

**POTTER TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATION MEETING MINUTES  
January 7, 2019**

**ATTENDANCE:**

The Board of Supervisors held its Organization Meeting on Monday, January 7, 2019, at the Potter Township Municipal Building. In attendance were:

**Board:** Dick Decker  
Jake Tanis  
Melvin Dutrow  
Karl Eysenbach  
Dennis Foust

**Staff:** Budd Brooks, Road Superintendent  
Lisa Kroner, Secretary/Treasurer

**CALL TO ORDER**

Mr. Decker called the Monday, January 7, 2019, organization meeting to order at 7:00 pm, which was followed by the Pledge of Allegiance.

**ELECTION OF OFFICERS**

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

Ms. Kroner called for nominations for the position of Board Chair for 2019. 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 2019. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Ms. Kroner turned the meeting over to Mr. Decker, the newly-appointed chairperson for Potter Township Board of Supervisors.

Chair Decker called for nominations for the position of Board Vice-Chair for 2019. As only one name was presented, the following motion was put forth.

Mr. Foust moved to nominate, close the nominations and elect Mr. Jake Tanis as Board Vice-Chair for the year 2019. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

Mr. Decker asked for nominations for Secretary and Treasurer position. Mr. Foust made a motion nominating Lisa Kroner. Mr. Dutrow 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.

Township Secretary	Lisa Kroner
Township Treasurer	Lisa Kroner
Road Superintendent	Budd Brooks
Township Solicitor	Robert Rayman
Zoning Hearing Board Solicitor	Alan Kirk
Open Records Officer	Lisa Kroner
Open Records Officer – Alternate	Budd Brooks
Sewage Management Program Administrator	Lisa Kroner
Sewage Management Program -Enforcement	Stanley Wallace
UCC Code Administrator	Bureau Veritas North America, Inc.

Mr. Foust made a motion that the Board of Supervisors re-appoint all current Potter Township professional staff members to their current positions, with the additional appointment of Open Records Officer-Alternate. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

#### **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.

Township Engineers	Franson Engineering – Primary ELA Group, Inc. – Alternate McCormick Taylor – Traffic Century Engineering - Retainer
Sewage Enforcement Officer	Stanley Wallace – Primary Nathan Sweeley – Alternate Pamela Winter – 2 <sup>nd</sup> Alternate
Zoning Officer	Stanley Wallace - Primary Budd Brooks - Alternate
Emergency Management Coordinator	Sally Tanis
Floodplain Administrator	Stanley Wallace
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

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

A Memorandum of Understanding for SEO deposit for subdivisions was included and approved along with the SEO fee schedule. The rate schedule for Alternate and 2<sup>nd</sup> Alternate Sewage Enforcement Officers will fall under Mr. Wallace's, as presented with appointment.

**CONSENT AGENDA**

**Resolution #R-2019-01**, Fee Schedule for 2019 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.

Mr. Foust voiced concern for the current fees for signs. The fee is determined by the square footage of all sign area, be it double sided, the square footage is times two (2). Subsequent to discussion, Mr. Foust moved to increase the fees for signs to: 0–5 sq. ft. (\$15.00); 6–10 sq. ft. (\$30.00); 11–50 sq. ft. (\$45.00); 51–100 sq. ft. (\$60.00); and 101–200 sq. ft. (\$75.00).

Mr. Eysenbach seconded the motion to increase the sign fee. **Motion carried unanimously.**

Mr. Foust moved to adopt Resolution #R-2019-01, setting the Fee Schedule for Potter Township. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

**Resolution #R-2019-02**, Disposition of Records. Mr. Foust moved to adopt Resolution #R-2019-02, authorizing disposal of records as set for in the Municipal Records Manual. A list of records destroyed was included. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

**BOARD 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.

Tri-Municipal Park, Inc.	Karl Eysenbach
Potter Township Planning Commission (4 yr term)	Karl Eysenbach
Penns Valley Regional Planning Commission (2 yr term)	Jake Tanis
Fire Tax Committee	Dennis Foust (check signer)
Fire Protection Committee	Jake Tanis Melvin Dutrow
Penns Valley Emergency Medical Services	Jake Tanis
EIT Collection Committee	Dennis Foust

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

**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. Letters of interest were reviewed for positions on various ABC’s. Interviews with prospective members will be conducted prior to making appointments.

The following vacancies exist:

The Planning Commission has two open positions, (1) four-year term and (1) one-year term.

The Zoning Hearing Board has (1) five-year term.

The Fire Protection Committee has (1) open position for a resident on the committee.

Discussion on Planning Commission Secretary versus Recording Secretary (paid position).

Mr. Eysenbach made a motion to postpone the appointment for the vacancies on the Planning Commission and Zoning Hearing Board until the January 21<sup>st</sup> regular meeting. Mr. Foust seconded the motion. **Motion carried unanimously.**

Planning Commission	Ronald Grove H. Paul Sampsell	Mike Troyan Mary Carol Frier
Planning Commission Secretary	Cindy Foust	
Zoning Hearing Board	Mike Clitherow Dave Henning	Todd Bowersox Madge Ludwig
Zoning Hearing Board Alternate (1 member) (5 year term)	Allen Ishler	
Parks & Rec Board (5-9 members) (5 year terms staggered)	Ann Glaser Mike Troyan Marieta Smith	Heather Shakley John Smith
Tri-Municipal Park, Inc. (2 members) (3 year term)	Mike Troyan Todd Bowersox	
Vacancy Board	T. Craig Weidensaul	
Fire Protection Committee (1 member)		

Mr. Tanis made a motion that the Board of Supervisors approve the slate of appointments for the Authorities, Boards and Commissions as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously**

## APPOINTMENT TO REGIONAL COMMITTEES

Spring Creek Watershed Commission (2 members) (1 yr term)	Dave Whiteman Ann Glaser
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Jake Tanis
Penns Valley Emergency Medical Services Representative (1 member) (6 yr term)	Cindy Foust
Centre County Tax Collection Committee –Act 32 (EIT)	Dennis Foust

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

### MEETING DATES FOR 2019

Board of Supervisors – Jan. 7<sup>th</sup> (re-organization) & Jan. 21; Feb. 4 & 18; March 4 & 18; April 1 & 8; May 6 & 20; June 3 & 17; July 8; Aug. 5; Sept. 9 & 16; Oct. 7, 14 & 21; Nov. 4 & 18; Dec. 2 & 16.

Planning Commission - Jan. 8; Feb. 5; Mar. 5 & 26; Apr. 2 & 23; May 7 & 28; Jun. 4 & 25; July 2; Aug. 6; Sept. 3; Oct. 1; Nov. 7; Dec. 3.

Parks & Recreation Board – Jan. 15; Feb. 12; Mar. 12; Apr. 9; May 14; Jun. 11; Jul. 9; Aug. 13; Sept. 10; Oct. 8; Nov. 12; Dec. 10.

Meetings are held at 7:00 P.M. in conference room at 124 Short Road, Spring Mills, PA

Elected Auditors will meet on Jan. 8<sup>th</sup> (re-organization) at 4:00 P.M. at the Potter Township office.

### 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. Tanis moved to set the Treasurer’s bond at \$1,250,000.00 until the October 1, 2019 renewal. At that time, the amount of the bond will reviewed before renewal. Mr. Foust seconded the motion. **Motion carried unanimously.**

### DESIGNATION OF DEPOSITORY

Mr. Foust moved that the Board of Supervisors appointment 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, with the stipulation that any FDIC insurance bank or savings institution may be used for the investment of Township funds.

Mr. Tanis made a motion that the Board of Supervisors appoint the designation of depository as presented. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

### **EXPENDITURE APPROVALS AND MILEAGE RATE**

Mr. Foust made a motion to establish invoice payments for the 1<sup>st</sup> and 3<sup>rd</sup> weeks of each month. All invoices shall be approved at regular meetings with the exception of operating invoices, which shall be paid when due in order to avoid penalties. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

The Pennsylvania Legislature and Governor implemented the bid/quote thresholds for municipalities in November 2018. Beginning on January 1, 2019, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$11,100 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$11,100 and \$20,600 require three written/telephonic quotations.
- Purchases and contracts over \$20,600 require formal bidding.

The Internal Revenue Service set the standard business mileage rate at 58 cents per mile effective January 1, 2019.

Mr. Foust made a motion to implement the bid/quote thresholds and the mileage rate change for Potter Township. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

### **PSATS CONFERENCE VOTING DELEGTE**

Mr. Tanis moved to appoint Supervisor Dennis Foust as Potter Township's voting delegate at the 2019 PSATS Conference, April 14-17-2019. Mr. Decker seconded the motion. **The motion carried unanimously.**

### **CONFERENCE and TRAINING EXPENSE**

Mr. Dutrow moved to approve the following reimbursable expenses for attendees of the PSATS Conference: Township representative registration and guest registration. Meal reimbursement \$45.00 per day, including tips. **\*\*Note:** This amount will be aggregated. For example, a 3-day trip will have a \$135 total meal allowance, to be used as the individual deems necessary.

### **ADJOURNMENT**

Hearing of no additional organizational business, the Chair called for a motion to adjourn. Mr. Foust moved to adjourn the January 7, 2019, Potter Township Board of Supervisors Organization Meeting. Mr. Tanis seconded the motion. **Motion carried unanimously.**

Respectfully submitted,

*Lisa A. Kroner*

Lisa Kroner, Township Secretary  
For the Board of Supervisors