

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 1, 2024

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

The Meeting Combined Meeting & Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on July 1st at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, D. Sarge, J. Gallagher, Road Master S. Rauch, Police Chief T. Frace, Zoning/Codes L. Frace, Solicitor B. Lewis and Secretary/Treasurer S. Johnson, Residents – Carol Felix, Joan Gunther, John Snyder.

AGENDA & MEETING MINUTES

- Call Meeting to Order by C. Fisher at 7 PM
- Pledge of Allegiance complete by all those present.
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
 - John Snyder, representative of the 2 Hartman's Court Project, Columbia County Development Corporation said the grant is not available because the road drains into a pond and not directly into a stream or waterway. John Snyder spoke to Kye Golembewski of American Tower Corporation. They surveyed from the tower to the asphalt and had a civil engineer come up with a design to mitigate the water coming off the hill. The next step is this information was being put out to bid and they are currently waiting for those bids to come back in to see what their ultimate solution is going be for the water coming off the cell tower. American Tower is still willing to work on a resolution.
 - 6th & 7th Avenue properties that are not being maintained. High grass, trees that are overgrown and taking overuse of sidewalks. The alley is grown over and can't be used. Larry Frace is aware of stated issues and begun process with magistrate.
- Pass the minutes from the following meetings:
 - 03JUN2024 Combined Supervisors Meeting & Work Session
 - D. Sarge made a motion to accept the minutes from Combined Supervisors Meeting & Work Session on 03JUN2024. J. Gallagher seconded the motion. Motion carried 4-0.
 - 27JUN2024 Emergency Meeting
 - M. Sitler made a motion to accept the minutes from the Emergency Meeting. J. Gallagher seconded the motion. Motion carried 4-0.
- Treasurer's Report
 - Motion to approve Resolution 7 of 2024 – Declaration of Disaster Emergency Briar Creek Township
 - M. Sitler made a motion to accept Resolution 7 of 2024. D. Sarge seconded motion. Motion carried 4-0.
 - Motion to approve Resolution 8 of 2024 – Transferring Capital Reserve monies to PLGIT
 - D. Sarge made a motion to accept Resolution 8 of 2024. J. Gallagher seconded the motion. Motion carried 4-0.
 - PSATS Basic Training for Municipal Secretaries & Administrators 9/27/2024 – Tioga County. The cost is \$125.00 for members.
 - M. Sitler made a motion to approve S. Johnson to attend the training class for Municipal Secretaries & Administrators on 9/27/2024. J. Gallagher seconded the motion. Motion carried 4-0.
- Police Report
 - The following bills have been submitted for approval and payment.

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- Steve Shannon – tires for the 2017 Police Car - \$741.64
- Dent's Auto – inspection for 2018 Police Car - \$42.00
 - Purchase request for the following items with Police Donation Monies:
 - Rain gear for all the officers at an approximate cost of \$900.00
 - Up to \$1,200.00 for t-shirts (which we will sell) for our Back-the-Blue Event
 - Replacement of Security Television for the Patrol Room - \$400
 - Replacement of Main Security Television for Chief Office - \$300
 - M. Sitler made a motion to accept the Police report and proposed purchases listed from donation money. J. Gallagher seconded the motion. Motion carried 4-0.
- Maintenance Report
 - The pipe at the end of Yost Hollow closest to Mountain Road had an emergency repair last month. M. Sitler met with S. Rauch to get a better grasp of the issue. It seems that some sort of box culvert is the best way to go. The Estimate received on 26JUN2024 from Engineer Andrew Keister of LIVIC Civil for Yost Hollow Road Culvert Project is \$43,500.00. This is just the cost of the Engineer. S. Rauch is looking for grants to help fund the project.
 - Maintenance Position for Laborer - Mechanic – We will be advertising and accepting applications for this position until 2PM 19JUL2024. The advertisement is cross posted with Press Enterprise, PA CareerLink, Indeed, Briar Creek Township Police Facebook page & Briar Creek Township Website. Competitive Salary based on level of experience.
 - J. Gallagher made a motion to advertise the maintenance position. M. Sitler seconded the motion. Motion carried 4-0.
 - Storm damage clean-up from Wednesday 26JUN2024. Due to the amount of damage from the storm there is currently no plan to come around at the present time with the chipper for clean-up.
 - Handbook changes requested by S. Rauch are still pending.
 - M. Sitler made a motion to accept the maintenance report. J. Gallagher seconded the motion. Motion carried 4-0.
- Sewer Authority Report
 - As of May 2024, Briar Creek Twp arrears down to -\$170,110.96. A pump station at the end of Kachina Hollow took a beating during the storm on 26JUN2024. It could cost up to \$100,000.00 to repair. C. Fisher spoke to the superintendent on a cost estimate. He was told the pump station is up and functional, but they think the damage might just be the enclosure and some of the conduit leading to it. It is expected to take some time as a result of the storm to get a better idea how bad it is.
 - M. Sitler made a motion to accept the Sewer authority Report. D. Sarge seconded the motion. Motion carried 4-0.
- Sewer Enforcement Report
 - M. Sitler made a motion to accept the Sewer Enforcement Report. J. Gallagher seconded the motion. Motion carried 4-0.
- Zoning & Codes Report
 - Flood Plain Ordinance will go into effect on 31JUL2024 along with the MAPS which also become effective.
 - J. Gallagher made a motion to accept the Zoning and Codes Report. M. Sitler seconded the motion.

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- Solicitor's Report
 - Cragle Property explanation on delays.
 - M. Sitler made a motion to accept the Solicitor's Report. J. Gallagher seconded the motion. Motion carried 4-0.
- Planning Commission Report
 - M. Sitler made a motion to accept the Planning Commission Report. D. Sarge seconded the motion. Motion carried 4-0.
- Fire Company Report
 - C. Fisher wanted to Thank the Police and Township Employees for all their efforts in storm clean up.
 - Update Township on East Central Emergency Network
 - Summerhill Volunteer Fire Company met with Eagles Fire Company to let them know we are not going to be their sponsor in their recommissioning efforts.
 - M. Sitler made a motion to accept the Fire Company Report. D. Sarge seconded the motion. Motion carried 4-0.
- Present Bills for Payment: Check #s 24909 to 24942 / Electronic Payments 04JUN2024 through 01JUL2024.
 - M. Sitler made a motion to pay the bills. D. Sarge seconded the motion. Motion carried 4-0.
- Correspondence
 - Municipal Official Night July 11th, 2024
 - C. Fisher requested he be registered for Municipal Official Night.
 - 29th Annual Tioga-Bradford Equipment Show August 22, 2024
- Ongoing Business
 - Discuss and make a motion on a one-time donation request for Laurie Allison's TNR presentation.
 - At the present time Briar Creek Township cannot commit due to the financial challenges recently presented. J. Gallagher made a motion not to donate to TNR presentation at his time. D. Sarge seconded the motion. Motion carried 4-0.
- ARP Funds and Projects
 - Office Furniture
 - (2) 5 drawer Lateral File cabinets (42" wide)
 - (1) 4-drawer Fire Resistant File cabinet
 - M. Sitler made a motion to purchase the office furniture with ARP funds. J. Gallagher seconded the motion. Motion carried 4-0.
 - Codification
 - M. Sitler made a motion we proceed with the Codification. D. Sarge seconded the motion. Motion carried 4-0.

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- New Business
 - Motion to approve a Cable Box for Office for \$7.99 a month added to Breezeline Bill
 - M. Sitler made a motion to approve the additional cable box in the office. D. Sarge seconded the motion. Motion carried 4-0.
 - Comcast Installation Damage
 - D. Sarge spoke on the reasonable amount of damage to the driveway sustained to a resident of Highland Gardens caused by Comcast during the installation of the fiber optic cables. It appears that the damage occurred outside of the right of way of the Township. Unfortunately, the residents must seek legal council or file a homeowners insurance claim. They can contact Decisive Communications and speak to Patrick Bradley, Supervisor of Construction, at 240-397-1096 or 240-575-9531. The company address is 429 Lawrence Street., Bay 2 Old Forge, PA 18518. The email address is patrick.bradley@decisiveinc.net. These companies are protected by the PUC and that preempts all local zoning ordinances.
- For the good of the order
 - M. Sitler made a motion to end the Regular Session and enter Executive Session to discuss Police Contract at 8:48 PM. J. Gallagher seconded the motion. Motion carried 4-0.
 - Executive Session ended at 9:17 PM and entered Regular Session.
- Adjourn
 - Regular Session adjourned at 9:18 PM

Respectfully,

Shannon Johnson