

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

AGENDA

- Call Meeting to Order
- Pledge of Allegiance
- Appoint Temporary Chairperson & Secretary
- Supervisors Organizational Motions
- Recognition of Guests/Guest Presentations
- Public Comment
- Adjourn

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
1	<ul style="list-style-type: none"> • Temporary Chairperson: _____ • Temporary Secretary: <u>Shannon Johnson</u> 			
2	<ul style="list-style-type: none"> • Nominate & Elect Chairperson: _____ • Nominate & Elect Vice-Chairperson: _____ 			
3	<ul style="list-style-type: none"> • Meeting Dates <ul style="list-style-type: none"> ○ 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 15, MAY 20, 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 ○ 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. ○ Multi-municipal Comprehensive Plan Joint Meetings between BCT & NCT are scheduled quarterly for the following dates: @NCT: FEB 26, MAY 21, @ BCT: AUG 26, DEC 3. • PSATS Annual Conference Dates: 14-17APR2024 			
4	<ul style="list-style-type: none"> • Secretary/Treasurer: Shannon Johnson • Salary rate per hour: \$17.00 			
5	<ul style="list-style-type: none"> • Treasurer’s Bond of \$725,000.00 <ul style="list-style-type: none"> ○ Cost: \$613.00 ○ Renewal date: 12/20/2024 • Recommend to Auditors 			
6	<ul style="list-style-type: none"> • Working Supervisor(s) <ul style="list-style-type: none"> ○ Includes all Supervisors ○ Salary rate per hour: \$15.00 • Recommend to Auditors 			
7	<ul style="list-style-type: none"> • Part-time As-Needed for Maintenance Dept.: Terry Albertson & Carl Hess <ul style="list-style-type: none"> ○ Salary rate per hour: \$25.00 			

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

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
8	<ul style="list-style-type: none"> • Road Department/Laborer Mechanic: Charles Koch • Salary rate per hour: \$24.53 • Township Verizon Bill – Payment of Cell Phone: ~\$42.22 			
9	<ul style="list-style-type: none"> • Road Master: Slade Rauch • Salary rate per hour: \$27.03 • Monthly Phone Stipend: \$42.16 • Road Master to receive 10 sick days for 2024 • Reimbursement for health insurance – \$325.00; Health reimbursement to increase with insurance premium percentage increase 			
10	<ul style="list-style-type: none"> • Pennsylvania One Call – Township Representative/Employee: Carl Hess • Salary rate per call: \$1.00 			
11	<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 			
12	<ul style="list-style-type: none"> • Zoning & Codes and Third-party Inspectors/UCC/Property Maintenance: Larry C. Frace Inspections, LLC • Fees according to schedule 			
13	<ul style="list-style-type: none"> • IS/IT Officer: Tom Frace 			
14	<ul style="list-style-type: none"> • Police Chief: Tom Frace • Salary as per annual contract: \$90,200.00 			
15	<ul style="list-style-type: none"> • Sergeant: Harold Morris • Salary: rate per hour as per contract: \$33.23 			
16	<ul style="list-style-type: none"> • Senior Patrolman: Kristen Cunnington • Salary: rate per hour as per contract: \$31.36 			
17	<ul style="list-style-type: none"> • Patrolman III: Lee Pitonyak • Salary: rate per hour as per contract: \$27.40 			
18	<ul style="list-style-type: none"> • Probationary Officer: Dustin Sabol • Salary: rate per hour as per contract: \$22.97 			
19	<ul style="list-style-type: none"> • Probationary Officer: Cole Schaffer • Salary: rate per hour as per contract: \$22.97 			
20	<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. • Maintenance Dept. <ul style="list-style-type: none"> ○ For 2024, 10 Sick days granted to Maintenance Staff • 10 Holidays; changed from 9: Addition of Birthday as a Holiday. (Note: If holiday approved, amend Employee Handbook for Non-Uniformed Employees.) 			

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

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>
21	<ul style="list-style-type: none"> • Township Solicitor: Hummel, Lewis & Davidson, LLP • Fees according to schedule – Resolution #1 of 2023 			
22	<ul style="list-style-type: none"> • Township Engineer: LIVIC Civil • Fees according to schedules 			
23	<ul style="list-style-type: none"> • Vacancy Board: Dennis Peters 			
24	<ul style="list-style-type: none"> • Depository: First Keystone Community Bank 			
25	<ul style="list-style-type: none"> • Personal vehicle mileage reimbursement set at Federal Rate by Internal Revenue Service: current standard mileage is 0.67 per mile 			
26	<ul style="list-style-type: none"> • Certify Voting Delegate to the State Annual Convention: Craig Fisher • Alternate: _____ 			
27	<ul style="list-style-type: none"> • Insurance Carrier: Kilmer 			
28	<ul style="list-style-type: none"> • Appoint Auditors: Brenda Gensemer, Diane West, Wendy Kupsky • Salary rate per meeting: \$10.00 			
29	<ul style="list-style-type: none"> • CPA to perform 2023 Annual Audit & Financial Report: Wagner, Dreese, Elsasser & Associates, P.C. • Fees according to schedule 			
30	<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, Greg Ash, John Gallagher, Kevin Drumheller, and Justin Pierce <ul style="list-style-type: none"> ▪ Members rate per meeting: \$25.00 per meeting 			
31	<ul style="list-style-type: none"> • Zoning Hearing Board Solicitor: Kevin Tanribilir • Fees according to schedule 			
32	<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, Benjamin Franek & Alternate: M. Goresch • ZHB Member rate per meeting: \$75.00 			
33	<ul style="list-style-type: none"> • Uniform Construction Appeal Board (UCAB) <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: \$ _____ 			
34	<ul style="list-style-type: none"> • Appoint Township BAJSA Representative: Melissa Fisher 			
35	<ul style="list-style-type: none"> • Right to Know Officer: Shannon Johnson • Alternate: _____ 			
36	<ul style="list-style-type: none"> • Township Representative to Columbia County Tax Collection Committee: Shannon Johnson • Alternate: _____ 			

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

#	<i>MOTION</i>	<i>By</i>	<i>2nd</i>	<i>Vote</i>												
37	<ul style="list-style-type: none"> • For Training/Consultancy Purposes for Township Business on as needed basis supporting new Secretary/Treasurer Shannon Johnson: <ul style="list-style-type: none"> • Appoint Michelle DeStefano at rate of \$25.00/Hr. • Appoint Darlene Gabsewics at a rate of \$65.00/Hr. 															
38	<ul style="list-style-type: none"> • Pension Plan & Health Insurance Plan Administrator: Shannon Johnson 															
39	<ul style="list-style-type: none"> • EIT Collector: Berkheimer 															
40	<ul style="list-style-type: none"> • Taxes <ul style="list-style-type: none"> ▪ Real Estate: 7 mills ▪ Fire: 1 mill ▪ Street Light Assessment: \$34.00 (Briar Creek Township) ▪ Street Light Assessment: \$9.00 (Briar Crest) 															
41	<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 style="width: 100px;"></td> </tr> <tr> <td style="padding: 2px;">▪ Fire Dept.</td> <td></td> </tr> <tr> <td style="padding: 2px;">▪ Office</td> <td></td> </tr> <tr> <td style="padding: 2px;">▪ Maintenance</td> <td></td> </tr> <tr> <td style="padding: 2px;">▪ Codes</td> <td></td> </tr> <tr> <td style="padding: 2px;">▪ Planning & Comp. Plan</td> <td></td> </tr> </tbody> </table> 	▪ Police Dept.		▪ Fire Dept.		▪ Office		▪ Maintenance		▪ Codes		▪ Planning & Comp. Plan				
▪ Police Dept.																
▪ Fire Dept.																
▪ Office																
▪ Maintenance																
▪ Codes																
▪ Planning & Comp. Plan																
42	<ul style="list-style-type: none"> • Emergency Management Coordinator: Harold Kern 															
43	<ul style="list-style-type: none"> • Authorization to pay operating disbursements between meetings 															
44	<ul style="list-style-type: none"> • Authorization to pay operating disbursements electronically (where available with bank/vendor) 															

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