

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 2, 2024 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

The 2024 Re-Organization Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 2, 2024, scheduled for 7:00 PM. Present were the following: Supervisors C. Fisher, J. Gallagher, P. Leighow, D. Sarge, M. Sitler, Secretary/Treasurer S. Johnson, Road Master S. Rauch and Police Chief T. Frace.

AGENDA & MEETING MINUTES

- The meeting was called to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Appoint Temporary Chairperson & Secretary – See Motion Table below.
- Supervisors Organizational Motions – See Motion Table below.
- Recognition of Guests/Guest Presentations – N/A
- Public Comment – N/A
- Adjourn – 7:45 PM, motioned by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
1	<ul style="list-style-type: none"> • Temporary Chairperson: Craig Fisher • Temporary Secretary: Shannon Johnson 	MS MS	JG JG	5-0 5-0
2	<ul style="list-style-type: none"> • Nominate & Elect Chairperson: Craig Fisher • Nominate & Elect Vice-Chairperson: Max Sitler 	MS CF	JG JG	5-0 5-0
3	<ul style="list-style-type: none"> • Meeting Dates <ul style="list-style-type: none"> ○ Supervisors Meetings – JAN 2, FEB 5, MAR 4, APR 1, MAY 6, SEPT 3, OCT 7, NOV 4, DEC 2 ○ Combined Supervisors Meetings & Work Sessions - JUN 3, JUL 1, AUG 5 ○ Work Sessions - JAN 15, FEB 19, MAR 18, APR 10, MAY 8, SEPT 16, OCT 21, NOV 18, DEC 16 ○ Planning Commission Meetings - JAN 8, FEB 12, MAR 11, APR 8, MAY 13, JUN 10, JUL 8, AUG 12, SEP 9, OCT 14, NOV 11, DEC 9 ○ Supervisors Meetings/Work Sessions begin on Mondays at 7:00 PM. Planning Commission Meetings begin on Mondays at 6:00 PM. All meetings are held at 150 Municipal Road, Berwick, PA 18603. ○ Mult municipal Comprehensive Plan Joint Meetings between BCT & NCT are scheduled quarterly for the 3rd Monday of the month on the following dates: @NCT FEB 26, MAY 21, @BCT AUG 26, DEC 3. Time and location of meetings to be confirmed in collaboration with NCT, will be advertised. • PSATS Annual Conference Dates: 14-17APR2024 	JG	MS	5-0
4	<ul style="list-style-type: none"> • Secretary/Treasurer: Shannon Johnson • Salary rate per hour: \$17.00 	MS	JG	5-0
5	<ul style="list-style-type: none"> • Treasurer’s Bond of \$725,000.00 <ul style="list-style-type: none"> ○ Cost: \$613.00 ○ Renewal date: 12/20/2024 • Recommend to Auditors 	MS	JG	5-0
6	<ul style="list-style-type: none"> • Working Supervisor(s) <ul style="list-style-type: none"> ○ Includes all Supervisors ○ Salary rate per hour: \$15.00 • Recommend to Auditors 	MS	JG	5-0

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 2, 2024 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote
7	<ul style="list-style-type: none"> • Part-time As Needed for Maintenance Dept.: Terry Albertson & Carl Hess • Salary rate per hour: \$25.00 CDL-Snow Plowing 	MS	JG	5-0
8	<ul style="list-style-type: none"> • Road Department/Laborer Mechanic: Charles Koch • Salary rate per hour: \$24.53 • Township Verizon Bill – Payment of Cell Phone: \$42.22 	MS	PL	5-0
9	<ul style="list-style-type: none"> • Road Master: Slade Rauch • Salary rate per hour: \$27.03 • Monthly Phone Stipend: \$42.16 • Road Master to receive 10 sick days for 2024. • Reimbursement for health insurance - \$325.00; Health reimbursement to increase with insurance premium and will be reviewed in OCT2024 for Re-org 2025 	MS	JG	5-0
10	<ul style="list-style-type: none"> • Pennsylvania One Call – Township Representative / Employee: Carl Hess • Salary rate per call: \$1.00 	MS	JG	5-0
11	<ul style="list-style-type: none"> • Sewage Enforcement Officer: William Brior - Brior Environmental Services, Inc. • Alternate Sewage Enforcement Officer: Robert Fugate - Brior Environmental Services Inc. • Fees according to schedule 	JG	MS	5-0
12	<ul style="list-style-type: none"> • Zoning & Codes and Third-party Inspectors/UCC/Property Maintenance: Larry C. Frace Inspections, LLC • Fees according to schedule 	DS	JG	5-0
13	<ul style="list-style-type: none"> • IS/IT Officer: Tom Frace 	MS	JG	5-0
14	<ul style="list-style-type: none"> ○ Police Chief: Tom Frace ○ Salary as per annual contract: \$90,200.00 	MS	JG	5-0
15	<ul style="list-style-type: none"> ○ Sergeant: Harold Morris ○ Salary: rate per hour as per contract: \$33.23 	MS	JG	5-0
16	<ul style="list-style-type: none"> ○ Senior Patrolman: Kristen Cunningham ○ Salary: rate per hour as per contract: \$31.36 	MS	JG	5-0
17	<ul style="list-style-type: none"> ○ Patrolman III: Lee Pitonyak ○ Salary: rate per hour as per contract: \$27.40 	MS	JG	5-0
18	<ul style="list-style-type: none"> ○ Probationary Officer: Dustin Sobol ○ Salary per hour as per contract: \$22.97 	MS	JG	5-0
19	<ul style="list-style-type: none"> ○ Probationary Office: Cole Schaffer ○ Salary: rate per hour as per contract: \$22.97 	MS	JG	5-0
20	<ul style="list-style-type: none"> ○ Paid Holidays, & Vacation, Personal, Sick Time, and other approved leave shall be according to whichever is applicable to employee: Contract for uniformed employees or Employee Handbook for Non-Uniformed Employees, unless otherwise previously mentioned. ○ Township office to be closed on holidays provided to full-time employees. ○ Maintenance Dept. – For 2024, 10 sick days granted to Maintenance Staff ○ Maintenance Dept. - 10 Holidays; changed from 9: addition of Birthday as a Holiday. (Note: If holiday approved, amend Employee Handbook for Non-Uniformed Employees.) 	JG	PL	5-0

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 2, 2024 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote
21	<ul style="list-style-type: none"> o Township Solicitor: Hummel, Lewis & Davidson, LLP o Fees according to schedule – Resolution #1 of 2024 	MS	JG	5-0
22	<ul style="list-style-type: none"> o Township Engineers: LIVIC Civil o Fees according to schedules 	MS	JG	5-0
23	<ul style="list-style-type: none"> o Vacancy Board: Dennis Peters 	MS	JG	5-0
24	<ul style="list-style-type: none"> o Depository: First Keystone Community Bank 	JG	MS	5-0
25	<ul style="list-style-type: none"> o Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.67 per mile 	MS	JG	5-0
26	<ul style="list-style-type: none"> o Certify Voting Delegate to the State Annual Convention: Craig Fisher o Alternate: _____ TBD _____ 	MS	JG	5-0
27	<ul style="list-style-type: none"> o Insurance Carrier: Kilmer 	MS	PL	5-0
28	<ul style="list-style-type: none"> o Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky o Salary rate per meeting: \$10.00 	MS	MS	5-0
29	<ul style="list-style-type: none"> o CPA to perform 2022 Annual Audit & Financial Report: Wagner, Dreese, Elsasser & Associates, P.C. o Fees according to schedule 	MS	JG	5-0
30	<ul style="list-style-type: none"> o Planning Commission <ul style="list-style-type: none"> o Appoint Administrator: Ron Samsel <ul style="list-style-type: none"> ▪ Administrator rate per meeting: \$100.00 per month o Re-appoint Members: Greg Ash, Dan Marston, John Gallagher, Kevin Drumheller, and Justin Pierce <ul style="list-style-type: none"> ▪ Members rate per meeting: \$25.00 per meeting if you attend. John Gallagher is not paid by Planning Commission as he is paid as a Supervisor. 	MS	PL	5-0
31	<ul style="list-style-type: none"> o Zoning Hearing Board Solicitor: Kevin Tanribilir o Fees according to schedule 	MS	JG	5-0
32	<ul style="list-style-type: none"> o Zoning Hearing Board (ZHB) <ul style="list-style-type: none"> o Re-appoint Chairperson/ZHB Member: Frank Bedosky o Re-appoint ZHB Members: Donald Bower, Benjamin Franek, & Alternate: M. Gosh o ZHB Member rate per meeting: \$75.00 	JG	MS	5-0
33	<ul style="list-style-type: none"> o Uniform Construction Appeal Board (UCAB) - Making it a joint board with NCT, BCT, BCB (Check with Barry) <ul style="list-style-type: none"> o Appoint UCAB Members (3) and an Alternate UCAB Member <ul style="list-style-type: none"> ▪ (1) _____, (2) _____, (3) _____ ▪ Alternate: _____ o UCAB Member rate per meeting: \$ 	N/A	N/A	N/A
34	<ul style="list-style-type: none"> o Appoint Township BAJSA Representative: Melissa Fisher 	MS	JG	5-0
35	<ul style="list-style-type: none"> o Right to Know Officer: Shannon Johnson o Alternate: Vacant 	MS	DS	5-0
36	<ul style="list-style-type: none"> o Township Representative to Columbia County Tax Collection Committee: Shannon Johnson o Alternate: <u>Dan Sarge</u> 	MS	PL	5-0

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 2, 2024 / 7:00 PM

Briar Creek Township Municipal Building, 150 Municipal Rd., Berwick, PA 18603, Columbia County, PA

#	MOTION	By	2nd	Vote												
37	<ul style="list-style-type: none"> ○ For Training/Consultancy Purposes for Township Business on as needed basis supporting new Secretary/Treasurer Shannon Johnson: ○ Appoint Michelle DeStefano at the rate of \$25.00/Hr. ○ Appoint Darlene Gabsewics at the rate of \$65.00/Hr. 	MS	JG	5-0												
38	<ul style="list-style-type: none"> ○ Pension Plan & Health Insurance Plan Administrator: Shannon Johnson 	MS	JG	5-0												
39	<ul style="list-style-type: none"> ○ EIT Collector: Berkheimer 	MS	PL	5-0												
39	<ul style="list-style-type: none"> ○ Taxes <ul style="list-style-type: none"> ▪ Real Estate: 7 mills ▪ Fire: 1 mill ▪ Street Light Assessment: \$34.00 (Briar Creek Township) ▪ Street Light Assessment: \$9.00 (Briar Crest) 	MS	JG	5-0												
40	<ul style="list-style-type: none"> ○ Liaison to: <table border="1" style="margin-left: 20px; width: 100%;"> <tbody> <tr> <td>▪ Police Dept.</td> <td>M. Sitler</td> </tr> <tr> <td>▪ Fire Dept.</td> <td>C. Fisher</td> </tr> <tr> <td>▪ Office</td> <td>P. Leighow</td> </tr> <tr> <td>▪ Maintenance</td> <td>J. Gallagher</td> </tr> <tr> <td>▪ Codes</td> <td>M. Sitler</td> </tr> <tr> <td>▪ Planning & Comp. Plan</td> <td>D. Sarge</td> </tr> </tbody> </table> 	▪ Police Dept.	M. Sitler	▪ Fire Dept.	C. Fisher	▪ Office	P. Leighow	▪ Maintenance	J. Gallagher	▪ Codes	M. Sitler	▪ Planning & Comp. Plan	D. Sarge	MS	JG	5-0
▪ Police Dept.	M. Sitler															
▪ Fire Dept.	C. Fisher															
▪ Office	P. Leighow															
▪ Maintenance	J. Gallagher															
▪ Codes	M. Sitler															
▪ Planning & Comp. Plan	D. Sarge															
41	<ul style="list-style-type: none"> • Emergency Management Coordinator: Harold Kern 	MS	JG	5-0												
42	<ul style="list-style-type: none"> • Authorization to pay operating disbursements between meetings 	MS	JG	5-0												
43	<ul style="list-style-type: none"> • Authorization to pay operating disbursements electronically (where available with bank/vendor) 	MS	JG	5-0												

CF = Craig Fisher DS = Dan Sarge JG = John Gallagher MS = Max Sitler PL = Patti Leighow