

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

November 14, 2022 @ 7:00 P.M.

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

The Briar Creek Township Work Session was held at the Township Municipal Building on November 14, 2022 beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors M. Sitler, G. Naus and T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, and Road Master T. Albertson.

AGENDA & MEETING MINUTES

- M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Announcement of Executive Sessions
 - M. Sitler announced that the Supervisors had an Executive Session at the end of the 07NOV2022 Supervisors Meeting to discuss an employee's retirement and the Police Chief's contract. It was entered into at 8:46 PM. A motion to leave the executive session at 9:20 PM was made by M. Sitler and a motion to re-enter the Work Session was made at 8:41 PM by G. Naus and seconded by C. Fisher. Both motions passed 4-0. A motion was made by T. Prutzman to adjourn the meeting at 8:43 PM, which was seconded by G. Naus. Motion passed 4-0.
- Public Participation – None
- New & Ongoing Business
 - Staffing-related Items
 - Motion to accept T. Albertson's resignation as Road Master 13JAN2023
 - A motion was made by G. Naus to accept Road Master's T. Albertson's retirement effective 13JAN2023 and this was seconded by T. Prutzman. Motion passed 3-0.
 - BoS will speak with S. Rauch about interest in being promoted to Road Master, permissible per policies in the Employee Handbook for Non-Uniformed Employees.
 - T. Albertson offered to help PT as needed in the interim following retirement from FT position.
 - Motion to advertise Public Works position(s) – Road Master, Laborer-Mechanic
 - A motion was made by T. Prutzman to advertise for FT & PT (stand-by) Laborer-Mechanic positions, and this was seconded by G. Naus. Motion passed 3-0.
 - Review Job Description for Secretary/Treasurer
 - Motion to approve above-noted job description and amend Employee Handbook for Non-Uniformed Employees for its inclusion and that of the revised IT Policy (policy approved at 8/8/2022 meeting)/Resolution #12 of 2022
 - This was deferred until all 5 Supervisors are present to review and also since M. DeStefano suggested a few edits to be made to the job description prior to finalization.
 - MS4 Waiver - PAG-13 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) 3800-PM-BCW0100
 - Current MS4 Waiver permit expires Jan. 31, 2023. Motion to start new application for submission of MS4 Waiver.
 - A motion to start a new application for submission of MS4 Waiver to PA DEP was made by G. Naus and seconded by T. Prutzman. Motion passed 3-0.
- Review Draft 2023 Budget
 - Discuss draft budget and set timeline for proposed 2023 budget adoption, advertisement & approval. Make motions as may be necessary.

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- The proposed draft 2023 budget was reviewed in detail and suggested revisions were made before progressing to adoption. The draft 2023 proposed Liquid Fuels budget is acceptable.
- For the good of the order
 - M. Sitler inquired to T. Frace about the radio status between BCT and Salem PD & related officials. T. Frace stated that communication is available with all of Luzerne County via the analog lines but not on the digital side yet. Digital communications between municipalities would need to be done through Motorola and there would be some additional costs to municipalities to establish this.
 - T. Frace stated that Airiam completed the IT penetration test. There was a minor issue related to a printer vulnerability that is being resolved. He also noted that the server is maxed out and will likely need to be replaced. Airiam provided a ballpark figure to T. Frace. It was suggested to utilize the remaining ARP funds allocated for the township's technological improvements for this. It would likely be actioned sometime in the first quarter of next year.
- Executive Session – M. Sitler requested the BoS enter an Executive Session. A motion to leave the Work Session and enter the Executive Session at 9:49 pm was made by G. Naus and seconded by T. Prutzman. Motion passed 3-0.
- Adjournment – A continuance of the Work Session will be documented at the Executive Session and following conclusion of that meeting continuance, adjournment will be documented.

Respectfully,
Michelle DeStefano
Secretary/Treasurer

Work Session
(Meeting Continuance from November 14, 2022)

November 17, 2022 @ 7:00 P.M.

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

The meeting continuance was held at the Township Municipal Building on November 17, 2022 at 6:00PM. Present were the following: Supervisors M. Sitler, C. Fisher, C. Hess, G. Naus and T. Prutzman, and Secretary/Treasurer M. DeStefano.

- The sole focus was to review the proposed draft 2023 budget revisions discussed on November 14, 2022, finalize and adopt the proposed draft 2023 budget, and motion to advertise it.
 - The budget revisions were reviewed.
 - A motion to approve the proposed draft 2023 budget (includes General Fund and Liquid Fuels) was made by G. Naus and seconded by C. Fisher. Motion passed 5-0.
 - A motion to advertise the tentative adoption of the 2023 Proposed Budget with no tax increase was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
- Adjournment – A motion to adjourn the Work Session at 7:00PM was made by C. Hess and seconded by G. Naus. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer