POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, July 20, 2026
124 Short Road, Spring Mills, Pennsylvania

ATTENDED BY –

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

CALL TO ORDER:
Vice Chairman Newman called to order the July 20, 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: No *Announcements* were made.

PUBLIC OPEN DISCUSSION: No *Public Open Discussion* was brought forward.

NEW AGENDA ITEMS:

Mr. Floray made a motion to add the approval and execution of the Dashem Subdivision Sewage Facilities Planning Module to the July 20, 2026 Potter Township Board of Supervisors agenda.
Ms. Lake seconded the motion.
Motion carried unanimously.

Mr. Justin Dashem presented the Sewage Facilities Planning Module for the previously approved Dashem Subdivision and requested the Board's approval and signatures.

Mr. Floray moved to approve and execute the Sewage Facilities Planning Module for the Dashem Subdivision.
Ms. Lake seconded the motion.
Motion carried unanimously.

SPECIAL PRESENTATION:

SP-1 Centre Hall Area Branch Library Expansion and Update

Ms. Vickie Barnett, Mr. Rhonda Rumbaugh, Ms. Linda Billingsley, and Ms. Denise Sticha introduced themselves and explained their respective roles with the Centre County Library. Ms. Barnett provided a brief history of the expansion project and presented updated renderings of the proposed Centre Hall Area Branch Library expansion project.

Ms. Barnett stated that, following the completion of a consultant-led needs assessment, it was determined that the library would experience declining usage and become stagnant if it continued operating in its current configuration.

The Library Board considered three expansion options and ultimately selected a plan that would add an addition to the rear of the existing building. The expansion will approximately double the size of the facility, allowing wider spacing between bookshelves to improve accessibility for wheelchairs. The redesign will also provide dedicated spaces for meetings, book clubs, and the continuation of the elementary reading program. Additional improvements include updated technology and a new HVAC system.

Ms. Barnett stated that the project is estimated to cost approximately $2.5 million. Funding includes a Keystone Grant of $750,000, which requires a dollar-for-dollar municipal match that has been approved by the Centre County Board of Commissioners, as well as a $750,000 award from the Hamer Foundation. The Library Board continues to actively pursue additional grants and other funding opportunities.

Ms. Barnett requested that the Township help promote the project by sharing updates through the Township website and newsletter. The Board agreed, and Mr. Newman stated that he would work with the Township Webmaster to keep the residents informed.

PLANS:

P-1 Sketch Plans for Proposed Mountain View Estates – Tax Parcel 20-005-026

Mr. Tom Jacobs and Mr. Chris Dochat presented sketch plans, for discussion only, regarding the proposed Mountain View Estates residential development. Mr. Jacobs explained the proposed 113-acre development, located along SR 45 just west of Homan Lane, will consist of 220 single family homes. Two alternative conceptual layouts were presented for the Board's discussion.

The first layout complies with current Potter Township ordinances and includes approximately one-third-acre lots, similar in design to the Horizon at Brush Valley development.

Mr. Dochat described the second concept as being aimed at providing more affordable housing. Mr. Jacobs explained that this plan consolidates the same 220 homes onto lots approximately twenty percent smaller than those in the ordinance-compliant layout. The reduced lot sizes would create larger, more concentrated areas of contiguous open space and a wider buffer between the development and the Grange Fairgrounds. This concept is similar to the Deerhaven development in Walker Township.

The Supervisors questioned whether adequate water and sewer capacity exists to serve the proposed development. Mr. Jacobs responded that water capacity is sufficient; however, although sewer capacity is available, the existing gravity system ends just short of the site, requiring the construction of a pump station.

The Board also had a discussion regarding a traffic study and whether a traffic signal would be required. Mr. Jacobs indicated that the study did not warrant a traffic signal but suggested that turning and deceleration lanes would likely be necessary. Sidewalks within the development and along SR 45 were also discussed.

The Board recommended presenting the sketch plans to the Potter Township Planning Commission at its July 28th meeting. Ms. Lake requested Mr. Jacobs provide the other municipal ordinances referenced during the presentation of the consolidated sketch plan.

CONSENT AGENDA:

CA-1 Minutes, Approval of

a. July 6, 2026, Regular Meeting

Mr. Floray made a motion to approve the July 6, 2026, Potter Township Board of Supervisors Regular Meeting Minutes as presented.
Mr. Tanis seconded the motion.
Motion carried unanimoulsy.

CA-2 Correspondence, Receipt/Approval of

No additional correspondence were presented.

CA-3 Action Item, Approval

a. Township Proposal/List of Surplus Equipment for Municibid

Mr. Boliek requested approval to list the following surplus equipment on Municibid: one zero-turn mower, multiple heavy fence posts, one 2012 truck, and several used traffic signals.

Mr. Floray made a motion to approve the proposed list of Surplus Equipment list for sale on Municibid, with the Board of Supervisors reserving the right to approve, deny, or reject any and all bids.
Ms. Lake seconded the motion.
Motion carried unanimoulsy.

b. Municipal Notification of Planned Land Development for Chapter 102 Permits – Cedar Run Subdivision

Mr. Tanis made a motion to approve and execute the Cedar Run Subdivision Municipal Notification of Planned Land Development for Chapter 102 Permits.
Mr. Floray seconded the motion.
Motion carried unanimoulsy.

REPORTS:

R-1 Committee Reports

a. Planning Commission

Mr. Henning reported that the Planning Commission is aware of the Phase 3 Horizon Subdivision Plan and recently reviewed a minor lot consolidation plan. He added that the Planning Commission intends to provide a recommendation to the Board of Supervisors at the August 3rd meeting regarding the proposed Methadone Clinic Ordinance.

b. Parks & Recreation Board – No report

c. Penns Valley EMS

Mr. Floray reported that Penns Valley EMS is preparing for the Grange Fair. He added that an investigation underway after one of the three tanks serviced during a recent pump-out was found to be empty.

d. Centre Hall Fire Company

Mr. Floray reported that the Centre Hall Fire Tax Committee met and discussed the fire company's construction loan, which carries a 2.6% interest rate and matures in 2032. The committee determined that a conventional mortgage will be required to finance the remaining balance upon maturity.

Mr. Floray also reported that replacement of the engine rescue truck is estimated at approximately $1.4 million, while refurbishing the existing apparatus is expected to cost between $300,000 and $400,000. To help fund the refurbishment, the fire company has sold two storage sheds and plans to sell the 1941 white truck and the 5-ton truck. The original fire truck will not be sold, due to an agreement with the donor family.

e. Penns Valley Regional Planning Commission

Mr. Henning reported that the Penns Valley Regional Planning Commission will meet on Wednesday, July 22, 2026, with a picnic at 6:00pm followed by a discussion on data centers at 6:45pm.

f. Penn's Prairie Park Board – No report

R-2 Solicitor Report

Mr. Bee reported that a draft Data Centers Ordinance is currently underway and will be provided to both the local and county planning agencies and the Board of Supervisors for review and recommendations.

R-3 Staff Reports

Mr. Boliek reported that the Public Works Crew continues work on Decker Valley Road. Tree removal is approximately ninety percent complete, and crews are now cleaning berms and widening sections of the roadway where necessary. He added that upon completion of that project, the crew will move to Cider Press Road to begin stump removal.

Mr. Floray requested that the crew remove the fallen tree on Boal Gap Road when scheduling permits, noting that the Board previously received correspondence regarding the concern.

Mr. Boliek also reported that the Township's new truck is expected to be completed and delivered by the end of the week. Mr. Newman requested photographs of the truck for publication of the Township website.

OLD BUSINESS:

OB-1 Cedar Run Subdivision – Proposed Developer Agreement for Pavement

Mr. Bee requested additional information from Mr. Bob Myers of Hawbaker Engineering regarding the pavement waiver request and subsequent settlement agreement discussions. Although revisions to the waiver were discussed during the June meeting, an updated proposal was not submitted. Mr. Bee added that the Township cannot enter into a settlement agreement, without a defined (capped) financial obligation, because the property involved is not Township property, this is not a public works project, which would require notice, bidding, and impose other legal obligations. Mr. Bee indicated that the Township desired to see the infrastructure completed for the benefit of Township residents, and recognizes that, in light of the property's long and tortured history, some assistance to the present developer may be in order.

The Board discussed the condition previously proposed in conjunction with the payment waiver that, if the Township's share of the paving project exceeded $80,000, any additional costs would be split equally between the Township and the owner. Mr. Bee advised that a settlement agreement requires a fixed contribution amount, rather than open-ended participation, because this is not the Township's project, despite that the streets will ultimately be dedicated to the Township, following completion of planned infrastructure. Following discussion with Mr. Myers and the developer's representatives, the Board considered committing $100,000 toward the paving project.

Mr. Floray made a motion to authorize the Township Solicitor to work with the developer's counsel to prepare a draft settlement agreement for Board approval at the next public meeting. Additionally, the Township will contribute $100,000 toward the

paving of Park Drive, Valley Avenue, and Ridge Avenue, contingent upon inspection and approval by the Township Engineer and Roadmaster.
Mr. Tanis seconded the motion.
Motion carried unanimously.

NEW BUSINESS:

NB-1 Resolution R-26-06 Cedar Run Component 2 Planning Module

Mr. Floray moved to approve and authorize Mr. Newman to execute the Component 2 Planning Module documentation and Resolution R-26-06 for the Cedar Run Subdivision Project.
Ms. Lake seconded the motion.
Motion carried unanimously.

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

Vice Chairman Newman recessed the regular meeting at 8:22 p.m. and entered into executive session to discuss a legal matter.

Chairman Roth reconvened the regular meeting at 8:39 p.m.

ADJOURNMENT:

Chairman Roth called for a motion to adjourn the meeting.

Mr. Tanis moved to adjourn the July 20, 2026, Regular Potter Township Board of Supervisors Meeting.
Ms. Lake seconded the motion.

The July 6, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 8:40 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary