

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**FEBRUARY 19, 2024**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:** Glenn Roth, Chair  
Ryan Newman, Vice-Chair  
Scott Floray  
Jacob Tanis  
Dick Decker

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

**ATTENDEES:** Brandon Musser, Mike Hanson, Mark Torretti, Mike Troyan, Amber Hubert, Kyle Kaplan, Brian Zorger, Scott Burk, Shelby & Alison Luse, Lucas Parkes

**CALL TO ORDER**

Chair Roth called to order the Monday, February 19, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Mike Hanson and Brandon Musser, representing Penns Valley Little League, requested the use of non-certified plans to build new baseball fields in Centre Hall. Mr. Roth emphasized the Boards' obligation to follow the existing protocol for required documentation for land development and construction.

**PUBLIC HEARING**

At 7:20 pm Chair Roth announced the two (2) Zoning Map Change applications that were submitted.

*Zoning Map Change Application – Scott A. & Kimberly A. Burk, Tax Parcel 20-008-,005H*

This parcel is 25+ acres and the applicant is requesting to be rezoned as PCI (Planned Commercial Industrial).

*Zoning Map Change Application – Shelby L. & Alison L. Luse, Tax Parcel 20-008-,002A*

This parcel is 7.5 acres and currently in the A (Agricultural District). The applicant is requesting to be rezoned as PCI (Planned Commercial Industrial).

Solicitor Bee advised the Board to table consideration of both Zoning Map Change Applications and refer to the Township Planning Commission to draft an ordinance on the appropriate steps for Zoning Map Change requests per the MPC (Municipalities Planning Code). Mr. Roth agreed that all appropriate steps per the MPC should be followed. Mr. Newman made a motion to table the official vote at this time. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

Mr. Decker made a motion to refer to the Planning Commission creation of an ordinance to comply with the MPC regarding zoning map changes. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0**

### **CONSENT AGENDA**

Mr. Floray made a motion to approve the minutes of the February 5, 2024 Business Meeting, payment vouchers and January 2024 Financial Report. Motion seconded by Mr. Newman. **Vote in favor was unanimous 5-0.**

### **COMMITTEE REPORTS**

#### A. Planning Commission

- Representatives from Centre County Planning & Community Development attended a meeting to discuss a Master Plan Map and Agriculture Preservation.
- A request to appoint a new member to the Planning Commission was submitted. Mr. Tanis made a motion to appoint Michele Foust for a four-year term (2024-2027) Motion was seconded by Mr. Decker. **Vote in favor was unanimous 5-0.**
- Mike Troyan suggested reviewing the Penns Valley Comprehensive Plan and designing a long-term plan.

#### B. Parks and Recreation

- Amber Hubert provided an updated brochure for Parks & Recreation which will be available at all events, on Facebook and the website.

### **SOLICITOR REPORT**

Mr. Bee recommended issuing a notice to property owners whose sewer and water accounts are over 90 days delinquent. The Board will discuss at the next meeting how many days the delinquencies will be handled in-house and then possibly sent to a collection agency.

### **STAFF REPORTS**

#### *Public Works Superintendent –*

- Quotes for Komatsu & Case equipment repair were reviewed. Mr. Newman made a motion to move forward with the Case estimate to replace the brake assembly, if needed, with a maximum of \$10,000 without prior approval from the Board of Supervisors. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 5-0**
- Information on a PIB (Pennsylvania Infrastructure Bank) is being pursued for the Lower Georges Valley Road Bridge Project.

#### *Secretary/Treasurer –*

- No report

### **OLD BUSINESS**

Brian Zorger addressed the Board concerning his lease proposal for Potter Athletic Complex. PLTL Sports is a nonprofit organization who would like to build indoor facilities and additional fields on the site. The goal is to unite all organizations to play at the fields.

Prior to the meeting, Mr. Newman conversed with all of the organizations submitting lease proposals. Before the vote Mr. Decker stated he is in support of awarding the lease to an organization who will allow local use of the facility. On a motion by Mr. Tanis, seconded by Mr. Floray and carried unanimously, the Board approved United Baseball for the lease for the Potter Athletic Complex. Mr. Floray then offered a motion to authorize the Solicitor to prepare a lease agreement with United Baseball. Motion was seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

A Mowing & Maintenance quote for Country Club Park Water/Sewer Facilities was received from Robert Horner's Lawn Care Service. Mr. Floray moved to approve the 2024 Mowing and Maintenance Contract

submitted by Robert Horner's Lawn Care Service to provide mowing and landscape services at \$150.00 per mowing for Country Club Park Water/Sewer Facilities. Motion was seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

Township Physical Security – Cameras at Sewer & Water Facilities. Discussion tabled until March 4<sup>th</sup> meeting. Mr. Roth has requested an official quote on internet service from David Gibbons of Black Bear Fiber. Mr. Tanis made a motion for Mr. Roth to move forward with Black Bear Fiber internet. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0**

**Lake Road Bridge Project Proposal & Contract:**

Bridge Construction Bids were received from five (5) bidders: Francis J. Palo- \$757,011.00; Horizon Construction Group- \$674,096.00; HRI Inc. - \$703,996.00; Kukurin Contracting, Inc - \$698,560.00; and NorthRock Construction - \$613,286.00. Bids were received and opened at 2:00pm on February 8, 2024. The proposals were reviewed for tabulation of contracted bid amount, bid bond and compliance with requirements of the proposal. Mr. Decker moved to award the Lake Road Bridge Project Construction Contract to NorthRock Construction for the total contract amount of \$613,286.00. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0**

Mr. Roth stated he did not have the opportunity to review for revision the letter composed by Mr. Decker of the position of the Board regarding the State College Area Connector. Review of the letter tabled until the March 4<sup>th</sup> meeting.

Mr. Newman spoke with his contacts regarding using Quickbooks, Paycom or Keystone Payroll for timecards and payroll.

A contract agreement has been received by Kristen Simkins to perform as Human Resources Liaison. Mr. Roth signed the agreement. No discussion or vote.

Dates for the riff raff collection were established. The hours for drop-off at the Township maintenance shed will be Friday, May 10, 2024 from 8:00 am to 3:00 pm and Saturday, May 11, 2024 from 8:00 am to 12 noon. The collection is for Potter Township residents only and Mr. Newman suggested requesting ID from those participating. Mr. Floray will contact Gavek Graphics for a quote on purchasing five (5) signs to advertise the event. Advertising will take place on the website, Parks & Recreation Facebook page but not the Valley Grapevine.

The Township will provide riff raff collection for senior citizens 65 or older & physically disabled residents on Thursday, **May 9th**. Requests for this special collection require pre-registration. Registrations will be received until 5 p.m. on **MONDAY, MAY 6<sup>th</sup>**.

Lucas Parkes, from The EADS Group, gave a presentation on creating a group road assessment analysis. It was suggested that the Board of Supervisors and he drive the roads for conditions and analysis to create a long-range plan.

Lucas Parkes, from The EADS Group, encouraged the Board to consider contracting with his company to conduct a road assessment. Initially the idea was to utilize interns to complete the task. After discussion the use of interns was dismissed. Mr. Parkes will provide a formal proposal with quotes, including a breakdown of line items, enabling the Board to choose desired line items. Utilizing Centre County Mapping GIS and the road assessment task would cost \$4,000.00. Mr. Decker asked for clarification that to do all of the work would cost less than \$5,000.00. Mr. Parkes confirmed the statement. Mr. Parkes will formalize the document and provide to the Board for review. A demonstration of the GIS will be arranged before the Board commits to the proposal.

### **NEW BUSINESS**

An MOU (Memorandum of Understanding) for JFDC Land Acquisition, LLC – The Horizon Phase was presented for review and action. Mr. Newman made a motion that the board approve entering into a Memorandum of Understanding with the developer of The Horizon for engineering fees incurred from the township engineers concerning Phase 2 of development. Second by Mr. Decker. **Vote in favor was unanimous. 5-0.**

A check for the budgeted contribution for operating expenses to Tri-Municipal Park Board, Inc. was presented for approval with the payment vouchers. Mr. Tanis made a motion for any funds from the Fee In-Lieu-Of Parkland Dedication Account be voted on even if allocated in the budget. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0.**

### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 8:51 pm to begin an Executive Session regarding personnel matters. Mr. Newman seconded the motion. Mr. Roth made the motion to close the Executive Session and reopen the regular meeting. Second by Mr. Newman.

No decisions were made.

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

- Centre Hall – Potter Sewer Authority - Meeting Minutes – January 10, 2024

### **ADJOURNMENT:**

Mr. Floray made a motion to adjourn the regular meeting at 9:02 pm. Motion seconded by Mr. Newman. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

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