

**POTTER TOWNSHIP BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**April 21, 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  
Lisa Kroner, Secretary/Treasurer  
Hannah Dillard, Solicitor

**ATTENDEES**

Chris Kunes, Sue Mazza, Dave Henning, Christine Zoerner

**CALL TO ORDER**

Chair Roth called to order the Monday, April 21, 2025, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

Chris Kunes, developer of Nittany Business Park, stated they have made efforts to realign access to the land through an adjacent lot purposefully to make it safer. PennDOT and the township's traffic engineer believe there is a need for a traffic signal. They are now suggesting that a deceleration lane be included on right side approaching entrance. Driveway access is adequate for what is currently going on. The project is being held up due to extra suggested requirements by PennDOT and the traffic engineer. Mr. Kunes would like to work cooperatively to move forward with the project.

**SPECIAL PRESENTATION**

Christine Zoerner, auditor from Baker Tilly, provided an annual audit report, and discussed the completed 2024 Municipal Annual Audit and Financial Report, and Financial Statements and Supplementary Information. She noted that any Pennvest loan requires additional audits.

**PUBLIC HEARING**

At 7:50pm Mr. Tanis made a motion to recess into a Public Hearing for the consideration and adoption of Ordinance 2025-01 An ordinance of the Township of Potter, Centre County, Pennsylvania, to amend and augment Chapter 220 – Zoning, Article III - District Regulations, and Article V – Conditional Uses, to permit as a conditional use in the agricultural district, distilleries, tasting rooms, and related horticultural tourism activity uses. Mr. Newman motioned for a continuance of the hearing until the Board has a chance to review the comments from Ray Stolinis at Centre County Planning Office. Motion seconded by Mr. Floray. **Motion carried unanimously. 5-0.** The Public Hearing was closed at 8:05 p.m. and moved back to the regular meeting.

## **CONSENT AGENDA**

Mr. Decker motioned to approve the minutes of the April 7, 2025 Business Meeting, payment vouchers and March 2025 Financial Report. Mr. Tanis seconded the motion. All motions for Consent Agenda items were carried unanimously.

## **COMMITTEE REPORTS**

- A. Planning Commission
  - Melissa Hamsher has resigned from the Board.
  - Engineer Don Franson has provided comments on the sidewalk ordinance.
  - The Decker Valley Road Subdivision project was reviewed.
- 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
  - Researching purchase of a new chassis for the brush truck
- F. Penns Valley Regional Planning Commission
  - Centre County is updating the land use map for 2035
  - The Rt. 45 Scenic Byways is part of the Governor's initiatives
  - Annual picnic is July 23<sup>rd</sup>. Clearwater Conservancy will present on floodplain mitigation

## **SOLICITOR REPORT**

Solicitor Dillard announced that an Executive Session was held on April 15, 2025 for the purpose of privileged and confidential discussion between the Solicitor and the Board concerning legal advice to be disseminated and various personnel matters.

## **STAFF REPORTS**

### *Public Works Superintendent –*

- Construction activities include crack sealing, PAC water line repair, Shunk Road realignment and GIS Mapping
- All sewer and water systems are operating under normal conditions
- Mr. Roth requested an updated spreadsheet on bridge project dates and funds

### *Secretary/Treasurer –*

- All delinquent sewer and water accounts previously sent for legal action have been paid in full.
- The agenda for tonight's meeting was updated and posted to the website at noon today.

## **OLD BUSINESS**

Replacement of the Lower Georges Valley Road Bridge will commence on May 6, 2025. The end of construction will be September 2025. The Pennsylvania Infrastructure Bank (PIB) loan requires payment requests from the contractor. The requests will be made twice a month. Mr. Roth made a motion to permit David Boliek to approve the payments in PennDOT's ECMS system.

## **NEW BUSINESS**

The 2025 mowing and maintenance contracts for Country Club Park ground and Potter Run Park were discussed. Mr. Tanis made a motion to approve this year's mowing contract for Country Club Park to Horner's Landscaping. There is no price increase per mowing. Motion seconded by Mr. Decker. Mr. Tanis motioned to

reject John Smith's proposal for mowing and labor at Potter Run Park and contact Mr. Horner for a quote. Motion seconded by Mr. Newman. **Motions carried unanimously. 5-0.**

There was a waterline break at the Potter Athletic Complex from breakers being turned off over the winter. Mr. Newman made a motion to remit an invoice to United Baseball (lessee) for the parts and labor to repair the damage. Motion seconded by Mr. Tanis. **Motion carried unanimously. 5-0.**

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

None

#### **ACTION ITEMS**

Solicitor Dillard presented **Resolution R-2025-05** - Establishing a Records Retention Policy for Audio Recordings of Public Meeting Minutes for adoption. On a motion by Mr. Newman, seconded by Mr. Floray and **carried unanimously**, the Board adopted Resolution R-2025-05.

Solicitor Dillard presented **Resolution R-2025-06** - Declaration of Intent to Follow the Schedules and Procedures for Disposition of Records as Set Forth in the Municipal Records Manual. The new resolution by its terms, specifically Paragraph 5, on page 2, provides that it will repeal and replace any prior resolutions "to the extent necessary to give this resolution full force and effect." The new resolution appropriately reflects current law, as Act 428 of 1968 was repealed, then later amended and replaced with 53 Pa. C.S. §§1381-1389, and the manual currently in effect was significantly amended on March 28, 2019. On a motion by Mr. Newman, seconded by Mr. Decker and **carried unanimously**, the Board adopted Resolution R-2025-06.

#### **EXECUTIVE SESSION**

Mr. Roth made a motion to recess the meeting at 8:20 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