

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

March 4, 2024, at 7:00PM

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

AGENDA & MINUTES

The Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on March 4th at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, D. Sarge, P. Leighow, Secretary/Treasurer S. Johnson, Road Master S. Rauch, Police Chief T. Frace, and Zoning/Codes Official L. Frace.

Residents – Mike Hart, Nick Dalo, Pam Dalo, Bret Politz.

- Call Meeting to Order by C. Fisher at 7:03 PM
- Pledge of Allegiance was completed by all present.
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
The Dalo Family voiced concerns related to the letter they received from L. Frace on the Woodcrest driveway issue.
- Announcements
 - Executive Session after last Township Meeting
- Pass the minutes from the following meetings:
 - 05FEB2024 Supervisors Meeting
 - M. Sitler made a motion to pass the minutes from the February 5th meeting. J. Gallagher seconded the motion. Motion passed 5-0.
 - 19FEB2024 Work Session
 - J. Gallagher made a motion to pass the minutes from the February 19th meeting and P. Leighow seconded the motion. Motion passed 5-0.
- Blight Property Bid Opening
 - Advertised in the Press Enterprise on 15FEB2024 that sealed bids were being accepted at the Township Office until 1pm 04MAR2024 and would be opened by the Board of Supervisors at the 7pm Meeting.
 - We received 1 bid to include a cashier's check in the amount of \$500.00 which is 10% of the bid price from Brett Politz. However, our solicitor was unable to attend the meeting due to conflict and has instructed us to open and read the bid but table the discussion until completion of review by solicitor to confirm compliance.
 - M. Sitler made a motion to table the discussion pending solicitor reviews with further direction. J. Gallagher seconded the motion. Motion passed 5-0.
- Solicitors Report
 - Breezeline Cable Franchise Agreement is up for renewal DEC2024. This was forwarded to our solicitor for review. A new ordinance is being prepared for the new agreement, and upon completion we will rescind the old Ordinance 4-2014. A suggestion was mentioned about talking to the solicitor to see if we able to include in the ordinance verbiage that helps us enforce phone companies to maintain and/or clean up trees which fall on phone lines.
- Police Report
 - Motion to approve payment/purchase of the following:
 - Starr Uniform Bill for Vests \$6,338.00 (Submitted for \$2,185 reimbursement through the Federal Vest Grant (not received yet) but it has been allotted to department. Also

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submitted and received the remaining \$4153.00 through the Community Giving Foundation Police Escrow account. The actual cost to the Township is \$0.00.

- Steve Shannon \$691.92 for tires the 2021 Police Vehicle

- Items for discussion:

- Motion to approve purchasing polo shirts for all police personnel for training(s), court, etc. Purchase will be made from the Police Department Fund and will be +/- \$400.00.
 - M. Sitler made a motion to approve the purchase of police polo shirts using police donations. D. Sarge seconded the motion. Motion passed 5-0.
- Held the quarterly meeting with Ron Levan, North Centre Township Supervisor. This is a contract year. T. Frace is in the process of putting together a presentation which will be approved by the BoS before it is submitted to NCT.
- A letter was submitted by Officer H. Morris to the BoS as a formal notification of the bargaining unit's request to enter negotiations regarding Collective Bargaining Agreement between BCT and the BCT Police Bargaining Unit which expires 31DEC2024.
- 2020 Police vehicle repairs completed at Connor's Auto Body (deer damage).
- Meeting room HDMI upgrade complete (ARP project can be closed).
- All the safety equipment was received for the Police Vehicles. (ARP project can be closed).
- Met with 7th Level Technologies – will be moving forward with the VIOP phone project in the very near future. (ARP project) A tech was out to review our products and services. Our switch system is at full capacity. Waiting for additional quotes on the additional switch we need.
 - M. Sitler made a motion to accept the Police Report in its entirety. D. Sarge seconded the motion. Motion passed 5-0.

- Office Report

- SAM.GOV has been renewed for FREE for 1 year. Next renewal is 21FEB2025.
 - M. Sitler motioned to rescind the original 2-year payment for SAM.GOV at the 19FEB2024 Work Session. Motion was seconded by D. Sarge. Motion passed 5-0.
 - M. Sitler made a motion to accept the free 1-year version of SAM.GOV. J. Gallagher seconded the motion. Motion passed 5-0.
- Discussion to postpone the Supervisors Meeting on Monday 01APR2024 to become a Combined Meeting & Work Session on 15APR2024 at 7pm.
 - Due to the PSATS conference for the Board of Supervisors attending the request for a change of meeting date was denied and will still be held on 01APR2024 at 7pm. B. Gensemer will be taking minutes in S. Johnson's absence.
 - The Work Session meeting scheduled for 15APR2024 will be cancelled and the notice will need to be posted in the paper.

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- The Treasurer's Report was not available due to not being able access the statements online. The report will be available at the Work Session on 18MAR2024.
- North Centre Township held the Multi-Municipal Meeting on 26FEB2024 at 6pm.
 - Discussed Termination of Connect Humanity BEAD Grant
 - Update on DCED Map Grant Award
 - Update: Columbia County/Larson Design Group re: Briar Creek Lake Future Planning
 - Conflict of Interest Policy
 - Make a motion to review approve Conflict of Interest as a policy. This was tabled to allow BoS time to review until the Work Session on 18MAR2024.
- Maintenance Report
 - Closing on the Loader Loan happened 23FEB2024 and we received new Loader on 29FEB2024.
 - 7th Avenue Bridge Repair Insurance Options have been tabled for further discussion with Solicitor and Insurance Broker C. Sheldon at Work Session 18MAR2024.
 - Livic Civil quote on Culvert Replacement Project along Lower Hilltop Road. S. Rauch contacted A. Keister to get the pipe that goes under Lower Hilltop sized. Also received was a bid to do the job. S. Rauch believes A. Keister needs to provide more clarity to his quote. There was some misunderstanding that needs to be cleared up.
 - Lower Woodcrest Zoning Officer L. Frace notified homeowners by letter explaining current issues and that it needs to be resolved. This was discussed during public participation by the Dalo family.
 - Update on additional lighting in the back parking lot. It was proposed to use ARP monies to install 2 Dusk to Dawn LED Lights with a cost under \$300.00.
 - M. Sitler made a motion to install the lights around the back of the building using ARP funds. J. Gallagher seconded the motion. Motion passed 5-0.
- Motion and approve to add the first tailgate on Municibid for sale.
 - M. Sitler made a motion to put the first tailgate on Municibid. D. Sarge seconded the motion. Motion passed 5-0.
- Sewer Authority Report
 - M. Sitler made a motion to accept the Sewer Authority Report. J. Gallagher seconded the motion. Motion passed 5-0.
- Sewer Enforcement Report
 - M. Sitler made a motion to accept the Sewer Enforcement Report. P. Leighow seconded the motion. Motion passed 5-0.
- Zoning & Codes Report
 - Flood Plain Ordinance Meeting has been scheduled for 22APR2024 at the Summerhill Volunteer Fire Company at 6 PM. This must be advertised 30 days in advance of the meeting.
 - M. Sitler made a motion to approve the Zoning & Codes Report in its entirety. J. Gallagher seconded the motion. Motion passed 5-0.
- Planning Commission Report

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- M. Sitler made a motion to accept the Sewer Enforcement Report. J. Gallagher seconded the motion. Motion passed 5-0.
- Fire Company Report
 - M. Sitler made a motion to accept the Sewer Enforcement Report. J. Gallagher seconded the motion. Motion passed 5-0.
- Present Bills for Payment: Check #s (24792) to (#24808)/Electronic Payments 20FEB2024 through 04MAR2024.
 - M. Sitler made a motion to accept the bills for payment. P. Leighow seconded the motion. Motion passed 5-0.
- Correspondence
- Ongoing Business
- New Business
- For the good of the order
- Regular Session Adjourned at 8:38 PM
- Executive Session
 - Requested by Secretary/Treasurer Shannon Johnson began at 8:38PM
 - M. Sitler made a motion to end Executive Session and re-enter Regular Session at 9:13 PM. J. Gallagher seconded the motion. Motion passed 5-0.
 - M. Sitler made a motion to adjourn Regular Session at 9:13 PM. J. Gallagher seconded motion. Motion passed 5-0.