

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**October 21, 2024**  
**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

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

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

**CALL TO ORDER**

Chair Roth called to order the Monday, October 21, 2024, Business meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**CONSENT AGENDA**

Mr. Newman motioned to approve the minutes of the October 7, 2024 Business Meeting and September 2024 Financial Report. Mr. Decker seconded. Mr. Newman made a motion to approve payment vouchers, with the exception of a truck repair invoice from Ascendance Truck Center. Motion seconded by Mr. Tanis. **All motions for Consent Agenda were carried unanimously.**

**COMMITTEE REPORTS**

- A. Planning Commission
- Mr. Wayne Engle, resident of The Horizon, attended the meeting to discuss a chicken ordinance. The Commission is reviewing similar model ordinances from local municipalities.
- B. Parks & Recreation Board –
- October meeting was cancelled

**SOLICITOR REPORT**

Revisions to the employee handbook were reviewed by the Solicitors and a final copy will be emailed to the Board of Supervisors next week.

A distillery and tasting room could be added as a conditional use in the zoning ordinance. A draft ordinance is in the beginning stages for consideration by the Board.

The Fees In-Lieu-Of Parkland Dedication Ordinance will be reviewed for allowable uses of the funds. This ordinance was amended in 2021 to include expenditures for maintenance and operation.

### **STAFF REPORTS**

#### *Public Works Superintendent –*

- Decker Valley Road is being prepared for a paving project next year. Culvert pipes are being replaced.
- The Board has requested a spreadsheet listing the loans, grants, total cost and project deadlines for both bridge projects. This will be provided at the next meeting with the most current available data.

#### *Secretary/Treasurer –*

- The 2024 third quarter Right-to-Know Request Report is unavailable at this time and will be presented at the November 6, 2024 meeting.

### **OLD BUSINESS**

DCED has requested amendments to the funding application for the Lake Road Bridge project. The invoice from the contractor has been received and requires immediate payment. No allocation was budgeted for the project but the expenditure still needs to be met. On a motion by Mr. Newman, seconded by Mr. Decker and carried unanimously, the Board authorized payment from the General Fund for the invoice from Northrock Construction, Inc. in the amount of \$351,570.39. The funds will be reimbursed once the approval from DCED is received and the loan closing is finalized. **Vote in favor was unanimous. 5-0**

A more thorough review of the 2025 proposed budget is required and will be revisited at the next meeting.

### **NEW BUSINESS**

Mr. Boliek proposed applying for a \$50,000.00 Statewide Local Share Assessment grant from the Commonwealth Financing Authority for the Lower Georges Valley Road Bridge Replacement. The grant application requires an Authorized Official Resolution. Mr. Decker made a motion to approve **Resolution R-2024-13** requesting the grant and authorize officials to execute all documents and agreements. Motion was seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

Mr. Roth spoke with BlackBear Fiber to remind them that per the Cable Franchise Agreement payments are due quarterly.

Mr. Roth would like to institute a new meeting policy. Action items assigned to specific Board Supervisor or staff member will be reiterated at the end of the current meeting.

Ms. Kroner informed the Board that ABC members are notified in November if their term on a board is expiring at the end of the year. They are given the opportunity to be considered for another term or to serve on another board

Mr. Roth suggested that a recognition event be planned for early spring for volunteers on the township's authorities, boards and commissions. Funds are budgeted each year for volunteer recognition.

Mr. Floray mentioned possible regulations and management of Airbnb's. Centre County imposes a hotel tax but it is not known if Airbnb's are subject to this tax. Mr. Floray emphasized there should be a way to track rentals. The possibility of requiring a permit should be discussed. Mr. Roth would like to research the process for imposing a municipal hotel tax on short-term rentals and airbnb's.

### **BOARD / STAFF OTHER MATTERS**

- None

**ADJOURNMENT:**

Mr. Decker made a motion to adjourn the Business Meeting at 8:24 p.m. Motion seconded by Mr. Newman.  
**Vote in favor was unanimous.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, CGA

Township Secretary

Potter Township Board of Supervisors