

POTTER TOWNSHIP BOARD OF SUPERVISORS

Meeting Minutes

Monday, September 9, 2019

ATTENDED BY:

Board: Dick Decker, Chair
Jake Tanis, Vice-Chair
Melvin Dutrow
Karl Eysenbach

Staff: Lisa Kroner, Township Secretary/Treasurer
Budd Brooks, Road Superintendent
Robert Rayman, Solicitor

CALL TO ORDER

Chairman Decker called the September 9, 2019, regular meeting of the Potter Township Board of Supervisors to order at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS

Scott Warnick, Potter Township resident, introduced himself and stated he hopes to attend future Board meetings.

Harry Burd, HJB Code Consultants, presented a Building Permit Cost Comparison for his services and third party services.

CONSENT AGENDA

Mr. Eysenbach made a motion to approve the minutes of the August 5, 2019, board meeting as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

Mr. Dutrow made a motion to approve the payment vouchers due for payment by September 16th. Seconded by Mr. Tanis. **Motion carried unanimously.**

OLD BUSINESS

A PNDI (Pennsylvania Natural Diversity Inventory) has been prepared for construction of (3) footbridges across Sinking Creek as part of the Colyer Lake Trail System. The PAFBC (PA Fish and Boat Commission) will review inventory as well. Mr. Eysenbach made a motion to submit the documents upon approval by PAFBC. Mr. Tanis seconded the motion. **Motion carried unanimously.** Upon approval from PNDI and PHMC, a Joint Permit Application will be submitted.

Mr. Eysenbach moved to table discussion on the Fire Tax for 2020 until the September 16th meeting when all (5) board members will be in attendance and a preliminary budget is available. Motion seconded by Mr. Tanis. **Motion carried unanimously**

Sippel Development Co. Inc.'s Contractor Applications for Payment No. 7 in the amount of \$199,148.24 and No. 8 in the amount of \$113,972.02 were submitted for approval. Mr. Decker

made a motion to approve the payment requests for work completed on the Potters Mills Central Sewer Project. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Discussion on software for parcel management that integrates all aspects of building, planning, zoning, engineer, and other departments was tabled until work on budget begins.

NEW BUSINESS

The SR 322 Potters Mills Gap road project will require road name changes. Mr. Tanis made a motion to approve the naming of the **new** highway “General Potter Highway” (road will extend from Harris Township up to Mifflin County). Mr. Dutrow seconded the motion. **Motion carried unanimously.**

Mr. Tanis made a motion to rename the old/existing General Potter Highway to “Old 322”, upon approval by Centre County 911 Addressing. Motion seconded by Mr. Eysenbach. **Motion carried unanimously.**

Mr. Tanis made a motion to name the road for the existing driveway from Decker Valley Road leading to and stopping at Penns Valley Nursery, “Penn Nursery Road”. Motion seconded by Mr. Dutrow. **Motion carried unanimously.**

The Farmers Lease Agreement for the cropland at Tri-Municipal Park, Inc. will be expiring soon. Mr. Tanis made a motion to place the lease out for bid for a period of 5 years. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

The Tri-Municipal Park, Inc. Board of Directors have requested \$21,000 from each municipality for a total of \$63,000 to pay the last 10% due for the construction project. To close out the project, all invoices must be paid in full to receive the final reimbursement from Pennvest and DCNR. As soon as the reimbursement checks are received back to TMP, Inc., each municipality will be reimbursed for their \$21,000. Mr. Eysenbach moved to approve the request for \$21,000, payable from the General Fund, to assist in paying the last 10% due for the construction project. Motion seconded by Mr. Dutrow. **Motion carried unanimously.**

Mr. Decker suggested establishing a Well Head Protection Advisory Committee for Potter Township. Davis Aurujo, representing Centre Hall Fire Company, has offered to be a member of this committee. Other members will be sought for this committee.

The current healthcare plan renewal quote, as well as other carrier quotes, were reviewed and discussed. Mr. Dutrow made a motion to renew the current healthcare plan for the employees. Second by Mr. Eysenbach. **Motion carried unanimously.**

The Board announced the retirement of Budd Brooks, Road Superintendent, effective December 13, 2019. The Board wishes to express their sincere gratitude for his 37 years of dedication, loyalty and dependability to the citizens, Board of Supervisors and employees of Potter Township

Mr. Decker led discussion on the need for a well to be drilled at Potter Run Park to be used as a hydrant and to service the restroom facility. Mr. Tanis made a motion approving drilling of a well at Potter Run Park, using the In-Lieu of Parks Fund. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

A resolution was presented for approval appointing Dick Decker to execute documentation on behalf of Potter Township; and resolve that the Township is authorized to borrow the sum of Two Hundred Fifty Thousand and 00/100 (\$250,000) Dollars from Jersey Shore State Bank for the purpose of purchasing a parcel of land (29.5 acre parcel) in Potter Township, from State College Baseball Club, Inc. Mr. Tanis moved to adopt this resolution authorizing borrowing the sum of \$250,000 to purchase a parcel of land, and to appoint Dick Decker to execute documentation on behalf of Potter Township. Mr. Dutrow seconded the motion. **Motion carried unanimously.** Mr. Tanis moved to accept the loan terms of 4.55% for 10 years from Jersey Shore State Bank. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

The Board acknowledged receipt of and reluctantly accepted a letter of resignation from Ann Glaser as a member of the Parks and Recreation Board.

A pre-bid meeting has been scheduled for September 11, 2019 regarding the Bloom Road Sewer Treatment System construction project. Completion date of project is tentatively July 2020.

Road Superintendent –

- Oil & Chipping projects will be finished September 11th.
- Application for County Liquid Fuels projects are due Oct 25th.
- The bridge on Short Road needs paved. Quotes were: Tate Paving \$6,900 and Eby Paving \$5,600. Mr. Dutrow made a motion to approve the quote for \$5,600 from Eby Paving for the Short Road bridge paving project. Mr. Tanis seconded the motion. **Motion carried unanimously.**
- Mr. Dutrow made a motion to approve Columbia Gas removing the stone wall on Potter Township's portion of SR 144. Second by Mr. Eysenbach. **Motion carried unanimously.**

Township Secretary –

- Fall/Winter newsletter was mailed Aug 31st and extra copies available in the office and with advertisers.
- Meeting with representative from DCED for information on Strategic Management Planning Program (STMP) on Sept 12th.
- PA CareerLink Government Employment Job Fair on Sept 27th at Centre County PA CareerLink. A table has been reserved for Potter Township to provide information on job openings.

COMMITTEE REPORTS

- A. Planning Commission – Minutes of July 2nd and August 6th were distributed.
- B. Parks and Recreation Board – The Free Little Library at Potter Run Park was constructed and donated by John and Marietta Smith, and is registered with Little Free Library. **Little Free Library** is a 501(c)(3) nonprofit organization^[1] that promotes neighborhood book exchanges. Registered Little Free Libraries can appear on the Little Free Library World Map, which lists locations with GPS coordinates and other information. The Smith's have also donated a bench for Potter Run Park.
The Parks and Recreation Board has submitted a proposed budget for 2020.
- C. Tri-Municipal Park – Grant approved for tree planting. Budget for 2020 is in process.
- D. Penns Valley EMS – No report

COMMUNICATIONS TO THE BOARD

- No discussion on any communications to the Board.

Mr. Decker requested the Board recess the regular meeting to move into Executive Session to discuss personnel matters. Mr. Tanis seconded the motion.

ADJOURNMENT

The Executive Session dismissed and the regular meeting was reconvened at 9:30 p.m. With no further business to come before the Board of Supervisors, Mr. Tanis made a motion to adjourn the meeting. Mr. Dutrow seconded the motion.

Respectfully submitted,

Lisa A. Kroner

Lisa Kroner, Township Secretary
For the Board of Supervisors