

**POTTER TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
Tuesday, January 2, 2018**

ATTENDED BY:

BOARD: Dick Decker
Melvin Dutrow
Karl Eysenbach
Dennis Foust
Jake Tanis, III

STAFF: Lisa Kroner, Township Secretary/Treasurer
Budd Brooks, Road Superintendent

CALL TO ORDER:

Mr. Decker called to order at 7:00 PM the 2018 Potter Township Board of Supervisors Reorganization Meeting, followed by the Pledge of Allegiance.

Mr. Tanis served as Temporary Chair.

FIRST ORDER OF REORGANIZATION BUSINESS:

Mr. Tanis called for nominations for the position of Board Chair for 2018. Mr. Foust moved to nominate and elect Mr. Dick Decker as Board Chair for the year 2018, and close the nominations. Mr. Eysenbach seconded the motion. **Motion carried unanimously.**

Mr. Decker took over as Chair.

SECOND ORDER OF REORGANIZATION BUSINESS:

Chair Decker called for nominations for the position of Board Vice-Chair for the year 2018. Mr. Foust moved to nominate and elect Mr. Jake Tanis, III as Board Vice-Chair for the year 2018 and close the nominations. Mr. Dutrow seconded the motion. **Motion carried unanimously.**

CONSENT AGENDA:

Mr. Dutrow made a motion to approve the 2018 Consent Agenda Items #1 - #42 as presented, minus Consent Agenda items #5 and #35, tabled for January 8, 2018 Board meeting; and items #7 and #41 to be withdrawn. Second by Mr. Foust. No further discussion. **Vote in favor unanimous. 5-0**

JANUARY 2018 CONSENT AGENDA

Item	Position	Appointee
1	Secretary/Treasurer	Lisa Kroner
2	Treasurer's Bond	\$1,250,000
3	Road Superintendent	Budd Brooks
4	Township Engineer - Primary	Don Franson
5	Township Engineer - Alternate	
6	Township Engineer - Traffic	McCormick Taylor
8	Sewage Enforcement Officer	Stanley Wallace
9	Sewage Enforcement Officer -1st Alternate	Pamela Winter
10	Sewage Enforcement Officer - 2nd Alternate	Justin Dashem

11	Zoning Officer		Stanley Wallace, Budd Brooks (Alternate)
12	Bldg Inspector/Code Enforcement Office		Bureau Veritas North America, Inc.
13	Township Solicitor		Robert Rayman
14	Open Records Officer		Lisa Kroner
15	Sewage Management Program -Enforcement		Stanley Wallace
16	Sewage Management Program - Administration		Lisa Kroner
17	Potter Township Emergency Management Coordinator		Sally Tanis
18	PV Emergency Medical Services Representative		Cindy Foust
19	Website Administrator		Theresa Heiser
20	Potter Township Planning Commission		** no terms ended 12/31/2017
21	Planning Commission Secretary		Pamela Winter
22	Depository -Primary Accounts, Tanis Escrow,UHS Escrow		JSSB
23	Depository -Escrow Savings Accounts		First National Bank
24	CPA Firm		Baker Tilly
25	Appointed Tax Collector (EIT)		Centre Tax Agency
26	Delinquent Tax Collector		J.P. Harris
27	Deputy Tax Collector		Kathy Highbaugh
28	Tax Collection Committee-Act 32 EIT		Dennis Foust
29	Tri-Municipal Park Board		Mike Troyan (3 year term ending 12/31/20)
30	Zoning Hearing Board		Michael Clitherow
31	Vacancy Board Chairman		T. Craig Weidensaul
32	Voting Delegate to PSATS		Dennis Foust
33	Centre County Metropolitan Planning Organization		Dick Decker - Coordination Committee Joel Myers - Technical Committee
34	Spring Creek Watershed (Primary/Annual)		Dave Whiteman
35	Spring Creek Watershed (Alternate)		
36	Penns Valley Regional Planning Commission		Ronald Grove - 2 year term ending 2019

BOARD MEMBER ASSIGNMENTS			
37	Tri-Municipal Park Board		Karl Eysenbach
38	Potter Township Planning Commission		Karl Eysenbach
39	Penns Valley Regional Planning Commission		Jake Tanis
40	Fire Tax Committee		Dennis Foust (check signer)
42	Penns Valley Emergency Medical Services		Jake Tanis

Consent Agenda Item #43 (Resolution R-18-01 Fee Schedule for 2018) was reviewed and discussed. Mr. Tanis inquired about Zoning Hearing Board Appeals fees and proposed the Zoning Hearing Board Appeals Application Fee be set at \$500. The Deposit of \$1,250 was defined as being used for "State permitted costs in excess of application fee (i.e. staff compensation and advertising)". Notation on 2018 Schedule of Fees to be added to read "Permittee is responsible for request of refund". Mr. Foust made a motion to adopt the 2018 Schedule of Fees with aforementioned amendments to Section 15 Zoning Hearing Board Appeals. Mr. Tanis seconded the motion. **Motion carried unanimously**

Consent Agenda Item #44 - Resolution R-18-02 Disposition of Records, presented for Approval. Mr. Tanis moved to approve Resolution R-18-02 as presented. Second by Mr. Foust. No further discussion. **Vote in favor was unanimous. 5-0.**

RESOLUTIONS			
43	R-18-01		Schedule of Fees
44	R-18-02		Disposition of Records

Mr. Eysenbach made a motion to approve the IRS mileage rate of \$.545 per mile for 2018. Second by Mr. Foust. No further discussion. **Vote in favor was unanimous. 5-0.**

Mr. Dutrow made a motion to adjourn the Reorganization Meeting at 7:52 PM. Second by Mr. Tanis. **Vote in favor was unanimous. 5-0.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Lisa A. Kroner', written over a horizontal line.

Lisa A. Kroner
Township Secretary/Treasurer

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