

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 5, 2018
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD: Dick Decker, 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 November 5, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

None

LIAISON REPORTS:

Penns Valley EMS – Membership drive has reached the halfway point of their goal. Profit and Loss Reports for previous and current year were provided to Board. Friday, November 9th at 1:00 PM the American Legion will present a \$10,000 donation to the Penns Valley EMS. Mr. Dutrow suggested updating address list for next year’s membership mailing. The PA Department of Health 2018 Mid-Year Data Report was distributed provided to Board.

Penns Valley EMS Municipal Committee- No report. Next meeting will be scheduled for January 2019.

Zoning – October Zoning Report was reviewed. Brief discussion on tiny houses.

Planning Commission – No report.

Tri-Municipal Park – Review of proposed 2019 budget. Questions were raised for several line items.

SECRETARY/TREASURER REPORT:

Mr. Eysenbach made a motion to approve the October 8, 2018 Regular Meeting Minutes as presented. Second by Mr. Foust. **Vote in favor was unanimous. 4-0.**

Mr. Foust made a motion to approve the October 15, 2018 Budget Meeting Minutes as presented. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

2019 Coupon books for Country Club Park sewer & water billing were mailed November 1st to the residents.

Debbie Peterson, resident, has created and installed a “Lending Library” on Mountain Back Road. It is used as a free small library to “take a book, leave a book” for residents in the community. Mr. Brooks will review site for right-of-way concerns.

Ann Glaser, Parks and Recreation Board member, will attend the Fall 2018 Community Conservation Partnerships Program Grant Workshop on November 7th. This workshop is designed to help applicants develop project ideas in preparation of submitting a grant application to the Community Conservation Grant Program, which opens in January 2019.

PSATS will be offering NIMS certification and a workshop on The Township Role in Emergency Management on March 12, 2019, in Centre County.

ROAD SUPERINTENDENT:

The Dirt and Gravel project on Blackhawk Road has been completed.

Country Club Parks Sewer and Water Plant operating smoothly.

UNFINISHED BUSINESS:

The Fire Protection agreement with Centre Hall Fire Company is still pending signatures by Fire Company. No further progress with Cooperative Agreement.

Ordinance No. 8 of 2018, Debt Ordinance, authorizes a not-to-exceed amount of debt to be incurred with PennVest for the Potters Mills Central Sewer System Project and approves all steps needed to close the loan in January. It also approves the form of the debt obligation (Exhibit A) and the not-to-exceed schedule for the repayment of principal and interest (Exhibit B). The actual amount that the Township will be obligated to pay will be determined closer to the closing. Mr. Foust made a motion to adopt Ordinance No. 8 of 2018. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

A Debt Statement, reflecting the \$100,000 JSSB line of credit in connection with the project is provided for the Pennvest closing requirements. Mr. Foust made a motion to approve the Debt Statement as presented. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

Resolution No. R-2018-15, Reimbursement Resolution, permits the Township to reimburse any of its own or interim loan funds from proceeds of the PennVest loan after closing. Mr. Foust made a motion to adopt Resolution R-2018-15. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

Status of Line of Credit with Jersey Shore State specifically for use to pay engineering fees for the Potters Mills Sewer Project in the interim until the PennVEST Closing was reviewed. The remaining balance available for use is \$47,000.00. The Board agreed there is no need to increase the size of the \$100,000 line of credit at this time.

Residents in the Potters Mills Sewer project area will be notified of the requirement to have their easements notarized.

An amended 2016 Engineering Agreement with Nittany Engineering and Associates for the Potters Mills project was presented for approval. The updated agreement lists as many actual costs as available and includes the estimate to complete the task. The optional estimated costs for Bloom Road were added to the agreement. Mr. Dutrow made a motion to approve and sign the amended 2016 Engineering Agreement with Nittany Engineering for the Potters Mills project, and estimate for Bloom Road sewer project. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

The requested changes from the October 15th Budget meeting were made and a revised 2019 proposed budget was reviewed. After discussion, a proposed budget was generated with a .42 mil tax increase for real property added to the budget to balance the general fund. Mr. Foust made a motion to increase the Municipal Real Estate millage by .42 mil to achieve a balanced budget. Second by Mr. Dutrow. **Vote in favor was unanimous. 4-0.**

Mr. Foust made a motion to advertise the proposed 2019 budget for public inspection. Second by Mr. Dutrow. **Vote in favor was unanimous. 4-0.**

The Secretary, who also handles the Human Resource duties for the Township, has completed a compilation of policies, procedures and practices related to employment and work practices for non-uniform Township employees, in order to institute an Employee Handbook. A draft copy of the policies, procedures and practices were provided to the Board for review. The Handbook will be placed on a future agenda for adoption by resolution.

NEW BUSINESS:

Mr. Decker announced Executive Sessions regarding personnel matters were held on October 29th at 4:00 PM, and November 5th at 6:50 PM

The Pennsylvania Municipalities Pension Trust MMO for the Plan Year 2019 was reviewed. The minimum municipal obligation (MMO) is estimated at \$13,544.00 for 2019. Motion by Mr. Foust to approve the 2019 MMO for the pension plan. Second by Mr. Dutrow. **Vote in favor was unanimous. 4-0.** The MMO will be submitted to the Pennsylvania Municipalities Pension Trust.

Centre County Addressing staff met with Mr. Brooks to discuss addressing and naming of new roads due to the Potters Mills Gap/322 project. Four roads were discussed for naming. The Board made suggestions that will be submitted to the Addressing Department for final approval.

The Centre County Metropolitan Planning Organization (CCMPO) is gathering input from the 35 Centre County municipalities to assist in the preparation of the 2050 Long Range Transportation Plan (LRTP). MPO staff will meet with our staff on November 7th to identify issues at a base level to better assist municipalities in obtaining resources, packaging projects, and troubleshooting problems.

The third quarter Right-to-Know Request report was distributed. One request was received for the quarter.

Centre County United Way is offering an opportunity to sponsor a yard sign showing services received within the Penns Valley community and across Centre County from the United Way campaign. Item has been tabled for a future meeting.

Mr. Foust made a motion to advertise the intent to appoint a Certified Public Accountant to perform the 2018 annual audit in place of elected auditors, seconded by Mr. Eysenbach. **Motion carried 4-0.**

Discussion on 2019 meeting dates for Board of Supervisors, Planning Commission and Parks and Recreation Board. Proposed meeting dates will be compiled and presented at future meeting.

ADJOURNMENT:

There being no further business to discuss, Mr. Foust made a motion to adjourn at 8:50 PM. Second by Mr. Eysenbach. **Vote in favor was unanimous. 4-0.**

Respectfully submitted,

Lisa A. Kroner
Township Secretary/Treasurer