

**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
January 6, 2020**

ATTENDANCE:

The Board of Supervisors held its Reorganization Meeting on Monday, January 6, 2020, at the Potter Township Municipal Building. In attendance were:

Board: Dick Decker
Jake Tanis
Melvin Dutrow
Karl Eysenbach
Dennis Foust

Staff: David Boliek, Public Works Superintendent
Lisa Kroner, Secretary/Treasurer

CALL TO ORDER

Mr. Decker called the Monday, January 6, 2020, organization meeting to order at 7:00 pm, which was followed by the Pledge of Allegiance.

ELECTION OF OFFICERS

Mr. Foust made a motion that Lisa Kroner act as temporary Chair. Mr. Tanis seconded the motion. **The motion carried unanimously.**

Ms. Kroner called for nominations for the position of Board Chair for 2020. As only one name was presented, the following motion was put forth.

Mr. Tanis moved to nominate, close the nominations and elect Mr. Dick Decker as Board Chair for the year 2020. Mr. Foust seconded the motion. **Motion carried unanimously.**

Ms. Kroner turned the meeting over to Mr. Decker, the newly-appointed chairperson for Potter Township Board of Supervisors.

Chair Decker called for nominations for the position of Board Vice-Chair for 2020. As only one name was presented, the following motion was put forth.

Mr. Foust moved to nominate, close the nominations and elect Mr. Jake Tanis as Board Vice-Chair for the year 2020. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

Mr. Decker asked for nominations for Secretary position. Mr. Foust made a motion nominating Lisa Kroner as Secretary. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

Mr. Decker asked for nominations for Treasurer position. Mr. Foust made a motion nominating Lisa Kroner as Treasurer. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

PROFESSIONAL APPOINTMENTS

Mr. Decker stated the professional appointments are made by the Board of Supervisors and asked the Board members how they wished to vote on this year’s appointments.

By the Board’s unanimous consent, voting proceeded on all Professional Appointees. The positions were read for record.

Township Secretary	Lisa Kroner
Township Treasurer	Lisa Kroner
Road Superintendent	David Boliek
Township Solicitor	Robert Rayman
Zoning Hearing Board Solicitor	Alan Kirk
Open Records Officer	Lisa Kroner
Open Records Officer – Alternate	Dennis Foust
Sewage Management Program Administrator	Lisa Kroner
Sewage Management Program -Enforcement	Stanley Wallace
UCC Code Administrator	Bureau Veritas North America, Inc.

Mr. Foust made a motion that the Board of Supervisors re-appoint all current Potter Township professional staff members to their current positions. Mr. Tanis seconded the motion. **Motion carried unanimously.**

ANNUAL APPOINTMENTS

Mr. Decker stated the annual appointments are made by the Board of Supervisors and asked the Board members how they wished to vote on this year’s appointments.

By the Board’s unanimous consent, voting proceeded on all Annual Appointees. The positions were read for record.

Township Engineers	Franson Engineering – Primary ELA Group, Inc. – Alternate McCormick Taylor – Traffic Century Engineering - Retainer
Sewage Enforcement Officer	Stanley Wallace – Primary Nathan Sweeley – Alternate
Zoning Officer	Stanley Wallace - Primary - Alternate
Emergency Management Coordinator	Sally Tanis
Floodplain Administrator	Stanley Wallace

Certified Public Accountant – Auditor	Baker Tilly Virchow Krause, LLP
Local Services Tax Collector	State College Borough Tax Office
Act 511 Tax Collector (EIT)	Centre Tax Agency
Delinquent Per Capita Tax Collector	J.P. Harris

Mr. Tanis made a motion that the Board of Supervisors approve the slate of appointments as presented, along with the professional rate schedules for said services. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

Mr. Foust made a motion to remove the appointment of a 2nd Alternate Sewage Officer for 2020. Mr. Tanis seconded the motion. **Motion carried unanimously.**

A Memorandum of Understanding for SEO deposit for subdivisions was included and approved along with the SEO fee schedule. The rate schedule for Alternate Sewage Enforcement Officer will fall under Mr. Wallace’s, as presented with appointment.

BOARD MEMBER APPOINTMENTS

Mr. Decker stated the board member appointments are made by the Board of Supervisors and asked the Board members how they wished to vote on this year’s appointments. By the Board’s unanimous consent, voting proceeded on all board member appointees. The positions were read for record.

Tri-Municipal Park, Inc.	Karl Eysenbach
Potter Township Planning Commission (4 yr term)	No Appointment
Penns Valley Regional Planning Commission (2 yr term)	Jake Tanis
Fire Tax Committee	Dennis Foust (check signer) Jake Tanis
Penns Valley Emergency Medical Services	Dennis Foust
EIT Collection Committee	Dennis Foust

Mr. Tanis made a motion that the Board of Supervisors approve the slate of appointments for the Board members as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

APPOINTMENTS TO AUTHORITIES, BOARDS AND COMMISSIONS (ABC’S)

The Board must appoint Township residents to serve on Authorities, Boards and Commissions where terms of incumbents have expired or a member has resigned. Mr. Decker confirmed the incumbents were contacted about reappointment and a period was opened up for new candidates. Letters of interest were reviewed for positions on various ABC’s. Interviews with prospective members were conducted.

Planning Commission	Cindy Foust Mike Troyan	Glenn Roth Scott Floray
Zoning Hearing Board	Mike Clitherow Dave Henning	Todd Bowersox Madge Ludwig
Zoning Hearing Board Alternate (1 member) (5 year term)	Dave Henning	Glenn Roth
Parks & Rec Board (5-9 members) (5 year terms staggered)		
Tri-Municipal Park, Inc. (2 members) (3 year term)	Mike Troyan Todd Bowersox	
Vacancy Board	T. Craig Weidensaul	
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)		

Mr. Eysenbach made a motion that the Board of Supervisors approve the slate of appointments for the Authorities, Boards and Commissions as presented. Mr. Tanis seconded the motion.

Motion carried unanimously

APPOINTMENT TO REGIONAL COMMITTEES

Spring Creek Watershed Commission (2 members) (1 yr term)	Ann Glaser (P) (A)
(CCMPO) Centre County Metropolitan Planning Organization (2 yr term)	Dick Decker Joel Myers
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Cindy Foust
Penns Valley Emergency Medical Services Representative (1 member) (6 yr term)	Cindy Foust
Centre County Tax Collection Committee –Act 32 (EIT)	Dennis Foust

Mr. Tanis made a motion that the Board of Supervisors approve the slate of appointments for the Regional Committees as presented. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

MEETING DATES FOR 2020

Board of Supervisors – Jan. 6th (re-organization) & Jan. 20; Feb. 3 & 17; March 2 & 16; April 6 & 20; May 4 & 18; June 1 & 15; July 6 & 20; Aug. 3 & 17; Sept. 14 & 28; Oct. 5, 12 & 19; Nov. 2 & 16; Dec. 7 & 21.

Planning Commission - Jan. 7; Feb. 4; Mar. 3; Apr. 7 & 21; May 5 & 26; Jun. 2 & 30; July 7 & 28; Aug. 4; Sept. 1; Oct. 6; Nov. 4; Dec. 1.

Parks & Recreation Board – Jan. 8; Feb. 12; Mar. 11; Apr. 8; May 13; Jun. 10; Jul. 8; Aug. 12; Sept. 9; Oct. 14; Nov. 11; Dec. 9.

Meetings are held at 7:00 P.M. in conference room at 124 Short Road, Spring Mills, PA
Elected Auditors will meet on Jan. 7th (re-organization) at 4:00 P.M. at the Potter Township office.

TREASURER’S BOND

The Treasurer’s bond has been set at \$1,250,000.00. This is based on the maximum amount of transferrable or liquid assets available at any one time during the year.

Mr. Tanis moved to set the Treasurer’s bond at \$1,250,000.00 until the October 1, 2020 renewal. At that time, the amount of the bond will reviewed before renewal. Mr. Foust seconded the motion. **Motion carried unanimously.**

DESIGNATION OF DEPOSITORY

Mr. Foust moved that the Board of Supervisors appointment Jersey Shore State Bank as the township’s primary depository bank for the Township’s checking, savings accounts and escrows; and First National Bank for investments and escrows, with the stipulation that any FDIC insurance bank or savings institution may be used for the investment of Township funds.

Mr. Tanis made a motion that the Board of Supervisors appoint the designation of depository as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

EXPENDITURE APPROVALS AND MILEAGE RATE

The Pennsylvania Legislature and Governor implemented the bid/quote thresholds for municipalities in November 2019. Beginning on January 1, 2020, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$11,300 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$11,300 and \$21,000 require three written/telephonic quotations.
- Purchases and contracts over \$21,000 require formal bidding.

The Internal Revenue Service set the standard business mileage rate at 57.5 cents per mile effective January 1, 2020.

Mr. Tanis made a motion to implement the bid/quote thresholds and the mileage rate change for Potter Township. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

PSATS CONFERENCE VOTING DELEGTE

Mr. Tanis moved to appoint Supervisor Dennis Foust as Potter Township’s voting delegate at the 2020 PSATS Conference, May 3– 6 2020. Mr. Eysenbach seconded the motion. **The motion carried unanimously.**

CONFERENCE and TRAINING EXPENSE

Mr. moved to approve the following reimbursable expenses for attendees of the PSATS Conference: Township representative registration and guest registration. Meal reimbursement \$45.00 per day, including tips. **Note: This amount will be aggregated. For example, a 3-day trip will have a \$135 total meal allowance, to be used as the individual deems necessary.

ADJOURNMENT

Hearing of no additional organizational business, the Chair called for a motion to adjourn. Mr. Foust moved to adjourn the January 6, 2020, Potter Township Board of Supervisors Organization Meeting. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

Lisa A. Kroner

Lisa Kroner, Township Secretary
For the Board of Supervisors