

POTTER TOWNSHIP BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES
January 6, 2025
124 Short Road, Spring Mills, Pennsylvania

ATTENDANCE:

The Board of Supervisors held its Organization Meeting on Monday, January 6, 2025, at the Potter Township Municipal Building. In attendance were:

Board: Glenn Roth Ryan Newman Dick Decker Scott Floray Jacob Tanis, III	Staff: Lisa Kroner, Secretary/Treasurer Hannah Dillard, Solicitor
--	---

CALL TO ORDER

Mr. Roth called the Monday, January 6, 2025, Organization Meeting to order at 7:00 pm, which was followed by the Pledge of Allegiance.

PUBLIC COMMENT

None

ELECTION OF OFFICERS

Mr. Roth called for nominations for the position of Board Chair for 2025. 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 2025. Mr. Floray seconded the motion. **Motion carried unanimously. 5-0**

The meeting was continued by 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 2025. 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 2025. 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 carried unanimously.**

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

Public Works Superintendent	David Boliek
Open Records Officer - (A)	David Boliek
Township Solicitor	John Bee, McQuaide Blasko & Hannah Dillard, McQuaide Blasko
Zoning Hearing Board Solicitor	Jeffrey Stover, Esq.
Sewage Management Program – Enforcement	Stanley Wallace

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.

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

Sewage Enforcement Officer	Stanley Wallace – Primary Justin Dashem – Secondary
Emergency Management Coordinator	Vacant
Floodplain Administrator	Penns Valley Code Enforcement Agency
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	Penns Valley Code Enforcement Agency

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 1/25 – 12/25
Potter Township Planning Commission	No Supervisors
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
Well Head Protection Committee (Motion by Mr. Floray, seconded by Mr. Roth) **required to meet at least once annually	Jake Tanis, Chair Glenn Roth Scott Floray Milena Bucek Mary Carol Frier Gary Hosterman Dennis Foust

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	Dave Henning 1/25 – 12/28 (4-year term)
Zoning Hearing Board	Ron Grove 1/25 – 12/28 (4-year term)
Parks & Rec Board	Kate Hunt 1/25 - 12/29
Tri-Municipal Park, Inc.	Mike Troyan 1/25 – 12/25 Karl Eysenbach 1/25 - 12/25
Vacancy Board	Amy Lake
Centre Hall-Potter Sewer Authority	<i>No new appointments</i>
Well Head Protection Committee	<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.**

(CCMPO) Centre County Metropolitan Planning Organization	Dick Decker Robert Zeigler
Penns Valley Regional Planning Commission	Dave Henning
Penns Valley Emergency Medical Services Representative	Scott Floray 1/25 – 12/30
Centre County Tax Collection Committee –Act 32 (EIT)	Glenn Roth

TREASURER’S BOND

The Treasurer’s bond has been set at \$2,500,000.00. This is based on the maximum amount of transferrable or liquid assets available at any one time during the year. Mr. Newman moved to set the Treasurer’s bond at \$2,500,000.00 effective February 1, 2025 thru February 1, 2026. Mr. Floray 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 EMPLOYEE HOLIDAYS/OFFICE CLOSINGS FOR 2025

On a motion by Mr. Floray, seconded by Mr. Newman the following holidays/office closings were approved 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.

EXPENDITURE APPROVALS AND MILEAGE RATE

The Board unanimously approved 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.

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

Resolution #R-2025-01, *Master Fee Schedule* for 2025 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. Newman moved to adopt Resolution #R-2025-01, setting the Fee Schedule for Potter Township. Mr. Decker seconded the motion. **Motion carried unanimously.**

Resolution #R-2025-02 *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-2025-02, authorization to pay bills. Mr. Decker seconded the motion. **Motion carried unanimously.**

Resolution #R-2025-03 *Disposition of Records*. Mr. Newman moved to adopt Resolution #R-2025-03, authorizing disposal of records as set for in the Municipal Records Manual. A list of records to be destroyed was included. Mr. Floray seconded the motion. **Motion carried unanimously.**

PSATS CONFERENCE VOTING DELEGTE

Mr. Roth moved to appoint Secretary/Treasurer Lisa Kroner as Potter Township's voting delegate at the 2025 PSATS Conference, May 4-7, 2025. Mr. Newman seconded the motion. **The motion carried unanimously.**

ADJOURNMENT

Hearing of no additional organizational business, the Chair called for a motion to adjourn. Mr. Newman moved to adjourn the January 6, 2025, Potter Township Board of Supervisors Organization Meeting at 7:21 pm. Mr. Floray seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

Lisa A. Kroner

Lisa A. Kroner, CGA
Township Secretary