

**POTTER TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
January 3, 2023**

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	Staff: David Boliek, Public Works Superintendent
Jacob Tanis, III	Lisa Kroner, Secretary/Treasurer
Dennis Foust	
Glenn Roth	

ATTENDEES: Mike Troyan, Harry Burd, Georgie Bennett

CALL TO ORDER

Mr. Decker called the Monday, January 3, 2023, reorganization meeting to order at 7:00 pm, which was followed by the Pledge of Allegiance.

PUBLIC COMMENT

Harry Burd explained his qualifications as a Building Code Officer and requested to be considered for appointment as the UCC Building Code Officer for 2023.

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 2023. 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 2023. 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 2023. 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 2023. Mr. Roth 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.

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

Professional Appointments:

Township Secretary	Lisa Kroner
Township Treasurer	Lisa Kroner
Public Works Superintendent	David Boliek
Township Solicitor	Robert Rayman

Mr. Tanis 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.**

Zoning Hearing Board Solicitor	Jeff Stover
Open Records Officer	Lisa Kroner
Open Records Officer – Alternate	David Boliek
Sewage Management Program Administrator	Lisa Kroner
Sewage Management Program -Enforcement	Stanley Wallace

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

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.

Mr. Foust 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. Roth seconded the motion. **Motion carried unanimously.**

Township Engineers	Franson Engineering – Primary The EADS Group – Alternate P. Joseph Lehman – Consulting McCormick Taylor – Traffic Century Engineering – Retainer
--------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------

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. Foust seconded the motion. **Motion carried unanimously.**

Sewage Enforcement Officer	Stanley Wallace – Primary Jeff Kreger – Secondary
Zoning Officer	Gerald Stover
Emergency Management Coordinator	<i>Dulcie Hollobaugh – pending appointment by Governor Wolfe</i>
Floodplain Administrator	Gerald Stover

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
Amusement Tax Collector	Gerald Stover

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

Tri-Municipal Park, Inc. (1 yr term)	Appointment Tabled
Potter Township Planning Commission (4 yr term)	Glenn Roth 12/23
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
Spring Creek Watershed Commission (1 year term)	Dick Decker 12/23

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 will be reviewed and interviews with prospective members will be conducted. Mr. Foust made a motion that the Board of Supervisors table appointing members to the following ABC’s until the interviews are completed and recommendations have been made. Mr. Roth seconded the motion. **Motion carried unanimously**

Planning Commission	<i>Appointment tabled until Jan. 16th meeting</i>
Zoning Hearing Board	<i>Appointment tabled until Jan. 16th meeting</i>
Parks & Rec Board (5-9 members) (5 year terms staggered)	<i>Appointment tabled until Jan. 16th meeting</i>

Tri-Municipal Park, Inc. (2 members) (1 year term)	<i>Appointment tabled until Jan. 16th meeting</i>
Vacancy Board	<i>Appointment tabled until Jan. 16th meeting</i>
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	<i>Appointment tabled until Jan. 16th meeting</i>
Well Head Protection Committee	<i>Appointment tabled until Jan. 16th meeting</i>

APPOINTMENT TO REGIONAL COMMITTEES

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

Spring Creek Watershed Commission (2 members) (1 yr term)	Art Gover
(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)	Doug Roth
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

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, 2023 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, and eGov Merchant Services account 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. Roth seconded the motion. **Motion carried unanimously.**

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.

EXPENDITURE APPROVALS AND MILEAGE RATE

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.

Mr. Foust made a motion to implement the municipal bid/quote thresholds, as set by the Commonwealth of PA, for Potter Township. Mr. Roth seconded the motion. **Motion carried unanimously.**

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. Effective January 1, 2023 the IRS rate is 65.5 cents per mile.

Resolution #R-2023-01, *Master Fee Schedule* for 2023 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. Foust moved to adopt Resolution #R-2023-01, setting the Fee Schedule for Potter Township. Mr. Roth seconded the motion. **Motion carried unanimously.**

Resolution #R-2023-02 *Authorization to Pay Bills*. Authorization to pay bills interim to the monthly meeting is necessary 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.

Resolution #R-2023-03 *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.**

PSATS CONFERENCE VOTING DELEGTE

Mr. Decker moved to appoint Supervisor Dennis Foust as Potter Township's voting delegate at the 2023 PSATS Conference, April 23-26, 2023. 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, 2023, Potter Township Board of Supervisors Re-organization Meeting at 7:35 pm. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

Lisa A. Kroner

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