

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
May 5, 2025
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

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

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

ATTENDEES

John Sepp, Jules Loesch, Mike Troyan, Georgie Bennett, Aaron Brooks, Amber Hubert, Kate Hunt

CALL TO ORDER

Chair Roth called to order the Monday, May 5, 2025, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

None

SPECIAL PRESENTATION

No action was taken on the Decker Valley Subdivision submitted by Andrew Reed- PennTerra Engineering.

A Surety Agreement to Install Required Improvements at The Horizon at Brush Valley Phase 2 was presented for approval. Mr. Tanis made a motion to approve the Surety Agreement and record the bond. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

Mr. Decker motioned to approve and sign The Horizon Phase 2 Final Subdivision Plan. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

PUBLIC HEARING

At 7:08 pm Mr. Roth made a motion to recess into a Public Hearing for the consideration and adoption of Ordinance 2025-01, *Chapter 220. Zoning, Article III. District Regulations and Article V. Conditional Uses (Distilleries and Tasting Rooms in the Agricultural District.* Comments were received from Centre County Planning and Development Office and Solicitor Dillard reviewed those comments. Solicitor Dillard and Solicitor Bee provided changes and suggestions to the proposed ordinance.

Mike Troyan requested that the Planning Commission be given time to review the proposed ordinance for adoption. Mr. Floray made a motion for the proposed ordinance to be provided to the Planning Commission for expedited review. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

Secretary Kroner requested a copy of the proposed ordinance for the office. Mr. Tanis motioned to conclude the public hearing, with a later hearing to be advertised and held after review and revision by the Planning Commission. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

CONSENT AGENDA

Mr. Newman motioned to approve the minutes of the April 21, 2025 Business Meeting with revisions suggested by Solicitor Dillard, payment vouchers and April 2025 Financial Report. Mr. Floray seconded the motion. All motions for Consent Agenda items were carried unanimously.

COMMITTEE REPORTS

A. Planning Commission

- Engineer Don Franson will provide comments on the proposed sidewalk ordinance
- The advertised distillery ordinance will be reviewed by the Planning Commission
- Chicken ordinance creation is postponed

B. Parks & Recreation

- 5 refreshed sign quotes for the creation and installation of a sign at the Woodlands at Sinking Creek were presented by Kate Hunt. Mr. Decker made a motion to move forward with ordering a sign. There was no second to the motion. Following discussion about the walking trail project, the Supervisors decided to not move forward with any presented quotes for signage on the walking trail project at this time.
- Completed surveys from the Easter Egg Breakfast Event showed the top 3 items that people would like to see in the Township are: *1) Family Activities 2) Kids Activities 3) Walking trails*
- Thompson Hunt has resigned from the Parks & Recreation Board
- Matt Reinhart was recommended for appointment to the Parks & Recreation Board. Mr. Floray made a motion to appoint Matt Reinhart to the Parks and Recreation Board for a 4-year term ending 12/2028. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**

C. Penn's Prairie Park Board

- Mike Troyan requested assistance from the Public Works Dept to clean up fallen trees at the park, indicating that removal fees for fallen trees have been paid in the past, but another has fallen. Mr. Newman asked if a request for assistance had been made with Centre Hall Borough as well, and indicated that the costs and labor for the park, should be shared. Mr. Floray made motion to have the township road crew take care of it. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 5-0.**
- Mr. Decker will set up an Agricultural Committee for the park to review soil samples.

D. Penns Valley EMS –

- Purchasing a demo unit

E. Centre Hall Fire Company

- The last spring Bingo night was a success. The Gun Bingo is this month and costs/labor are being shared with ball teams.

F. Penns Valley Regional Planning Commission

- Hosted a presentation on stream flooding

SOLICITOR REPORT

None

STAFF REPORTS

Public Works Superintendent –

- Maintenance Report
- All sewer and water systems are operating under normal conditions
- Spring crack sealing is completed.
- Water line at Potter Athletic Complex has been fixed

Secretary/Treasurer –

- 2025 First Quarter Right to Know Request Report was distributed
- State and Local Fiscal Recovery Funds Compliance Report – March 2025 completed
- EMS Week Proclamation – May 18-24, 2025 – **EMS Week: We Care. For Everyone**
Mr. Floray set forth a motion to approve the EMS Week Proclamation. Motion seconded by Mr. Newman. **Motions carried unanimously. 5-0.**

OLD BUSINESS

The 2025 mowing and maintenance contract for Potter Run Park was discussed. Mr. Tanis made a motion to approve this year's mowing contract for Potter Run Park with Horner's Landscaping. Motion seconded by Mr. Newman. **Motions carried unanimously. 5-0.**

An Agriculture Security Area application has been received by Dick & Cynthia Decker for Parcel #20-004-,023 & Parcel #20-004-,023C & Parcel #20-004-,023D. No action was taken.

Mr. Roth posed the question as to whether or not the Board would like to continue with the creation of a chicken ordinance. Discussion followed with each Supervisor voicing their opinions. No decisions were made.

Mr. Tanis made a motion to pay two invoices, totaling \$58,000, for the Lower Georges Valley Road Bridge project from the General Fund. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

NEW BUSINESS

The April Zoning Report submitted by Penns Valley Code Enforcement was distributed. No comments.

Mr. Newman made a motion to arrange for Mains Technology to install T-mobile or a wireless backup for the office. Motion was seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**

BOARD / STAFF OTHER MATTERS

- Centre Hall Fire Company Meeting Minutes – March 11, 2025
- Centre Hall-Potter Sewer Authority Meeting Minutes – March 12, 2025
- Thank you letter from Partnership for Penns Valley Library Services for 2025 monetary contribution

ACTION ITEMS

- Emergency Management Coordinator Vacancy + Stipend – No action taken
- Cameras – Sewer & Water Facilities; Potter Run Park; Penn Prairie Park – Mike Troyan will obtain quotes from Mains Technology for cameras at Penn Prairie Park
- Public Sewer & Water Monthly Fees for 2026 – No action taken
- Zoning Permit Fees for 2025-2026 – No action taken. Board requested another copy of formula worksheet
- Engineering Fees for General Solicitor Expenses – Invoice/Memorandum of Understanding for Reimbursement – No action taken
- Social Media Policy

- Mains Technology Service Agreement – Signed Copy Required – A new copy will be provided to company
- Civic Plus – Mr. Roth is working with a representative

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 8:45 p.m. to begin an Executive Session. Mr. Roth closed the Executive Session to return to the Business Meeting.

ADJOURNMENT

The meeting was adjourned.

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, CGA
Township Secretary