

## 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"> <li>• Temporary Chairperson: Craig Fisher</li> <li>• Temporary Secretary: Shannon Johnson</li> </ul>	MS MS	JG JG	5-0 5-0
2	<ul style="list-style-type: none"> <li>• Nominate &amp; Elect Chairperson: Craig Fisher</li> <li>• Nominate &amp; Elect Vice-Chairperson: Max Sitler</li> </ul>	MS CF	JG JG	5-0 5-0
3	<ul style="list-style-type: none"> <li>• Meeting Dates                             <ul style="list-style-type: none"> <li>○ Supervisors Meetings – JAN 2, FEB 5, MAR 4, APR 1, MAY 6, SEPT 3, OCT 7, NOV 4, DEC 2</li> <li>○ Combined Supervisors Meetings &amp; Work Sessions - JUN 3, JUL 1, AUG 5</li> <li>○ Work Sessions - JAN 15, FEB 19, MAR 18, APR 10, MAY 8, SEPT 16, OCT 21, NOV 18, DEC 16</li> <li>○ 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</li> <li>○ 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.</li> <li>○ Mult municipal Comprehensive Plan Joint Meetings between BCT &amp; NCT are scheduled quarterly for the 3<sup>rd</sup> 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.</li> </ul> </li> <li>• PSATS Annual Conference Dates: 14-17APR2024</li> </ul>	JG	MS	5-0
4	<ul style="list-style-type: none"> <li>• Secretary/Treasurer: Shannon Johnson</li> <li>• Salary rate per hour: \$17.00</li> </ul>	MS	JG	5-0
5	<ul style="list-style-type: none"> <li>• Treasurer's Bond of \$725,000.00                             <ul style="list-style-type: none"> <li>○ Cost: \$613.00</li> <li>○ Renewal date: 12/20/2024</li> </ul> </li> <li>• Recommend to Auditors</li> </ul>	MS	JG	5-0
6	<ul style="list-style-type: none"> <li>• Working Supervisor(s)                             <ul style="list-style-type: none"> <li>○ Includes all Supervisors</li> <li>○ Salary rate per hour: \$15.00</li> </ul> </li> <li>• Recommend to Auditors</li> </ul>	MS	JG	5-0

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

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21	<ul style="list-style-type: none"> <li>o Township Solicitor: Hummel, Lewis &amp; Davidson, LLP</li> <li>o Fees according to schedule – Resolution #1 of 2024</li> </ul>	MS	JG	5-0
22	<ul style="list-style-type: none"> <li>o Township Engineers: LIVIC Civil</li> <li>o Fees according to schedules</li> </ul>	MS	JG	5-0
23	<ul style="list-style-type: none"> <li>o Vacancy Board: Dennis Peters</li> </ul>	MS	JG	5-0
24	<ul style="list-style-type: none"> <li>o Depository: First Keystone Community Bank</li> </ul>	JG	MS	5-0
25	<ul style="list-style-type: none"> <li>o Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.67 per mile</li> </ul>	MS	JG	5-0
26	<ul style="list-style-type: none"> <li>o Certify Voting Delegate to the State Annual Convention: Craig Fisher</li> <li>o Alternate: _____ TBD _____</li> </ul>	MS	JG	5-0
27	<ul style="list-style-type: none"> <li>o Insurance Carrier: Kilmer</li> </ul>	MS	PL	5-0
28	<ul style="list-style-type: none"> <li>o Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky</li> <li>o Salary rate per meeting: \$10.00</li> </ul>	MS	MS	5-0
29	<ul style="list-style-type: none"> <li>o CPA to perform 2022 Annual Audit &amp; Financial Report: Wagner, Dreese, Elsasser &amp; Associates, P.C.</li> <li>o Fees according to schedule</li> </ul>	MS	JG	5-0
30	<ul style="list-style-type: none"> <li>o Planning Commission                             <ul style="list-style-type: none"> <li>o Appoint Administrator: Ron Samsel                                     <ul style="list-style-type: none"> <li>▪ Administrator rate per meeting: \$100.00 per month</li> </ul> </li> <li>o Re-appoint Members: Greg Ash, Dan Marston, John Gallagher, Kevin Drumheller, and Justin Pierce                                     <ul style="list-style-type: none"> <li>▪ 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.</li> </ul> </li> </ul> </li> </ul>	MS	PL	5-0
31	<ul style="list-style-type: none"> <li>o Zoning Hearing Board Solicitor: Kevin Tanribilir</li> <li>o Fees according to schedule</li> </ul>	MS	JG	5-0
32	<ul style="list-style-type: none"> <li>o Zoning Hearing Board (ZHB)                             <ul style="list-style-type: none"> <li>o Re-appoint Chairperson/ZHB Member: Frank Bedosky</li> <li>o Re-appoint ZHB Members: Donald Bower, Benjamin Franek, &amp; Alternate: M. Goresh</li> </ul> </li> <li>o ZHB Member rate per meeting: \$75.00</li> </ul>	JG	MS	5-0
33	<ul style="list-style-type: none"> <li>o Uniform Construction Appeal Board (UCAB) - Making it a joint board with NCT, BCT, BCB (Check with Barry)                             <ul style="list-style-type: none"> <li>o Appoint UCAB Members (3) and an Alternate UCAB Member                                     <ul style="list-style-type: none"> <li>▪ (1) _____, (2) _____, (3) _____</li> <li>▪ Alternate: _____</li> </ul> </li> <li>o UCAB Member rate per meeting: \$</li> </ul> </li> </ul>	N/A	N/A	N/A
34	<ul style="list-style-type: none"> <li>o Appoint Township BAJSA Representative: Melissa Fisher</li> </ul>	MS	JG	5-0
35	<ul style="list-style-type: none"> <li>o Right to Know Officer: Shannon Johnson</li> <li>o Alternate: Vacant</li> </ul>	MS	DS	5-0
36	<ul style="list-style-type: none"> <li>o Township Representative to Columbia County Tax Collection Committee: Shannon Johnson</li> <li>o Alternate: <u>Dan Sarge</u></li> </ul>	MS	PL	5-0

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

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