



**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 3, 2023 – 7:00 P.M.**

Agenda

www.pottertownship.org

I. CALL TO ORDER

The Chairman will lead the Pledge of Allegiance

II. ELECTION OF OFFICERS

The Board of Supervisors will need to designate the Secretary to act as the Temporary Chair in order to conduct the nominations and election of the Chair of the Board for 2023. A motion will be required to nominate the Secretary as Temporary Chair. Once appointed Temporary Chair, the Secretary will seek nominations for Chair of the Board of Supervisors. Once the Chair has been elected, he will be responsible for conducting the remainder of the nominations and elections of the Vice Chair and the Secretary/Treasurer for the Township. Mr. Decker and Mr. Tanis served as Chair and Vice-Chair respectively in 2022.

III. PROFESSIONAL APPOINTMENTS

<u>Position</u>	<u>Position Currently Held By</u>	<u>Requests Re-Appointment</u>	<u>Other Candidates</u>
Township Secretary	Lisa Kroner	Yes	
Township Treasurer	Lisa Kroner	Yes	
Public Works Superintendent	David Boliek	Yes	
Township Solicitor	Robert Rayman	Yes	
Zoning Hearing Board - Solicitor	Alan Kirk	Yes	Jeff Stover
Open Records Officer	Lisa Kroner	Yes	
Open Records Officer – (A)			
Sewage Management Program Administrator	Lisa Kroner	Yes	
Sewage Management Program -Enforcement	Stanley Wallace	Yes	
UCC Code Administrator	Bureau Veritas North America, Inc.	Yes	*Contract self-renewing

NOTE: The Board can consider these as a group for appointment or individually.

IV. ANNUAL APPOINTMENTS

The term expiration date for all of the positions listed is December 31, 2022. These positions are annual appointments that need to be made by the Board of Supervisors.

<u>Position</u>	<u>Position Currently Held By</u>	<u>Requests Re-appointment</u>	<u>Other Candidates</u>
Township Engineers	Franson Engineering - Primary	Yes	Franson Engineering ELA Group, Inc. McCormick Taylor Century Engineering
	ELA Group, Inc. -Alternate	Yes	
	McCormick Taylor – Traffic	Yes	
	Century Engineering - Retainer	Yes	

			P. Joseph Lehman The EADS Group
Sewage Enforcement Officer	Stanley Wallace – Primary Jeff Kreger – Secondary	Yes Yes	
Zoning Officer	Gerald Stover	Yes	
Emergency Management Coordinator	Dulcie Hollobaugh	Yes	
Floodplain Administrator	Gerald Stover	Yes	
Certified Public Accountant	Baker Tilly Virchow Krause, LLP	Yes	
Local Services Tax Collector	State College Borough Tax Office	Yes	
Act 511 Tax Collector (EIT)	Centre Tax Agency	Yes	
Delinquent Per Capita Tax Collector	J.P. Harris	Yes	
Amusement Tax Collector	Gerald Stover	Yes	

NOTE: The Board can consider these as a group for appointment or individually.

V. BOARD of SUPERVISORS – MEMBER APPOINTMENTS

The Board should consider appointment of Board members to the following Committees.

<u>Position</u>	<u>Position Currently Held By</u>	<u>Requests Re-appointment</u>	<u>Other Candidates</u>
Tri-Municipal Park, Inc. (1-yr term)	Melvin Dutrow		
Potter Township Planning Commission (4 yr term)	Glenn Roth 12/23		*****
Penns Valley Regional Planning Commission (2 yr term)	Dick Decker 12/23		*****
Fire Tax Committee	Dennis Foust (check signer) Dick Decker		
Penns Valley EMS Services	Dennis Foust - Primary		
EIT Collection Committee	Dennis Foust		
Well Head Protection Cmte	Jake Tanis		*****
Spring Creek Watershed Commission (2 members) (1 yr term)		1/23 - 12/23	

VI. 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. There are also vacancies on ABC's to be filled with new appointments because the incumbent is ineligible or unable to continue serving. The incumbents were contacted about reappointment and a period was opened up for new candidates.

ABC & Term Length(s)	Positions Currently Held By	Candidates for Appointment	Terms to be Filled
Planning Commission (7 members) (4 year term)	Michele Foust 12/22 Mike Troyan 12/23 Scott Floray 12/23 Ryan Newman 12/24 Dave Henning 12/24	Linda Marshall Michele Foust Nicholas Millard Patrick MacFarlane	1/23– 12/26 (2)
ABC & Term Length(s)	Positions Currently Held By	Candidates for Appointment	Terms to be Filled
Zoning Hearing Board (5 members) (5 year term) (Alternates = 3 yr term)	Craig Weidensaul 12/22 Mike Clitherow 12/23 Ron Grove 12/24 Karl Eysenbach 12/25 Madge Ludwig 12/26	Craig Weidensaul Patrick MacFarlane Nicholas Millard	1/23 - 12/27 1/23 – 12/25 Alternate 1/24 – 12/26 Alternate 1/25 – 12/27 Alternate
Parks & Rec Board (5-9 members) (5 year terms staggered)	John Smith 12/23 Carol Michelotti 12/25 Kim Domin 12/26 Naomi Rupert 12/26	Nicholas Millard	1/23 – 12/23 1/23 - 12/24 1/23 - 12/25 1/23 - 12/27 (2)
Tri-Municipal Park, Inc. (2 members) (1 year term)	Mike Troyan Karl Eysenbach	Mike Troyan Karl Eysenbach Daniel Watson	1/23– 12/23 1/23 - 12/23
Vacancy Board		Nicholas Millard	
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	Mark Ralston 12/22	Mark Ralston	1/23 – 12/27
Well Head Protection Committee	Mark Ralston Mary Carol Frier Dennis Foust Glenn Roth Davis Araujo Milena Bucek Gary Hosterman Scott Floray		N/A

- It is understood that, although ABC appointments are technically listed as terminating on Dec. 31st of any particular year, this termination date actually floats into the new year. Any reappointed volunteers are recognized by the Board of Supervisors as being fully privileged in their positions until their ABC’s official Reorganization Meeting in January of the commencing year, which is never a known date so many years in advance.

VII. APPOINTMENT TO REGIONAL COMMITTEES

<u>Position</u>	<u>Position Currently Held By</u>	<u>Candidates for Appointment</u>	<u>Term to Be Filled</u>
Spring Creek Watershed Commission (2 members) (1 yr term)	Art Gover (A)	Art Gover Matthew Brown	1/23 – 12/23
(CCMPO) Centre Country Metropolitan Planning Organization (2 yr term)	Dick Decker – 1/22 – 12/23 Coordination Committee Joel Myers – 1/22 – 12/23 Technical Committee		
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Doug Roth 12/22	Patrick MacFarlane Nicholas Millard	1/23 – 12/24
Penns Valley Emergency Medical Services (1 member) (6 yr term)	Scott Floray (A) 1/22 – 12/24		*****
Centre County Tax Collection Committee – Act 32 (EIT)	Dennis Foust – (P)	Dennis Foust	

VIII. TREASURER’S BOND

The Second Class Township Code requires that the Board of Supervisors set the bond amount for the Treasurer. The amount of the 2022-2023 bond is \$1,250,000.

IX. DESIGNATION OF DEPOSITORY

Appointment of the following institutions as depositories for Potter Township funds for 1/1/2023 through 12/31/2023; Jersey Shore State Bank (JSSB) and First National Bank, with the stipulation that any FDIC insurance bank or savings institution may be used for the investment of Township funds.

X. SCHEDULE OF HOLIDAYS/OFFICE CLOSINGS FOR 2023

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

XI. EXPENDITURE APPROVALS

The Board should consider action to implement expenditure approvals as follows:

Invoice Payment Dates:

- Establish invoice payment dates for 1ST & 3RD weeks of month

- Authorization to pay bills interim to the monthly meeting if one of the following conditions are met: the bill is for utility service, the bill includes a discount for prompt payment, the bill includes a penalty for late payment, or the bill is a paycheck for salaries or wages of the employees and appointed officials as previously established by the Board of Supervisors.

Mileage Reimbursement Rate:

- The Internal Revenue Service announces standard business mileage rates yearly, with changes as deemed necessary. Potter Township's mileage rate shall correspond with that of the IRS.

Bidding Thresholds:

Beginning on January 1, 2023, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$12,200 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$12,200 and \$22,500 require three written/telephonic quotations.
- Purchases and contracts over \$22,500 require formal bidding.

XII. 2023 RESOLUTION R-2023-01, Consolidated Fee Schedule; Approval of

XIII. 2023 RESOLUTION R-2023-02, Authorization to Pay Bills; Approval of

XIV. 2023 RESOLUTION R-2023-03, Disposition of Records; Approval of

XV. PSATS VOTING DELEGTE

Appointment of a Board Representative or Secretary/Treasurer as the voting delegate at the 2023 PSATS Convention; Hershey, Pennsylvania; April 23-26, 2023.

XVI. ADJOURNMENT