

**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING**

Monday, January 7, 2019

7:00 pm

124 Short Road, Spring Mills, Pennsylvania

I. CALL TO ORDER

The meeting will be called to order by current Chairman Dick Decker. The Second Class Township Code requires that the Board of Supervisors organize on the first Monday in January, unless that day is a holiday and then the Board will meet on the Tuesday following the first Monday.

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 2019. A motion will be required to nominate the Secretary as Temporary Chair. Once appointed Temporary Chair, the Secretary will seek nominations for Chairman 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 Chairman and the Secretary/Treasurer for the Township. Mr. Decker and Mr. Tanis served as Chair and Vice-Chair respectively in 2018.

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	
Road Superintendent	Budd Brooks	Yes	
Township Solicitor	Robert Rayman	Yes	
Zoning Hearing Board Solicitor	Alan Kirk	Yes	
Open Records Officer	Lisa Kroner	Yes	
Open Records Officer – Alternate	Vacant		
Sewage Management Program Administrator	Lisa Kroner	Yes	
Sewage Management Program -Enforcement	Stanley Wallace	Yes	
UCC Code Administrator	Bureau Veritas North America, Inc.	Yes	*Contract self-renews on 3/2019 unless cancelled

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, 2018. 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 McCormick Taylor – Traffic Century Engineering - Retainer	Yes --- Yes Yes	ELA Group, Inc.
Sewage Enforcement Officer	Stanley Wallace – Primary Pamela Winter – Alternate Justin Dashem – 2 nd Alternate	Yes Yes ---	Nathan Sweeley
Zoning Officer	Stanley Wallace - Primary Budd Brooks - Alternate	Yes Yes	
Potter Township Emergency Management Coordinator	Sally Tanis		
Certified Public Accountant – Auditor	Baker Tilly Virchow Krause, LLP	Yes	
Local Services Tax Collector	State College Borough Tax Office	Yes	
Act 511 Tax Collector	Centre Tax Agency	Yes	
Delinquent Per Capita Tax Collector	J.P. Harris	Yes	

NOTE: The Board can consider these as a group for appointment or individually.

V. BOARD MEMBER 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. (3-yr term)	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		

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)	Position Currently Held By	Incumbent(s)	Candidates for Appointment	Terms to be Filled
Planning Commission (7 members) (4 year term)	Ronald Grove Mike Troyan H. Paul Sampsell Mary Carol Frier	Michelle Brown Tom Doman (resigned)	Michelle Brown Daniel Dixon	1/19 – 12/19 1/19 – 12/22
Planning Commission Secretary (1 yr term)	Cindy Foust	Cindy Foust		1/19 – 12/19
Zoning Hearing Board (5 members) (5 year term)	Mike Clitherow Todd Bowersox Dave Henning Madge Ludwig	Dennis Grove	Vacancy	1/19 – 12/23
Zoning Hearing Board Alternate (1 member) (5 year term)	Allen Ishler			
Parks & Rec Board (5-9 members) (5 year terms staggered)	Ann Glaser Heather Shakley Mike Troyan John Smith Marieta Smith			
Tri-Municipal Park, Inc. (2 members) (3 year term)	Mike Troyan Todd Bowersox			
Vacancy Board	T. Craig Weidensaul	T. Craig Weidensaul	T. Craig Weidensaul	1/19 – 12/19
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	Mark Ralston Dennis Grove			
Fire Tax Committee				
Fire Protection Committee (1 member)			Vacancy	1/19 -

VII. APPOINTMENT TO REGIONAL COMMITTEES

<u>Position</u>	<u>Position Currently Held By</u>	<u>Incumbent(s)</u>	<u>Candidates for Appointment</u>	<u>Term to Be Filled</u>
Spring Creek Watershed Commission (2 members) (1 yr term)	Dave Whiteman -(P) Ann Glaser – (A)		Dave Whiteman Ann Glaser	1/19 – 12/19 1/19 – 12/19
(CCMPO) Centre Country Metropolitan Planning Organization (2 yr term)	Dick Decker – Coordination Committee Joel Myers – Technical Committee			
Penns Valley Regional Planning Commission (1 member) (yr term)	Ronald Grove			
Penns Valley Emergency Medical Services (1 member) (6 yr term)	Cindy Foust			1/19 – 12/24
Centre County Tax Collection Committee – Act 32 (EIT)	Dennis Foust – (P) - (A)			

VIII. MEETING DATES FOR 2019

Board of Supervisors – Jan. 7th (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. 8th (re-organization) at 4:00 P.M. at the Potter Township office.

IX. 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 2018 bond is \$1,250,000.

X. DESIGNATION OF DEPOSITORY

The Board should appoint as the Township’s primary depository (JSSB) Jersey Shore State 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.

XI. EXPENDITURE APPROVALS AND MILEAGE RATE

In November 2018 the Legislature and Governor approved an increase in bidding limits for Pennsylvania municipalities. 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 recently announced that the current standard business mileage rate of 54.5 cents per mile will increase to 58 cents per mile effective January 1, 2019.

The Board should consider action to implement the bid/quote thresholds and the mileage rate change.

XII. APPOINTMENT OF PSATS CONFERENCE VOTING DELEGTE AND AUTHORIZED ATTENDEES

The annual Conference will be held in Hershey on April 14-17, 2019. A copy of the conference program is provided with agenda materials. The Board should designate one of its members or the Secretary/Treasurer as the voting delegate. Board members should also indicate their interest in attending the conference, and special events, so that room and event registrations can be made as soon as possible.

Attendees	Voting Delegate

XII. ADJOURNMENT