

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**February 7, 2022**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Dick Decker, Chair  
Jacob Tanis, III, Vice-Chair  
Melvin Dutrow  
Dennis Foust  
Glenn Roth

**STAFF:** David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer

**CALL TO ORDER:**

Chair Decker called to order the February 7, 2022, Regular Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Allen Ishler voiced his concerns about the proposed plans to construct a walking trail along the property at 286 Sinking Creek Road. His first concern is the environmental issues that will need addressed if there is earth disturbance. Second, will the township revoke the opportunity for people to hunt on the property?

Ryan Newman reported that there are homeowners in the Sinking Creek Development that are not interested in a walking path being created at the "dump woods".

Input was also made by John Smith who has volunteered to work on clearing a path around the property.

Discussion ensued between the Board and residents about the plans to do a select cut of timber on the property and cut a walking trail. No decisions were made. The forester will be invited to the February 21, 2022 meeting for further questions and clarification on the plans.

**CONSENT AGENDA**

Mr. Tanis made a motion to approve the minutes of the January 17, 2022, Regular Meeting, payment vouchers and January 2022 Budget Report. Mr. Roth seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORTS**

- A. Planning Commission**
- Meeting minutes of January 11, 2022 were distributed.
  - Meeting agenda for February 8, 2022 distributed.
  - The Planning Commission is recommending Ryan Newman be appointed as a new member on the Planning Commission. Mr. Tanis made a motion to appoint Ryan Newman to the Planning Commission for a three-year term due to a vacancy. Motion seconded by Mr. Roth. **Vote in favor was unanimous 5-0.**

- B. Parks and Recreation Board
  - Meeting agenda for February 9, 2022 was distributed.
- C. Tri-Municipal Park Board
  - No Report was available

### **STAFF REPORTS**

#### *Public Works Superintendent –*

A snow removal agreement with Glenn O. Hawbaker has been signed for intermittent snow removal if necessary due to township equipment being out of service.

#### *Secretary / Treasurer –*

- March 1<sup>st</sup> is the deadline for the 2022 Spring Newsletter. Distribution date estimated to be April 1<sup>st</sup>.
- A request for approval to reserve the Centre Hall Fire Company for the Volunteer Appreciation evening and to purchase small thank you gifts. Mr. Foust offered a motion to approve the reservations for the Centre Hall Fire Hall banquet room and purchase gifts for volunteers. Motion seconded by Mr. Dutrow. **Vote in favor was unanimous. 5-0.**

#### *Zoning Officer –*

- Report was distributed.

### **OLD BUSINESS**

#### **Aggregate Bid Proposal & Contract:**

Aggregate Bids from two (2) bidders: Glenn O. Hawbaker, Inc., and Hanson Aggregates PA LLC were received and opened at 2:00pm on February 7, 2022. The proposals were reviewed for tabulation of contracted bid amounts, bid bond and compliance with requirements of the proposal. Mr. Foust moved to award the Aggregate Contract to Hanson Aggregates PA LLC for the total contract amount of \$100,025.00. Mr. Roth seconded the motion. **Vote in favor was unanimous. 5-0**

SEO Stan Wallace provided written confirmation that he will accept the position of Sewage Enforcement Officer for 2022, but is not interested in the administrative duties of the Sewage Management Plan. Ms. Kroner will manage the administrative responsibilities of the Sewage Management Plan for 2022.

Penns Valley Youth Baseball Organization has declined the opportunity to manage the Potter Athletic Complex for 2022. A proposal from a private business to manage the Potter Athletic Complex was presented. Discussion tabled until February 21<sup>st</sup> meeting.

### **NEW BUSINESS**

Notice has been received from Centre County Grange Fair that the Fair to be held August 19 to 27, 2022. Flagger Force will be utilized for traffic control at Homan Lane during the Grange Fair. Mr. Tanis made a motion to approve services for traffic control on Homan Lane as requested. Second by Mr. Roth. **Vote in favor was unanimous. 5-0.**

A letter from the Board of Supervisors has been sent to PennDOT to request a State College Area Connector (SCAC) Project Community Outreach presentation. To-date no update has been received on request.

A Letter of Engagement for 2021 Financial Audit from Baker Tilly was presented for signature. The audit will begin on March 1, 2022.

As part of the project to improve the Country Club Park water distribution system by adding underground piping and valves to achieve a "looped " system, an easement from the property owner will be required. A letter of understanding to establish an easement for the waterline at Country Club Park will be sent to the property owner.

**Resolution R-2022-05** was presented for approval. The resolution authorizes signatory authority to Chair Decker for Electronic Access to PennDOT ECMS (Engineering & Construction Management Systems) in regards to the bridge replacement project on Lower Georges Valley Road. Motion to approve authorization for Dick Decker to sign document was made by Mr. Foust. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**RESOLUTION #R-2022-05**  
**RECITALS**

**BE IT RESOLVED**, by the authority of the Board of Supervisors of the Township of Potter, Centre County, Pennsylvania, it is hereby resolved by authority of the same, that the Chair of the Board of Supervisors be authorized and directed to sign the attached Agreement on its behalf, and the Administrator be authorized and directed to attest the same.

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**Resolution R-2022-06** was presented for approval providing for supplemental appropriations for the 2022 Budget from the American Rescue Plan. Mr. Foust offered a motion to adopt Resolution R-2022-06 with the budget allocations as listed in same. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

**RESOLUTION #R-2022-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF POTTER  
PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS FOR THE 2022 BUDGET**

**WHEREAS**, the Board of Supervisors of Potter Township adopted a budget for the calendar year 2022 on December 20, 2021, and

**WHEREAS**, the Second Class Township Code Article XXXII, Section 3202(e) authorizes the Supervisors to, by Resolution, make supplemental appropriations for any lawful purpose from any funds on hand or estimated to be received within the fiscal year not otherwise appropriated, and

**WHEREAS**, the township recently received \$188,613.92 in American Rescue Plan Funds and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Supervisors of Potter Township makes the following supplemental appropriations for the 2022 budget from the American Rescue Plan Allocation:

Purchase of 2015 Peterbuilt Dump Truck - \$130,000.00; Country Club Park Water – Pump Upgrade - \$21,751.92; Hot Water Pressure Washer - \$6,500.00; Public Works Equipment Repair - \$20,362.00; Lower Georges Valley Bridge Replacement - \$10,000.00

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Mr. Decker made a motion to recess the meeting at 8:45 p.m. to begin an Executive Session regarding personnel issues. Mr. Roth seconded the motion. **Vote in favor was unanimous.**

Mr. Decker made the motion to close the Executive Session and reopen the regular meeting. No decisions were to be made as a result of the Executive Session.

**BOARD / STAFF OTHER MATTERS** (Informational – Review and/or Action, as Needed)

- Centre Hall Fire Company Meeting Minutes – January 12, 2022. Information only.
- 2022 Point-in-Time Unsheltered Homeless County – Information only.

**ADJOURNMENT:**

Mr. Tanis made a motion to adjourn the regular meeting at 9:00 p.m. Motion seconded by Mr. Foust. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, Township Secretary  
Potter Township Board of Supervisors