

**POTTER TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**February 17, 2025**

**124 Short Road, Spring Mills, Pennsylvania**

**ATTENDED BY:**

**BOARD:**

Glenn Roth, Chair  
Ryan Newman, Vice-Chair  
Dick Decker  
Jacob Tanis, III

**STAFF:**

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

**ATTENDEES**

John Smith, Marcella Hoffman, Amy Lake, Doug Wasson

**CALL TO ORDER**

Chair Roth called to order the Monday, February 17, 2025, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

John Smith, resident in Potters Mills, has been speaking to PennDOT and the State Police regarding the speed and volume of traffic in the village of Potters Mills. He is advocating for more speed radar, and the installation of traffic signs in the village. There are approximately 4,239 vehicles per day traveling through Potters Mills. The Township is authorized to erect signs on state roads with a permit from PennDOT. The Township is responsible for purchasing the signs. PennDOT Highway Safety suggests installing larger speed limit signs, adding orange triangles at the top of the signs and blinking speed signs. PennDOT will place a blinking speed sign in the village for four weeks. He also received specs for the purchase of larger signs, triangles and blinking speed signs. On a motion by Mr. Newman, seconded by Mr. Tanis and carried unanimously the Board authorized the purchase of larger signs with the triangles.

Marcella Hoffman, from Centre County Metropolitan Planning Organization, provided the Board with the opportunity to give feedback on the CCMPO's Long Range Transportation Plan as it pertains to Potter Township's transportation issues. This is a 30-year plan. Issues & Needs Input included questions regarding Key Corridors (Highways/Bridges); Alternative Transportation Modes; Emerging Technology; County or Regional Issues; and Land Use. The Boards' feedback included concerns regarding Rt 45 commuter traffic; Sand Mountain Road & Main Road intersection sight distance; State College Area Connector need for exit in PCI district; increased tractor trailer traffic on Rt 192; increased use of Airport Road on PSU game days; walking path from Centre Hall Borough to Penns Prairie Park on Rt 192; and a sidewalk or shared use pathway from the Old Fort intersection to the Centre Hall Borough line.

## CONSENT AGENDA

Mr. Tanis motioned to approve the minutes of the February 3, 2025, Business Meeting, payment vouchers and January 2025 Financial Report. Mr. Newman seconded the motion. All motions for Consent Agenda items were carried unanimously.

## COMMITTEE REPORTS

- A. Planning Commission
  - No report
- B. Parks & Recreation Board
  - No report
- C. Penn's Prairie Park Board
  - No report
- D. Penns Valley EMS
  - No report
- E. Centre Hall Fire Company
  - No report
- F. Penns Valley Regional Planning Commission
  - No report

## SOLICITOR REPORT

The date for the Lake Road Bridge loan closing is Thursday, February 20, 2025.

## STAFF REPORTS

*Public Works Superintendent –*

- Country Club Park Sewer & Water systems, and Potters Mills & Bloom Road Sewer Systems are operating under normal conditions
- 2025 Annual DEP Plant Inspection completed with no violations

*Secretary/Treasurer –*

- Statement of Financial Interests forms for the year 2024 are due May 1, 2025

## OLD BUSINESS

The bid for the Farmland License Agreement at Penns Prairie Park has been advertised.

A written decision from the hearing on the Conditional Use Application for Noah Kildoo & Haley Justice, Tax Parcel 20-006-,053, is forthcoming. The decision will include Findings of fact and will be approved with stipulations. No vote was taken.

## NEW BUSINESS

An MOU (Memorandum of Understanding) for Barnes Lane Development, LLC was presented for review and action. Mr. Newman made a motion that the Board approve entering into a Memorandum of Understanding for Decker Valley Road Subdivision #2. The owner agrees to reimburse the Township for engineering services necessitated by the plan review, inspections and review of all required bonds and security. Second by Mr. Decker. **Vote in favor was unanimous. 4-0.**

A Sewage Facilities Component 2 Planning Module was submitted on behalf of Barnes Lane Development, LLC (Decker Valley Road Subdivision #2) for review and action. The soil testing has been completed, and the module has been signed by SEO Stan Wallace. Resolution 2025-04 has been submitted for consideration and approval. On a motion by Mr. Decker, seconded by Mr. Tanis, the Board approved **Resolution 2025-04** as a revision to the Official Sewage Facilities Plan. **Vote in favor was unanimous 4-0.**

Centre County Mapping and Addressing submitted a road name request for the Decker Valley Road Subdivision #2. The requested names are Fisher Cat Lane and Red Fox Lane, which meet criteria for naming, and 911 addressing has tentatively approved pending Potter Township final approval. After review of the request, Mr. Newman made a motion to approve the names Fisher Cat Lane and Red Fox Lane. Mr. Tanis seconded the motion. **Vote in favor was unanimous. 4-0.**

A request to appoint a new member to the Centre Hall-Potter Sewer Authority was submitted. Mr. Tanis made a motion to appoint Dave Henning for a three-year term (2025-2027) Motion was seconded by Mr. Newman. **Vote in favor was unanimous 4-0.**

A request to appoint a new member to the Zoning Hearing Board was submitted. Mr. Decker made a motion to appoint John Cabibbo for a four-year term (2025-2028). Motion was seconded by Mr. Tanis. **Vote in favor was unanimous 4-0.**

Announcement of Executive Session – Mr. Roth announced that an Executive Session was held on Wednesday, February 12, 2025, for the purpose of confidential deliberation regarding the pending Conditional Use Application and consideration of employment matters.

Mr. Roth discussed challenges with employees clocking in and out of work, as well as changing cost centers for tasks during the day. There are no longer company cell phones and 2-way radios in the equipment. Personal cell phones are being used to receive alerts for alarms at the sewer and water plants. To encourage use of the timeclock app and compensate employees for use of their personal phone for work purposes, Mr. Roth requested providing employees a cell phone stipend each month in the amount of \$20.00. Mr. Tanis made a motion to allow a \$20.00 per month stipend for employees for using their personal cell phones for work related tasks. Motion seconded by Mr. Newman. **Vote in favor was unanimous 4-0.**

Branch & Limb Collection is scheduled for May 5<sup>th</sup> & 6<sup>th</sup>. Registration will end at 5 p.m. on Thursday, May 1<sup>st</sup>.

Dates for the Bulk Waste Collection event were announced. The hours for drop-off at the Township maintenance shed will be Friday, May 9, 2025 from 8:00 am to 3:00 pm and Saturday, May 10, 2025 from 8:00 am to 12 noon. The collection is for Potter Township residents only. The Township will provide bulk waste collection for senior citizens 65 or older & physically disabled residents on Thursday, May 8<sup>th</sup>. Requests for this special collection require pre-registration. Registrations will be received until 5 p.m. on Monday, May 5<sup>th</sup>.

#### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 8:21 p.m. 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 8:48 pm.

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

None

#### **ADJOURNMENT**

The meeting was adjourned at 8:48 pm.

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, CGA  
Township Secretary