



**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 6, 2025 – 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 2025. 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. Roth and Mr. Newman served as Chair and Vice-Chair respectively in 2024.

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	John Bee & Hannah Dillard 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	

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, 2025. 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	
Sewage Enforcement Officer	Stanley Wallace – Primary Justin Dashem – Secondary	Yes Yes	
Emergency Management Coordinator	Dulcie Hollobaugh	No	
Floodplain Administrator	Zoning Officer	No	Penns Valley Code Enforcement Agency
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	PV Code Enforcement Agency	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 Supervisors as 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)	Dick Decker	Yes	
Potter Township Planning Commission (4 yr term)	Ryan Newman – 12/24		
Penns Valley Regional Planning Commission (2 yr term)	Scott Floray– 12/25	N/A	N/A
Fire Tax Committee	Scott Floray Dick Decker		
Penns Valley EMS Services	Scott Floray - Primary		
EIT Collection Committee	Glenn Roth		
Well Head Protection Committee	Jake Tanis Glenn Roth Scott Floray	N/A	N/A

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)	Dave Henning 12/24	John Powell, Jr. Rhonda Rumbaugh Matt Reinhart Dave Henning	1/25 – 12/28 (4 yr term) 1/25 – 12/28 (4 yr term)
Zoning Hearing Board (5 members) (5 year term) (Alternates = 3 yr term)	Ron Grove 12/24 Vacant 12/28	Ron Grove Rhonda Rumbaugh Matt Reinhart John Powell, Jr.	1/25 – 12/28 1/25 – 12/29 1/25 – 12/25 Alternate 1/25 – 12/26 Alternate 1/25 - 12/27 Alternate
Parks & Rec Board (5-9 members) (5 year terms staggered)	Kate Hunt 12/24 Vacant 12/26 Vacant 12/28 Vacant 12/28	Kate Hunt Matt Reinhart John Powell, Jr.	1/25 – 12/26 1/25 – 12/28 1/25 – 12/28 1/25 – 12/29
Tri-Municipal Park, Inc. (2 members) (1 year term)	Mike Troyan Karl Eysenbach	Mike Troyan Karl Eysenbach John Powell, Jr. Scot Chambers	1/25 – 12/25 1/25 – 12/25
Vacancy Board	Amy Lake	Amy Lake Karl Eysenbach	
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 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>
(CCMPO) Centre Country Metropolitan Planning Organization (2 yr term)	Dick Decker – 1/24– 12/27 Coordination Committee Robert Zeigler – 1/24–12/27 Technical Committee	N/A	N/A
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Denny Foust – 12/24	Rhonda Rumbaugh Dave Henning	1/25 – 12/26
Penns Valley Emergency Medical Services (1 member) (6 yr term)	Scott Flaray 1/22 – 12/24		1/25 – 12/30
Centre County Tax Collection Committee – Act 32 (EIT)			

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 2025-2026 bond is \$2,500,000.

IX. DESIGNATION OF DEPOSITORY

Appointment of the following institutions as depositories for Potter Township funds for 1/1/2025 through 12/31/2025; 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 2025

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, 2025 the IRS rate is .70 cents per mile.

Bidding Thresholds:

Beginning on January 1, 2025, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$12,900 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$12,900 and \$23,800 require three written/telephonic quotations.
- Purchases and contracts over \$23,800 require formal bidding.

XII. 2025 RESOLUTION R-2025-01, Consolidated Fee Schedule; Approval of

XIII. 2025 RESOLUTION R-2025-02, Authorization to Pay Bills; Approval of

XIV. 2025 RESOLUTION R-2025-03, Disposition of Records; Approval of

XV. PSATS VOTING DELEGTE

Appointment of a Board Representative or Secretary/Treasurer as the voting delegate at the 2025 PSATS Convention; Hershey, Pennsylvania; May 4-7, 2025.

XVI. ADJOURNMENT