

**BRIAR CREEK TOWNSHIP SUPERVISORS**

Supervisors Meeting

November 4, 2024, at 7:00PM

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

The Board of Supervisors Meeting of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on November 4th at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, D. Sarge, Road Master S. Rauch, Police Chief T. Frace, and Zoning/Codes L. Frace, A. Kurecian, Secretary/Treasurer S. Johnson, Livic Engineer A. Keister, BerkONE Sean Sanderson, Residents – John Snyder, Dhalas Robbins, John Zaginaylo, Lee Pitonyak, Kristen Cunnington

**Minutes**

- Call Meeting to Order by C. Fisher at 7 PM.
- Pledge of Allegiance completed by all those present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
  - Representative from BerkONE Sean Sanderson spoke about how to protect your physical files and permanently preserve them digitally and make the documents key word searchable.
- Announcements
  - Discuss Briar Creek Township Supervisor Vacancy
    - M. Sitler motioned to fill the Supervisors vacancy with BCT resident Todd Heller. D. Sarge seconded the motion. Motion carried 4-0.
    - M. Sitler asked D. Robbins to consider being a part of the Property Maintenance Hearing Appeal Board for Briar Creek Township. D. Robbins requested more information.
- Pass the minutes from the following meetings:
  - 21OCT2024 Work Session
    - M. Sitler motioned to accept the minutes from the Work Session on 21OCT2024. J. Gallagher seconded the motion. Motion carried 4-0.
- Treasurer’s Report
  - Discuss & Schedule Conditional Use Hearing with Board of Supervisors
    - M. Sitler made a motion to schedule the Conditional Use Hearing before the Board of Supervisors for 02DEC2024 at 6 PM to allow ample time to post and advertise. J. Gallagher seconded the motion. Motion carried 4-0.
  - Motion & Approve opening a PLGIT account for State Liquid Fuels
  - Motion & Approve opening a PLGIT account for Operating General Funds
    - J. Gallagher made a motion that we open a PLGIT account for both State Liquid Fuels and Operating General Reserves. M. Sitler seconded the motion. Motion carried 4-0.
  - Make a motion to approve Ordinance 3 of 2024 creating the position of Township Manager.
    - M. Sitler made a motion to pass Ordinance 3 of 2024 to create the position of Township Manager. D. Sarge seconded the motion. Motion carried 4-0.
  - Make a motion to approve Resolution 10 of 2024 – Briar Creek Township desires to employ a Township Manager and establish salary and benefits.
    - This discussion was tabled to discuss in an Executive Session.
  - Motion to approve advertising Ordinance 4 of 2024 for a half mil tax rate (\$27,000.00) increase for 2025 Budget.
    - J. Gallagher made a motion to advertise the 2025 Proposed Budget as printed with the tax increase (Ordinance 4 of 2024). D. Sarge seconded the motion. Motion carried 3-1.

John Gallagher	YES
Max Sitler	NO
Dan Sarge	YES
Craig Fisher	YES

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- Discuss Proposed 2025 Budget – Motion to approve to advertise Budget
  - Possible 2025 Donations – Library, Meals on Wheels & Ber-Vaughn Pool
    - Supervisors are interested in statistics on how many BCT residents utilize any of the above facilities.
- Police Report
  - 2025 SWAT Yearly Invoice - \$1,000.00
  - Sponenburg's Exhaust for muffler(s) for 2014 police vehicle - \$288.86
  - NAPA Battery for 2020 police vehicle - \$193.99
  - Dent's Auto – 2014 Inspection/parts - \$1,701.10
  - Steve Shannon – tires for 2021 police vehicle - \$725.76
  - Dent's Auto – Inspection for the 2021 police vehicle - \$42.00
  - LSA Grant
    - BCT Police were awarded \$27,476 from the LSA grant for upgrading of the desktops computers/RMS data conversion/laptop computers for all vehicles.
    - T. Frace would also like to submit a 2025 LSA \$60,000.00 grant for a new police vehicle. Resolution 11 of 2024 needs to be approved and a \$100.00 submittal fee is required. Applications are due by 30NOV2024.
  - T. Frace attended a meeting with the North Centre Township Supervisors on Saturday 02NOV2024 in reference to the 2025-2027 Police Agreement.
    - M. Sitler made a motion to accept the Police Report in its entirety. J. Gallagher seconded the motion. Motion carried 4-0.
  - Make a motion to approve Resolution 11 of 2024 – authorizing for application of statewide local share assessment grant via PA Department of Community Economic Development (DCED) and authorization for execution of this grant.
    - M. Sitler made a motion to allow T. Frace to apply for the LSA \$60,000.00 grant with Resolution 11 of 2024 for next year in 2025. J. Gallagher seconded the motion. Motion carried 4-0.
- Maintenance Report
  - LSA Grant
    - The Maintenance Dept received an LSA grant for \$127,767.00 for the purchase of a F450/F550 Dump Truck Plow.
  - Possible Sale of International
    - The International was advertised on Municibid. The advertisement ended today 04NOV2024 at \$7800.00
  - Yost Hollow Landslide Update
    - We should find out this week if CCCD will be giving us \$75,000.00 towards this project. Waiting for District approval.
  - Bridge Update
    - A. Keister completed the load rating analysis for Bridge 2 (middle bridge) on Yost Hollow. A recommendation has been made to post a weight limit of 15 Ton and that we narrow the bridge down to 10 feet with a permanent barrier. A. Keister will provide a plan showing what signs to put up and where. Next steps would be to get the final posting report out. A. Keister will get with his grant writers to see what we might be eligible for.
    - The estimated full replacement cost per bridge is around \$450,000.00. Both bridges have damage to the abutments. The most cost-effective way is to replace both bridges and insert a box culvert

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- S. Kehoe PennDOT representative is going to be providing a report for S. Rauch on the condition of our roads with the 3 or 4 different categories so we can start working on a plan from there.
- D. Sarge made a motion to accept the Maintenance Report. M. Sitler seconded the motion. Motion carried 4-0.
- BAJSA Report
  - M. Sitler made a motion to accept the BAJSA report. J. Gallagher 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
  - Zoning Hearing Board has a hearing scheduled for Patel's Variance on Thursday 14NOV2024 at 6 PM.
  - M. Sitler made a motion to accept the Zoning & Codes Reports. J. Gallagher seconded the motion. Motion carried 4-0.
- Planning Commission Report – No report available
- Fire Company Report – No report available
- Present Bills for Payment: Check #s (25049) to (25066) update check numbers at meeting / Electronic Payments 22OCT2024 through 04NOV2024.
  - M. Sitler made a motion to pay the bills. J. Gallagher seconded the motion. Motion carried 4-0.
- Correspondence
  - Received yearly bill notice from Kilmer to reissue bond in the amount of \$725,000.00 for Secretary/Treasurer S. Johnson. The yearly cost is \$613.00.
- Ongoing Business
- New Business
  - Police Chief Thomas Frace submitted a letter of resignation to the Board of Supervisors effective November 29, 2024. The new OIC will be Kristen Cunnington effective November 29, 2024.
    - M. Sitler made a motion to accept the above resignation and promotion. J. Gallagher seconded the motion. Motion carried 4-0.
  - The Board of Supervisors had several discussions to create a position for Township Manager. The Board of Supervisors have determined a successful applicant. The applicant will be appointed at the 02DEC2024 Supervisors Meeting.
- For the good of the order
- Upcoming Meeting – Joint Comprehensive Meeting with North Centre Township & Hailstone Economics is Tuesday 03DEC2024 at 150 Municipal Road beginning at 6 PM. (L. Frace, R. Samsel, T. Frace and B. Franek plus 1 or 2 BCT Supervisors)
  - J. Gallagher made a motion to enter Executive Session at 8:46 PM to discuss Resolution 10 of 2024. D. Sarge seconded the motion. Motion carried 4-0.
  - M. Sitler made a motion to adjourn the Executive Session and reenter the Regular Session at 9:15 PM. J. Gallagher seconded the motion. Motion carried 4-0.
  - M. Sitler made a motion to adopt Resolution 10 of 2024 relative to the Township Manager position. J. Gallagher seconded the motion. Motion carried 4-0.
- Adjourned
  - J. Gallagher made a motion to adjourn the meeting at 9:30 PM. D. Sarge seconded the motion. Motion carried 4-0.

Respectfully submitted,  
Shannon Johnson