POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, June 15, 2026
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY –	
BOARD:	Glenn Roth, Chair Ryan Newman, Vice Chair Scott Floray Amy Lake Jacob Tanis, III
STAFF:	David Boliek, Public Works Superintendent John Bee, Solicitor Sharon Meyers, Temporary Assistant Township Secretary

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CALL TO ORDER:
Chairman Roth called to order the June 1, 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 June 1, 2026, regular meeting to discuss personnel matters.

PUBLIC OPEN DISCUSSION: No *Public Open Discussion* was presented.

NEW AGENDA ITEMS: No *New Agenda Items* were added to the agenda.

SPECIAL PRESENTATION: No *Special Presentation* was presented.

PLANS: No *Plans* were presented.

CONSENT AGENDA:

CA-1 Minutes, Approval of

a. June 1, 2026, Regular Meeting

Mr. Newman made a motion to approve the June 1, 2026, Potter Township Board of Supervisors Regular Meeting Minutes as presented.
Mr. Floray seconded the motion.
Motion carried unanimoulsy.

CA-2 Correspondence, Receipt/Approval of

a. Centre Hall Fire Company April 2026 Meeting Minutes – received June 3, 2026

Mr. Newman made a motion to authorize the exectution of all associated payments as presented.
Mr. Floray seconded the motion.
Motion carried unanimously.

CA-3 Action Item, Approval

a. Pavement Waiver Request dated May 27, 2026 from Hawbaker Engineering regarding Cedar Run Subdivision

Mr. Bob Myers from Hawbaker Engineering presented the pavement waiver request. He explained that the owners are willing to complete the base course, culvert work, and wearing course on the existing streets within Country Club Park, as well as the top coat on Park Drive and the existing portion of Ridge Avenue. Under the proposal, the Township would complete the top coat and driveway tie-ins on Valley Avenue and on Ridge Avenue from the Valley Avenue intersection to the proposed cul-de-sac.

Chairman Roth suggested that Mr. Myers and Mr. Boliek prepare a detailed project summary identifying the roadway segments to be completed and the respective responsibilities and quantities for each party. Mr. Floray recommended approval of the waiver request subject to conditions, including review by the Township Solicitor.

Mr. Floray made a motion to approve the Pavement Waiver Request submitted by Hawbaker Engineering for the Cedar Run Subdivision, subject to the following conditions:

1. **The revised waiver request, including cost estimate, shall be reviewed by the Township Solicitor.**
2. **Should the Township's portion of the project exceed $80,000.00, any remaining costs shall be shared equally between the Township and the owner.**

Mr. Tanis seconded the motion.
Motion carried unanimoulsy.

Chairman Roth requested that the Memorandum of Understanding regarding the Cedar Run Subdivision be moved forward on the agenda. The Board agreed to proceed with Item OB-1.

OLD BUSINESS:

OB-1 Memorandum of Understanding – Cedar Run

Mr. Myers presented the Memorandum of Understanding for the Cedar Run project for the Board's consideration and execution.

Mr. Newman made a motion to approve and execute the Memorandum of Understanding for the Cedar Run project.
Mr. Tanis seconded the motion.
Motion carried unanimoulsy.

CONSENT AGENDA (continued)

CA-3 Action Item, Approval

b. Township to Purchase One-Foot Bucket for Backhoe - $1,630.00

Mr. Boliek requested authorization to purchase a one-foot bucket for the Township backhoe to assist with stump removal. Mr. Newman suggested considering a stump ripper attachment. Mr. Boliek noted that a stump ripper is a single purpose tool, whereas a bucket could be used for a variety of projects in addition to stump removal.

Mr. Floray made a motion to approve the purchase of a one-foot bucket for the backhoe at a cost of $1,630.00.
Mr. Tanis seconded the motion.
Motion carried unanimoulsy.

REPORTS:

R-1 Committee Reports

a. Planning Commission

Ms. Lake reported that the Planning Commission agreed with the Board's recommendation that the Township Solicitor prepare a draft Data Centers Ordinance for review by the Planning Commission.

Ms. Georgie Bennett, a Potter Township resident, inquired whether the Township could prohibit the development of data centers. Mr. Floray explained that the Township cannot completely prohibit data centers but may establish zoning regulations restricting such facilities to designated zoning districts, and in the protection of the public.

Ms. Lake further reported that the Planning Commission recommended permitting methadone clinics only within the Planned Commercial Industrial (PCI) District. She also noted that the Commission discussed the Special Event Ordinance.

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. Boliek reported that the crew has been working at the park clearing stones and performing general site cleanup.

R-2 Solicitor Report

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

R-3 Staff Reports

Mr. Boliek reported that approximately seventy (70) trees along Decker Valley Road have been identified as potential hazards to the long-term integrity of the roadway. Chairman Roth noted that he, Mr. Newman, Mr. Boliek, and Mr. Lucas Parke of EDS Group conducted a site review of Decker Valley Road. During the inspection, they identified five separate roadway sections utilizing different surface treatments, including pavement, tar and chip, and gravel. Measurements were taken, and several areas were identified where future shoulder and roadway deterioration may occur.

Mr. Boliek reported that the road crew has expressed interest in transitioning to a four day work week, consisting of four ten-hour days. Chairman Roth suggested discussing the matter further during executive session, as it involves personnel matters.

Mr. Newman reported that he met with the Township Treasurer and completed the FHWA-536 form and Act 13 reporting requirements. He also noted that the Treasurer reviewed recent QuickBooks updates and modifications. Mr. Newman added that an interview for the vacant Secretary position was scheduled later in the week and that he was awaiting a response from an additional applicant before scheduling another interview.

OLD BUSINESS:

OB-2 Memorandum of Understanding – Yearick Properties

Mr. Phil DeHaas from PennTerra Engineering presented the Memorandum of Understanding for the Yearick Properties project for Board consideration and execution.

Mr. Newman made a motion to approve and execute the Memorandum of Understanding for the Yearick Properties Subdivision.
Ms. Lake seconded the motion.
Motion carried unanimoulsy.

NEW BUSINESS:

NB-1 Request for Planning Waiver – Yearick Properties

Mr. DeHaas presented a request for a Planning Waiver for the proposed four-lot Yearick Properties Subdivision. He stated that the proposed subdivision has adequate infrastructure and facilities to support the development as discussed previously.

Mr. Newman made a motion to approve the Planning Waiver Request for the Yearick Properties Subdivision.
Mr. Floray seconded the motion.
Motion carried unanimoulsy.

NB-2 Wilderness 101 – July 25, 2026 – Bicycle Road Use Request

Mr. Newman stated that the permit request had already been approved; however, the Township requested that representatives from Wilderness 101 attend a meeting to provide an overview of the event. Given that Wilderness 101 is an annual event, he suggested that the event coordinator meet the Board and provide a brief presentation regarding the organization and its activities.

BOARD/STAFF OTHER MATTERS:

Mr. Floray reported that the Centre Hall Fire Company requires the appointment of two Potter Township Supervisors to serve on its Tax Committee. He noted that Mr. Decker currently attends the meetings but is no longer a Township Supervisor. Mr. Floray stated that the next committee meeting is scheduled for July 15, 2026.

Chairman Roth requested that the appointment be placed on the next Board of Supervisors meeting agenda. Staff confirmed that the item would be added.

Chairman Roth recessed the regular meeting at 7:38 p.m. and entered into executive session to discuss a personnel matter.

Chairman Roth reconvened the regular meeting at 8:32 p.m.

ADJOURNMENT:

Chairman Roth called for a motion to adjourn the meeting.

Mr. Newman moved to adjourn the June 15, 2026, Regular Potter Township Board of Supervisors Meeting.
Mr. Tanis seconded the motion.

The June 15, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 8:33 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary