



**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 2, 2024 – 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 2024. 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 2023.

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	Sean Burke McQuaide Blasko	Yes	
Zoning Hearing Board - Solicitor	Jeffrey Stover	Yes	
Open Records Officer	Lisa Kroner	Yes	
Open Records Officer – (A)	David Boliek	Yes	
Sewage Management Program Administrator	Lisa Kroner	Yes	
Sewage Management Program -Enforcement	Stanley Wallace	Yes	
UCC Code Administrator	Bureau Veritas North America, Inc.	Yes	Bureau Veritas North America, Inc. ***** Keystone Inspection Agency

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, 2024. 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 The EADS Group – Alternate P. Joseph Lehman – Consulting McCormick Taylor – Traffic Century Engineering - Retainer	Yes Yes Yes Yes Yes	Franson Engineering ELA Group, Inc. McCormick Taylor Century Engineering The EADS Group
Sewage Enforcement Officer	Stanley Wallace – Primary Justin Dashem – 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 – 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	(1/24–2/27)	Glenn Roth Ryan Newman Scott Floray
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)	Dick Decker		1/24 - 12/24

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 Requesting Appointment	Terms to be Filled
Planning Commission (7 members) (4 year term)	Mike Troyan 12/23 Scott Floray 12/23 Ryan Newman 12/24 Dave Henning 12/24 Melissa Hamsher 12/26 Linda Marshall 12/26	Amy Lake	1/24 – 12/25 (2 yr term) 1/24 – 12/25 (2 yr term) 1/24 – 12/27
Zoning Hearing Board (5 members) (5 year term) (Alternates = 3 yr term)	Craig Weidensaul 12/23 Doug Roth 12/23 Mike Clitherow 12/23 Ron Grove 12/24 Karl Eysenbach 12/25 Madge Ludwig 12/26	Doug Roth Mike Clitherow	1/24 – 12/28 1/24 – 12/28 1/24 – 12/25 Alternate
Parks & Rec Board (5-9 members) (5 year terms staggered)	Kate Hunt 12/24 Carol Michelotti 12/25 Amber Hubert 12/25 Kim Domin 12/26 Nicolas Millard 12/27 Thompson Hunt 12/27		1/24 – 12/26 1/24 – 12/28 1/24 – 12/28
Tri-Municipal Park, Inc. (2 members) (1 year term)	Mike Troyan Karl Eysenbach	Mike Troyan Karl Eysenbach	1/24 – 12/24 1/24 – 12/24
Vacancy Board	Vacant	No	
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	Dennis Grove 12/25 Mark Ralston 12/27	N/A	N/A
Well Head Protection Committee	Mark Ralston Mary Carol Frier Dennis Foust Glenn Roth Davis Araujo Milena Bucek Gary Hosterman Scott Floray		

- 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	1/24– 12/24
(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	Dick Decker 1/24–12/25 Coordination Committee Robert Zeigler– 1/24 – 12/25 Technical Committee	Coordination Cmte. 1/24–12/25 & Technical Cmte. 1/24–12/25
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Linda Marshall		1/24 – 12/24
Penns Valley Emergency Medical Services (1 member) (6 yr term)	Scott Floray 1/22 – 12/24		N/A
Centre County Tax Collection Committee – Act 32 (EIT)	Dennis Foust – (P)		

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 2023-2024 bond is \$1,500,000.

IX. DESIGNATION OF DEPOSITORY

Appointment of the following institutions as depositories for Potter Township funds for 1/1/2024 through 12/31/2024; 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 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.

XI. EXPENDITURE APPROVALS

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

Invoice Payment Dates:

- Establish invoice payment dates for 1ST & 3RD week 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. Effective January 1, 2024 the IRS rate is 67 cents per mile.

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.

XII. 2024 RESOLUTION R-2024-01, Consolidated Fee Schedule; Approval of

XIII. 2024 RESOLUTION R-2024-02, Authorization to Pay Bills; Approval of

XIV. 2024 RESOLUTION R-2024-03, Disposition of Records; Approval of

XV. PSATS VOTING DELEGTE

Appointment of a Board Representative or Secretary/Treasurer as the voting delegate at the 2024 PSATS Convention; Hershey, Pennsylvania; April 14-17, 2024.

XVI. ADJOURNMENT