

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

ATTENDED BY:

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

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

ATTENDEES

Noah Kildoo, Haley Justice, Marcella Hoffman, Georgie Bennett

CALL TO ORDER

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

PUBLIC COMMENT

Discussion on 2025 Riff Raff event, and revenue from timber management project at The Woodlands

SPECIAL PRESENTATION

Marcella Hoffman, Transportation Grant Specialist from Centre County Metropolitan Planning Organization (CCMPO) presented an update on the Long Range Transportation Plan. This is a 30-year plan. She reviewed the 2023 Issues and Needs Input Summary compiled from a meeting with the Board of Supervisors and staff. Issues included concerns about 322 construction impacts. There were also concerns about wearing of the roads from Amish buggies, and questions regarding lights and registration from buggies. Key corridor safety issues on SR 322, SR 144, SR 45 and SR 192 were noted. The Board will review the concerns noted in 2023 and provide any new items to the CCMPO by March 14, 2025. The plan will be adopted in Fall 2025.

PUBLIC HEARING

At 7:08 pm Solicitor Dillard recessed the Business Meeting to a Public Hearing regarding a Conditional Use Application submitted by Noah Kildoo and Haley Justice for Tax Parcel 20-006-,053. The conditional use application seeks approval for an indoor riding arena to be renovated and used as a dog and cat boarding kennel, which is a conditional use under the Township of Potter Zoning Ordinance.

Mr. Roth presented questions obtaining to ingress and egress to the property and noise mitigation. Mr. Kildoo and Ms. Justice explained how these concerns will be addressed. There will be 30 kennels and that will house

30 dogs max, not necessarily all at one time. The Sewage Enforcement Officer will work with them on soil testing for the kennel. Public comment was solicited. A neighboring property owner who operates a sheep farm is concerned about the sheep being stressed due to the sound and smell of dogs.

At the request of the property owner, a continuance of the hearing was granted pending receipt of the final site plan and full site map. Mr. Roth declared a 45- day continuance of this hearing to allow the applicants to solidify these plans. Ms. Dillard recessed back into the public meeting at 7:35pm.

CONSENT AGENDA

Mr. Newman motioned to approve the minutes for the December 2, 2024 Business Meeting, payment vouchers and November 2024 Financial Report. Mr. Floray seconded the motion. All motions for Consent Agenda items were carried unanimously.

COMMITTEE REPORTS

A. Planning Commission

- No report

B. Parks & Recreation Board

- Mr. Roth requested the Parks & Recreation Board attend the second meeting in January to discuss the proposed sign for The Woodlands. They should present photos, specs and pricing.

SOLICITOR REPORT

Solicitor Dillard updated the Board on the Treaster Kettle Road topic, informing them that she has had no word from Joe Green. Mr. Roth suggested that she discontinue efforts with this subject.

STAFF REPORTS

Public Works Superintendent –

- Country Club Park wellhouse waiting for a date to begin demolition
- Country Club Park Sewer & Water systems are operating under normal conditions
- Potters Mills & Bloom Road Sewer systems operating under normal conditions
- 2005 International required some repairs and material were ordered, as well as 2012 International
- Lower Georges Valley Bridge replacement (2025). Estimated date for advertising will be December 26, 2024. Schedule for commencing construction has been advanced by one month
- Decker Valley Road paving (2025)
- Shunk Road realignment design has been completed and approved by the property owner (Dirt and Gravel – 2025)
- Airport Road paving (2026)
- Tusseyville Road surface damage- A claim has been submitted to the insurance carrier
- Two trucks broke down during the first snow event of the year. Both are repaired and back in service.
- Road conditions will be monitored along with performing routine road maintenance as required

Secretary/Treasurer –

- Deadline extension for Municipal Survey EV Readiness Infrastructure is January 31, 2025.
 - An invoice from a resident in Country Club Park was submitted requesting assistance in paying for the repair of a sewer line. A line was broken underneath the water line. The line was scoped and the damage was on the township side. The necessary repairs were made. Mr. Tanis is concerned that the resident may bring legal charges to the township. Mr. Decker recommends that we pay the invoice, so this does not go into legal proceedings. Mr. Tanis made a motion to pay the invoice with a written letter stating the request is granted because the break was on the Township. Mr. Decker seconded.
- Vote in favor was unanimous. 5-0.**

Mr. Roth mentioned the annual employee luncheon could be held in January since it's too late this year.

Mr. Roth informed Ms. Kroner and Mr. Boliek that he and Mr. Floray will be conducting their employee performance reviews and they would like to schedule that as soon as possible.

OLD BUSINESS

Resolution #R-2024-20 adopting the 2025 Budget was presented for approval. Mr. Decker made a motion in favor of Resolution #R-2024-20 adopting the 2025 Budget as advertised. Second by Mr. Newman. **Vote in favor was unanimous. 5-0.**

A copy of the 2024 Fee Schedule was provided to the Board for reference. Several additions/changes were submitted to be considered before the 2025 Fee Schedule is adopted. Mr. Floray is in favor of the fees as they are at this time. The Tax Collector consideration of an increase in the tax certification forms and duplicate bills. This increase would make the fees consistent with all tax collectors throughout Penns Valley.

Mr. Tanis questioned when the new timecard system would be ready for the employees to begin using. Mr. Roth will contact Mains Technology to schedule a time to train the employees.

NEW BUSINESS

The Wawa Old Fort Scoping Application was previously reviewed by Engineer McCormick Taylor and their previous comments have been addressed. Mr. Floray moved to approve the Scoping Application as presented. Motion seconded by. **Vote in favor was unanimous. 5-0**

Resolution #R-2024-2021- Change of Signatory for Lake Road Bridge PennDOT Reimbursement Agreement was presented. Mr. Floray made a motion to approve Resolution #R-2024-21, changing the signatory on the reimbursement agreement from Dick Decker to Glenn Roth. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0**

Request for Per Capita Exonerations for 2024 and removals for 2025 (those misclassified (i.e., moved, deceased, double assessed) was presented for approval. Mr. Floray made the motion to approve the list for Per Capita Exonerations for 2024 and removals for 2025 as presented by Tax Collector Wendy Nolf. Mr. Newman seconded the motion. **Vote in favor was unanimous. 5-0.**

Agriculture Security Area - Bergenblick Partners, James L. Rosenberger has submitted a proposal for the creation of an Agricultural Security Area (Parcel #20-005-,106). Mr. Tanis motioned to approve the moving forward to the county of the Agriculture Security for review. Mr. Floray seconded. **Vote in favor was unanimous. 5-0**

The November Zoning Report submitted by Penns Valley Code Enforcement was received. No questions.

Mr. Decker motioned to approve the ABC meeting dates for 2025 and advertise said dates following the Second Class Township Code advertising requirements. Mr. Newman seconded. **Vote in favor was unanimous. 5-0**

Board of Supervisors – Jan. 6th (re-organization) & Jan. 20; Feb. 3 & 17; March 3 & 17; April 7 & 21; May 5 & 21; June 2 & 16; July 7 & 21; Aug. 4; Sept. 2 & 15; Oct. 6, 15 & 20; Nov. 5 & 17; Dec. 1 & 15.

Planning Commission - Jan. 14 & 28; Feb. 11 & 25; Mar. 11 & 25; Apr. 8 & 22; May 13 & 27; Jun. 10 & 24; July 8 & 22; Aug. 12; Sept. 9 & 23; Oct. 14 & 28; Nov. 11 & 25; Dec. 9

Parks & Recreation Board – Jan. 13; Feb. 10; Mar. 10; Apr. 14; May 12; Jun. 9; Jul. 14; Aug. 11; Sept. 8; Oct. 13; Nov. 10; Dec. 8.

Elected Auditors – Jan. 7th (re-organization)

Zoning Hearing Board – Jan. 9th (re-organization); Otherwise meets the 2nd & 4th Thursday @ 7:00 PM as needed with dates and times to be advertised.

A list of ABC's (Authority, Board and Commission) vacancies for 2025 was provided and reviewed. New appointments will be made at the January 6, 2025 Organization Meeting. Volunteer applications are currently being accepted.

Mr. Decker motioned to approve disbursement of payment for invoices due by January 6, 2025. Mr. Floray seconded. **Vote in favor was unanimous. 5-0**

Mr. Decker made a motion to continue Staff and Authority/Board/Commission Appointments thru January 6, 2025. Seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0**

Mr. Floray suggested the Board review the Centre Hall Fire Company financial standing in order to determine a millage rate for Fire Protection in 2026. There may be a possibility of dividing the mill on the fire tax by reducing their part and using the rest for township use.

Mr. Roth would like to review the Penn's Prairie Park lease agreement.

Mr. Roth will request Penns Valley Code Enforcement Agency to conduct drive-by inspections around the township for new construction.

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 8:45 p.m. to begin an Executive Session regarding a discussion of employment-related matters, and to seek confidential and privileged legal advice from the Solicitor. Mr. Roth closed the Executive Session at 9:20 p.m. to return to the Business Meeting.

BOARD / STAFF OTHER MATTERS

- Centre Hall Fire Company – Meeting Minutes – October 8, 2024
- Centre Hall Fire Company – Meeting Minutes – November 12, 2024

ADJOURNMENT:

The meeting was adjourned at 9:30 pm.

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, CGA
Township Secretary