

**Potter Township Board of Supervisors  
Meeting Minutes  
Monday, August 5, 2019**

**ATTENDED BY:**

**Board:** Dick Decker, Chair  
Jake Tanis, Vice Chair  
Melvin Dutrow  
Karl Eysenbach  
Dennis Foust

**Staff:** Budd Brooks, Road Superintendent  
Robert Rayman, Solicitor

**CALL TO ORDER**

Chairman, Dick Decker, called the August 5, 2019, regular meeting of the Potter Township Board of Supervisors to order at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS**

Ann Glaser mentioned that she attended a recent PennDOT presentation and asked if the Township could hold a presentation here. Chairman Decker said we could. She also asked if the Township had a water protection plan; Chairman Decker referred her to Lisa Kroner, township secretary.

**SPECIAL REPORTS**

Members of the Centre Hall Fire Company presented plans for a 14,000 sq. ft. building. Anticipated cost is approximately 3.4 million dollars. They also presented a financing proposal from Northwest Savings Bank, at an interest rate of 4%. They requested a 2 mil tax increase to the township fire tax in order to finance the proposed building. They will be presenting the proposal to Centre Hall Borough; and suggested the possibility of a community meeting to discuss this with borough and township residents. Chairman Decker suggested the Board of Supervisors hold an executive session to discuss the proposal.

**CONSENT AGENDA**

Minutes of the July 8, 2019 were unanimously approved on a motion made by Mr. Foust and seconded by Mr. Tanis. The July 2019 financial report was unanimously approved on a motion by Mr. Tanis, seconded by Mr. Foust. Vouchers due for payment were unanimously approved on a motion by Mr. Eysenbach, seconded by Mr. Tanis.

**OLD BUSINESS**

**Potters Mills Central Sewer System:**

Engineering Cost Estimate for 90 Day Extension is approximately \$32,500. Mr. Foust made the motion, seconded by Mr. Tanis to approve payment #6 (copy in file), unanimously approved by all supervisors present. Loan and Grant Update: used all CDBG block grant money.

**The Horizon At Brush Valley Preliminary Land Development Plan:**

Reviewed the traffic impact study on 192, and storm management system. The Supervisors will send the Potter Township Planning Commission a draft of concerns for their review.

#### **Land Purchase Offer – Shaner Sports Complex:**

We have received proposals from Northwest Savings Bank and Jersey Shore State Bank regarding financing of the property. After a short discussion, Mr. Foust made the motion to purchase the property, Mr. Tanis seconded the motion. Mr. Foust, Mr. Tanis, Mr. Dutrow and Mr. Decker voted in favor of the purchase. Mr. Eysenbach voted not to purchase the property.

#### **Local Services Tax and Budgeted Contribution to Penns Valley EMS:**

It was originally estimated that the LST Tax would produce approximately \$42,000 and the balance of the ½ mil promised, would be withdrawn from the general fund account. Based on receipts of the LST Tax to date, it looks like there will be a shortfall. Mr. Foust made the motion to use the general fund to cover the anticipated shortfall. Mr. Tanis seconded the motion; and was passed unanimously by all supervisors. Decision on funding for PV EMS for 2020 will be decided after they see a budget for the EMS.

#### **Permitting and Database Software:**

Mr. Eysenbach reported on a webinar he attended. Cost of the software would be approximately \$30 – \$32,000 with annual support costs running approximately \$3700 per year. No decision was reached in purchasing the software at this time.

#### **SR 144 Stone Wall Study:**

An engineering firm is working on this.

#### **Brush Cutting:**

Mr. Tanis reported on estimates to rent the equipment necessary for the brush cutting. Concerns over monthly rental costs, manpower to operate the equipment and the possibility of hiring a sub-contractor were discussed. Decision has been postponed until next spring.

#### **Employee Reviews:**

Mr. Eysenbach and Mr. Dutrow will complete the review prior to budget preparation.

### **NEW BUSINESS**

#### **Nittany Valley Regional Comprehensive Plan:**

The supervisors will review the plan

#### **National Traffic Incident Management (TIM) Emergency Responder Plan:**

Information will be forwarded on to Sally Tanis.

#### **Waste/Water Facility Operator/Laborer:**

A job description for this position will be developed. This position will be full time. Mr. Foust made the motion to advertise the position, Mr. Tanis seconded the motion; motion was unanimously approved.

### **STAFF REPORTS**

#### **Solicitor:**

Solicitor Rayman wrote a letter to Comcast requesting considering the extension of internet service to township residents. Discussed a procedure on the collection of late fees on sewer bills. Solicitor Rayman will review the agreement of sale for the Shaner Sports Complex; Mr. Tanis made the motion to proceed with the purchase, contingent upon the agreement of sale; Mr. Dutrow seconded the motion, the motion was unanimously approved.

**Road Superintendent:**

Mr. Brooks review work completed. And, submitted the Country Club Park sewer reports. He reported on a road access request from Nittany Engineering to put in a low volume driveway across from Homan Lane; this would be for a small shopping area. Mr. Decker made the motion authorizing Mr. Brooks to sign the agreement. Mr. Foust seconded the motion; the motion was unanimously approved. Per Nittany Engineering, DEP is requesting authorization to conduct training on the Country Club Park Sewer System. Mr. Foust made the motion, seconded by Mr. Tanis that we will authorize the training, however, we will not pay for the training. The motion was unanimously approved.

**Committee Reports**

**Planning Commission:** Mr. Eysenbach had no updates to report.

**Penns Valley Regional Planning Commission:** No report

**Penns Valley EMS:**

Cindy Foust reported on the EMS board meeting of July 10<sup>th</sup>. A community meeting regarding the funding agreement from the municipalities was held on July 29<sup>th</sup>. Henry Consulting has been contacted by EMS Chair, Dave Braucht to complete a comprehensive review of PV EMS; no date has been set yet.

**Parks and Recreation Board:**

Ann Glaser reported on planning community events to take place at Colyer Lake. She put in a request for funding. The supervisors asked for a budget.

**Tri-Municipal Park:**

Mr. Eysenbach and Todd Bowersox reported on the progress of a grant request for the planting of trees; we should have word by September. A few Tri-Municipal board members will be retiring from the board; these positions will need to be filled. The library will be installing stations for a story walk in the park.

**COMMUNICATIONS TO THE BOARD**

A Thank You note has been received from the YMCA

**ADJOURNMENT**

Mr. Tanis made the motion to adjourn the meeting, the motion was seconded by Mr. Foust and was passed unanimously by all board members.

Respectfully submitted,

Cindy Foust

Ms. Kroner was on vacation