

POTTER TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES
December 15, 2025
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY:

BOARD: Glenn Roth, Chair
Ryan Newman, Vice-Chair
Dick Decker
Scott Floray

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

ATTENDEES

Amy Lake, Georgie Bennett

CALL TO ORDER

Chair Roth called to order the Monday, December 15, 2025, Business Meeting of the Potter Township Board of Supervisors at 7:00 PM, followed by the Pledge of Allegiance.

PUBLIC COMMENT

Georgie Bennett questioned why there is extra cinders on the road during an after a snowstorm.

CONSENT AGENDA

Mr. Floray motioned to approve the minutes of the December 1, 2025 Business Meeting with the redlines made by Solicitor Dillard and Solicitor Bee, as well as the payment vouchers and November 2025 Financial Report. Mr. Newman seconded the motion. All motions for Consent Agenda items were carried unanimously. The revised minutes with redlines will be provided to the Secretary via email after the meeting.

COMMITTEE REPORTS

- A. Planning Commission
 - No update or new business
- B. Parks & Recreation Board
 - No update or new business
- C. Penn's Prairie Park Board
 - No update or new business
- D. Penns Valley EMS
 - No update or new business
- E. Centre Hall Fire Company
 - No update or new business
- D. Penns Valley Regional Planning Commission
 - No update or new business

SOLICITOR REPORT

A draft ordinance regarding Real Estate Tax Exemption for volunteer fire fighters is in progress. Mr. Roth spoke with Brian Tice regarding the Real Estate Tax Exempt for Volunteer Fire Fighters ordinance. They agree that if this is to be enacted it should be unified in Penns Valley.

Resolution R-2025-19, regarding appointing a special consultant, was presented for consideration and adoption. This resolution appoints Mr. John Collins as a special consultant to assist in discussions with the Pennsylvania Department of Transportation (PennDOT) regarding section 4(f) mitigation and just compensation on the State College Area Connector project as it impacts the Potter Athletic Fields.

Mr. Newman made a motion to adopt the resolution to appoint John Collins as a special consultant. Motion seconded by Mr. Floray. **Vote in favor was unanimous. 4-0**

This item was not previously on the agenda and requires an amendment to the agenda before action. Mr. Newman made a motion to amend the agenda to add **Resolution R-2025-19**, regarding appointing John Collins as a special consultant. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 4-0**

STAFF REPORTS

Public Works Superintendent –

- Country Club Park Sewer & Water systems are operating under normal conditions
- Dirt & Gravel Grant Phase 2 project closed out
- Glenn O. Hawbaker mobilized to assist with snow removal

One bid was received for the 2026 Diesel Fuel Proposal and Contract. Nittany Energy has provided a bid for low diesel fuel prices for 2026. Mr. Decker made a motion to accept the pricing for low sulfur diesel submitted by Nittany Energy, Inc. Second by Mr. Floray. **Vote in favor was unanimous. 4-0**

Secretary/Treasurer –

- An SEO Fee Schedule was submitted by Justin Dashem. A few of the sewage management plan fees were discussed. Mr. Roth made a motion to contact all SEO's in Centre County requesting a letter of interest and their Fee Schedule. The Sewage Enforcement Officer will be appointed at the January 5, 2026 reorganization meeting. Motion seconded by Mr. Newman. **Vote in favor was unanimous. 4-0**

OLD BUSINESS

PennDOT has responded in writing to the letter from the Board of Supervisors requesting alternative mitigation to the proposed landscape planting plan. The Department will pay full market value for the required right-of-way acquisition. The Department also offered response to the Township's proposed mitigation.

There was no update on the draft Sidewalk Ordinance.

Additional revisions to the draft Distilleries, Tasting Rooms, and Related Horticulture Tourism Activity Ordinance will be reviewed and discussed in an Executive Session at the end of tonight's meeting.

NEW BUSINESS

Request for Per Capita Exonerations for 2025 and removals for 2026 (those misclassified (i.e., moved, deceased, double assessed) was presented for approval. Mr. Newman made the motion to approve the list for Per Capita Exonerations for 2025 and removals for 2026 as presented by Tax Collector Wendy Nolf. Mr. Floray seconded the motion. **Vote in favor was unanimous. 4-0.**

The November Zoning Report submitted by Penns Valley Code Enforcement was distributed.

Mr. Newman motioned to approve disbursement of payment for invoices due by January 5, 2026; and approve to continue Staff and Authority/Board/Commission Appointments thru January 5, 2026. Motion seconded by Mr. Decker. **Vote in favor was unanimous. 4-0**

Potter Township wishes to recognize Dick Decker for his 18 years of service as a Supervisor to the township and its residents. Mr. Decker was presented with a Service Recognition Certificate to celebrate his commitment and service that has helped shape our community.

BOARD / STAFF OTHER MATTERS

- Centre Hall Fire Company Meeting Minutes – October 14, 2025
- Centre Hall Fire Company Annual Banquet Invitation

ACTION ITEMS

- Cameras – Sewer & Water Facilities; Potter Run Park; Penn Prairie Park – No action taken
- Zoning Permit Fees for 2026 – No action taken
- Engineering Fees for General Solicitor Expenses – Invoice/Memorandum of Understanding for Reimbursement – No action taken
- Social Media Policy - Include verbiage for the Parks and Recreation Board rules – No action taken
- Mains Technology Service Agreement 2023 – Signed Copy Required – A new 2025 agreement will be provided to the Township
- Civic Plus & Muncity Software Presentations – Schedule for January or February 2026
- Agricultural Preservation – Formula for Calculating Monetary Commitment

EXECUTIVE SESSION

At 7:14 pm Mr. Roth made a motion to recess into executive session to receive legal counsel on the Distilleries, Tasting Rooms, and Related Horticulture Tourism Activity Ordinance.

ADJOURNMENT

The executive session ended at 7:34 pm. Mr. Decker motioned to close the meeting, seconded by Mr. Newman.

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, CGA
Township Secretary