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.

#	MOTION	Ву	2nd	Vote
1	Temporary Chairperson: Craig Fisher	MS	JG	5-0
	Temporary Secretary: Shannon Johnson	MS	JG	5-0
2	Nominate & Elect Chairperson: Craig Fisher	MS	JG	5-0
	Nominate & Elect Vice-Chairperson: Max Sitler	CF	JG	5-0
3	Meeting Dates			
	 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 	JG	MS	5-0
	 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			
4	Secretary/Treasurer: Shannon Johnson	MC	10	5.0
	Salary rate per hour: \$17.00	MS	JG	5-0
5	Treasurer's Bond of \$725,000.00			
	o Cost: \$613.00	MS	JG	5-0
	o Renewal date: 12/20/2024	IVIS	JG	5-0
	Recommend to Auditors			
6	Working Supervisor(s)			
	o Includes all Supervisors	MS	JG	5-0
	o Salary rate per hour: \$15.00		36	3-0
	Recommend to Auditors			

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#	MOTION	Ву	2nd	Vote
7	Part-time As Needed for Maintenance Dept.: Terry Albertson & Carl Hess	MS	JG	5-0
	Salary rate per hour: \$25.00 CDL-Snow Plowing	IVIO	3.6	J-0
8	Road Department/Laborer Mechanic: Charles Koch			
	Salary rate per hour: \$24.53	MS	PL	5-0
	Township Verizon Bill – Payment of Cell Phone: \$42.22			
9	Road Master: Slade Rauch			
	Salary rate per hour: \$27.03			
	Monthly Phone Stipend: \$42.16	MS	JG	5-0
	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 			
10	Pennsylvania One Call – Township Representative / Employee: Carl Hess	MS	JG	5-0
	Salary rate per call: \$1.00	IVIO	J.G	J-U
11	Sewage Enforcement Officer: William Brior - Brior Environmental Services, Inc.			
	Alternate Sewage Enforcement Officer: Robert Fugate - Brior Environmental Services Inc.	JG	MS	5-0
	Fees according to schedule			
12	Zoning & Codes and Third-party Inspectors/UCC/Property Maintenance: Larry C. Frace Inspections, LLC	DS	JG	5-0
	Fees according to schedule		-	
13	IS/IT Officer: Tom Frace	MS	JG	5-0
14	o Police Chief: Tom Frace	MO	10	E O
	o Salary as per annual contract: \$90,200.00	MS	JG	5-0
15	Sergeant: Harold Morris	MS	JG	5-0
	o Salary: rate per hour as per contract: \$33.23	IVIO	JG	J-U
16	Senior Patrolman: Kristen Cunnington	MS	JG	5-0
	o Salary: rate per hour as per contract: \$31.36	.,,,		J-0
17	o Patrolman III: Lee Pitonyak	MS	JG	5-0
	o Salary: rate per hour as per contract: \$27.40	ļ <u>.</u>		- -
18	o Probationary Officer: Dustin Sobol	MS	JG	5-0
	Salary per hour as per contract: \$22.97			
19	o Probationary Office: Cole Schaffer	MS	JG	5-0
	Salary: rate per hour as per contract: \$22.97 Salary: rate per hour as per contract: \$22.97			
20	 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. 		<u></u>	5
	 Maintenance Dept. – For 2024, 10 sick days granted to Maintenance Staff 	JG	PL	5-0
	 Maintenance Dept 10 Holidays; changed from 9: addition of Birthday as a Holiday. (Note: If holiday approved, amend Employee Handbook for Non-Uniformed Employees.) 			

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21 O Township Solicitor. Hummel, Lewis & Daividson, LLP Fees according to schedule – Resolution #1 of 2024	#	MOTION	Ву	2nd	Vote
o Fees according to schedule – Resolution #1 of 2024 22 o Township Engineers: LIVIC Civil MS JG 5-0 Fees according to schedules 23 o Vacancy Board: Dennis Peters 24 o Depository: First Keystone Community Bank 25 o Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.67 per mile 26 o Certify Voting Delegate to the State Annual Convention: Craig Fisher Alternate: TBD MS JG 5-0 27 o Insurance Carrier: Kilmer 28 o Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky Salary rate per meeting: \$10.00 29 o CPA to perform 2022 Annual Audit & Financial Report: Wagner, Dreese, Elsasser & Associates, P.C. MS JG 5-0 Fees according to schedule 30 o Planning Commission Appoint Administrator: Ron Samsel Administrator rate per meeting: \$10.00 per month O Re-appoint Members: Greg Ash, Dan Marston, John Gallagher, Kevin Drumheller, and Justin Pierce 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. 31 o Zoning Hearing Board Solicitor: Kevin Tanribilir Pees according to schedule Ace-appoint Chairperson/ZHB Member: Frank Bedosky Re-appoint 2HB Members: Donald Bower, Benjamin Franek, & Alternate: M. Goresh Carlo Re-appoint Chairperson/ZHB Member: Frank Bedosky Re-appoint Chairperson/ZHB Member: Prank Bedosky Re-appoint URB Members: Donald Bower, Benjamin Franek, & Alternate: M. Goresh CAPB Member rate per meeting: \$75.00 33 O Uniform Construction Appeal Board (UCAB) - Making it a joint board with NCT, BCT, BCB (Check with Barry) Appoint Township Representative: Melissa Fisher VICAB Member rate per meeting: \$0.00 Appoint UCAB Members (3) and an Alternate UCAB Member VICAB Member rate per meeting: \$0.00 Appoint UCAB Members (3) and an Alternate UCAB Member VICAB Member rate per meeting: \$0.00 Appoint UCAB Member (UCAB) - Making it a joint board with NCT, BCT, BCB (Check with Barry) Appoint Tow	21	o Township Solicitor: Hummel, Lewis & Davidson, LLP	MS	IG	5.0
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24 o Depository: First Keystone Community Bank 25 o Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue 26 service: current standard mileage is 0.67 per mile 27 certify Voting Delegate to the State Annual Convention: Craig Fisher 28 Alternate: TBD 29 Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky 29 Salary rate per meeting: \$10.00 29 CPA to perform 2022 Annual Audit & Financial Report: Wagner, Dreese, Elsasser & Associates, P.C. 20 Fees according to schedule 30 Planning Commission 20 Appoint Administrator: Ron Samsel 40 Ampoint Audinal Administrator: Ron Samsel 40 Ampoint Rearing Board Solicitor: Kevin Tanribilir 51 Fees according to schedule 52 Zoning Hearing Board Solicitor: Kevin Tanribilir 53 Fees according to schedule 54 Zoning Hearing Board Solicitor: Kevin Tanribilir 55 Fees according to schedule 56 Zoning Hearing Board Solicitor: Kevin Tanribilir 56 Fees according to schedule 57 Zoning Hearing Board Solicitor: Kevin Tanribilir 57 Fees according to schedule 58 Zoning Hearing Board (ZHB) 59 Re-appoint Chairperson/ZHB Member: Frank Bedosky 50 Re-appoint Chairperson/ZHB Member: Frank Bedosky 51 Re-appoint Chairperson/ZHB Member: Frank Bedosky 52 Re-appoint Chairperson/ZHB Member: Frank Bedosky 53 Re-appoint UCAB Members: Onala Bower, Benjamin Franek, & Alternate: M. Goresh 54 Appoint UCAB Members: Onala Rower, Benjamin Franek, & Alternate: M. N/A		 Fees according to schedules 	IVIS	JG	5-0
25 O Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.67 per mile	23	o Vacancy Board: Dennis Peters	MS	JG	5-0
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28		Alternate:TBD	IVIS	JG	5-0
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Johnson MS PL 5-0		o Alternate: Vacant	IVIO		3-0
○ Alternate: <u>Dan Sarge</u>	36		MS	PL	5-0
		o Alternate: <u>Dan Sarge</u>			

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#			MOTION	Ву	2nd	Vote
37	0	 For Training/Consultancy Purposes for Township Business on as needed basis supporting new Secretary/Treasurer Shannon Johnson: 				
	0	Appoint Michelle DeStefa	MS	JG	5-0	
	0	Appoint Darlene Gabsewi				
38	0	Pension Plan & Health Ins	surance Plan Administrator: Shannon Johnson	MS	JG	5-0
39	0	EIT Collector: Berkheimer		MS	PL	5-0
39	0	Taxes				
		Real Estate: 7 mills				
		■ Fire: 1 mill MS				
		 Street Light Assessm 	ent: \$34.00 (Briar Creek Township)			
		 Street Light Assessm 	ent: \$9.00 (Briar Crest)			
40	0	Liaison to:				
		 Police Dept. 	M. Sitler			
		■ Fire Dept.	C. Fisher			
		 Office 	P. Leighow			
		 Maintenance 	J. Gallagher	MS	JG	5-0
		Codes	M. Sitler			
		Planning & Comp. Plan	D. Sarge			
41	•	Emergency Management	Coordinator: Harold Kern	MS	JG	5-0
42				MS	JG	5-0
43	•			IVIO	3.6	3-0
43	•	bank/vendor)	ating disbursements electronically (where available with	MS	JG	5-0

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