

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
February 3, 2025
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
Hannah Dillard, Solicitor

ATTENDEES

Noah Kildoo, Haley Justice, Mark Torretti, Deric Horting, Amber Hubert, Dave Henning, Georgie Bennett

CALL TO ORDER

Chair Roth called to order the Monday, February 3, 2025, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Georgie Bennett provided a two-page list of her critique of the 2024 Anniversary Edition newsletter. The list included items she would like to see in the next newsletter such as how the Board resolved the baseball situation; how the American Rescue Plan Funds were spent, future road plans and a five year plan, equipment purchased.

Mr. Newman stated that this was the 2023 newsletter and that we are behind on publications. Ms. Bennett made note of the newsletter being behind. She stated that the newsletter was ok but she wants to know what the Board is doing such as balancing the budget and including pictures of the Board. Mr. Roth assured her that these topics will be taken into consideration for the next newsletter. The Board will be deciding whether to go with one or two newsletters in 2025. Mr. Newman would like to see one that is not so fancy. Ms. Bennett stated that there was too much history and people already know that.

Deric Horting reported a maintenance issue on Pond Road and Manor Road with the culvert pipes. For the past several weeks the transition is increasing between the road and where the pipe was laid. Mr. Boliek will inspect these areas for a resolution.

SPECIAL PRESENTATION

Mark Torretti, Penn Terra Engineering, inquired about an update on moving forward with the agreement for road dedication for the proposed Business Drive public street once completed. Comments have been received from roadway engineering and the solicitor for Nittany Business Park. Mr. Roth explained that it is in the best interest of the township to make sure that this is not setting up the township to for a ½ million dollar red light

installation. Mr. Roth stated that at this point the township will not accept dedication until the business park is built out. Mr. Torretti reiterated that a signal is not warranted at this time and they are building the road to public standards. There will be a note on the plan that states when any of the lots in that subdivision triggers a signal that one must be installed. Mr. Roth then emphasized that either it doesn't get dedication or the township doesn't accept dedication, or the township has some kind of surety or bond put up for the light. There will be no approval without a bond for the red light

Wolfe Brothers Land, LLC, Steven T. Wolfe and Scott D. Wolfe, are applying for approval of a Lot Addition to Lands of Deric R. & Kayla Horting from Lands of Wolf Brothers Land, LLC. Lot Addition of 1.97 acres will be added to existing lot of 3.55 acres. Informational only. No action required by the Board of Supervisors.

PUBLIC HEARING

At 7:15 pm Mr. Roth 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 where they desire to open a kennel and boarding facility. They have submitted a more official site plan. SEO Stan Wallace has been speaking with the applicants to figure out what was going to happen with drainage and other septic waste. On the new plan there is an answer to the septic situation. Solicitor Dillard inquired if all of the members of the board had a chance to review the site plan. Mark Torretti, with Penn Terra Engineering, is working on the plan with Mr. Kildoo and Ms. Justice. The driveway that connects the house to the parking area and barn would be removed so that there is a separate driveway to the residence. There is an existing gravel driveway that needs repaired that goes out closer to Cider Press Road that would be used specifically for the kennel. They are proposing 30 dog runs. There will not be restrooms in the facility. The sink waste can be sent to the existing sewage system. The parking lot would include seven spaces, with one being ADA.

Mr. Roth stated his concern that the facility may transition to an everyday grooming facility which would create more traffic. Ms. Justice explained that their business plan is to have a boarding facility rather than a full-time grooming facility. Mr. Roth is concerned about traffic and questioned the ingress and egress off of 322 creating increased traffic.

A time for public comment was given. There is a concern for noise and odor affecting neighboring sheep. A question was posed about the plans including natural or erected sitewide screening. There is nothing written into the plan but if needed, the owners are willing to discuss. There is a plan for planting and fences where dogs would have a sightline to roads, cars, people walking, etc. Shrubs and fencing are valuable for a multitude of reasons and for the kennel owners as well. The Board will review and request that the Solicitor come back with a written response.

Mr. Roth recessed back into the public meeting.

CONSENT AGENDA

Mr. Decker motioned to approve the minutes of the January 20, 2025 Business Meeting. Mr. Newman seconded the motion. All motions for Consent Agenda items were carried unanimously.

COMMITTEE REPORTS

- Planning Commission
 - John Sepp will be giving a presentation for the Decker Valley Road subdivision plan.
 - Agricultural Security Area Application for Bergenblick Partners was reviewed. The project description is missing. Mr. Newman made a motion to deny the application on the basis of lack of a complete application. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0**

- Sidewalk ordinance review continues.
- Contact is being made with the County Extensions Office to find out what the requirements are for properties keeping and housing chickens.
- Parks & Recreation Board
 - Amber Hubert presented the 2024 Award for Excellence in Historic Preservation for the Potter Township Heritage Day Committee received by the CC Historical Society.
 - New officers are: Chair- Amber Hubert, Vice-Chair- Nick Millard, Secretary – Kim Domin
 - Penns Valley Youth Sports and Clubs Fair was held in January. Eight organizations participated with a good turnout of over 30 families. A questionnaire about the event and whether to host another event in the summer produced favorable results
- Penns Prairie
 - The Solicitor is reviewing the Farmland Lease. The goal is to advertise to open bids at the March 3rd meeting.
 - Voiced concern about when the cameras will be placed at the park.
 - Request for Potter Township maintenance to mow along fence rows with boom mower. The Board gave permission for Tim Treaster to mow along the fence room at the park.
 - Requested a meeting between Potter Township Supervisors and Centre Hall Borough Council to discuss a maintenance plan for the park. Mr. Newman would like to discuss the wells on the property. Mr. Roth desires to be on the same page in regards to expectations and requirements moving forward.
 - PV EMS – No new report
 - PV Regional Planning Commission – No new report
- Centre County Tax Collection Committee
 - Mr. Roth requested EIT numbers for the last 10 years to see what the trending is. Wages and development should make the EIT collections increase.

SOLICITOR REPORT

The Farmland Lease has been reviewed. The Board will consider the suggested additions and alternations of the lease.

Solicitor Dillard requested an Executive Session to discuss undisclosed items.

STAFF REPORTS

Public Works Superintendent –

- The 2017 truck requires repairs and was sent to Ascendance Trucks in Lewistown. Mr. Newman requested a quote before approving repair.
- Project bids have been received for the Lower Georges Valley Bridge replacement.
- The bank loan closing for Lake Road Bridge replacement will be scheduled soon.

Secretary/Treasurer –

- Not in attendance

OLD BUSINESS

Aggregate Bid Proposal & Contract:

Aggregate Bids from two (2) bidders: Heidelberg Materials Northeast LLC and Glenn O. Hawbaker. Bids were received and opened at 2:00pm on February 3, 2025. The proposal was reviewed for tabulation of contracted bid amount, bid bond and compliance with requirements of the proposal. Mr. Newman moved to award the Aggregate Contract to Glenn O. Hawbaker, Inc. for the total contract amount of \$121,781.00.

The bid received from Heidelberg Materials Northeast, LLC was \$132,100. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0**

The Planning Commission requested Rhonda Rumbach be appointed as a member. Mr. Floray made a motion to appoint Ms. Rumbach. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

NEW BUSINESS

The January Zoning Report submitted by Penns Valley Code Enforcement was received.

BOARD / STAFF OTHER MATTERS

A map of Broadband Services in Centre County was reviewed. No action required.

ACTION ITEMS

Mr. Roth spoke with Jon Mains, from Mains Technology, about cameras for use at Penns Prairie Park.

Mr. Mains agreed to present at a future meeting on how cameras would work.

Mr. Roth and Mr. Floray will meet with Mr. Boliek and Ms. Kroner on Monday, February 10th to conduct performance evaluations.

The Employee Self-Evaluations are to be emailed to the Supervisors. Mr. Newman asked that the employee handbooks be given to the employees at the time of their evaluations. The revised handbook adopted in November has not been provided to the secretary as of today.

Mr. Newman made a motion to discard the idea of implementing Savvy citizen, a notifications, Alerts, and Events communication system that notifies user in real-time via their preferred method. Mr. Newman prefers to use Facebook to reach residents and possibly create more than one newsletter a year.

Guidelines for what should and shouldn't be posted on social media is a concern for Mr. Newman. He would like to review some Online Posting Policies from other municipalities.

Mr. Newman noted that it was nice to have history in the newsletter, but it cost extra money that could have been cut out and made not so fancy. Resident, Georgie Bennett, suggested black and white newsletters to cut cost. Mr. Decker reiterated that this was a 2024 special edition for the 250th anniversary and that the cost wouldn't be as much in the future. There was no newsletter in 2023 due to budget cuts.

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 8:15 pm to begin an Executive Session to seek confidential and privileged legal advice from the Solicitor. Mr. Roth closed the Executive Session to return to the Business Meeting at 8:45 pm.

ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, CGA
Township Secretary