  
 Dennis Foust

**STAFF:** Lisa Kroner, Township Secretary/Treasurer  
 Budd Brooks, Road Superintendent

**CALL TO ORDER:**

Chair Decker called to order the June 4, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None

**GUEST SPEAKER:**

Kathy Henry, Henry Surveys, presented preliminary plans for the Martorana subdivision. The Zoning Officer, Stan Wallace, has signed Planning Module. The Planning Commission will review on June 5, 2018. Municipal Response Request will be submitted to Centre County Planning Office after the Planning Commission review. Mr. Dutrow made a motion to conditionally approve the plans as submitted, pending review by the Planning Commission. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**LIAISON REPORTS:**

*Penns Valley EMS* – Update was given on monies donated & received from municipalities in 2018. Pleasant Gap Ambulance has agreed to honor the Penns Valley EMS memberships when they respond to a call in Penns Valley when PVEMS is unavailable. This agreement will be reviewed annually. Five CPR classes have been held and additional classes will be offered.

*Planning Commission* – A draft of the revised sign ordinance was given to Board of Supervisors. Review by Board, Planning Commission and Solicitor will resume.

**PUBLIC HEARING:**

At 7:33 pm, Chairman Decker closed the regular meeting to open the Public Hearing on proposed Ordinance O-18-01. A brief summary of the proposed Ordinance was presented as: an Ordinance amending section §60-1, §60-4, §60-5, §60-6, §60-7, and §60-8, of the Potter Township code of ordinances, chapter 60, relating to parks and recreation.

No public comments or questions were offered. Mr. Foust suggested a change to **§60-4**, (Organization of the Board) specifically replacing the word “adopt” to “recommend”.

Mr. Foust recommended changing §60-4 (Organization of the Board) to §60-5, subsequently renumbering §60-4 thru §60-7. Mr. Decker identified the current parks and recreation areas as the leased property around Colyer Lake, Potter Run Park, vacant property located on Sinking Creek Road. The Board will also coordinate with Tri-Municipal Park, Inc. Board. Discussion on the changes conducted by the Board ensued.

There being no further comments, Chairman Decker closed the hearing at 7:44pm.

At 7:45pm Chairman Decker reopened the regular meeting.

Mr. Foust made a motion to adopt Ordinance O-18-02, Parks and Recreation Board, with the following changes: change §60-4, (Organization of the Board) substituting the word “adopt” to “recommend”, and adjusting §60-4 (Organization of the Board) to new section number §60-5, subsequently renumbering §60-4 thru §60-7. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

#### **LIAISON REPORTS:**

*Penns Valley Regional Planning Commission* – Mr. Foust reported there will be a joint meeting of the officials of Centre Hall and Millheim Boroughs and Gregg, Haines, Miles, Penn and Potter Townships and representatives of the Penns Valley Fire Companies on Tuesday, June 19, 2018 at 7:00 p.m. in the Gymnasium of the Old Gregg School Community and Family Recreation Center at 106 School Street, Spring Mills, PA. The purpose of the meeting is to hear presentations on local tax revenue sources and discuss funding emergency services. Following the meeting, the Municipal Emergency Medical Services Committee will meet to discuss options for funding emergency medical services. This will be an advertised meeting and the public is welcome.

*Tri-Municipal Park* - Representatives from area football and soccer leagues have voiced their need for fields and willingness to help raise funds for those amenities. Groundbreaking will be held in August, no date set. Board is seeking a professional fundraiser to oversee the fundraising.

A Request for third amendment to the Joint Articles Agreement was presented. TMP, Inc. is requesting that the three municipalities take action to adopt a third amendment to the Joint Articles of Agreement which would amend paragraph 4.2 of the Second Amendment to Joint Articles of Agreement, to delete the provision “that the sum of \$15,000.00 shall be set aside for maintenance of the Property prior to any expenditures being made for development of the Property”.

Mr. Eysenbach made a motion to adopt the Third Amendment to the Joint Articles of Agreement, and release the \$15,000.00 to TMP, Inc. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

#### **SECRETARY/TREASURER REPORT:**

Mr. Foust made a motion to approve the May 14, 2018 Regular Meeting Minutes. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to approve payment of invoices owed before June 18<sup>th</sup> due to the meeting date change from June 11<sup>th</sup> to June 18<sup>th</sup>. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Requirements for becoming a Notary Public were presented and discussed. Mr. Eysenbach made a motion to approve application and exam expenses, as well as supply expenses for Ms. Kroner. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mary Carol Frier, member of the Planning Commission, attended a Bioenergy seminar on May 30 & 31 and has requested reimbursement of registration fee. Mr. Eysenbach made a motion to reimburse Ms. Frier for registration fee. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Posters & flyers for the 2018 PSATS Youth Awards were distributed. Information will be placed on website. Deadline is July 2, 2018.

#### **ROAD SUPERINTENDENT:**

Road maintenance includes installing pipes.

Dirt and Gravel Grant awards to be announced June 13<sup>th</sup>. County Liquid Fuels allocation for battery backup has been received

Several complaints have been received regarding drivers passing in the turning lane on Centre Hall Mountain. PennDOT will be contacted regarding a traffic study.

Railing on a section of trail at Colyer Lake has not been installed as requested. Update on project and completion date will be requested for June 18<sup>th</sup> meeting.

Request to install fencing along front side of Potter Run Park next to SR 144 to address safety concerns. Mr. Dutrow made a motion to approve a contractor to install 4 foot high chainlink fence. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

CCP monthly flow report distributed and discussed.

#### **UNFINISHED BUSINESS:**

No progress has been made with Centre Hall Fire Company regarding the Fire Tax Agreement.

Potters Mills Central System project update. Specs for bids went to Seda-Cog for projected bid notice in June. All required easements from property owners have been received except for one (1). The decision on the grant for Bloom Road is July 17<sup>th</sup>.

#### **NEW BUSINESS:**

The Board wishes to seek proposals for professional services for the municipal pension system(s) administered by the system and municipality. A Request for Proposal of a Defined Contribution Plan will be advertised in the CDT on June 19<sup>th</sup>, with a deadline for submittal being June 30<sup>th</sup>. Mr. Tanis made a motion to advertise for RFP's with a submittal deadline of June 30<sup>th</sup>. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Review of Waiver of Liability for Hunting and General Use to hunt and/or enter upon property owned and currently posted by Potter Township on Sinking Creek Road. Mr. Tanis made a motion to allow issuance of Hunting Permits and Waivers of Liability from July 1, 2018 to June 30, 2019 with proper ID and completed application. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Due to a conflict with the June 11<sup>th</sup> meeting date, the meeting will be moved to June 18<sup>th</sup> and advertised as such according to advertising requirements.

No *Staff Informatives* were pulled for discussion.

**ADJOURNMENT:**

Hearing of no additional business, Mr. Foust offered a motion to adjourn at 8:45 PM. Second by Mr. Eysenbach. **Vote in favor was unanimous, 5-0.**

Respectfully submitted,



Lisa A. Kroner  
Township Secretary/Treasurer