

BRIAR CREEK TOWNSHIP SUPERVISORS

Organizational / Re-Organization Meeting

January 3, 2023 / 7:00 PM

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

The 2023 Re-Organization Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 3, 2023, scheduled for 7:00 PM. Present were the following: Supervisors C. Fisher, C. Hess, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson and Police Chief T. Frace.

AGENDA & MEETING MINUTES

- Meeting was called to order at 7:04 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 – 7:46 PM, motioned by M. Sitler and seconded by C. Hess. 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: Michelle DeStefano 	MS MS	GN CF	5-0 5-0
2	<ul style="list-style-type: none"> • Nominate & Elect Chairperson: Craig Fisher • Nominate & Elect Vice-Chairperson: Max Sittler 	MS GN	CH CH	5-0 5-0
3	<ul style="list-style-type: none"> • Meeting Dates <ul style="list-style-type: none"> ○ Supervisors Meetings - FEB 6, MAR 6, APR 3, MAY 1, OCT 2, NOV 6, DEC 4 ○ Combined Supervisors Meetings & Work Sessions - JUN 5, JUL 10, AUG 7, SEP 11 ○ Work Sessions - JAN 9, FEB 13, MAR 13, APR 10, MAY 8, OCT 9, NOV 13, DEC 11 ○ Planning Commission Meetings - JAN 9, FEB 13, MAR 13, APR 10, MAY 8, JUN 12, JUL 10, AUG 14, SEP 11, OCT 9, NOV 13, DEC 11 ○ 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. ○ Multimunicipal Comprehensive Plan Joint Meetings between BCT & NCT are scheduled quarterly for the 3rd Monday of the month on the following dates: FEB 20, MAY 15, AUG 21, NOV20. Time and location of meetings to be confirmed in collaboration with NCT, will be advertised. • PSATS Annual Conference Dates: 23-26APR2023 	CH	MS	5-0
4	<ul style="list-style-type: none"> • Secretary/Treasurer: Michelle DeStefano • Salary rate per hour: \$20.67 	CH	GN	5-0
5	<ul style="list-style-type: none"> • Treasurer's Bond of \$350,000.00 <ul style="list-style-type: none"> ○ Cost: \$425.00 ○ Renewal date: 04/05/2023 • Recommend to Auditors 	MS	CH	5-0
6	<ul style="list-style-type: none"> • Working Supervisor(s) <ul style="list-style-type: none"> ○ Includes all Supervisors ○ Includes PA One Call ○ Salary rate per hour: \$15.00 ○ Salary rate per hour as a Road Master (e.g., for plowing): \$25.00 • Recommend to Auditors 	TP	GN	5-0

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7a	<ul style="list-style-type: none"> Road Master: Terry Albertson through 13JAN2023 Salary rate per hour: \$25.10 	MS	TP	5-0
7b	<ul style="list-style-type: none"> Part-time As-Needed Laborer-Mechanic(s): Terry Albertson & Mike Hart 16JAN-31DEC2023 Salary rate per hour: \$25.00 	TP	GN	5-0
8a	<ul style="list-style-type: none"> Road Department/Laborer Mechanic: Slade Rauch through 13JAN2023 Salary rate per hour: \$20.25 Monthly Phone Stipend: \$42.16 	MS	CH	5-0
8b	<ul style="list-style-type: none"> Road Master 14JAN-31DEC2023: Slade Rauch Salary rate per hour: \$21.47 then after completion of satisfactory 90-day probationary period, salary rate per hour: \$22.76 Monthly Phone Stipend: \$42.16 Road Master to receive an additional 10 sick days for 2023 Reimbursement for health insurance – To be confirmed 	MS	GN	5-0
9	<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 	CH	MS	5-0
10	<ul style="list-style-type: none"> Zoning & Codes and Third-party Inspectors/UCC/Property Maintenance: Larry C. Frace Inspections, LLC Fees according to schedule 	CH	GN	5-0
11	<ul style="list-style-type: none"> IS/IT Officer: Tom Frace 	CH	GN	5-0
12	<ul style="list-style-type: none"> Police Chief: Tom Frace Salary as per annual contract: \$87,573.00 	CH	MS	5-0
13	<ul style="list-style-type: none"> Criminal Investigator: Jarrod Noss Salary: rate per hour as per contract: \$31.35 	CH	GN	5-0
14	<ul style="list-style-type: none"> Patrolman II: Clinton Libby Salary: rate per hour as per contract: \$26.60 	CH	MS	5-0
15	<ul style="list-style-type: none"> FT Patrolman: Lee Pitonyak Salary: rate per hour as per contract: \$23.06 	CH	MS	5-0
16	<ul style="list-style-type: none"> Regularly Scheduled PT Patrolman: Kristen Cunnington Salary per hour as per contract: \$22.73 	GN	CH	5-0
17	<ul style="list-style-type: none"> As needed Patrolman: Dustin Sabol Salary: rate per hour as per contract: \$17.77 	CH	GN	5-0
18	<ul style="list-style-type: none"> As Needed Part-time Patrolmen: Dallas Innes Salary per hour as per contract: \$18.81 	GN	CH	5-0
19	<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. 	CH	TP	5-0

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20	<ul style="list-style-type: none"> • Township Solicitor: Hummel, Lewis & Davidson, LLP • Fees according to schedule – Resolution #1 of 2023 	CH	TP	5-0
21	<ul style="list-style-type: none"> • Township Engineers: LIVIC Civil as primary and CDR Maguire Engineering (formerly McTish-Kunkel & Associates) as alternate • Fees according to schedules 	TP	MS	5-0
22	<ul style="list-style-type: none"> • Vacancy Board: Dennis Peters 	MS	CH	5-0
23	<ul style="list-style-type: none"> • Depository: First Keystone Community Bank 	CH	MS	5-0
24	<ul style="list-style-type: none"> • Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.655 per mile 	CH	GN	5-0
25	<ul style="list-style-type: none"> • Certify Voting Delegate to the State Annual Convention: To be addressed at a later date 	N/A	N/A	N/A
26	<ul style="list-style-type: none"> • Insurance Carrier: Kilmer 	CH	GN	5-0
27	<ul style="list-style-type: none"> • Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsy • Salary rate per meeting: \$10.00 	CH	MS	5-0
28	<ul style="list-style-type: none"> • CPA to perform 2022 Annual Audit & Financial Report: Wagner, Dreese, Elsasser & Associates, P.C. • Fees according to schedule 	MS	CH	5-0
29	<ul style="list-style-type: none"> • Planning Commission <ul style="list-style-type: none"> ○ Appoint Administrator: Ron Samsel <ul style="list-style-type: none"> ▪ Administrator rate per meeting: \$100.00 per month ○ Re-appoint Members: Dan Marston, John Gallagher, Kevin Drumheller, and Justin Pierce <ul style="list-style-type: none"> ▪ Members rate per meeting: \$25.00 per meeting 	MS	CH	5-0
30	<ul style="list-style-type: none"> • Zoning Hearing Board Solicitor: Kevin Tanribilir • Fees according to schedule 	CH	MS	5-0
31	<ul style="list-style-type: none"> • Zoning Hearing Board (ZHB) <ul style="list-style-type: none"> ○ Re-appoint Chairperson/ZHB Member: Frank Bedosky ○ Re-appoint ZHB Members: Donald Bower, Patricia Leighow, & Alternate: M. Goresh • ZHB Member rate per meeting: \$75.00 	MS	CH	5-0
32	<ul style="list-style-type: none"> • Uniform Construction Appeal Board (UCAB) - To be addressed at a later date <ul style="list-style-type: none"> ○ Appoint UCAB Members (3) and an Alternate UCAB Member <ul style="list-style-type: none"> ▪ (1) _____, (2) _____, (3) _____ ▪ Alternate: _____ ○ UCAB Member rate per meeting: \$75 	N/A	N/A	N/A
33	<ul style="list-style-type: none"> • Appoint Township BAJSA Representative: Melissa Fisher 	MS	GN	5-0
34	<ul style="list-style-type: none"> • Right to Know Officer: Michelle DeStefano • Alternate: Troy Prutzman 	MS	CH	5-0
35	<ul style="list-style-type: none"> • Township Representative to Columbia County Tax Collection Committee: Michelle DeStefano • Alternate: To be addressed at a later date 	MS	CH	5-0

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36	<ul style="list-style-type: none"> • Pension Plan & Health Insurance Plan Administrator: Michelle DeStefano 	MS	CH	5-0												
37	<ul style="list-style-type: none"> • EIT Collector: Berkheimer 	MS	TP	5-0												
38	<ul style="list-style-type: none"> • Taxes <ul style="list-style-type: none"> ▪ Real Estate: 6 mills ▪ Fire: 1 mill ▪ Street Light Assessment: \$34.00 (Briar Creek Township) ▪ Street Light Assessment: \$9.00 (Briar Crest) 	MS	GN	5-0												
39	<ul style="list-style-type: none"> • Liaison to: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding: 2px;">▪ Police Dept.</td> <td>M. Sittler</td> </tr> <tr> <td style="padding: 2px;">▪ Fire Dept.</td> <td>C. Fisher</td> </tr> <tr> <td style="padding: 2px;">▪ Office</td> <td>G. Naus</td> </tr> <tr> <td style="padding: 2px;">▪ Maintenance</td> <td>C. Hess</td> </tr> <tr> <td style="padding: 2px;">▪ Codes</td> <td>C. Hess</td> </tr> <tr> <td style="padding: 2px;">▪ Planning & Comp. Plan</td> <td>T. Prutzman</td> </tr> </tbody> </table> 	▪ Police Dept.	M. Sittler	▪ Fire Dept.	C. Fisher	▪ Office	G. Naus	▪ Maintenance	C. Hess	▪ Codes	C. Hess	▪ Planning & Comp. Plan	T. Prutzman	MS	TP	5-0
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40	<ul style="list-style-type: none"> • Emergency Management Coordinator: Harold Kern 	MS	TP	5-0												
41	<ul style="list-style-type: none"> • Authorization to pay operating disbursements between meetings 	MS	CH	5-0												
42	<ul style="list-style-type: none"> • Authorization to pay operating disbursements electronically (where available with bank/vendor) 	TP	MS	5-0												

CF = Craig Fisher CH = C Hess GN = Gary Naus MS = Max Sittler TP = Troy Prutzman