

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**April 7, 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**

Sue Mazza, Scott Burk, Gov Yearick

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Scott Burk announced that several business owners in the PCI District have formed a *Potter Township Businesses for Sustainable RT322 Access Coalition* to support including an interchange in the PCI District as part of the 322 State College Area Connector Project. They would like to work together with PennDOT to see a satisfactory plan implemented to provide access to the new RT322 road. Mr. Roth stated the Board is in agreement with this request. Solicitor Dillard will draft a letter to PennDOT stating the Board's position.

**SPECIAL PRESENTATION**

2024 Municipal Annual Audit and Financial Report and Financial Statements and Supplementary Information presentation has been postponed until April 21, 2025.

**CONSENT AGENDA**

Mr. Newman motioned to approve the minutes of the March 17, 2025 Business Meeting with the elimination of the question regarding status of the Secretary/Treasurer position, and payment vouchers. Mr. Tanis seconded the motion. All motions for Consent Agenda items were carried unanimously.

**COMMITTEE REPORTS**

- A. Planning Commission
  - Drafting a Livestock Ordinance continues
- 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**

Drafting of a Records Retention Policy continues. The new ordinance for distilleries has been finished. Solicitor Dillard called for an Executive Session after the meeting. The reason for the Executive Session was undisclosed.

### **STAFF REPORTS**

#### *Public Works Superintendent –*

- The monthly Maintenance Report was distributed.
- A call was received from Glenn O. Hawbaker regarding the request by Mr. Roth for outsourcing of snow removal. Mr. Roth will reach back out to them.

#### *Secretary/Treasurer –*

- Mr. Tanis made a motion to approve payment of annual contributions to Tri-Municipal Park (\$14,000), Centre Hall Library (\$1,500) and Centre County Library (\$1,500). Motion seconded by Mr. Decker. Motion carried unanimously.
- The spring CCATO Convention will be held on April 29, 2025. RSVP's are due by April 22<sup>nd</sup>.
- Potter Township has received 2<sup>nd</sup> place in the 2025 PSATS Citizen Communication Contest in the Most Improved Newsletter category.

### **OLD BUSINESS**

Tri-Municipal Park Farmland Lease – Bid Bond Check. Mr. Newman made a motion to approve deposit of the bid bond check into a Potter Township account & create a check payable to Tri-Municipal Park for full amount - \$1,360.00. Motion seconded by Mr. Decker. **Motion carried unanimously. 4-0.**

Mr. Newman made a motion to authorize a fourth signatory on the JSSB Bank Accounts and approve Dick Decker as that signatory. Motion seconded by Mr. Tanis. **Motion carried unanimously. 4-0.**

### **NEW BUSINESS**

Tax Collector Wendy Nolf submitted a request to purchase Adobe Acrobat @ \$240/year. Mr. Roth stated she can obtain the software for free. Request was denied.

Wawa Store – PennDOT Traffic Impact Study Comments were distributed. No action required.

Nittany Business Park - PennDOT Traffic Impact Study Comments were distributed. No action required.

The 2025 Proposed PSATS Resolutions were distributed. No comments were provided.

### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 8:40 p.m. to begin an Executive Session. Mr. Roth closed the Executive Session to return to the Business Meeting.

**BOARD / STAFF OTHER MATTERS**

- Centre Hall Fire Company Meeting Minutes – February 11, 2025
- Centre Hall-Potter Sewer Authority Meeting Minutes – February 12, 2025

**ADJOURNMENT**

The meeting was adjourned.

Respectfully submitted,

*Lisa A. Kroner*

Lisa A. Kroner, CGA  
Township Secretary