

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

December 2, 2024, at 7:00PM

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

The Board of Supervisors Work Session of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on December 2nd at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, D. Sarge, T. Heller, Township Manager Thomas Frace, Road Master S. Rauch, Police Chief K. Cunningham, Secretary/Treasurer S. Johnson. Residents – John Snyder, Bill & Laura Morey

### Minutes

- Call Meeting to Order
- Pledge of Allegiance completed by all those present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
  - William Morey – owns 5 lots on 7<sup>th</sup> Avenue and he wants to make it 4 lots instead due to this area now being a flood zone. This process would start with the Planning Commission and would be what we refer to as a reverse subdivision.
  - William Morey – is interested in putting in more storage units on Kachinka Hollow Road. William questioned if he already received permission to move forward with the project Larry Frace explained the permit that was approved for them was to take the existing unit and divide into 3 units and add a store. The second permit that was issued was to put the store in the end which is permitted use. If William is interested in putting in more storage units he will be required to apply for Conditional Use. Any plans that are submitted would need to meet the Subdivision Land Development Ordinance.
- Announcements
  - An Executive Session was requested by T. Frace for personnel matters.
  - An Executive Session was requested by K. Cunningham for police personnel matters.
- Pass the minutes from the following meetings:
  - Work Session 18NOV2024
    - J. Gallagher made a motion to pass the minutes from the 18NOV2024 Work Session. D. Sarge seconded the motion. Motion carried 5-0.
- Treasurer's Report
  - Motion to approve for advertising the meeting dates and times for 2025.
    - C. Fisher made a motion to keep the 2025 meeting dates as posted. J. Gallagher seconded the motion. Motion carried 5-0.
  - Motion to approve to advertise the Joint Board of Appeals Ordinance
    - M. Sitler made a motion to approve Ordinance for advertisement. J. Gallagher seconded the motion. Motion carried 5-0.
  - Motion to approve the Handbook Changes made up to this point. (pgs. 19, 22, 24, 27, 29, 30, 31, 32)
    - D. Sarge made a motion to accept the handbook changes as printed with an effective date of 01JAN2025. T. Heller seconded the motion. Motion carried 5-0.
- Police Report
  - M. Sitler made a motion we accept the Police Report. J. Gallagher seconded the motion. Motion carried 5-0.
  - Bills Incurred for the month:
    - 08NOV2024 NAPA Auto Parts – Windshield Wipers/Misc. \$109.07
    - 20NOV2024 NAPA Auto Parts – Battery \$193.99
  - Motion to approve for the purchase of police supplies listed below from Amazon:
    - 1 Metal Locker \$101.99; 3 Chair Mats \$24.99; 2 Mouse Pads (2 pk) \$5.03
  - Topics for Discussion:
    - Hiring replacement patrolman. M. Sitler made a motion to offer employment to Emmanuel Uribe for Part Time based on what the contract states for starting salary. J. Gallagher seconded the motion. Motion carried 5-0.

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- Ride along program for two academy cadets, Issac Konkolics & Graedon Beishline. M. Sitler made a motion that we offer the ride along program to both cadets. J. Gallagher seconded the motion. Motion carried 5-0.
- M. Sitler made a motion to accept Dustin Sabol's resignation letter. J. Gallagher seconded the motion. Motion carried 5-0.
- Maintenance Report
  - Vista Road Update
    - Paperwork has been drawn up in preparation to be recorded on the deed. Waiting for signatures to be notarized.
  - Approval of additional Road Signage (weight restriction is 15 ton & detour for Yost Hollow Bridge by Dugout) \$2500.00 – T. Frace talked to Engineer A. Keister on the possibility of putting up guiderail on the one side for plowing and winter maintenance purposes. Waiting on prices for guiderail. J. Gallagher made a motion to spend the funds needed to properly sign the roadway. M. Sitler seconded the motion. Motion carried 5-0.
  - S. Rauch and T Frace met with PENNDOT representative Steve Kehoe on the condition of our roads in Briar Creek Township. A 5-year plan is currently in progress as to which roads/pipes will be replaced/repaired and when.
    - M. Sitler made a motion to accept the Maintenance Report. J. Gallagher seconded the motion. Motion carried 5-0.
- BAJSA Report
  - Now that the bond payments have been made for 2024 the final arrears balance which carries over to 2025 is (-\$221,341.61). J. Gallagher made a motion to accept the BAJSA report. M. Sitler seconded the motion. T. Heller abstained. Motion carried 4-0
- Sewer Enforcement Report
  - J. Gallagher made a motion to accept the Sewer Enforcement Report. M. Sitler seconded the motion. Motion carried 5-0.
- Zoning & Codes Report
  - J. Gallagher made a motion to accept the Zoning & Codes Report. T. Heller seconded the motion. Motion carried 5-0.
- Planning Commission Report – No Report Available
- Fire Company Report
  - M. Sitler made a motion to accept the Maintenance Report. J. Gallagher seconded the motion. Motion carried 5-0.
- Present Bills for Payment: FKCB Check #s (25093) to (25102) update check numbers at meeting / Electronic Payments 19NOV2024 through 02DEC2024.
- Present Bills for Payment: Journey Check #s (5000) update check numbers at meeting / Electronic Payments 19NOV2024 through 02DEC2024.
  - M. Sitler made a motion to pay the bills. J. Gallagher seconded the motion. Motion carried 5-0.
- Correspondence
- Ongoing Business
  - M. Sitler asked we add to the Work Session agenda to make a motion to advertise a Supervisors salary increase.
- New Business
  - The Joint Multi municipal Meeting with NCT/BCT & Hailstone to begin Zoning/SALDO project is Tuesday 03DEC2024 at 6 PM.

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- Briar Creek Township would like to welcome Thomas Frace as the “NEW” Township Manager effective 02DEC2024.
- For the good of the order
  - Meals on Wheels currently services 10 residents in Brair Creek Township
  - M. Sittler extended sincere appreciation to all who helped with the Run for the Diamonds Race on Thanksgiving Day. (Fire Department, Police Department & Road Crew from the Township and surrounding Townships/Boroughs)
  - Met with Kilmer in reference to our EMC insurance. Next year’s premium is going up to about \$1700.00. The dividend checks have also been reduced dramatically because they have started including Police liability payouts in those figures. Last year we put in for insurance bids and EMC was still the best deal. Probably 2-3 years from now we will bid it out again to see where we stand.
- Adjourned
  - J. Gallagher motion to adjourn the meeting at 8:05 PM. T. Heller seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Shannon Johnson  
Secretary/Treasurer