

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
April 6, 2020
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
David Boliek, Public Works Superintendent

CALL TO ORDER:

Chair Decker called to order the April 6, 2020, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

Kathy Wells voiced concerns regarding the lack of sufficient PPE (Personal Protective Equipment) and sanitation supplies for use by the Public Works employees. The Board of Supervisors recommended employees practice social distancing and drive to worksites in separate vehicles. Mrs. Wells questioned why OSHA requirements are not followed. Supervisor Foust and Chair Decker confirmed that Townships and Boroughs are not subject to OSHA regulations.

Public Works employees Kevin Smoyer, John Wells and Fred Walter expressed their concern for the safety of themselves and the public by continuing to work in groups and not being able to maintain the 6' social distancing recommendation by CDC, as well as limited PPE and cleaning supplies available.

CONSENT AGENDA

Mr. Foust made a motion to approve the minutes of the March 2, 2020 meeting. Mr. Tanis seconded the motion. Mr. Tanis offered a motion to approve the February Financial Report. Second by Mr. Eysenbach. **All motions for Consent Agenda items were carried unanimously.**

The Board of Supervisors March 16th meeting was cancelled due to COVID-19 pandemic.

COMMITTEE REPORTS

- A. Planning Commission – Minutes of February 4, 2020 meeting distributed.
- B. Penns Valley EMS – April EMS News report distributed and reported by Supervisor Foust

STAFF REPORTS:

Public Works Superintendent –

The malfunctioning water lines at the PAC (Potter Athletic Complex) have been diagnosed and repaired. Several leaks were found in the lines.

Brush chipping continues. Approximately 50% of the intersections have been swept of stone.

Brush Collection -May 11th & 12th to continue as scheduled.

Riff Raff collection -May 14th, 15th, 16th – to continue as scheduled with the following guidelines:

-----No garbage will be accepted. Loads containing garbage will be redirected to transfer station.

-----Public Works crew will not unload vehicles. Drivers are responsible to unload items in material yard.

----- ID will be required for proof of residency. Service is for Potter Township residents only.

Mowing services – Specifications for any contracted mowing services needed will be established by Public Works Superintendent. Discussion on obtaining quotes for contracted mowing services at Country Club Park, Potter Run Park and Potter Athletic Park based on specifications once established.

Township Secretary – Requested direction on April 20th and May 4th Board of Supervisors meetings. Mr. Dutrow made a motion to cancel both the April 20th and May 4th meetings of the Board of Supervisors, as well as Planning Commission, Parks & Recreation, and Zoning Hearing Board meetings thru April 30, 2020. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Zoning Officer– February Zoning Report distributed. No comments or questions.

UNFINISHED BUSINESS:

Comcast Franchise Agreement – The current franchise agreement expires April 18, 2020. The agreement provides for the services, facilities, and equipment necessary to meet cable-related needs, and the collection of 1% of the gross revenue from monthly basic cable, premium and pay-per-view video fees, installation fees and subscriber equipment fees. Mr. Foust made a motion to sign the 10-year Comcast Franchise Agreement with clarification if this contract includes broadband communication revenue. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Mr. Tanis provided a purchase order in the amount of \$3,975.00 for a 2007 John Deere 797 Ztrak mower for use at parks. Mr. Foust made a motion to approve purchase of 2007 John Deere 797 Ztrak mower in the amount of \$3,975.00 from Deere Country Farm & Lawn. Mr. Dutrow seconded the motion. **Vote in favor was unanimous. 5-0.**

NEW BUSINESS:

Chairman Decker and Supervisor Foust presented a draft Continuity of Operations Plan (COOP) to establish and communicate the procedures for continued operation of essential functions of Potter Township during the COVID-19 emergency. The Board discussed the plan and offered changes. Mr. Foust made a motion to adopt the Continuity of Operations Plan (COOP) with suggested changes as noted on draft. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Centre County Grange Fair provided notification of their intended use of Flagger Force regulating traffic control at Homan Lane during the 2020 Grange Fair, August 21st – 29th. Mr. Foust made a motion to approve services for traffic control on Homan Lane as requested. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Resolution R-2020-04, A resolution of Potter Township amending and supplementing the Potter Township Tax Collection Policy was presented. The resolution amends the 2020 Real Estate tax payment period/dates for municipal taxes levied on real estate before penalties are imposed and the reduction in the interest penalty to zero percent (0%) from July 1st through September 30th. Mr. Dutrow made a motion to adopt Resolution R-2020-04, resolution of Potter Township amending and supplementing the Potter Township Tax Collection Policy. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

The due date for Potter Township sewer and water bills is the 15th of each month. Mr. Eysenbach made a motion to waive the late fee for payments made in full before the last day of each month in which the payment is due. Additional time is provided to assist residents during the COVID-19 outbreak. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

Mr. Foust made a motion to grant a continuance for the public hearing on the Earlstown Solar, LLC Application for Conditional Use thru May 31, 2020, based on a waiver of the Pennsylvania Municipalities Planning Code's sixty-day (60) scheduling requirement during the COVID-19 pandemic. Motion seconded by Mr. Eysenbach. **Vote in favor was unanimous. 5-0.** Potter Township will establish a new public hearing date, advertise and post the property as required at such time the Commonwealth COVID-19 recommendations permit.

Comcast Business Upgrade – Not addressed at meeting.

Chair Decker conveyed the Chapter 94 reports for Country Club Park sewer facility and Potters Mills sewer facility have been submitted by Nittany Engineering to the PA Department of Environmental Protection.

A pesticide violation was noted by PA Department of Environmental Protection for Country Club Park water system. Notification will be sent to resident on the water system once test results are received.

Mr. Decker announced the Board of Supervisors met in Executive Session regarding personnel on Monday, March 31st at 11:00 am.

COMMUNICATIONS TO THE BOARD

Centre Hall-Potter Sewer Authority- February 12, 2020 Meeting Minutes

ADJOURNMENT:

There being no further business to discuss, Mr. Tanis made a motion to adjourn at 9:00 PM.
Second by Mr. Foust. **Vote in favor was unanimous. 5-0.**

Respectfully submitted,

Lisa A. Kroner
Township Secretary/Treasurer