

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**BUDGET MEETING MINUTES**  
**October 21, 2019**  
**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

**CALL TO ORDER:**

Vice-Chair Tanis called to order the October 21, 2019, Budget Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENTS:**

None

**UNFINISHED BUSINESS:**

Mr. Dutrow made a motion to employ Scott Parks as the new Laborer/Utility Worker Operator. Second by Mr. Foust. **Vote in favor was unanimous. 4-0.** Mr. Parks is available to begin employment on November 4, 2019.

Mr. Eysenbach presented the Proposal for Muncicity Integrated Parcel Management Software offered by General Code. Mr. Foust moved to authorize the purchase of the Muncicity Software in the amount of \$33,263.00, with an annual subscription fee of \$3,645.00. Motion seconded by Mr. Eysenbach, **Vote in favor was unanimous. 4-0.**

An Automatic Funds Loan Transfer Form- Monthly, was offered by JSSB to automatically deduct the mortgage loan payment for the property at 150 Summer Lane, Centre Hall (Shaner Complex) from the General Fund. Mr. Foust offered a motion to authorize this monthly automatic deduction for the mortgage from the General Fund. Motion seconded by Mr. Dutrow.  
**Vote in favor was unanimous. 4-0.**

After review of the initial purpose of the Farmland & Park Recreation Fund there was discussion on dedicating this account solely for income and expenditures associated with current and future parks and recreational facilities. Mr. Foust moved to rename this Enterprise Fund "Park & Recreation Fund" for which the intent is for operations of and recovery of the costs of providing recreation goods or services to the general public. Motion seconded by Mr. Dutrow.  
**Vote in favor was unanimous. 4-0.**

Mr. Eysenbach requested the board to consider budgeting time (10-15 hours per month) for the Public Works Department to assist with projects and maintenance at the Tri-Municipal Park, Inc. Mr. Foust made a motion to support Tri-Municipal Inc. by scheduling time for the Public Works Department to offer services. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 4-0.**

After hearing of no other items for discussion, the Board moved into the Budget Meeting.

**State Liquid Fuels Fund**- Mr. Eysenbach suggested budgeting \$50,000 for new equipment. This fund has a balanced budget.

**Fire Protection Tax Fund** – Proposed 1 mil tax increase in 2020, for a total of 2 mil. After expenditures deducted for tax collector commission and the balance presented to Centre Hall Fire Company, this fund has a balanced budget.

**Reserve Fund** – No revenue or expenses were budget for 2020.

**Parks & Recreation Fund** - (Revenue) - Interfund operating transfer of \$20,000 from General Fund.  
-Fees from field rental, banner advertisements, concession stand  
(Expenditures) - Maintenance & Operations of all facilities

**In-Lieu-of Parkland Dedication** - (Revenue) – Increased In-lieu-of fees from planned development

**General Fund** – (Revenue) - Board anticipates an increase in Real Estate, Per Capita and Earned Income Tax due to residential and commercial development in 2020.  
- Anticipated increase in permit fee income due to new development & construction.  
(Expenses) – Interfund Operating Transfer in the amount of \$20,000.00 from the General Fund to the new Parks and Recreation Fund for operations & maintenance of Colyer Lake, Potter Run Park and Shaner Sports Complex.  
-Increase in payroll & benefits due to increase in staffing, wages and benefits.  
-No public works construction/maintenance projects have been scheduled for 2020 as of today. Will discuss projects at next Board meeting.  
-The Ag Preservation allocation for 2020 will be decreased to \$5,000.  
-Additional expenditure of mortgage for 150 Summer Lane sports complex.

**Country Club Park Fund** – Suggestions in order to balance budget:

- a) Labor/Utility Worker – mowing operations
- b) Increase amount of sewer/water reports done in-house
- c) Training be budgeted from General Fund

**Potters Mills Sewer Fund** – Mr. Decker will research anticipated revenue & expenses for next meeting.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Tanis made a motion to adjourn at 10:00 PM.  
Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

*Lisa A. Kroner*

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Township Secretary/Treasurer