

POTTER TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
Monday, September 21, 2026
124 Short Road, Spring Mills, Pennsylvania

**ATTENDED BY –
BOARD:**

Glenn Roth, Chair
Ryan Newman, Vice Chair
Scott Floray
Amy Lake

EXCUSED:

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 September 21, 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 presented.

NEW AGENDA ITEMS: No *New Agenda Items* were presented.

SPECIAL PRESENTATION: No *Special Presentation* was presented.

PLANS:

P-1 Yearick Subdivision and Lot Addition

Mr. Andrew Reed of PennTerra Engineering presented the previously approved Yearick Subdivision Plan for the Board's signatures. He explained that the plan included a de minimis change to a single lot and had also been cleaned up for clarity. Mr. Reed also requested the Board approve and execute the Planning Waiver and Non-Building Declaration as presented.

Mr. Newman made a motion to approve and execute the Yearick Subdivision Plan and Planning Waiver and Non-Building Declaration as presented.

Mr. Floray seconded the motion.

Motion carried unanimously.

P-2 Wawa at Old Fort Store #8251 Non-Substantive Changes

Mr. Tony Fruchtl of PennTerra Engineering reminded the Board of Supervisors that the proposed plan has been conditionally approved. He explained that the proposed non-substantive change to the previously conditionally approved plan includes a proposed right turn lane from State Route 45 to State Route 144

southbound. Mr. Fruchtl pointed out that the plan reserves the area that would be dedicated to the Township if and when PennDOT implements the proposed right turn lane. Following discussion with the Township Engineer, it was determined that the reserved area may remain with the property owner for maintenance purposes, at present. A note will be added to the plan identifying and explaining the proposed future dedication, which can be considered by the Township Board for acceptance at a later date.

The Board reached a consensus that the proposed change was non-substantive.

The Board inquired about the recycling receptacles currently located on the property. Mr. Fruchtl stated that the recycling bins will remain in their current location for the time being; however, access to the site may be limited during construction. He added that the American Legion has been receptive to an area near Sheetz. Mr. Boliek offered to serve as the Township point of contact regarding the recycling receptacles and reminded the Board that Centre County Refuse and Recycling will also need to be notified of any potential relocation.

CONSENT AGENDA:

CA-1 Minutes, Approval of

- a. September 9, 2026, Regular Meeting

Mr. Floray made a motion to approve payments and the September 9, 2026, Potter Township Board of Supervisors Regular Meeting Minutes, as written.

**Mr. Newman seconded the motion.
Motion carried unanimously.**

CA-2 Correspondence, Receipt/Approval of

No *Correspondence* received.

CA-3 Action Item, Approval

No *Action Items* received for approval.

REPORTS:

R-1 Committee Reports

- a. **Planning Commission**

Mr. Troyan reported that the Planning Commission has reviewed the Wawa Plan and had a similar discussion as the Board of Supervisors. He also noted that a public hearing regarding the Data Center Ordinance is scheduled for October 19, 2026.

- b. **Parks & Recreation Board** – No report

- c. **Penns Valley EMS**

Mr. Floray reported that Penns Valley EMS is seeking a new office manager.

- d. **Centre Hall Fire Company**

Mr. Floray reported that the Centre Hall Fire Company is selling tickets for the Gun Bingo scheduled for October 24, 2026.

- e. **Penns Valley Regional Planning Commission** – No report

- f. **Penn's Prairie Park Board**

Mr. Troyan reported that the park hosted a workday a few weeks ago, which included weeding, installation of a bee habitat, and staining the pavilion. He added that the Gaga Ball Pit is now operational and the Park Board is pursuing a grant opportunity to help convert portions of the turf areas to wildflower

areas, which would help reduce maintenance costs and enhance the park. Mr. Troyan also reported that there is a proposal to install Purple Martin birdhouses throughout the park to promote wildlife and educational opportunities.

Chairman Roth requested that the Park Board develop a five-year and ten-year plan for the park in preparation for the upcoming 2027 budget discussions. Mr. Troyan offered to include a potential joint project with the local American Legion, including a proposed veterans memorial at the park.

g. S&A Homes Project Committee

Chairman Roth reported that a kickoff meeting was held with representatives from Water, the Fire Company, Planning Commission, and Board of Supervisors. One topic discussed was the potential inclusion of a drivable walking-path connection to the park, which could also serve as an alternate emergency ingress to the development. The developer requested that the Township explore potential grant opportunities for the proposed connection to the public park.

Chairman Roth also reported that the committee discussed a potential sewer extension, a proposed water connection to Penn's Prairie Park through the development, and a natural gas connection to the park. The proposed open space within the development was also discussed. Chairman Roth proposed that the open space be owned and maintained by the developer's Homeowners Association, rather than dedicated to the Township.

R-2 Solicitor Report

Mr. Bee reported that he has completed the requested revisions to the Data Center Ordinance and will provide a highlighted copy to County Planning for review and further comment. He does not anticipate many comments, if any, as the most recent revisions were largely implementing County Planning's initial suggestions. Mr. Bee also reported that he contacted the representative, whose contact information was provided to him, regarding a proposed service contract for processing services to accept credit card and ACH payments for tax collection. He has not yet received a response.

Mr. Boliek inquired about the Treaster Kettle Road dedication and stated that the road needs to be dedicated to the Township so that it can be added to the Township's Liquid Fuels inventory. Mr. Bee stated that he will work on the dedication paperwork and requested that Mr. Boliek coordinate with the current property owners to execute the deed of dedication.

R-3 Staff Reports

Mr. Boliek reported that the Township's portion of the Decker Valley Road project is complete and that Hawbaker intends to pave toward the end of the month. He added that the crew will begin stump removal along Cider Press Road next and hopes to complete tree removal along Boal Gap Road before winter maintenance operations begin. Mr. Boliek also reported that he completed another grant application for a new truck.

The Board discussed various grant programs, including Liquid Fuels and LSA, which provide funding assistance for the acquisition of equipment and vehicles. Chairman Roth requested that Ms. Meyers draft a letter to Representative Benninghoff, expressing the Board's appreciation for his support regarding the LSA grant.

Chairman Roth requested that Mr. Boliek obtain a quote for the proposed F-600, including a plow, service body, and any other required features and upfitting. He also requested that Mr. Boliek provide an annual equipment report for the October 5, 2026, Board meeting and complete employee reviews in preparation for the 2027 budget discussions.

Ms. Georgie Bennett requested an explanation of the Township's efforts to replace its fleet and how those replacements would affect taxpayers. The Board and Mr. Boliek explained that, through various grants and other available funding sources, the Township typically pays approximately one-third of the cost of a new vehicle.

Additionally, Mr. Boliek reported that the panel board at the Bloom Road Plant needs to be replaced. He also intends to explore grant opportunities for water and sewer project.

OLD BUSINESS:

OB-1 Township Secretary Position – Full Time

Mr. Newman confirmed that the previously approved applicant had rescinded her acceptance of the position due to restructuring at her current place of employment. He added that Ms. Sue Mazza, the part-time Township Office Assistant who is currently responsible for water and sewer reporting, intends to resign once the Township Secretary position is filled and the new employee has been trained. Chairman Roth called for a motion to revise the Township Secretary job description and make the position full-time.

Mr. Floray made a motion to advertise the Potter Township Secretary position as a full-time position.
Ms. Lake seconded the motion.
Motion carried unanimously.

Mr. Newman stated that he will contact the Township's HR representative to update the job description and job posting.

NEW BUSINESS:

NB-1 ABC Volunteer Application Review

The Board of Supervisors received an application from a resident, who is interested in filling a vacancy on the Zoning Hearing Board. Mr. Eric Myer has been a resident of the Penns Valley area for over thirty years and holds both a bachelor's and master's degree in Aerospace Engineering from Penn State. Mr. Myer also has a history of volunteer service and strong ties to the Penns Valley community. The Board discussed Mr. Myer's qualifications and determined that he would be a suitable candidate to serve on the Zoning Hearing Board.

Mr. Newman made a motion to appoint Mr. Eric Myer to the current vacancy on the Potter Township, Centre County, Zoning Hearing Board.
Mr. Floray seconded the motion.
Motion carried unanimously.

BOARD/STAFF OTHER MATTERS:

Ms. Lake stated that she had met with a cleaning company from Lewistown and would meet with another company later in the week to discuss cleaning expectation and obtain quotes for cleaning the municipal building.

Chairman Roth will work with staff on a Capital Improvement Plan addressing doors, laptops, printer, phone service options, and Township website quotes and potential migration. He also requested Mr. Boliek review the current water and sewer rates.

Chairman Roth recessed the regular meeting at 8:15 p.m. and entered into executive session to discuss matters involving legal guidance.

Chairman Roth reconvened the regular meeting at 8:30 p.m.

ADJOURNMENT:

Chairman Roth called for a motion to adjourn the meeting.

**Mr. Floray moved to adjourn the September 21, 2026, Regular
Potter Township Board of Supervisors Meeting.
Ms. Lake seconded the motion.**

The September 21, 2026, Regular Potter Township Board of Supervisors Meeting adjourned at 8:31 p.m.

Respectfully Submitted By,

Sharon E. Meyers

Sharon E. Meyers
Recording Secretary