

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**May 1, 2023**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

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

**STAFF:** Lisa Kroner, Secretary/Treasurer  
David Boliek, Public Works Superintendent  
Sue Mazza, Date Entry Clerk  
Gerald Stover, Zoning Officer

**ATTENDEES:** Tibben Zerby, Kenny Strouse, Mike Troyan

**CALL TO ORDER**

Chair Decker called to order the May 1, 2023, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**SPECIAL PRESENTATION**

**KENNETH STROUSE – SUBDIVISION/RELOT –**

On a motion by Mr. Tanis, seconded by Mr. Roth and carried unanimously, the Board authorized acceptance of the plan as presented with the understanding that the road will have a turn-around area where the camp road leaves the proposed road and that the road between the existing 9 foot section and the turn around would possibly be upgraded to 18 feet after review by the engineer. **Vote in favor was unanimous. 5-0**

**CONSENT AGENDA**

Mr. Tanis made a motion to approve the minutes of the April 17, 2023 business meeting and payment vouchers. Mr. Roth seconded the motion. **All motions for Consent Agenda items were carried unanimously.**

**COMMITTEE REPORT**

- A. Planning Commission
- A model Solar Ordinance was provided by Solicitor Rayman for the PC to review.
  - The Board of Supervisors requested the PC sample ordinances on food trucks, Air BnB's and tiny homes as rentals.
  - Michele Foust has resigned from the Planning Commission. The term of this vacancy ends on December 31, 2026.

B. Penns Prairie Park

- Bids are being sought for the next stage of development which includes trail work and parking lot

**STAFF REPORTS**

*Public Works Superintendent –*

- The swing set installation project at Potter Run Park is 90% completed.
- The waterline project should be completed by next week.
- Brush collection is scheduled for May 8<sup>th</sup> and 9<sup>th</sup>.
- Request for LED lighting to be installed at the pumphouse at Country Club Park. Mr. Foust offered a motion to approve expenditure of up to \$5,000.00 for LED lighting and installation at the pumphouse. Motion seconded by Mr. Roth.

*Secretary / Treasurer –*

- The next Board of Supervisors meeting will be Wednesday, May 17<sup>th</sup> rather than Monday, May 15<sup>th</sup> due to the use of the conference room for Election Day.
- The Township Map & Guide project will be resumed to be completed by the end of the year.
- 2024 is Potter Township's 250<sup>th</sup> Anniversary. Discussion followed on a celebration event.

*Zoning –*

- The monthly zoning report was distributed. No questions were put forth.

**OLD BUSINESS**

Mr. Roth informed the Board that he and Mr. Tanis met with an applicant regarding the PAC Manager position. Mr. Foust made a motion to approve employment of the applicant for up to 5 hours per week to oversee the marketing and coordination of tournaments only for 2024 at the Potter Athletic Complex. Mr. Roth seconded the motion and noted that she requested a laptop be supplied by the Township. **Vote in favor was unanimous. 5-0**

Potter Township may host tournaments under a Special Event Insurance Policy. The current insurance agent will handle any such policy should the need arise.

A representative from Pennsylvania Local Government Investment Trust (PLGIT) will be contacted to provide information on short-term investment needs through money market investment funds.

An update on the decommissioning of Well #1 at the Country Club Park Development will be provided at the May 17<sup>th</sup> meeting.

**NEW BUSINESS**

None

**EXECUTIVE SESSION**

Mr. Decker made a motion to recess the meeting at 8:20 p.m. to begin an Executive Session regarding personnel matters. Mr. Foust seconded the motion. Mr. Foust made the motion to close the Executive Session and reopen the regular meeting. Second by Mr. Tanis.

**ADJOURNMENT:**

Mr. Foust made a motion to adjourn the regular meeting at 8:45 pm. Motion seconded by Mr. Tanis. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

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