

POTTER TOWNSHIP BOARD OF SUPERVISORS

Meeting Minutes

Monday, January 7, 2019

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

Chairman Decker called the January 7, 2019, regular meeting of the Potter Township Board of Supervisors to order at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS

There were no citizens present to discuss items not on the agenda.

CONSENT AGENDA

Mr. Tanis requested the addition of a notation that the purchase of a 25kw water cool generator for Country Club Park treatment facility will be awarded to the vendor with the lowest price quote. Mr. Foust made a motion to amend the minutes to include the addition of the notation as requested by Mr. Tanis. Mr. Eysenbach seconded the motion. **The minutes were unanimously approved with correction.**

UNFINISHED BUSINESS

Mr. Dutrow reported there has been no progress made on the Fire Tax and Fire Protection Agreements.

Three quotes were received for the 25 kw water cool generator. The lowest quoted price was submitted by Harry's Lawn & Garden Center in the amount of \$10,404.00.

The PennVest loan settlement for the Potters Mills Central Sewer System is scheduled for January 8, 2019. Engineering costs for Bloom Road was included in PennVest loan. Century Engineering continues to work on bidding for the Bloom Road System as a separate project.

NEW BUSINESS

Memorandum of Understanding for Engineering Services – David & Jeannie Burns for Lot #13 in the Neff Country Estates. Tibben Zerby, of Nittany Engineering, presented a brief overview of the plans and revision to stormwater facilities and associated stormwater easement. Mr. Foust made a motion to approve for signature the Memorandum of Understanding for Engineering Services. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Tax Collector, Wendy Nolf, submitted a Request for Exonerations for 2019 Per Capita, which included reason for each exonerations requested. Upon examination of the list, Mr. Foust made a motion to grant exonerations as presented. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Act 44 of 2009 mandates the annual disclosure of certain information by every entity which is a party to a professional services contract with the pension funds of Potter Township. The Disclosure Statement covers the administrative, actuarial, investment and advisory services which are provided to our pension/retirement plan through PSATS, Summit Financial and Nationwide. Mr. Foust made a motion to adopt the Disclosure Statement for the Pennsylvania Municipalities Pension Trust . Mr. Tanis seconded the motion. **Motion carried unanimously.**

Centre County Election Office has requested permission to use the conference room facility as a polling place for the May 21st Municipal Primary and November 5th Municipal Election. Mr. Tanis made a motion to grant permission to the County Election Office for use of the conference room for both 2019 Municipal Elections. Mr. Eysenbach seconded the motion. **Motion carried unanimously**

The computer hardware and software used in the office has been reviewed for efficiency and outdated software. Technical recommendations were outlined. Mr. Eysenbach made a motion to purchase three new HP laptop PC's to standardize all of the office equipment and retire all of the old Windows 7 laptops. Mr. Decker seconded the motion. **Motion carried unanimously.**

The services of Ascensus, provider of retirement plan documents services for the previous Money Purchase Pension Plan through Ameriprise Financial, is no longer required. Mr. Tanis made a motion to approve termination of the Document Service Agreement (DSA) with Ascensus. Mr. Foust seconded the motion. **Motion carried unanimously.**

COMMITTEE REPORTS

- A. *Penns Valley EMS*- Cindy Foust presented updated report of the EMS Committee, elections and financials.
- B. *Planning Commission* – Nothing to report.
- C. *Penns Valley Regional Planning Commission* – Nothing to report.

D. *Tri-Municipal Park, Inc.* – The Board of Directors are requesting the funding that was deposited through Centre Gives in the name of Tri-Municipal Park be disbursed to the TMP, Inc. in order to meet their upcoming expenses for 2019. Mr. Eysenbach moved to support this request by means of a letter of approval from the Board of Supervisors to Centre Foundation. Mr. Foust seconded the motion. **Motion carried unanimously.**

E. *Parks & Recreation Board* – The first meeting is scheduled for Tuesday, January 15th.

STAFF REPORTS

Road Superintendent – 2018 Dirt and Gravel Project on Blackhawk Road has been completed, as well as required documentation for the grant.

Concrete pads have been poured for the location of generator at Country Club Park.

Country Club Flow Reports were distributed.

Township Secretary – Baker Tilly CPA will begin 2018 audit on February 18th.

Conversion of paper parcel files to electronic files will begin this week.

PSATS is providing a new service called Webinar PowerPass. The service is included in the yearly membership fee and provides unlimited access to all PSATS webinars for supervisors and employees.

Newsletter articles are due Feb. 28th.

COMMUNICATIONS TO THE BOARD

Pursuant to Section 1975 of the Pennsylvania Business Corporation Law of 1988, the Township has received a Notice of Dissolution and Winding Up Proceedings of Wesley A. Miller & Associates, Inc., registered at 102 Orchard Lane, Centre Hall

A thank-you note from Centre Hall-Potter Township Food Pantry for the 2018 monetary donation was circulated.

Public Funds Deposit Rates from First National Bank were reviewed. No action at this time.

CALENDAR ITEMS

Tuesday, January 8 th	PennVest loan closing -Potters Mills Central Sewer System
Tuesday, January 8 th	Elected Auditors Re-organization Meeting
Tuesday, January 8 th	Planning Commission Re-Organization Meeting
Monday, January 14 th	PSATS Conference Registration
Tuesday, January 15 th	Parks & Recreation Board Meeting
Monday, January 21 st	Board of Supervisors Regular Meeting

ADJOURNMENT

Mr. Decker called for adjournment. With no further business to come before the Board of Supervisors, Mr. Foust made a motion to adjourn the meeting. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Lisa A. Kroner

Lisa Kroner, Township Secretary
For the Board of Supervisors