

**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
January 3, 2022**

ATTENDANCE:

The Board of Supervisors held its Reorganization Meeting on Monday, January 3, 2022, at the Potter Township Municipal Building. In attendance were:

Board: Dick Decker
Jacob Tanis, III
Melvin Dutrow
Dennis Foust
Glenn Roth

Staff: David Boliek, Public Works Superintendent
Lisa Kroner, Secretary/Treasurer
Chris Dobson, Zoning Officer

CALL TO ORDER

Mr. Decker called the Monday, January 3, 2022, reorganization 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 2022. As only one name was presented, the following motion was put forth. Mr. Foust moved to nominate, close the nominations and elect Mr. Dick Decker as Board Chair for the year 2022. Mr. Tanis seconded the motion. **Motion carried unanimously.**

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

Chair Decker called for nominations for the position of Board Vice-Chair for 2022. As only one name was presented, the following motion was put forth. Mr. Foust moved to nominate, close the nominations and elect Mr. Tanis as Board Vice-Chair for the year 2022. Mr. Roth seconded the motion. **Motion carried unanimously.**

PUBLIC COMMENTS: None

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. Mr. Dutrow made a motion that the Board of Supervisors approve appointment of Potter Township professional staff as read for the record. Mr. Foust seconded the motion. **Motion carried unanimously.**

Professional Appointments:

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	<i>Appointment tabled until Jan. 17th meeting</i>
Sewage Management Program -Enforcement	Stanley Wallace
UCC Code Administrator	Bureau Veritas North America, Inc.

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 Jeff Kreger – Secondary
Zoning Officer	Chris Dobson
Emergency Management Coordinator	<i>Dulcie Hollobaugh – pending appointment by Governor Wolfe</i>
Floodplain Administrator	Chris Dobson
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. Dutrow 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. Foust 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 Secondary Sewage Enforcement Officer will fall under the primary Sewage Enforcement Officers rates, 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. Mr. Foust made a motion that the Board of Supervisors approve the slate of appointments for the Board members as presented. Mr. Decker seconded the motion. **Motion carried unanimously.**

Tri-Municipal Park, Inc. (1 yr term)	Melvin Dutrow
Potter Township Planning Commission (4 yr term)	Glenn Roth
Penns Valley Regional Planning Commission (2 yr term) (1 Supervisor)	Jake Tanis 12/23
Fire Tax Committee	Dennis Foust (check signer) Jake Tanis
Penns Valley Emergency Medical Services	Dennis Foust
EIT Collection Committee	Dennis Foust
Well Head Protection Committee	Jake Tanis

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. Volunteer Application forms were reviewed for positions on various ABC's. Interviews with prospective members were conducted. Mr. Foust made a motion that the Board of Supervisors approve the slate of appointments for the Authorities, Boards and Commissions as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously**

Planning Commission	<i>Appointment tabled until Jan. 17th meeting</i>
Zoning Hearing Board	Craig Weidensaul Madge Ludwig Ron Grove (Alternate)
Parks & Rec Board (5-9 members) (5 year terms staggered)	No new appointments
Tri-Municipal Park, Inc. (2 members) (1 year term)	Mike Troyan Karl Eysenbach
Vacancy Board	Ryan Newman
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	No new appointments needed
Well Head Protection Committee	No new appointments needed

APPOINTMENT TO REGIONAL COMMITTEES

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.**

Spring Creek Watershed Commission (2 members) (1 yr term)	Art Gover (P) Ann Glaser (A)
(CCMPO) Centre County Metropolitan Planning Organization (2 yr term)	Dick Decker Joel Myers
Penns Valley Regional Planning Commission (1 member) (2 yr term) (member must be a resident or Planning Commission member)	<i>No new appointment needed</i>
Penns Valley Emergency Medical Services Representative (1 member) (6 yr term)	Scott Floray (A) 12/21 – 12/24
Centre County Tax Collection Committee –Act 32 (EIT)	Dennis Foust

MEETING DATES FOR 2022

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

Planning Commission - Jan. 11 & 25; Feb. 8 & 22; Mar. 8 & 22; Apr. 12 & 26; May 10 & 24; Jun.14 & 28; July 12 & 26; Aug. 9 & 23; Sept. 13 & 27; Oct. 11 & 25; Nov. 9 & 22; Dec. 13 & 27.

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

Meetings are held at 7:00 P.M. in conference room at 124 Short Road, Spring Mills, PA

Elected Auditors will meet on Jan. 4th (re-organization) at 7:00 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. Foust moved to set the Treasurer’s bond at \$1,250,000.00 until the October 1, 2022 renewal. At that time, the amount of the bond will be reviewed before renewal. Mr. Tanis seconded the motion. **Motion carried unanimously.**

DESIGNATION OF DEPOSITORY

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

SCHEDULE OF HOLIDAYS/OFFICE CLOSINGS FOR 2022

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day.

EXPENDITURE APPROVALS AND MILEAGE RATE

Beginning on January 1, 2022, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$11,800 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$11,800 and \$21,900 require three written/telephonic quotations.
- Purchases and contracts over \$21,900 require formal bidding.

Mr. Foust made a motion to implement the bid/quote thresholds for Potter Township. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

Resolution #R-2022-01, Master Fee Schedule for 2022 was presented. The Board adopts a Fee Schedule each year that lists the amount charged for various Township, engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Following discussion on proposed fees, Mr. Tanis moved to adopt Resolution #R-2022-01, setting the Fee Schedule for Potter Township. Mr. Foust seconded the motion. **Motion carried unanimously.**

Resolution #R-2020-02, Disposition of Records. Mr. Foust moved to adopt Resolution #R-2022-02, authorizing disposal of records as set for in the Municipal Records Manual. A list of records to be destroyed was included. Mr. Tanis seconded the motion. **Motion carried unanimously.**

RESOLUTION R-2022-02

AUTHORIZATION FOR DISPOSITION OF RECORDS AS SET FORTH IN THE *MUNICIPAL RECORDS MANUAL*

RESOLVED BY Township of Potter, Centre County, Pennsylvania, that

WHEREAS, by virtue of Resolution #3-2011 adopted on the 9th day of May 2011, Potter Township declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Pennsylvania Historical and Museum Commission *Municipal Records Manual*, approved on December 16, 2008, last revised July 23, 2009; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Potter Township, Centre County, Pennsylvania, in accordance with the above cited *Municipal Records Manual*, hereby authorizes the disposition of records, as cited on the attached Appendix A.

PSATS CONFERENCE VOTING DELEGTE

Mr. Decker moved to appoint Supervisor Dennis Foust as Potter Township's voting delegate at the 2022 PSATS Conference, April 24-27, 2022. Mr. Tanis seconded the motion. **The motion carried unanimously.**

ADJOURNMENT

Hearing of no additional organizational business, the Chair called for a motion to adjourn. Mr. Foust moved to adjourn the January 3, 2022, Potter Township Board of Supervisors Re-organization Meeting. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, Township Secretary
Potter Township Board of Supervisors