

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
May 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

Jim Gregory, Skip Collins, Nick Millard, Matt Reinhart, Mike Troyan, Andrew Reed, Georgie Bennett

CALL TO ORDER

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

PUBLIC COMMENT

Jim Gregory presented information about Conservative Energy Network-Pennsylvania, an organization committed to cultivating a future where energy is secure, reliable, affordable and locally produced, ensuring the prosperity and well-being of all Pennsylvanians.

John Collins, a resident of Potter Township, expressed interest in serving as a liaison with PennDOT regarding the acquisition of the Potter Athletic Complex as part of the State College Area Connector project. Mr. Floray made a motion to approved Mr. Collins to advise the Board of Supervisors on PennDOT related matters, but not to communicate directly with PennDOT or any other third party entities. Motion seconded by Mr. Tanis.

Vote in favor was unanimous. 5-0

Andrew Reed, PennTerra Engineering, presented Decker Valley Road Subdivision plans for discussion. Barnes Lane Development plans to create 14 lots at 2 acres minimum lot size. Mr. Reed is requesting signatures on the Sewage Facilities Planning Module for this project. Mr. Roth denied the request for approval due to the item not appearing on the meeting agenda.

CONSENT AGENDA

Mr. Floray motioned to approve the minutes of the May 5, 2025 Business Meeting with changes by the Board and revisions suggested by Solicitor Dillard. Mr. Decker seconded the motion. Mr. Floray then motioned to approve the payment vouchers. Motion seconded by Mr. Newman. All motions for Consent Agenda items were carried unanimously.

COMMITTEE REPORTS

- A. Planning Commission
 - No new report
- B. Parks & Recreation
 - John “Skip” Collins was recommended for appointment to the Parks & Recreation Board. Mr. Decker made a motion to appoint John Collins to the Parks and Recreation Board for a 2-year term ending 12/2027. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**
 - A 2nd quarter newsletter has been published
 - A ¼ mile trail has been marked out in orange and a video was made of the area.
 - Nick Millard discussed sign options/quotes. Mr. Newman suggested an Eagle Scout project.
- C. Penn’s Prairie Park Board
 - Mr. Roth has obtained a quote for cameras at the park. The quotes will be provided to Mr. Troyan.
- D. Penns Valley EMS –
 - New ambulance has arrived and should be in service by mid June
- E. Centre Hall Fire Company
 - Pavilion has been constructed and available to rent for free
- F. Penns Valley Regional Planning Commission
 - No report

SOLICITOR REPORT

No new report.

STAFF REPORTS

Public Works Superintendent –

- Shunk Rd project construction continues with rough grading almost completed.
- All sewer and water systems are operating under normal conditions
- Brush collection and the bulk waste event was completed.
- Road markings and measurements were completed for mill and fill totaling approximately 6000 sqyds.

Secretary/Treasurer –

- All requested documents have been sent to the premium auditor for completion of the Worker’s Compensation audit.
- Two Open Records requests have been fulfilled since the last meeting.
- Request for signatures on a 2024 Audit Closeout letter presented. Mr. Decker made a motion to sign the letter for Baker Tilly. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 5-0.**
- Mr. Newman made a motion to sign a JSSB transfer slip to transfer \$58,000.00 from the General Fund to the Lower Georges Valley Road Bridge Fund; and approve authorization to add the Lower Georges Valley Road Bridge Fund to the existing internet banking. Motion seconded by Mr. Floray.
Vote in favor was unanimous. 5-0.

OLD BUSINESS

Mr. Decker has secured two residents to serve on a newly formed agricultural committee, which is a requirement of the Tri-Municipal Park Farmland Lease. They will monitor samples of the ground to ensure nutrients aren’t depleted from farming in efforts to be good stewards of the land by protecting water and soil.

Quickbooks Budget vs Actual reports for 2024 and 2025 Q1 were provided to the Board.

NEW BUSINESS

Resolution R-2025-07 was presented for consideration and adoption. This resolution authorizes Potter Township to enter into a loan agreement with the PA Infrastructure Bank and appoints Glenn Roth, Chairman of the Board of Supervisors, to execute any documents needed to finalize said loan on behalf of Potter Township. Mr. Newman made a motion to adopt **Resolution R-2025-07**, authorizing Potter Township to enter into a loan agreement with the PA Infrastructure Bank and appoint Glenn Roth to execute any documents needed to finalize said loan. Motion seconded by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

There are two vacancies on the Zoning Hearing Board that need to be filled as soon as possible.

Mr. Roth suggested that any social media coming from the Township should have comments turned off. This will be addressed in a future social media policy.

Mr. Decker suggested the Board send a letter of support for an interchange in the PCI District as part of the State College Area Connector project. Mr. Tanis made a motion to assign to Mr. Decker the task of drafting a letter that will be reviewed and revised by the other Supervisors before sending. Mr. Floray seconded the motion. **Vote in favor was unanimous. 5-0.**

The Centre County Metropolitan Planning Organization offered financial support in the amount of \$153,032.00 for the Lower Georges Valley Road Bridge project. Currently, this project has come in under budget. After discussion on the grant funds from the CCMPO, Mr. Floray set forth a motion to defer acceptance of the grant and redirect the funds for another municipality to utilize. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 5-0.**

BOARD / STAFF OTHER MATTERS

- Centre Hall-Potter Sewer Authority Meeting Minutes – April 9, 2025

ACTION ITEMS

- Emergency Management Coordinator Vacancy + Stipend - No action taken
- Cameras – Sewer & Water Facilities; Potter Run Park; Penn Prairie Park – A quote for Penns Prairie Park location will be reviewed
- Public Sewer & Water Monthly Fees for 2026 - No action taken
- Zoning Permit Fees for 2025-2026 - No action taken
- Engineering Fees for General Solicitor Expenses – Invoice/Memorandum of Understanding for Reimbursement - No action taken
- Social Media Policy – No action taken
- Mains Technology Service Agreement – Signed Copy Required – No update
- Civic Plus – Mr. Roth investigating capabilities of software.

EXECUTIVE SESSION

Mr. Roth made a motion to recess the meeting at 8:15 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