

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, August 13, 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 August 13, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

Chairman Decker announced that an Executive Session was held at 6:00 pm today to discuss personnel issues.

PUBLIC COMMENTS:

Robert Laing and Bonnie Treaster had previously requested to offer comments regarding the Sewage Management Program at the August 13th Board of Supervisors meeting. Neither Mr. Laing nor Ms. Treaster were present at this meeting.

Mary Ellen Whalen inquired about adding left turn signals at the traffic light at the intersection of SR 144 and SR 45. PennDOT is responsible for the state roads and the traffic study for possibly adding turning arrows for the turning lane.

GUEST SPEAKERS:

Fred Henry presented a Sewage Facilities Planning Module for the Michael Fuller Subdivision. SEO Stan Wallace has signed the Planning Module. Board of Supervisors reviewed planning module and found it to be acceptable. Mr. Foust made a motion to approve Chairman Decker to sign proposal. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

LIAISON REPORTS:

Penns Valley EMS - Monthly financial reports were provided. Collections of unpaid invoices for services is ongoing through the District Magistrate office. Membership drive will commence in October. A grant to train EMS personnel/EMTs (18 years or older) through the school district has been approved. The grant is \$5,000 and would help with education.

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

A request for zoning change has been filed by Meredith and Barbara Coopey for Parcel 20-5-41, property off Wagner Road, for which the Coopey's own. The request is for the parcel to be rezoned as PCI (Planned Commercial-Industrial District). The Planning Commission will review the request and provide comments to the Board of Supervisors. A public hearing will be scheduled for September 10th at 7:10 pm.

Planning Commission – Discussion continues with the draft of sign ordinance. Stan Wallace will provide comments at the time his review is completed. Mr. Tanis and Mr. Dutrow agreed to meet with Planning Commission members to review draft.

The monthly meeting minutes from July 3, 2018 were reviewed. No comments or questions. An informational display board and brochures entitled “Signs of the Times in Potter Township” has been prepared for exhibit at the Grange Fair.

Penns Valley Regional Planning Commission - No report.

Tri-Municipal Park, Inc. – Groundbreaking ceremony was held on Saturday, August 11th. Local and state representatives were in attendance. Ameron, the contractor for the first phase, displayed large pieces of equipment.

The Tri-Municipal Park Board of Directors are finalizing fundraising operations.

SOLICITOR REPORT:

Solicitor Rayman drafted a fireworks ordinance pertaining to regulations and site inspection for professional fireworks displays within Potter Township. No comments were offered by Supervisors. Mr. Foust made a motion to advertise for a public hearing on September 10th, 2018 regarding the proposed ordinance. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

A draft of a Local Services Tax Ordinance was reviewed by the Board and Solicitor Rayman. Mr. Foust made a motion to advertise for a public hearing to adopt a Local Services Tax to support the Penns Valley Emergency Medical Services. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.** The public hearing will be advertised for September 10th during the Board of Supervisors regular meeting.

After review of the proposed amendment to Alcoholic Beverages, Chapter 70, of the Potter Township Codification and Application for Liquor License Transfer, Mr. Tanis made a motion to advertise for a public hearing on September 10, 2018, to adopt the amendments to the Ordinance. Motion seconded by Mr. Foust. **Vote in favor was unanimous. 5-0.**

A proposed Governance Agreement with Centre Hall Fire Company was evaluated and discussion followed. Mr. Decker requested a section be added defining who is responsible for selection of the Board (non-affiliated Board members). Second by Mr. Tanis. **Vote in favor was unanimous. 5-0**

SECRETARY/TREASURER REPORT:

Mr. Eysenbach made a motion to approve the July 9, 2018 Regular Meeting Minutes as presented. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

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

Mr. Foust made a motion to approve the Check Detail Report and invoices to be paid on August 13, 2018. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The Centre County Election Office is requesting use of the conference room facility for the November 6th General Election. Mr. Foust made a motion to approve use of conference room facility for the General Election. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

PSATS is offering a class entitled “Developing Your Municipal Budget” on August 21st. Mr. Decker has requested registration for himself at the class. Approval was given.

New Rates for Money Market Accounts were provided by First National Bank.

ROAD SUPERINTENDENT:

The paving project has been completed and shoulder work is underway. Oil and chipping on various road has been started. These projects will continue as weather permits. Dirt and Gravel road project is planned but not yet scheduled. Brush cutting continues as weather permits.

PennDOT has been contacted regarding complaints of motorists passing on the Centre Hall mountain. PennDOT will be installing larger signs stating “Centre Lane Only” and “Do Not Pass” and , and police presence will increase.

Salt has been reserved at \$75.55 per ton from COSTARS for 2018-2019 season.

Inspection of the railing installed along Colyer Lake walking trail revealed that a rail is required in the middle and “Keep Off Railing” signs must be posted. The “No Horses” signs have not yet been posted. Tom Kistler, Save Colyer Lake, has informed us the company that constructed the trail is responsible for sign placement as part of the contract. Mr. Kistler will handle contacting the company to complete this work as soon as possible.

Several quotes to install a chain link fence at Potter Run Park will be sought.

Country Club Park underground power lines failed last week. A generator is needed to run the plant during power outages. Mr. Foust made a motion to purchase a propane generator for Country Club Park facility and use the Line of Credit for payment. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

UNFINISHED BUSINESS:

Chairman Decker announced that an Executive Session was held on Friday, July 20th to discuss legal matters.

Verbal communication was received that we received a grant with PennDOT to do the study on the stone wall along SR 144 in Centre Hall. The study will go out for bid.

A template of the new website was provided by the webmaster. The Board and staff will continue to review the information and submit suggestions, comments and changes to the site before its launch.

A Pension Plan Highlight Sheet was provided by Pennsylvania Municipalities Pension Trust. After closer examination by the Board, Mr. Foust made a motion to elect eligibility requirements to include after 90-days of service for employees working 35 hours or more a week. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Resolution R-18-12, "a resolution of the Board of Supervisors of Potter Township, Centre County, Pennsylvania amending the pension plan to a section 401 (a) plan for all fulltime township employees and amending the basic provisions for the township pension" was offered. Mr. Foust made a motion to approve Resolution R-18-12 amending the pension plan. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

The request for proposals for construction of Potter Mills Central System is scheduled for Aug 17th. There will be a meeting later in August to allow bidders to ask questions. Tentative award will be October 15th at the Board of Supervisors meeting.

Announcement for PA Small Water and Sewer Grant awards was scheduled for July 17th. The Application was made for Bloom Road Community On-Lot Sewer System. Due to the large number of applicants, DEP has added another \$22 million to the lottery and extended the selection of successful applicants until September 15th.

Centre County 911 Emergency Communications & Addressing has requested Township approval for naming of their driveway/road submitted by Mr. & Mrs. Richard Kensinger. The Kensingers have chosen to name the road Ivy Lane. This name meets 911 standards. Mr. Dutrow made a motion to approve the Kensingers' naming request for Ivy Lane. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0**

Municipal Response Request for Michael Fuller was discussed. The Township Planning Commission and Zoning Officer Stan Wallace have reviewed the plans, as well as Board of Supervisors. No comments were offered. Mr. Foust made the motion to submit the Municipal Response Request to Centre County Community and Planning Development stating no comments were proposed. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

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NEW BUSINESS:

The Office of the Budget, Bureau of Payable Services has requested names of two individuals who have authority to validate vendor information. Mr. Foust made a motion to approve Budd Brooks and Lisa Kroner as the individuals with authority to validate vendor information. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The current healthcare plan renewal quote, as well as other carrier quotes, were reviewed and discussed. Mr. Foust made a motion to renew the current healthcare plan for the full-time employees. Second by Mr. Eysenbach. **Vote in favor was unanimous. 5-0**

Mr. Decker requested approval to attend the Township Engineers Association Fall Seminar on October 23rd at the PSATS Education Center. Mr. Tanis made a motion to approve the \$125 registration fee and reimbursement of expenses for Mr. Decker to attend the seminar. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0**

With regret, the Board approved the resignation of Rodney Johnson, Equipment Operator, effective August 30th. The Board wishes to express their appreciation for Rodney's eight years of service. It has been a pleasure working with him, and wish him all the best in the future.

No *Staff Informatives* were pulled for discussion.

ADJOURNMENT:

There being no further business to discuss, Mr. Foust made a motion to adjourn at 8:45 PM. Second by Mr. Tanis. **Vote in favor was unanimous, 5-0.**

Respectfully submitted,



Lisa A. Kroner
Township Secretary/Treasurer