

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
February 17, 2020
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD: Dick Decker, Chair
Melvin Dutrow
Karl Eysenbach
Dennis Foust

STAFF: Lisa Kroner, Township Secretary/Treasurer
David Boliek, Road Superintendent

CALL TO ORDER:

Chairman Decker called to order the February 17, 2020, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

SPECIAL PRESENTATION:

John Sepp, Penn Terra Engineering, presented the final plans for The Horizon at Brush Valley – Phase I, which includes 34 lots. Mr. Foust offered a motion to approve the final plans for Phase I for The Horizon at Brush Valley. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0.**

Representatives of the Penns Valley Shooting team presented information on the 2020 Pennsylvania BB Gun State Championship Match they will be hosting this year. Monetary donations are being requested to offset the cost of event expenses. Mr. Foust made a motion to donate \$250 to the Penns Valley Shooting team for the 2020 Pennsylvania BB Gun State Championship Match. Motion seconded by Mr. Dutrow. **Motion carried unanimously.**

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the February 3, 2020, board meeting as presented. Mr. Eysenbach seconded the motion. **Motion carried unanimously.** Mr. Tanis made a motion to approve the January 2020 Financial Report. Second by Mr. Foust. Mr. Foust made a motion to approve the Payment Vouchers & Check Detail. Mr. Tanis seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

COMMITTEE REPORTS

- A. Planning Commission – No new report.
- B. Parks & Recreation Board – January meeting minutes distributed.
- C. Penns Valley EMS – An anonymous donation was received in the amount of \$25,000.00. Current membership total is \$127,879.00. Annual Mr. Sticky, hoagie and soup sale is scheduled for April 4th from 7am to 3pm.

STAFF REPORTS:

Solicitor –

Discussion on the word “corridor” being used in the revisions to the sign ordinance. Mary Carol Frier offered concerns regarding use of the word “corridor”. She also presented a PennDOT pamphlet regarding outdoor advertising signs. Discussion on signs at commercial businesses if the business is sold in the future. The direction is for Planning Commission to review proposed revisions at their March 3rd meeting and submit their final revisions, as agreed to by a majority of the commission, to the Board of Supervisors for further action.

The deadline for connection to the Potters Mills Sewer System was December 31st and then extended to January 31st. As required by the Sewers and Sewage Disposal Ordinance, Notices of Violation of the ordinance will be sent to those property owners who have not connected to the system.

Zoning Officer, Stan Wallace, reviewed the two (2) residential properties presumed to have apartments. It was determined that one property does not have an apartment and the other property includes an apartment. The property with an apartment (second living space) qualifies as 2 EDU's (Equivalent Dwelling Units). The property owners will be notified of this requirement.

Mr. Rayman continues to work with Centre County Planning & Community Development and David Engle, Esq. regarding the Deeds of Dedication for Bluestem Circle, Heirloom Drive & Saffron Boulevard at The Horizon at Brush Valley.

Public Works Superintendent –

Requested authorization to rent a John Deere Boom Mower with flail from Bracdo Supply Co. for 30 days for brush cutting. The total rental cost is not expected to exceed \$7,800.00. Mr. Tanis made a motion to approve rental of John Deere Boom Mower with flail from Bracdo Supply Co. for 30 days for brush cutting. Mr. Eysenbach seconded the motion. **Vote in favor was unanimous. 5-0.**

Township Secretary –

The property previously owned by Thomas and Jean Gilmore, Parcel 20-009-,047A, has been sold. An escrow had been established for the Small Flow Treatment Facility on that property. Mrs. Gilmore is requesting that the escrow be released and returned to her. Mr. Tanis made a motion to return the escrow to Mrs. Jean Gilmore and the bank account be closed. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.**

Zoning Officer –

Zoning Permit reports for December 2019 and January 2020 were distributed and reviewed. No further discussion.

UNFINISHED BUSINESS:

Application for Conditional Use received by Earlystown Solar, LLC for proposed use of Essential Services (solar energy electrical generation facility) at 541 Smith Lane. Mr. Tanis offered a

motion to acknowledge receipt of the application for Conditional Use and schedule a public hearing for March 16, 2020. Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Final Review of Subdivision plans for Scott & Mary Ann Bubb has been completed. No comments submitted by Planning Commission. The Board of Supervisors reviewed and no comments were offered. Motion by Mr. Foust to submit the Municipal Response Request with no comments. Second by Mr. Eysenbach. **Motion carried unanimously**

NEW BUSINESS:

Mr. Foust made a motion to employ Frederick Walter as the Utility Worker/Laborer in the Public Works Department. Motion was seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.** Mr. Walter will begin employment on March 2, 2020.

A letter of interest has been received by Carol A. Corman for the vacant auditor position. Mr. Tanis made a motion to appoint Carol Corman as interim auditor to complete remaining term until December 31, 2021. Second by Mr. Foust. **Vote in favor unanimous. 5-0.**

Baker Tilly, CPA submitted a Single Audit Engagement Letter that covers the federal and state awards expended Potter Township for the year ended December 31, 2019. The estimated fees will be \$4,000 to \$6,000. This fee quotation assumes there will be one "major" federal program subject to compliance testing (CFDA No. 14.228, Community Development Block Grant/State's Program); any additional major programs would be subject to a separate fee. Mr. Tanis offered a motion to approve the Single Audit Engagement Letter that covers the federal and state awards expended by Potter Township for the year ended December 31, 2019, along with the estimated fees of \$4,000 to \$6,000. Motion seconded by Mr. Foust. **Motion carried unanimously.**

Mr. Decker called for an Executive Session to be held on Thursday, February 19, 2020 at 1:00 pm to discuss personnel matters.

Mr. Dutrow began discussion on scheduling a road survey to assess conditions of roads and future planning.

COMMUNICATIONS TO THE BOARD

Centre Hall-Potter Sewer Authority January meeting minutes were distributed. No discussion.

ADJOURNMENT:

There being no further business to discuss, Mr. Foust made a motion to adjourn at 8:45 PM. Second by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

Lisa A. Kroner

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Township Secretary/Treasurer