



**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
January 3, 2022 – 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 2022. 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 2021.

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	Robert Rayman	Yes	
Zoning Hearing Board - Solicitor	Alan Kirk	Yes	
Open Records Officer	Lisa Kroner	Yes	
Open Records Officer – (A)			
Sewage Management Program Administrator			
Sewage Management Program -Enforcement	Stanley Wallace	Yes	
UCC Code Administrator	Bureau Veritas North America, Inc.	Yes	*Contract self-renewing

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, 2022. 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 ELA Group, Inc. -Alternate McCormick Taylor – Traffic Century Engineering - Retainer	Yes Yes Yes Yes	

Sewage Enforcement Officer	Stanley Wallace – Primary Jeff Kreger – Secondary	Yes Yes	
Zoning Officer	Chris Dobson	Yes	
Emergency Management Coordinator	Sally Tanis	No	Pending – Dulcie Hollobaugh
Floodplain Administrator	Chris Dobson	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	Chris Dobson	Yes	

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

V. BOARD of SUPERVISORS – 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. (1-yr term)	Karl Eysenbach 12/21		Melvin Dutrow
Potter Township Planning Commission (4 yr term)	No appointment		Glenn Roth
Penns Valley Regional Planning Commission (2 yr term)	Dick Decker 12/21	No	
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		

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 for Appointment	Terms to be Filled
Planning Commission (7 members) (4 year term)	Michele Foust 12/22 Mike Troyan 12/23 Scott Flaray 12/23 Allen Ishler 12/23 Mary Carol Frier 12/24	Ryan Newman	1/22– 12/24 (3)

ABC & Term Length(s)	Positions Currently Held By	Candidates for Appointment	Terms to be Filled
Zoning Hearing Board (5 members) (5 year term) (Alternate = 3 yr term)	Todd Bowersox 12/25 Madge Ludwig 12/21 Dave Henning 12/24 Mike Clitherow 12/22 Glenn Roth 12/23 _____ 12/22 (Alt)	Craig Weidensaul Madge Ludwig	1/22 - 12/25 (4) 1/22 –12/26 (5) 1/22 – 12/23 (2) 1/22 – 12/22 (1) Alt.
Parks & Rec Board (5-9 members) (5 year terms staggered)	Mike Troyan 1/18-12/22 Hannah Wentworth 1/21–12/22 John Smith 1/19-12/23 Tina Gearhart 1/19-12/23 Gary Hosterman 1/21–12/25 Carol Michelotti 1/21 – 12/25 Kim Domin 1/22 – 12/26		1/22-12/24 (3) 1/22-12/26 (5)
Tri-Municipal Park, Inc. (2 members) (1 year term)	Mike Troyan Todd Bowersox	Mike Troyan Karl Eysenbach Art Gover Madge Ludwig Jeff Wiest	1/22– 12/22 1/22 - 12/22
Vacancy Board	T. Craig Weidensaul	Karl Eysenbach Ryan Newman	1/21 – 12/21
Centre Hall-Potter Sewer Authority (2 members) (5 yr term)	Mark Ralston 12/22 Dennis Grove 12/25		N/A
Well Head Protection Committee	Mark Ralston Mary Carol Frier Dennis Foust Glenn Roth Davis Araujo Milena Bucek Gary Hosterman Scott Floray		N/A

- 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 (P) Ann Glaser (A)	Ann Glaser Art Gover	1/22 – 12/22 1/22 – 12/22
(CCMPO) Centre Country Metropolitan Planning Organization (2 yr term)	Dick Decker – 1/20 – 12/21 Coordination Committee Joel Myers – 1/20 – 12/21 Technical Committee	Dick Decker Doug Roth Joel Myers	1/22 – 12/23 1/22 – 12/23
Penns Valley Regional Planning Commission (1 member) (2 yr term)	Doug Roth 12/22		N/A
Penns Valley Emergency Medical Services (1 member) (6 yr term)	Scott Floray (A)		1/22 – 12/24
Centre County Tax Collection Committee – Act 32 (EIT)	Dennis Foust – (P)	Dennis Foust	

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 2021-2022 bond is \$1,250,000.

IX. DESIGNATION OF DEPOSITORY

Appointment of the following institutions as depositories for Potter Township funds for 1/1/2022 through 12/31/2022; 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 2022

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 weeks of 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.

Mileage Reimbursement Rate:

- The Internal Revenue Service announced the current standard business mileage rate of .585 cents per mile effective January 1, 2022.

Bidding Thresholds:

Beginning on January 1, 2022, the bidding thresholds for municipal authorities will be as follows:

- Purchases and contracts below \$11,800 require no formal bidding or written/telephonic quotations.
- Purchases and contracts between \$11,800 and \$21,900 require three written/telephonic quotations.
- Purchases and contracts over \$21,900 require formal bidding.

XII. 2022 RESOLUTION R-2022-01, Consolidated Fee Schedule; Approval of

XIII. 2022 RESOLUTION R-2022-02, Disposition of Records; Approval of

XIV. PSATS VOTING DELEGTE

Appointment of a Board Representative or Secretary/Treasurer as the voting delegate at the 2022 PSATS Convention; Hershey, Pennsylvania; April 24-27, 2022.

XV. ADJOURNMENT