

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

February 3, 2025

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

The Supervisors Meeting of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on February 3, 2025, beginning at 6:00 PM. Present were the following: Supervisors C. Fisher, J. Gallagher, T. Heller, D. Sarge, M. Sitler, Secretary/Treasurer S. Johnson, Township Manager T. Frace, Road Master S. Rauch and Police Chief K. Cunningham. Residents: Melissa Fisher (BAJSA), John Snyder

Minutes

- **Meeting called to order**
- **Public Participation** (Will be limited to 5 minutes per person; inappropriate language will not be tolerated, and you will be asked to leave. To avoid unnecessary interruption the Township asks that you please silence your phones.)
 - Melissa Fisher – representative of BAJSA updated Briar Creek Township on the arrears.
- **Announcements** – Executive Sessions were held at the previous meeting to discuss legal & personnel matters.
- **Pass the minutes of the following meetings**
 - 20JAN2025 Work Session
 - J. Gallagher made a motion to accept the minutes from 20Jan2025. D. Sarge seconded the motion. Motion carried 5-0.
- **Treasurer's Report**
 - Motion to approve Ordinance 1 of 2025. AN ORDINANCE OF BRIAR CREEK TOWNSHIP, PURSUANT TO THE INTERGOVERNMENTAL COOPERATION ACT, AUTHORIZING AN INTERGOVERNMENTAL COOPERATION AGREEMENT AMONG BRIAR CREEK TOWNSHIP AND BRIAR CREEK BOROUGH TO IMPLEMENT A JOINT BOARD OF APPEALS; AND AMENDING ORDINANCE NO. 2 OF 2022 ADOPTING THE 2021 EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE WITH APPENDICES.
 - M. Sitler made a motion to accept Ordinance 1 of 2025. J. Gallagher seconded the motion. Motion carried 5-0.
 - Review & Sign 1 year Auditor agreement with Wagner, Dreese, Elsasser & Associates, P.C. Cost for the year end 2024 audit will be \$5,000.00.
 - D. Sarge wanted to make sure we had a discussion with Wagner explaining our concerns and why we only chose a 1-year contract instead of a 3 year.
 - M. Sitler made a motion to accept the 1-year agreement with Wagner. J. Gallagher seconded the motion. Motion carried 5-0.
- **Manager Report**
 - Finding of Fact decision needs signed by all Supervisors from Conditional Use Hearing on 20JAN2025. Next step was the Board of Supervisors needed to sign so we could forward it to our Solicitor to get a letter prepared and mailed to Mr. Morey.
 - Faihopity Farms Settlement Agreement
 - In addition to the previous pending agreement, it was added that Larry Frace needs to give a 48-hour notice for inspection before he is allowed to conduct an inspection. The pile can not be more than 1500 cubic yards.
 - T. Frace suggested we look in July or August of 2025 and put out RFPs for several of our accounts to include IT, Auditing & Engineer.
 - T. Frace requested an Executive Session at the conclusion of the meeting to discuss personnel

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matters.

○ **Police Report**

- AXON \$8,016.21 – Annual bill for body cameras, tasers, in-car cameras, LPRs – to be reimbursed with Community Giving Foundation Grant
- NMS Labs \$308.00 – Laboratory Services
- Lexipol \$5,242.16 – Annual Police Policy Program Bill
- YCG \$480.00 – Speed timing device calibrations
- Salem Township \$300.00 – YCG on site calibration fee
 - M. Sitler made a motion to accept the Police Report. D. Sarge seconded the motion. Motion carried 5-0.

○ **Maintenance Report**

- Preliminary Bid Package was received for the Yost Hollow Landslide from PennDOT Representative Steve Kehoe. Steve also ran this by the Conservation District to make sure they were fine with the details. Once we receive the final package Slade is requesting permission to proceed with advertising. Prebid meeting is scheduled for 24FEB2025.
 - M. Sitler made a motion to put a bid package out for the Yost Hollow Landslide. J. Gallagher seconded the motion. Motion carried 5-0.
 - C. Fisher extended a Thank You to Slade for responding to calls during the workday.
 - Dump Truck was ordered and will take over a year to receive.
- Briar Creek Township is seeking to fill a position for a Full Time Maintenance Employee with current CDL. Competitive Pay rate is based on Experience. Advertise on Facebook, CareerLink and Press Enterprise.
 - M. Sitler made a motion to advertise for the Maintenance Employee. D. Sarge seconded the motion. Motion carried 5-0.
 - J. Gallagher made a motion to accept the Maintenance Report. D. Sarge seconded the motion. Motion carried 5-0.

○ **BAJSA Report**

- M. Sitler made a motion to accept the BAJSA Report. J. Gallagher seconded the motion. Motion carried 3-0. T. Heller abstained from being employed with BAJSA and C. Fisher abstained from being related to M. Fisher.

○ **Sewer Enforcement Report**

- M. Sitler made a motion to accept the BAJSA Report. J. Gallagher seconded the motion. Motion carried 5-0.

○ **Zoning & Codes Report**

- J. Gallagher made a motion to accept the Zoning & Codes Report. D. Sarge seconded the motion. Motion carried 5-0.

○ **Planning Commission Report**

- No report was available.

○ **Fire Company Report**

- M. Sitler made a motion to accept the Fire Report. J. Gallagher seconded the motion. Motion carried

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5-0.

- **Present Bills for Payment:** Checks #5066 to #5071 /Electronic Payments 20JAN2025 through 03FEB2025.
 - M. Sitler made a motion to pay the bills. D. Sarge seconded the motion. Motion carried 5-0.
- **New Business**
- **Correspondence**
- **For the good of the order**
 - CPR Training was completed by Sergeant Chris Kelchner from Berwick Borough the Police Department & Township Employees on 29JAN2025.
 - Ted Ritsick emailed everyone in preparation for the next Joint Meeting on 24FEB2025.
 - Permission for S. Rauch & T. Frace to attend the One Call Located Training Course in Shamokin Dam on 20FEB2025.
- 7:06 PM C. Fisher made a motion to enter Executive Session to discuss personnel matters. M. Sitler seconded the motion. Motion carried 5-0.
- 7:29 PM M. Sitler made a motion to adjourn Executive Session and enter the Regular Session. J. Gallagher seconded the motion. Motion carried 5-0.
- 7:30 PM J. Gallagher made a motion to adjourn Regular Session. M. Sitler seconded the motion, Motion carried 5-0.
- **Adjournment**

Respectfully submitted,
Shannon Johnson