

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**October 8, 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 October 8, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:**

Mr. Erskine Cash, representing the Centre Hall-Potter Food Pantry presented an update on the services provided. Typically there are 50-55 families assisted each month, with an increase around the holidays. The organization also serves as the agency to distribute Toys for Tots.

Mr. Tanis made a motion to support the Centre Hall-Potter Food Pantry with a \$500 monetary donation. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

**LIAISON REPORTS:**

*Penns Valley EMS* – Cindy Foust provided an explanation of the charges vs. reimbursement (insurance paid) for Medicaid and Medicare, as well as commercial insurance. A breakdown of calls by medical category, outcome and paid employees/volunteers was provided.

*Zoning Report* – September report was examined. No questions were offered by Board.

*Planning Commission* – No update on sign ordinance. Discussion on possible construction of hotels in the future.

*Penns Valley Regional Planning Commission* - Board is reviewing and discussing a draft *Future Land Use Chapter* as part of the update of the Penns Valley Regional Comprehensive Plan.

**SOLICITOR REPORT:**

A current list of Liquor Licenses provided by the LCB was reviewed. The quota for Potter Township is 2 under the category Restaurant (liquor).

The Pennvest closing for Tri-Municipal Park, Inc was held on September 25<sup>th</sup>.

The Fire Protection Agreement and Governance Agreement are awaiting signatures from Centre Hall Fire Company.

The Fire Protection Committee suggested there be two separate checking accounts; one for fire tax income and one for fundraising. The Board of Supervisors support and encourage this separation of funds. Mr. Dutrow and Mr. Tanis will serve as the Potter Township representatives on the Fire Protection Committee. The Board will search for a resident to serve as an at-large representative.

**SECRETARY/TREASURER REPORT:**

Mr. Foust made a motion to approve the October 1, 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 September 2018 Financial Report. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Tanis made a motion to approve the Check Detail Report and invoices to be paid on October 8, 2018. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

**ROAD SUPERINTENDENT:**

Riff Raff collection participation increased this fall.

Lewis Tree Service, contractor cutting timber on Boal Gap Road, has provided a bond for their contract. Number of loads has decreased since previous estimate, therefore the road will not be closed to traffic. The project will be completed this week.

The chain link fence will be installed at Potter Run Park this week.

A dumping site was reported on Black Hawk Road. Centre County Refuse and Recycling was contacted. The person(s) responsible were contacted and cleaned up the site.

Country Club Flow Report was presented for review. No questions or comments.

Coupon books for 2019 monthly payments will again be provided to residents of Country Club Park.

The search for emergency generators is ongoing.

Mr. Brooks will work with Centre County Mapping and Addressing to discuss possible changes, and options, the township has regarding addressing and the Potters Gap 322 Project.

**UNFINISHED BUSINESS:**

Seda-Cog has analyzed the bids submitted for the Potters Mills Central Sewer System Project. The project will be awarded at the October 15<sup>th</sup> meeting of the Board of Supervisors.

The Proposal/Estimate: Construction Administration of Potters Mills Sewage Treatment and Collection System Project was presented. Project professional fees for the Construction Administration Phase is estimated at \$76,800.00. Optional Services (if requested): Start Up Phase is estimated at \$22,900.00.

**NEW BUSINESS:**

Mr. Foust suggested research be done on hotel occupancy tax. Solicitor Rayman will provide information at a later date.

A request was received from the Penns Valley Elementary & Intermediate PTO for financial support. After discussion, the Board deferred a donation for budget reasons.

There being no further business to discuss, Mr. Decker announced the meeting would now be adjourned for an Executive Session on personnel matters. At 8:15pm, the Executive Session ended.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Foust made a motion to adjourn the regular meeting at 8:15 pm. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0**

Respectfully submitted,

*Lisa A. Kroner*

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Township Secretary/Treasurer