

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, August 17, 2026
124 Short Road, Spring Mills, Pennsylvania

**ATTENDED BY –
BOARD:**

Ryan Newman, Vice Chair
Scott Floray
Amy Lake

EXCUSED:

Glenn Roth, Chair
Jacob Tanis, III

STAFF:

John Bee, Township Solicitor
Sharon Meyers, Temporary Assistant Township Secretary

CALL TO ORDER:

Mr. Newman called to order the August 17, 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 August 3, 2026, regular meeting to discuss personnel matters.

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

NEW AGENDA ITEMS:

Mr. Floray made a motion to add the Yearick Subdivision surety approval to the agenda.

Ms. Lake seconded the motion.

Motion carried unanimously.

Mr. Newman presented the proposed surety for the Yearick Subdivision and added that the Township Engineer recommended approval of the proposed surety amount.

Mr. Floray made a motion to approve the proposed surety for the Yearick Subdivision.

Ms. Lake seconded the motion.

Motion carried unanimously.

SPECIAL PRESENTATION:

SP-1 Wendy Nolf, Tax Collector – To Accept Credit Card Payments

Ms. Wendy Nolf, Potter Township Tax Collector, requested that the Board of Supervisors consider authorizing the acceptance of credit card, debit card, and ACH payments for the collection of taxes. She stated that there would be no cost to the Township to provide residents with the convenience of making card and ACH payments. Any applicable processing fees would be charged to the resident at the time of

payment. Ms. Nolf explained that card and ACH payments would be available online only, and that she would not offer an in-office point of sale option for card payments.

Ms. Nolf stated that she would work with Municipal Services Bureau (MSB), a company that provides payment processing, billing, and debt collection services for government agencies and utilities. Through MSB, payments would be deposited directly into the Tax Collector's account.

Ms. Nolf anticipates implementing the online payment option in November for taxpayers who have not yet paid their 2026 taxes. Beginning in 2027, the online payment option would be included on all tax bills. She added that, following Board approval, she would notify MSB of the Township's decision. MSB would then provide a contract for the Board of Supervisors to approve, and Ms. Nolf would attend training on the new payment system.

Ms. Nolf provided a sample contract for review by the Board and Township Solicitor. Mr. Bee requested additional time to review the sample contract and asked for contact information for an MSB representative. Ms. Nolf provided the requested contact information.

Mr. Newman requested that the matter be placed on the September 9, 2026, meeting agenda to allow Mr. Bee sufficient time to review the MSB contract as needed prior to the Board's consideration and approval.

PLANS: No *Plans* were presented.

CONSENT AGENDA:

CA-1 Minutes, Approval of

a. August 3, 2026, Regular Meeting

Mr. Bee requested a correction to the August 3, 2026 meeting minutes, changing the word "sufficient" to "insufficient". Ms. Meyers noted the correction and stated that she would make the change prior to uploading the amended minutes to the Township website.

Mr. Floray made a motion to approve payments and the August 3, 2026, Potter Township Board of Supervisors Regular Meeting Minutes, as amended.

Ms. Lake seconded the motion.

Motion carried unanimously.

CA-2 Correspondence, Receipt/Approval of

No *Correspondence* received.

CA-3 Action Item, Approval

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

Mr. Bee stated that he reviewed the Horizon at Brush Valley Phase 3 Final MOU and recommended approval and execution of the document.

Ms. Lake made a motion to approve and execute the Horizon at Brush Valley Phase 3 Final Memorandum of Understanding.

Mr. Floray seconded the motion.

Motion carried unanimously.

b. Justin Dashem Subdivision – pay in-lieu of and request for Potter Township to write a letter to the county indicating such

Mr. Floray made a motion to accept the in-lieu of payment and provide a letter to the county, stating such regarding the Dashem Subdivision.

Ms. Lake seconded the motion.

Motion carried unanimously.

Mr. Newman offered to reach out to the County and inform them that the Township has accepted the in-lieu of payment for the Dashem Subdivision.

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**

Mr. Floray reported that tickets are available for the next gun bingo in October.

- e. Penns Valley Regional Planning Commission** – No report
- f. Penn's Prairie Park Board** – No report

R-2 Solicitor Report

Mr. Bee reported that, after consulting with the Roadmaster, it was determined that approximately 2,000 linear feet of Treaster Kettle Road is owned by the Pennsylvania Department of Conservation and Natural Resources (DCNR). The Township does not intend to assume ownership of this section of roadway, and the recently executed MOU may need to be revised. Mr. Bee also reported that he continues to work on the Data Center Ordinance and the Methadone Clinic Ordinance.

R-3 Staff Reports

Mr. Newman reported that Mr. Boliek was unable to attend the meeting due to a personal matter. He reported, however, that work on Decker Valley Road is nearly complete and that the Township's 2014 vehicle is currently in the shop due to an emission issue.

OLD BUSINESS:

OB-1 Yearick Subdivision – Proposed Event Center

Mr. Andrew Reed of Penn Terra Engineering stated that his client has been approached by parties interested in purchasing the lot containing an existing remodeled barn for use as an event center. Mr. Reed asked whether the Board would consider a text amendment to the Township's zoning ordinance to permit the proposed use.

Mr. Newman explained the process for requesting an amendment to the zoning ordinance. Mr. Dashem, Township Zoning Officer, offered to provide Mr. Reed with an application for completion and submission. Mr. Reed stated that he would discuss the potential ordinance amendment with his client.

Mr. Reed also provided the Board with a proposed surety for the project, along with an approval letter for the Board's execution relates to the Yearick Subdivision project.

OB-2 Kish Bank Proposed Zoning Ordinance Amendments

Mr. Greg Hayes, President of Kish Bank, introduced himself and explained the location of the property Kish Bank is interested in purchasing. He stated that Kish Bank's main office is located in Belleville, PA, and that the bank has operated branches in Centre County for approximately twenty years. As a local bank, Kish prefers to own its own property, rather than lease property for branch development.

Mr. Hayes stated that significant development is occurring and is proposed along the Route 45 corridor in Potter Township and that Kish would like to serve the growing community. He acknowledged the Board's concern regarding permitting a commercial use within an industrial zoning district, particularly given the limited amount of industrially zoned acreage within the Township. However, he requested that the Board reconsider a zoning amendment or potentially rezone the approximately 1.7 acre parcel along Route 45, as the property in question abuts an access road to a particular private property, which serves as a functional border between the Commercial and Industrial Districts, such that a map amendment could be accomplished without spot zoning.

The Board discussed the existing industrial zoning district and the potential implications of permitting a specific commercial use within the district. Discussion included whether allowing one commercial use could lead to requests for additional commercial uses in the industrial district and how the Township would determine which uses should be permitted in the industrial district versus those that should remain limited to commercial zoning districts.

Mr. Dashem suggested that Mr. Hayes meet the current property owner to discuss the possibility of rezoning the front portion of the parcel to Commercial or PCI zoning. Mr. Newman noted that there are other properties within the Township where portions of a single parcel are located in different zoning districts. Mr. Bee stated that rezoning portions of tax parcels can be a complicated process, which may require more substantial notice than would be the case with a text amendment. Mr. Hayes offered to have Kish Bank's attorney contact the Township Solicitor to discuss the rezoning option further.

NEW BUSINESS:

NB-1 Farmland Preservation – Setting a “Per Acre” Amount Paid by Township

Mr. Newman stated that the Township received correspondence from the county regarding Potter Township's participation in the Farmland Preservation program. He noted that the Township has not previously established a set amount on a per acre basis that the Township would contribute toward farmland preservation and asked whether the Board was interested in establishing a particular contribution amount.

The board discussed contributions made by other local municipalities toward farmland preservation. Ferguson Township provides \$100 per acre, while Halfmoon Township provides 50% of the cost, not to exceed \$4,000 per acre for farmland and \$2,000 per acre for forestland.

Mr. Newman made a motion to cap the Township's contribution towards Farmland Preservation at \$100 per acre.

Mr. Floray seconded the motion.

The motion carried unanimously.

BOARD/STAFF OTHER MATTERS:

Mr. Newman acknowledged the members of the audience who had been present throughout the meeting. The attendees introduced themselves as members of the community who were present in support of Mr. Hayes and his presentation. The attendees stated that they appreciated the Township's willingness to consider creative options that could potentially accommodate a community-oriented bank within the Township.

ADJOURNMENT:

Mr. Newman called for a motion to adjourn the meeting.

**Mr. Floray moved to adjourn the August 17, 2026, Regular Potter Township Board of Supervisors Meeting.
Ms. Lake seconded the motion.**

The August 17, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 7:58 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary