

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, July 9, 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
 Robert Rayman, Solicitor

CALL TO ORDER:

Chair Decker called to order the July 9, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

None

PUBLIC HEARING:

At 7:03 pm, Chairman Decker closed the regular meeting to open the Public Hearing on proposed Ordinance O-18-04. A brief summary of the proposed Ordinance was presented: Incurring "Lease Rental Debt," as defined in the Pennsylvania Local Government Unit Debt Act, in the maximum principal amount of \$35,960.07, evidenced by its guaranty of 33.33% of the payments due under a debt obligation to be issued by Tri-Municipal Park, Inc. (the "borrower") to the Pennsylvania Infrastructure Investment Authority (Pennvest) to construct stormwater improvements to its facilities; authorizing a guaranty agreement, by and among this Township, severally (not jointly), as guarantor, the borrower, and Pennvest, as lender, securing a portion of the debt obligation; pledging the full faith, credit, and taxing power of this Township in support of its guaranty; appointing a sinking fund depository in connection with such guaranty; and authorizing related actions and documents. No public comments or questions were offered. There being no further comments, Chairman Decker closed the hearing at 7:05 pm.

At 7:06 pm Chairman Decker reopened the regular meeting.

Mr. Foust made a motion to adopt Ordinance O-18-04, Incurring Lease Rental Debt, as presented. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

LIAISON REPORTS:

Zoning – The monthly Zoning Report for June 2018 was examined by the Board of Supervisors. No inquiries were made.

Planning Commission – Mary Carol Frier examined the latest proposed draft of the amended Sign Ordinance. There was a question and answer period between the Planning Commission members and Board of Supervisors. The Planning Commission is primarily concerned with illuminated signs by Districts. Zoning Officer, Stan Wallace, will review the draft and provide comments.

The monthly meeting minutes from June 5th, 2018 were reviewed. No comments or questions.

Penns Valley EMS – A report of calls by month for each municipality served by the Penns Valley EMS was distributed. Report of municipal donations and community donations was offered. Membership drive begins in October.

Penns Valley Regional Planning Commission - A public meeting was held on June 19th, to discuss possible implementation of a Local Services Tax for 2019 to help financially sustain the Penns Valley EMS to continue providing emergency service to seven municipalities in Penns Valley.

Tri-Municipal Park, Inc. – Closing for the Pennvest loan has been postponed until September 25th. Stormwater construction is set to begin in August.

SOLICITOR REPORT:

Solicitor Rayman provided Codification Chapter 70: Alcoholic Beverages, as well as a draft of an updated ordinance. The Board of Supervisors will review the draft and provide comments at the August 13th meeting. Mr. Foust made a motion to discontinue hearing for Sheetz, Inc. and hold until such further time that we are contacted by Sheetz, Inc.

Mr. Tanis made a motion to authorize Solicitor Rayman to design a fireworks ordinance pertaining to regulations and site inspection for professional fireworks displays within Potter Township. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

SECRETARY/TREASURER REPORT:

Mr. Tanis made a motion to approve the June 18, 2018 Regular Meeting Minutes. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to approve the June 2018 Financial Report. Second by Mr. Eysenbach **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to approve the Check Detail Report and invoices to be paid on July 9, 2018. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

The second quarter budget was provided to Board of Supervisors and Road Superintendent.

The Right-to-Know quarterly report was provided. No questions or comments were forthcoming.

ROAD SUPERINTENDENT:

PennDOT is making improvements on SR 322 to extend the mainline four lanes through the gap and construct a western interchange and several service roads (SR 322, section B06). Resolution No. R-18-13, *Drainage Facilities Maintenance Agreement* with PennDOT was presented pertaining to this project. Upon approval of the resolution, PennDOT would agree to construct the drainage facilities, and upon completion of the Project, to assume year-round responsibility for maintenance and repair of said drainage facilities on the Township Roads. Mr. Tanis made a motion to approve Resolution No. R-18-13, *Drainage Facilities Maintenance Agreement* with PennDOT. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Penns Valley Youth Center helped with mulch at Potter Run Park and the Township office during their annual ServeCamp.

This year's paving project will take place this week on Thursday and Friday.

A representative from EMC Insurance will tour the facility and sewer plant this week for a Risk Management Review.

Notification from Tom Kistler, Save Colyer Lake, was received along with photos of completed railing project. Engineer Don Franson will inspect the railing/materials/installation and provide a his findings.

One half of the Dirt and Gravel Grant allocation has been received in the amount of \$12,625.00.

A concern was received by a resident regarding shrubs and trees overcrowding the roadways, interfering with visibility and safety. Budd will respond to this concern.

Monthly flow report for Country Club Park was distributed.

UNFINISHED BUSINESS:

At the June 18th meeting of the Board of Supervisor, a decision was made to defer a decision on the request for a Change in Zoning Map submitted by Earl Yearkick. Mr. Yearick, nor a representative attended the hearing on June 18th, therefore no Findings of Fact were collected. Mr. Tanis made a motion to approve the request for a change in the zoning map. Second by Mr. Dutrow. A vote was then taken on the motion. Mr. Decker: No; Mr. Dutrow: yes; Mr. Eysenbach: yes; Mr. Foust: abstain; Mr. Tanis: yes. The vote was in favor 3-1-1 (abstain).

NEW BUSINESS:

One (1) Request for Proposal (RFP) for professional services for the municipal pension system(s) administered by the system and municipality was received. Mr. Tanis made a motion to accept the RFP submitted by Pennsylvania Municipalities Pension Trust. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Potter Township Board of Supervisors
July 9, 2018 Meeting Minutes
Page 4 of 4

There will be an advertised public meeting for July 25th at 7:00pm at the Centre Hall Fire Company regarding the Fire Protection Agreement. All members of the Centre Hall Fire Company are encouraged to attend. The Potter Township Board of Supervisors will be in attendance.

The Potters Mills Central System project will be placed out for bid the end of August. Completion date is tentatively August 2019.

Announcement for PA Small Water and Sewer Grant awards will be announced July 17th. The application was made for Bloom Road Community On-Lot Sewer System.

Options for financial support by Potter Township for the Penns Valley EMS were discussed. More information will be acquired from the Centre Tax Agency regarding statistics regarding employers and employees in the municipality. Discussion will continue at the August 13th Board of Supervisors meeting.

There are ten (10) residents that have not complied with the 2018 program for Sewage Management. Mr. Wallace reported that he has completed inspections for 332 for the 400 inspections, with 61 more to schedule. Mr. Tanis made a motion to send a delinquent notice via regular mail and certified mail to the ten residents who are non-compliant. After August 31st, those remaining from the ten will have complaints filed against them with District Magistrate. Motion second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

No *Staff Informatives* were pulled for discussion.

ADJOURNMENT:

Hearing of no additional business, Mr. Decker announced an Executive Session to discuss legal and personnel issues be held at this time. The regular meeting was closed at 8:30 PM for the Executive Session to commence.

The Executive Session concluded at 9:12 and the regular meeting was reopened. Mr. Decker announced that no decisions were made in the Executive Session.

There being no further business to discuss, Mr. Foust made a motion to adjourn at 9:14 PM. Second by Mr. Tanis. **Vote in favor was unanimous, 5-0.**

Respectfully submitted,



Lisa A. Kroner
Township Secretary/Treasurer

150270