

**POTTER TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING MINUTES  
January 2, 2024**

**ATTENDANCE:**

The Board of Supervisors held its Organization Meeting on Tuesday, January 2, 2024, at the Potter Township Municipal Building. In attendance were:

**Board:** Dick Decker  
Jacob Tanis, III  
Glenn Roth  
Scott Floray  
Ryan Newman

**Staff:** David Boliek, Public Works Superintendent  
Lisa Kroner, Secretary/Treasurer  
Jerry Stover, Zoning Officer  
Sue Mazza, Data Entry Clerk

**CALL TO ORDER**

Mr. Decker called the Tuesday, January 2, 2024, Organization Meeting to order at 7:00 pm, which was followed by the Pledge of Allegiance.

**PUBLIC COMMENT**

None

**ELECTION OF OFFICERS**

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

Ms. Kroner called for nominations for the position of Board Chair for 2024. As only one name was presented, the following motion was put forth. Mr. Newman moved to nominate, close the nominations and elect Mr. Roth as Board Chair for the year 2024. Mr. Floray seconded the motion. **Motion carried unanimously. 5-0**

Ms. Kroner turned the meeting over to Mr. Roth, the newly appointed Chair for Potter Township Board of Supervisors.

Chair Roth called for nominations for the position of Board Vice-Chair for 2024. As only one name was presented, the following motion was put forth. Mr. Floray moved to nominate, close the nominations and elect Mr. Newman as Board Vice-Chair for the year 2024. Mr. Roth seconded the motion. **Motion carried unanimously. 5-0**

**PROFESSIONAL APPOINTMENTS**

Mr. Roth 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.

Motion by Mr. Floray, seconded by Mr. Newman and unanimously carried to appoint Lisa Kroner as follows:

Township Secretary	Lisa Kroner
Township Treasurer	Lisa Kroner
Open Records Officer	Lisa Kroner
Sewage Management Program Administrator	Lisa Kroner

Motion by Mr. Floray, seconded by Mr. Decker and unanimously carried to appoint David Boliek as follows:

Public Works Superintendent	David Boliek
Open Records Officer - (A)	David Boliek

Motion by Mr. Floray, seconded by Mr. Newman and unanimously carried the appointments as follows:

Township Solicitor	Sean Burke, McQuaide Blasko
Zoning Hearing Board Solicitor	Jeffrey Stover, Esq.

Motion by Mr. Floray, seconded by Mr. Tanis and unanimously carried the appointments as follows:

Sewage Management Program – Enforcement	Stanley Wallace
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Motion by Mr. Newman, seconded by Mr. Floray to appoint Keystone Inspection Agency. After a brief discussion on the overview of services for Keystone Inspection Agency and Bureau Veritas North America, Inc., Mr. Newman rescinded his motion to appoint Keystone Inspection Agency. Mr. Floray offered a motion to request in person presentations from both companies, as well as Penns Valley Code Enforcement at the January 15, 2024 Business Meeting. Motion seconded by Mr. Newman. **Motion carried unanimously. 5-0**

UCC Code Administrator	Bureau Veritas - Interim
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**ANNUAL APPOINTMENTS**

Mr. Roth 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. Upon the Board’s unanimous consent, voting proceeded on all Annual Appointees. The positions were read for record and approved as follows: Vote 4-1, with Mr. Decker voting no for Primary Engineer.

Township Engineers (Motion by Mr. Floray, seconded by Mr. Tanis) (Motion by Mr. Newman, seconded by Mr. Tanis) (Motion by Mr. Newman, seconded by Mr. Tanis) (Motion by Mr. Newman, seconded by Mr. Tanis)	The EADS Group – Primary Franson Engineering – Alternate P. Joseph Lehman – Consulting McCormick Taylor – Traffic Century Engineering – Retainer
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After discussion, Mr. Roth requested the motion and vote for primary and alternate engineers be **rescinded**. Motion seconded by Mr. Newman. Mr. Roth proposed presentations by Franson Engineering and The EADS Group at the next meeting for further information to compare services. Mr. Decker offered a motion to approve Franson Engineering as interim Primary Engineer until the January 15, 2024 meeting.

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. Newman seconded the motion.

**Motion carried unanimously.**

Sewage Enforcement Officer	Stanley Wallace – Primary Justin Dashem – Secondary
Zoning Officer	Gerald Stover
Emergency Management Coordinator	Dulcie Hollobaugh
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. Roth 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.

**Motion carried unanimously for appointments as follows:**

Tri-Municipal Park, Inc. (1 yr term) (Motion by Mr. Decker, seconded by Mr. Floray)	Dick Decker 1/24 – 12/24
Potter Township Planning Commission) (Motion by Mr. Roth, seconded by Mr. Floray)	Ryan Newman 1/24 – 12/24
Penns Valley Regional Planning Commission (2 yr term) (1 Supervisor) (Motion by Mr. Newman, seconded by Mr. Roth)	Scott Floray 1/24- 12/25
Fire Tax Committee (Motion by Mr. Tanis, seconded by Mr. Newman)	Scott Floray Dick Decker (check signer)
Penns Valley Emergency Medical Services (Motion by Mr. Newman, seconded by Mr. Tanis)	Scott Floray
EIT Collection Committee (Motion by Mr. Newman, seconded by Mr. Decker)	Glenn Roth
Spring Creek Watershed Commission (1 year term) (Motion by Mr. Newman, seconded by Mr. Floray)	Glenn Roth – 1/24 – 12/24

Well Head Protection Committee (Motion by Mr. Floray, seconded by Mr. Roth) **required to meet at least once annually	Jake Tanis, Chair Mark Ralston Mary Carol Frier Dennis Foust Glenn Roth	Scott Floray Gary Hosterman Milena Bucek
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**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. Volunteer Application forms are reviewed and interviews with prospective members are conducted by the respective ABC Board. Following the interviews conducted by the ABC's, recommendations are submitted to the Board of Supervisors for final appointments. By the Board's unanimous consent, voting proceeded on all board member appointees. The positions were read for record. **Motion carried unanimously for appointments as follows:**

Planning Commission (Motion by Mr. Decker, seconded by Mr. Newman) (Motion by Mr. Tanis, seconded by Mr. Newman)	Mike Troyan 1/24 – 12/25 Amy Lake 1/24 – 12/25
Zoning Hearing Board (Motion by Mr. Newman, seconded by Mr. Decker) (Motion by Mr. Newman, seconded by Mr. Decker)	Doug Roth Mike Clitherow
Parks & Rec Board (5-9 members) (5 year terms staggered)	No new appointments
Tri-Municipal Park, Inc. (2 members) (1 year term) (Motion by Mr. Newman, seconded by Mr. Decker)	Mike Troyan 1/24 – 12/24 Karl Eysenbach 1/24 - 12/24
Vacancy Board	<i>Appointment tabled until Jan. 16<sup>th</sup> meeting. Chair Roth will ask for appointment for meeting</i>
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	<i>No new appointments</i>
Well Head Protection Committee **required to meet at least once annually	<i>No new appointments</i>

**APPOINTMENT TO REGIONAL COMMITTEES**

Mr. Roth 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) (Motion by Mr. Decker, seconded by Mr. Newman)	Art Gover
(CCMPO) Centre County Metropolitan Planning Organization (2 yr term) (Motion by Mr. Newman, seconded by Mr. Roth) (Motion by Mr. Decker, seconded by Mr. Floray)	Dick Decker Robert Zeigler

Penns Valley Regional Planning Commission (1 member) (2 yr term) (member must be a resident or Planning Commission member) (Motion by Mr. Newman, seconded by Mr. Tanis)	Dennis Foust
Penns Valley Emergency Medical Services Representative (1 member) (6 yr term) (Motion by Mr. Floray, seconded by Mr. Decker)	Dennis Foust 12/21 – 12/24
Centre County Tax Collection Committee –Act 32 (EIT) (Motion by Mr. Roth, seconded by Mr. Newman)	Glenn Roth

### **TREASURER’S BOND**

The Treasurer’s bond has been set at \$1,500,000.00. This is based on the maximum amount of transferrable or liquid assets available at any one time during the year. Mr. Floray moved to set the Treasurer’s bond at \$2,000,000.00 effective February 1, 2024 thru February 1, 2025. Mr. Roth seconded the motion. **Motion carried unanimously.**

### **DESIGNATION OF DEPOSITORY**

Mr. Newman made a motion 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. Decker seconded the motion. **Motion carried unanimously.**

### **SCHEDULE OF HOLIDAYS/OFFICE CLOSINGS FOR 2024**

On a motion by Mr. Decker, seconded by Mr. Tanis the following holidays/office closings were approved for 2024: 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, 2024, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$12,600 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$12,600 and \$23,200 require three written/telephonic quotations.
- Purchases and contracts over \$23,200 require formal bidding.

Mr. Decker made a motion to implement the municipal bid/quote thresholds, as set by the Commonwealth of PA, for Potter Township. Mr. Floray 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, 2024 the IRS rate is 67 cents per mile.

**Resolution #R-2024-01**, *Master Fee Schedule* for 2024 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 and changes suggested by various Board members, Mr. Decker moved to adopt Resolution #R-2024-01, setting the Fee Schedule for Potter Township. Mr. Floray seconded the motion. **Motion carried unanimously.**

**Resolution #R-2024-02** *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. Mr. Floray moved to adopt Resolution #R-2024-02, authorization to pay bills. Mr. Decker seconded the motion. **Motion carried unanimously.**

**Resolution #R-2024-03** *Disposition of Records*. Mr. Floray moved to adopt Resolution #R-2024-03, authorizing disposal of records as set for in the Municipal Records Manual. A list of records to be destroyed was included. Mr. Decker seconded the motion. **Motion carried unanimously.**

#### **PSATS CONFERENCE VOTING DELEGTE**

Mr. Floray moved to appoint Secretary/Treasurer Lisa Kroner as Potter Township's voting delegate at the 2024 PSATS Conference, April 14-17, 2024. Mr. Decker seconded the motion. **The motion carried unanimously.**

#### **ADJOURNMENT**

Hearing of no additional organizational business, the Chair called for a motion to adjourn. Mr. Floray moved to adjourn the January 2, 2024, Potter Township Board of Supervisors Organization Meeting at 8:21 pm. Mr. Newman seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

*Lisa A. Kroner*

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