

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

January 2, 2024 at 7:00PM

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

### **AGENDA**

- Call Meeting to Order
- Pledge of Allegiance
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
- Announcements
  - Executive Session held before 11DEC2023 Work Session called by C. Fisher for personnel follow-up
  - Executive Session held after 11DEC2023 Work Session called by M. Sittler for zoning follow-up
  - Emergency Meeting 20DEC2023 called by C. Fisher for Red Rock Road landslide
- Resolutions
  - Motion to approve Resolution #2 of 2024 – DISPOSITION RESOLUTION FOR DESTRUCTION OF SPECIFIC RECORDS
  - Motion to waive required member contributions to the Police Pension Plan (19-021-5 P) via Resolution #3 of 2024: A RESOLUTION SETTING THE EMPLOYEE CONTRIBUTION RATE FOR THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM FOR POLICE
    - If approved, follow-up with PMRS to generate plan amendment document as required
- The following meeting minutes are in progress and will be on the 15JAN2024 Work Session Agenda for review and approval:
  - 04DEC2023 Supervisors Meeting
  - 11DEC2023 Work Session
  - 20DEC2023 Emergency Meeting
- Solicitors Report
  - Ruckle Hill Road Solar 1, LLC Appeal – Any follow-up updates
- Maintenance Report
  - Motion to approve use of unused 2023 vacation/sick days for S. Rauch in 1Q2024
  - Update – Red Rock Road
  - Updates from A. Keister, Township Engineer on the following:
    - 7th Avenue Bridge Repair Assessment
    - Lower Hilltop Culvert
    - Yost Hollow Road Pipe (near Knob Mtn. Rd.)
  - Motion to appoint Road Master S. Rauch & Secretary/Treasurer S. Johnson as POA for Maintenance Dept. Transactions (e.g., Tractor, LSA Grant, etc.) for 2024
  - Review and motion decisions on the following:
    - Removal of current Laborer-Mechanic Job Description and addition of 2 new job descriptions:
      - Light Equipment Operator/Laborer
      - Mechanic

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

January 2, 2024 at 7:00PM

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

- Addition of Truck Driver/Heavy Equipment Operator/Laborer Job Description
- If motions approved, motion to amend Employee Handbook for Non-uniformed Employees for their inclusion
- Tractor Purchase Updates:
  - Solicitor input re: DCED debt statement
  - Clarification this purchase is a lease purchase
  - Review bank loan terms and motion decision on payment frequency
- Police Report
  - Review & Motion to approve Upgrading Cell Phone for Chief Frace (Cost TBC)
  - Motion to appoint Police Chief T. Frace & Secretary/Treasurer S. Johnson as POA for Police Dept. Transactions (e.g., LSA Grant, vehicles, etc.) for 2024
- Sewer Authority Report
  - Ordinance authorizing BAJSA to collect delinquent bills and motion any related decisions for this process
- Sewer Enforcement Report – No activity for December of 2023
- Zoning & Codes Report
- Planning Commission Report
- Fire Company Report
- Present Bills for Payment: Check #s 24695 to (# updated at meeting)/Electronic Payments 05DEC2023 through 31DEC2023.
- Budgets
  - Review current General Fund, State/Liquid Fuels Fund, ARP Fund budgets
  - Motion approval for S. Johnson to take a PSATS Virtual QuickBooks Training: 2-part training on 20FEB2024 & 27FEB2024 (Cost \$135.00)
- Correspondence
- Ongoing Business
  - Blight property at 381 Summerhill Rd. – post-demolition update
- New Business
  - Motion to make the EMA Donation (\$500.00, budgeted)
  - PSATS items for discussion
    - Motion decision for 2024 Annual Membership & Services
    - Motion decision for 14-17APR2024 Annual Conference Attendee(s)
- Discussion of and any motions for ARP funding project allocations
- For the good of the order
  - Reminder: 2024 Auditors Meeting will be held on 03JAN2024 at 6:00 PM.
- Adjourn