POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, August 3, 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, Township Solicitor Sharon Meyers, Temporary Assistant Township Secretary

CALL TO ORDER:
Chairman Roth called to order the August 3, 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 July 20, 2026, regular meeting to discuss personnel matters.

PUBLIC OPEN DISCUSSION:
Ms. Georgie Bennett asked whether the meeting dates listed on the Township website were accurate, noting that the Board of Supervisors was scheduled to meet on Labor Day. Mr. Newman explained that the Google calendar displayed on the Township website is not currently accurate. He advised that the 2026 Supervisors page should be referenced for meeting dates and agendas until the calendar can be corrected.

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. July 20, 2026, Regular Meeting

Mr. Newman made a motion to approve the July 20, 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. Email from Randy Hedgeland dated July 21, 2026, regarding a request to lower the speed limit on Tusseyville Road.

Chairman Roth stated that the current speed limit on Tusseyville Road is 45 mph and that the resident is requesting that it be recuced to 30 mph. He inquired about the process for reducing the speed limit. Mr. Boliek confirmed that a traffic study would need to be conducted.

b. June Centre Hall Fire Company Meeting Minutes dated June 9, 2026, and authorization of payments, if needed.

Chairman Roth acknowledged receipt of the meeting minutes and added that the matter will be discussed during reports.

c. Letter received from Penns Valley Penguins dated July 14, 2026, regarding a request for support to repair the Millheim Pool at Soldiers and Sailors Memorial Park

Chairman Roth stated that the Board has declined similar requests in the past and does not support third-party projects.

Mr. Newman made a motion that the Township not provide support to a third-party organization.
Mr. Floray seconded the motion.
The motion carried unanimously.

CA-3 Action Item, Approval

a. Ratification of New Agenda Item and Action for the Dashem Subdivision Planning Module during the July 20, 2026 Board of Supervisors meeting.

Mr. Newman made a motion to ratify the addition of the agenda item and the motion to approve and execute the Planning Module for the Dashem Subdivision.
Mr. Floray seconded the motion.
Motion carried unanimoulsy.

b. The Horizon at Brush Valley Phase 3 Final Memorandum of Understanding

Mr. Newman stated that an email had been received from the Township Engineer recommending approval. However, due to the short notice the Board's inability to adequately review the recommendation, the Memorandum of Understanding will be added to the August 17, 2026, meeting agenda.

c. Revised Treaster Kettle Road Memorandum of Understanding and Corresponding Resolution

Mr. Bee stated that, after nearly two years of discussions, the Memorandum of Understanding (MOU) has been finalized. He explained that the MOU reflects the property owners' intent to dedicate Treaster Kettle Road to the Township and the Township's acceptance and recognition of that dedication.

Mr. Bee further explained that there is insufficient evidence to establish that the entire road was previously dedicated to the Township. However, the resolution also recognizes that the road has been regularly used by the public for an extended period of time. He stated that acceptance of the road's dedication is in the best interest of all parties involved. Mr. Bee recommended that the Board adopt Resolution R-07-26 and authorize execution of the Memorandum of Understanding.

Mr. Tanis made a motion to approve and execute the Revised Memorandum of Understanding for Treaster Kettle Road and the corresponding Resolution, R-07-26.
Mr. Floray seconded the motion.
Motion carried unanimously.

REPORTS:

R-1 Committee Reports

a. Planning Commission

Mr. Henning reported that the Planning Commission had recently reviewed four plans, including the Dashem Subdivision and the Mountain View Estates sketch plans. The Planning Commission also reviewed the final phase of Horizon at Brush Valley, where members raised concerns regarding stormwater management, and the Cedar Run Subdivision, where the Commissioners discussed the sensitive well protection area in the vicinity of the proposed subdivision.

Ms. Lake entered at 7:14pm

Mr. Henning also reported that a draft sidewalk ordinance had been submitted to the Supervisors for review and comment. He added that the County recommended that local municipalities develop sidewalk inventories to assist with enforcement and maintenance.

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

Mr. Henning reported that the Regional Planning Commission hosted a picnic and discussion regarding data centers on July 22, 2026. He stated that the County provided informational links, which he will forward to the Supervisors. Mr. Henning added that there was a robust conversation regarding the pros and cons of data center. A Code Enforcement Officer from Mifflin County was also present to answer questions. The Penns Valley Regional Planning Commission will meet again on September 23, 2026.

f. Penn's Prairie Park Board – No report

R-2 Solicitor Report

Mr. Bee reported that he will begin drafting a potential data center ordinance based on recommendations from the County.

R-3 Staff Reports

Mr. Boliek reported that the F-250 is currently in the shop and that the new F-600 is performing well. Mr. Boliek recommended that Shunk Road be tar and chipped to help preserve the $130,000 project completed last year. He estimated the cost at approximately $20,000 and noted that the project was included in the 2026 budget.

Mr. Tanis made a motion to approve the use of budgeted funds for the tar and chipping of Shunk Road.
Mr. Newman seconded the motion.
The motion carried unanimously.

Mr. Boliek also reported that the crew has been working on Decker Valley Road.

OLD BUSINESS:

OB-1 Agreement between Potter Township and BCM Holdings, LLC

Mr. Bee summarized the settlement agreement between the Township and BCM Holdings, which provides for the Township to contribute funds toward the completion of infrastructure within the Cedar Run Development. He explained the history of the development and the multiple developers over the years.

Mr. Bee stated that, in his opinion, it is in the Township's best interest to have the infrastructure within the Cedar Run Development completed, as it is anticipated that, upon completion of the infrastructure improvements, the roads will be dedicated to the Township and incorporated into the Township's road system.

Mr. Bee explained that he worked closely with the attorney for BCM Holdings to develop a settlements agreement permitting the Township to contribute a fixed amount of $100,000 toward the completion of the developer to ensure that the infrastructure is completed.

Mr. Floray made a motion to approve and execute the previously circulated Agreement between Potter Township and BCM Holdings, LLC.
Mr. Tanis seconded the motion.
Motion carried unanimously.

Chairman Roth reported that the Board had received documents from The EADS Group regarding the previously approved Decker Valley Rehabilitation Project and requested a motion for the Board to execute the documents.

Mr. Newman made a motion to execute the previously approved Decker Valley Rehabilitation Project documents.
Ms. Lake seconded the motion.
Motion carried unanimously.

OB-2 Draft Methadone Clinic Ordinance

Ms. Valerie King summarized the Planning Commission's research in preparation for the draft ordinance. She stated that the consistent conclusion was that methadone treatment facilities may not be treated differently from other medical clinics. Ms. King explained that, although the Pennsylvania Municipalities Planning Code (MPC) provided for the possibility of a 500 foot buffer around methadone treatment facilities, the Court of Appeals has ruled that such a buffer may be discriminatory under the Americans with Disabilities Act.

Ms. King added that Potter Township currently permits clinics in the Rural Residential, Commercial, and PCI Districts. Based on the findings, the Planning Commission recommended clarifying the definition of a clinic, removing clinics as an allowable use within the Rural Residential District, and directing future clinic development toward the Commercial and PCI Districts. Additionally, the Planning Commission recommended reviewing and updating the Subdivision and Land Development Ordinance to address emerging issues as the Township continues to grow.

Ms. Lake made a motion for Solicitor Bee to prepare the necessary documentation to remove medical clinics as an allowable use in the Rural Residential District while maintaining the use in the General Commercial and PCI Districts.
Mr. Newman seconded the motion.
Motion carried unanimously.

NEW BUSINESS:

NB-1 Yearick Subdivision – Proposed Event Center

Mr. Newman stated that, because no representatives were in attendance to present the proposed event center, the matter would be added to the August 17, 2026 meeting agenda.

NB-2 Request to Amend the Zoning Ordinance

Chairman Roth summarized a request received from Kish Bank asking the Board to amend the zoning ordinance to allow banks as a use by right in the Township's Industrial District. He noted that banks are currently an allowable use in the PCI and Commercial Districts but are not permitted in the Industrial District.

Chaiman Roth stated that there is considerable available space in the PCI and Commercial Districts, while there is limited space available in the Township's industrially zoned areas. The Board requested Mr. Bee review the MPC regarding the appropriate procedure and provide guidance on how to proceed with consideration of the request.

BOARD/STAFF OTHER MATTERS:

Chairman Roth proposed establishing a committee consisting of two Board members and one Planning Commission member to meet with S&A Homes regarding the large proposed subdivision. The committee would consider development practices that would have the least impact on current residents and the main thoroughfare along which the subdivision is proposed. Chairman Roth and Ms. Lake volunteered to serve on the committee, with Mr. Tanis as an alternate. The Board suggested Mr. Troyan as the Planning Commission representative. The Board also determined that a representative from the Fire Department should serve on the committee.

Chairman Roth stated that he spoke with a Gregg Township Supervisor and requested that members of each Board meet to discuss the Township Secretary positions that are currently vacant at each municipality. He suggested holding a special meeting or conference so that all members of each Board could participate in the discussion.

Lastly, Chairman Roth noted that Spring Mills Water Authority has been working with Arrow, which is currently managing two other systems in Penns Valley. Chairman Roth offered to provide Mr. Boliek with contact information so that a tour of the facilities could be arranged, after which the company could provide an estimate for the services it offers.

ADJOURNMENT:

Chairman Roth called for a motion to adjourn the meeting.

> **Mr. Newman moved to adjourn the August 3, 2026, Regular Potter Township Board of Supervisors Meeting.**
> **Mr. Tanis seconded the motion.**

The August 3, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 7:54 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary