

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**September 16, 2024**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

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

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

**ATTENDEES:** Tibben Zerby, Wayne Engle, Gregory Smith, Deric Horting

**CALL TO ORDER**

Chair Roth called to order the Monday, September 16, 2024, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Wayne Engle, resident of The Horizon, questioned the chicken ordinance. Mr. Roth will follow-up with Penns Valley Code Agency regarding their interpretation of the ordinance. He will ask the Planning Commission to review the existing ordinance.

Deric Horting reported dirt bikes racing on Middle Road. Potter Township does not allow ATV's on township roads. Multiple reports of reckless ATV use has been reported to the State Police.

**SPECIAL PRESENTATION**

A Sewage Facilities Component 2 Planning Module was submitted on behalf of VFW Post 9575. The soil testing has been completed and the module has been signed by SEO Stan Wallace. *Resolution 2024-09* has been submitted for consideration and approval. On a motion by Mr. Tanis, seconded by Mr. Newman, the Board approved *Resolution 2024-09* as a revision to the Official Sewage Facilities Plan. **Vote in favor 5-0.**

**CONSENT AGENDA**

Mr. Floray motioned to approve the minutes of the September 3, 2024 Board of Supervisors Meeting, payment vouchers and August 2024 Financial Report. Mr. Decker seconded the motion. All motions for Consent Agenda items were carried unanimously.

**COMMITTEE REPORTS**

- A. Planning Commission
  - Reviewed VFW Post 9575 Sewage Facilities Component 2 Planning Module

- B. Parks & Recreation Board
  - No report
- C. Penns Prairie Park
  - No report

### **SOLICITOR REPORT**

Discussion on conflicts counsel designation. Attorney Rodney Beard has agreed to serve as Conflicts Counsel.

A proposed project for a distillery & tasting room was discussed.

Transient Short-Term Rentals will be discussed in an Executive Session.

The revised employee handbook will be discussed in an Executive Session.

### **STAFF REPORTS**

*Public Works Superintendent –*

- The bridge replacement on Lake Road has been completed. Funding approval has not yet been received from DCED.
- The 2012 International truck repair will cost \$12,000.00. Mr. Floray made a motion to approve the expenditure to repair the truck. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**
- Brush and limb collection is scheduled for October 7 and 8, 2024.
- Request to purchase a used water tank for use on Dirt and Gravel Road projects. Mr. Tanis made a motion to approve \$500.00 for purchase of the tank. Motion seconded by Mr. Decker. **Vote in favor 3-2.** Mr. Roth and Mr. Newman voted no.

*Secretary/Treasurer –*

- Discussion on delinquent sewer and water utility payments.

### **OLD BUSINESS**

A final draft of the Intermunicipal Agreement for sharing equipment and services with Spring Township was presented for review. The resolution will be formally adopted at the October 4, 2024 meeting.

A request has been received from the property owner of 262 Upper Georges Valley Road regarding the PEMA Hazard Mitigation Assistance Program. This property floods frequently and the assistance program would provide funds to move or reconstruct the cabin at a higher elevation. The applicant for the PEMA grant must be a municipality and said would be responsible for managing the project funding. Mr. Boliek will investigate this program and report at a later time.

*Resolution R-2024-08; Policy Governing Responses to Anonymous Requests* was presented for approval. Mr. Floray made a motion to approve Resolution R-2024-08 as presented. Motion seconded by Mr. Newman. **Vote in favor was unanimous. Vote 5-0.**

The Board members reviewed the zoning requirements for the Route 45 Agricultural and Heritage Scenic Byway designation. It was unanimously decided that the Board is not interested in pursuing this designation at this time.

Mr. Floray made a motion to purchase pallet forks and shaker from Messick's for the Case backhoe. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.** The items will be paid from the State Liquid Fuels Fund.

## **NEW BUSINESS**

The August Zoning Report was distributed. No comment or questions.

*An MOU (Memorandum of Understanding) for Nittany Business Park (Centre Hall Partners, LP) was presented for review and action. Mr. Decker made a motion that the board approve entering into a Memorandum of Understanding with Nittany Business Park (Centre Hall Partners, LP), the developer of a Land Development Plan. The Developer agrees to reimburse the Township for Engineering and Solicitor services necessitated by the review, inspections and review of all required bonds and security. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.***

*Resolution R-2024-10, a Consultant Selection Resolution for Construction Inspection Agreement – T-633 Lower Georges Bridge Replacement was presented. Mr. Tanis offered a motion to approve Resolution 2024-10. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.***

The 2025 Pension MMO (Minimum Municipal Obligation) for the 401-A Defined Contribution Plan was tabled until the next meeting after discussion on wages.

Mr. Tanis made a motion to declare Thursday, October 31, 2024 from 6:00 PM to 8:00 PM as Trick-or-Treat night in Potter Township. Second by Mr. Floray. **Vote in favor was 5-0.**

Discussion on the 2025 proposed budget will begin at the October 7, 2024 meeting.

Mr. Tanis mentioned that the John Deere dealership is taking mowers to the Potter Athletic Complex to test drive for customers. He will contact the dealer to discuss this action and require them to submit a Certificate of Insurance to use the property.

Mr. Tanis also remarked that Ruppert Landscaping continues using the dirt road that runs perpendicular to Summer Lane. He suggested that the Township close the road or require Ruppert Landscaping to submit a Certificate of Insurance to use the road.

## **EXECUTIVE SESSION**

Mr. Roth made a motion to recess into Executive Session at 8:55 pm to discuss personnel matters.

Mr. Newman seconded the motion. Mr. Roth motioned to close the Executive Session and reopen the regular meeting. Second by Mr. Newman. No decisions were made.

## **BOARD / STAFF OTHER MATTERS – Informational only**

Centre Hall Fire Company – Meeting Minutes – August 13, 2024

Paper Shredding Event – October 19, 2024 (Centre County Recycling & Refuse Authority)

## **ADJOURNMENT:**

Mr. Newman made a motion to adjourn the Business Meeting at 9: 24 p.m. Motion seconded by Mr. Decker. **Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, CGA

Township Secretary

Potter Township Board of Supervisors