

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, May 4, 2026
124 Short Road, Spring Mills, Pennsylvania

**ATTENDED BY –
BOARD:**

Glenn Roth, Chair
Ryan Newman, Vice Chair
Scott Floray
Jacob Tanis, III
Amy Lake

STAFF:

David Boliek, Public Works Superintendent
John Bee, Solicitor
Sharon Meyers, Temporary Assistant Township Secretary

CALL TO ORDER:

Chairman Roth called to order the May 4, 2026, regular meeting of the Potter Township Board of Supervisors at 7:00 p.m. and led those in attendance in the Pledge of Allegiance.

ANNOUNCEMENT:

The Board of Supervisors met in Executive Session during the April 20, 2026, regular meeting to discuss a personnel matter.

PUBLIC OPEN DISCUSSION:

Ms. Georgie Bennett inquired about the status of the Township Secretary vacancy. Chairman Roth stated that the Township had received two applications; however, one applicant withdrew, and the remaining applicant could not be interviewed due to qualifications and prior experience.

NEW AGENDA ITEMS:

Mr. Newman moved to add an agenda item concerning the termination of easements within the Country Club Park Development, noting that the request to include the item had been overlooked before the agenda was posted.

Mr. Floray seconded the motion.

Motion carried unanimously.

Mr. Bob Myers from Hawbaker Engineering presented termination of easement documents for Chairman Roth's signature. He explained that the easements pertained to utility lines that had been abandoned in place and that terminating the easements would help clean up future subdivision plans for development.

Mr. Myers also reminded the Board that the Potter Township Board of Supervisors had previously signed a Memorandum of Understanding (MOU) pursuant to the Centre County Subdivision and Land Development Ordinance. Township Solicitor Mr. Bee stated that he had reached out to the County Solicitor regarding the MOU but had not yet received a response. Chairman Roth indicated he would discuss the matter further with the Township Solicitor during Executive Session and then follow up with Mr. Myers.

Mr. Newman moved to execute the termination of easement agreement for the abandoned utility lines within the Country Club Park Development.

**Mr. Floray seconded the motion.
Motion carried unanimously.**

SPECIAL PRESENTATION: No *Special Presentation* was presented.

PLANS: No *Plans* were presented.

CONSENT AGENDA:

CA-1 Minutes, Approval of

- a. April 20, 2026, Regular Meeting

Mr. Floray made a motion to approve the April 20, 2026, Potter Township Board of Supervisors Regular Meeting Minutes as presented.

Mr. Tanis seconded the motion.

Motion passed with a vote of 3:0:2 with Chairman Roth and Mr. Newman abstaining due to absence from the April 20, 2026 meeting.

CA-2 Correspondence, Receipt/Approval of

- a. Penns Valley Code Enforcement Report, dated April 30, 2026

CA-3 Action Item, Approval

- a. Exonerations for 2026/Per Cap Removal for 2027, dated March 17, 2026, provided by Wendy Nolf, Potter Township Tax Collector
- b. Exonerations for 2026/Per Cap Removal for 2027, dated April 28, 2026, provided by Wendy Nolf, Potter Township Tax Collector
- c. Exoneration for Moyer, dated March 24, 2026, provided by Mark Kellerman, Chief Assessor

Mr. Newman made a motion to approve all 2026 Exonerations and 2027 Per Cap Removal as provided by the Potter Township Tax Collector and the Centre County Chief Assessor.

**Mr. Floray seconded the motion.
Motion carried unanimously.**

The Board also discussed the cost associated with developing the Per Cap analysis. Chairman Roth stated that he would reach out to the Tax Collector to obtain additional information requested by the Board for further consideration.

REPORTS:

R-1 Committee Reports

- a. **Planning Commission** – No report
- b. **Parks & Recreation Board** – No report

- c. **Penns Valley EMS** – No report
- d. **Centre Hall Fire Company** – No report
- e. **Penns Valley Regional Planning Commission** – No report

f. Penn’s Prairie Park Board

Mr. Newman reported that the park’s Grand Opening was very well attended and positively received. He added that gravel had been added to the roadway as a temporary improvement, although some stormwater concerns still need to be addressed. The Board congratulated the Park Board on a successful event and commended them for their efforts.

R-2 Solicitor Report

Mr. Bee reported nothing for public discussion from the Solicitor.

R-3 Staff Reports

Mr. Boliek reported that Blackbear Fiber service is now operational and that Comcast service may be discontinued. Chairman Roth requested an update regarding the Township truck currently at the upfitter. Mr. Boliek stated that delivery is anticipated in July or August and also provided a brief update on other fleet vehicles.

OLD BUSINESS:

OB-1 DCED Multimodal Grant

The Board discussed several roads which could potentially be included in the DCED Multimodal Grant application including, Cider Press Road, Geary Road, Rimmey Road, Lower Georges Valley Road, McCool Road, Airport Road, Red Mill Road and the stream crossing at Mountain Back Road.

Supervisor Tanis exited the meeting at 7:30pm

Following discussion, the Board reached a consensus to include improvements and/or paving for Goodhart Road, Geary Road, Red Mill Road, and Cider Press Road in the grant application.

NEW BUSINESS:

NB-1 Determination of Fee for Township Hourly Employees

Mr. Boliek stated that the fee determination required as part of the PennDOT Agility Agreement. He noted that the Township Fee Schedule currently lists this fee as “to be determined,” and an hourly rate must now be established. Mr. Boliek further explained that the proposed agreement requires accounting for equipment costs and employee labor rates associated with the work to be performed under the Agility Agreement.

Mr. Floray made a motion to establish the Township hourly labor rate of \$50.00 per hour for Township employees working under the Agility Agreement and also to add the rate to the Township Fee Schedule.

Mr. Newman seconded the motion.

Motion carried unanimously.

NB-2 Agility Agreement – Upper Brush Valley Road Mowing & Maintenance of Route 322 Roundabout

No further discussion was held.

BOARD/STAFF OTHER MATTERS: No *Other Matters* were presented.

Chairman Roth recessed the regular meeting at 7:42 p.m. and entered into executive session to discuss a legal matter.

Chairman Roth reconvened the regular meeting at 8:55 p.m.

ADJOURNMENT:

Chairman Roth called for a motion to adjourn the meeting.

**Mr. Floray moved to adjourn the May 4, 2026, Regular Potter Township Board of Supervisors Meeting.
Mr. Newman seconded the motion.**

The May 4, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 8:56 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary