

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
December 3, 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

CALL TO ORDER:

Chair Decker called to order the December 3, 2018, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

SPECIAL PRESENTATION:

Bid Opening for Diesel Fuel at 7:15 P.M.

One bid was received for 2019 Diesel Fuel contract. Bid was opened and reviewed for acceptable bid bond and compliance with requirements of the proposal. Mr. Foust made a motion to accept the bid for low sulfur diesel submitted by Nittany Oil Company, Inc. Second by Mr. Eysenbach. **Motion carried 5-0.**

LIAISON REPORTS:

Penns Valley EMS – Membership drive has received 1,750 memberships. Donation total is now \$22,000 (includes \$10,000 from American Legion). A hoagie and sticky bun fundraiser is being planned for April 6, 2019. A new office manager has been hired.

Planning Commission – No update on sign ordinance. Board is reviewing fee schedule for permits and annual fees.

Penns Valley Regional Planning Commission - No report

Tri-Municipal Park, Inc. - Discussion on budget for 2019. Board is seeking quotes from other insurance carriers for liability insurance. The lease for farming of ground expires in one year. Talk regarding the municipalities possible use of Line of Credit to supplement the 2019 budget.

SECRETARY/TREASURER REPORT:

Mr. Foust made a motion to approve the November 12, 2018, Regular Meeting Minutes as presented. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

ROAD SUPERINTENDENT:

Mr. Fred Koch, representing the Smith Sweetwood VFW stated new plans for the proposed lodge at 2903 Penns Valley Pike show the first entrance on SR 0045 after the traffic light will be closed off. Mr. Foust made a motion to approve the engineer plans. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Work on Blackhawk Road is nearing completion. Invoices will be submitted for final disbursement of Dirt and Gravel Grant money.

Installation of snow fence continues.

Notification was received from DEP informing of an application filed by Hanson Aggregates Pennsylvania LC – Black Hawk Quarry, to add .07 acres to the permit area and new bond increments within boundaries of Potter Township. Mr. Eysenbach recommended sending a response stating the Board has no comments on the revision to this Surface Mining Permit. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Country Club Park sewer treatment facility is running smoothly, except for a few small electrical issues.

The NPDES permit for Country Club Park expires May 4, 2019. Cost proposals for the completion of this report will be requested by engineering firms.

Mr. Decker made a motion to approve for Century Engineering to complete the Chapter 94 report, at a cost not to exceed \$600. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

UNFINISHED BUSINESS:

Agreement for Grant of Sewer Easements continue to be signed by residents in the Potters Mills Sewer project area. The objective is to have them all signed before the December 18th deadline by PennVest.

Fire Protection Agreement and Cooperative Agreement are still awaiting signature by Centre Hall Fire Company.

Resolution #R-2018-16, establishing the Tax Rate for the Year 2019 was presented for adoption. The tax rate for General purposes will be 1 mill, and tax rate for Fire Protection 1 mill property; for a combined total of 2 mill on all real property. Mr. Tanis offered a motion to approve Resolution #R-2018-16. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Resolution #R-2018-17, adopting the 2019 Budget was offered. Mr. Eysenbach made a motion to adopt Resolution #R-2018-17, adopting the 2019 Budget. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Tanis spoke about generators for Country Club Park Sewer Plant, Township office and shop. Mr. Eysenbach made a motion to proceed with obtaining quotes for the generators. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

McCormick Taylor Engineering has been awarded the bid to conduct the study of the stone wall on SR 144 near Dollar General.

Mr. Dutrow made a motion to approve the employee wages for 2019, in accordance with the adopted 2019 budget. Second by Mr. Eysenbach. **Vote in favor was 4-0.** Mr. Decker abstained from voting.

NEW BUSINESS:

Mr. Dutrow made a motion to employ John Wells as the new Laborer/Operator for the road Crew. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.** Mr. Wells is available to begin employment on December 7, 2018.

John and Marieta Smith have expressed interest in serving on the Parks and Recreation Board. Mr. Dutrow made a motion to John Smith and Marieta Smith as Board Members. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Eckert Seamans has submitted an engagement letter confirming the scope of and fee for the services to be rendered by Eckert Seamans Cherin & Mellott, LLC in connection with closing a long-term PennVest Loan. The firm will serve as bond counsel to the Township in connection with financing costs to construct improvements to the Township's public sanitary sewer system. Compensation for legal services rendered and to be rendered in connection with closing the Loan is \$19,500.00. Mr. Decker made a motion to approve and sign the Solicitor Legal Services for regarding Financing for Sewer System Upgrades. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Marieta Smith, a resident of Potters Mills, has requested permission to provide a ***Little Free Library***, geared more for kids, at Potter Run Park. Mr. Foust made a motion to approve the request to install a Little Free Library at Potter Run Park, with Mrs. Smith monitoring and being the caretaker of the library. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Decker announced the Board of Supervisors met in Executive Session regarding personnel matters beginning at 5:30pm tonight.

An employee training and recognition day is set for December 7th. Employee benefits, wages and PTO time will be reviewed. Mr. Eysenbach made a motion to administer PTO time on a calendar year basis rather than anniversary date, beginning January 1, 2019. Second by Mr. Dutrow. **Vote in favor was 4-0.** Mr. Decker abstained from the vote.

Mr. Eysenbach made a motion to pay overtime hours to employees the pay period following that in which it was earned. Second by Mr. Dutrow. **Vote in favor was 4-0.** Mr. Decker abstained from the vote.

Mr. Foust made a motion to purchase a \$100 gift card for each employee for Christmas. Second by Mr. Dutrow. **Vote in favor was 4-0.** Mr. Decker abstained from the vote.

Mr. Foust and Mr. Decker will meet with representatives of Harris Township, PennDOT and Centre Hall Fire Company for a US-322 Closure After Action Review of the emergency services provided during the severe snowstorm.

ADJOURNMENT:

There being no further business to discuss, Mr. Foust made a motion to adjourn the regular meeting at 8:44 pm. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0**

Respectfully submitted,

Lisa A. Kroner

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Township Secretary/Treasurer