

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

January 6, 2025 / Followed the
2025 Reorganization Meeting

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

The 2025 Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 6, 2025, immediately following the Re-organization Meeting scheduled for 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. Cunnington. Residents: Carl Hess, John Snyder

Agenda & Meeting Minutes

- Meeting called to order
- Public Participation
 - Carl Hess provided the Township with a One-Call resolution stating April is an 811-awareness month. Carl Hess will no longer be responsible for PA-One Calls. Road Master S. Rauch will take over PA One Call responsibilities.
- Announcements
 - C. Fisher, on behalf of the Board of Supervisors of Briar Creek Township, recognized T. Frace for his years of dedicated service to us without incident and presented him with a plaque.
- Resolutions
 - Motion to approve Resolution #1 of 2025 – Establishing a Schedule of Attorney Fees
 - M. Sitler made a motion and D. Sarge seconded the motion. Motion carried 5-0.
 - Motion to approve Resolution #2 of 2025 – Adopting an Intermunicipal Cooperation Agreement between Briar Creek Township and North Centre Township
 - M. Sitler made a motion and J. Gallagher second the motion. Motion carried 5-0.
 - Motion to approve Resolution #3 of 2025 – Disposition Resolution for Destruction of Specific Records
 - M. Sitler made a motion and T. Heller Seconded the motion. Motion carried 5-0.
 - Motion to waive required member contributions to the Police Pension Plan (19-021-5 P) via Resolution #4 of 2025: A Resolution Setting the Employee Contribution Rate for the Pennsylvania Municipal Retirement System for Police.
 - M. Sitler made a motion and D. Sarge seconded the motion. Motion carried 5-0.
- Pass the minutes of the following meetings
 - 16DEC2024 Work Session
 - M. Sitler made a motion to accept the minutes for the 16DEC2024 Work Session.
- Police Report
 - Motion to approve Police Chief Contract
 - M. Sitler requested an Executive Session to finalize the contract.
 - Motion to approve hiring PT Patrolman, Probationary Officer Emmanuel Uribe to FT Probationary Patrolman Officer. Hourly rate per contract \$24.12
 - M. Sitler made a motion to hire Emmanuel Uribe to FT Probationary Patrolman. J. Gallagher seconded the motion. Motion carried 5-0.
 - Motion to appoint Police Chief K. Cunnington & Secretary/Treasurer S. Johnson and Township Manager Thomas Frace as POA for Police Dept. Transactions (e.g., LSA Grant, vehicles, etc.) for 2025.
 - M. Sitler made a motion to appoint those listed above to act as POA for the Police Department. J. Gallagher seconded the motion. Motion carried 5-0.
- Bills for payment
 - AXON - \$31.30 - Camera clip
 - GALLS - \$286.19; \$66.65; \$144.72; \$193.96 – Uniform Shirts, pants & boots
 - M. Sitler made a motion to pay the bills that have been acquired. J. Gallagher seconded the motion. Motion carried 5-0.
- LSA grant was executed. Motion to have ability to purchase RMS system, Laptop Computers and Desktop Computers once quote is received from 7th Level. RMS quote received from True North. All contingent upon receiving the grant.
 - M. Sitler made a motion to move forward with purchase contingent upon receiving grant. D. Sarge seconded the motion. Motion carried 5-0.
 - M. Sitler would like to welcome and congratulate K. Cunnington to Briar Creek Township as the new Police Chief. On behalf of the Board of Supervisors, they are looking forward to working with you.

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- Maintenance Report
 - M. Sitler made a motion to accept the Maintenance Report. J. Gallagher seconded the motion. Motion carried 5-0.
 - Motion to appoint Road Master S. Rauch & Secretary/Treasurer S. Johnson and Township Manager Thomas Frace as POA for Maintenance Dept. Transactions (e.g., Tractor, LSA Grant, etc.) for 2025.
 - M. Sitler made a motion to appoint those listed above to act as POA for the Maintenance Department. J. Gallagher seconded the motion. Motion carried 5-0.
 - Carl Hess – PA One Call Discussion
 - M. Sitler told S. Rauch that on Red Rock Road coming from Brick Church Road near the sharp turn there is a piece of guard rail sticking up that need's attention.
- BAJSA Report
 - M. Sitler made a motion we accept the BAJSA Report. J. Gallagher seconded the motion. Motion carried 4-0-1. T. Heler abstained from voting based on being employed by them.
- Sewer Enforcement Report
 - J. Gallagher made a motion we accept the Sewer Enforcement Report. D. Sarge seconded the motion. Motion carried 5-0.
- Zoning & Codes Report
 - Reliable Apartments have until 17JAN2025 to get fencing up around the building formerly known as Stenko Roller Skating / Bowling Alley on 6th & Warren Street.
 - M. Sitler made amotion to accept the Zoning & Codes Report. J. Gallagher seconded the motion. Motion carried 5-0.
- Planning Commission Report N/A
- Fire Company Report
 - M. Sitler made a motion we accept the fire company report. J. Gallagher seconded the motion. Motion carried 5-0.
- Present Bills for Payment: Checks #5039 to # (5049) /Electronic Payments 16DEC2024 through 06JAN2025.
 - M. Sitler made a motion we paid the bills. D. Sarge seconded the motion. Motion carried 5-0.
- New Business
 - Correspondence
 - PSATS items for discussion:
 - Motion decision for 2025 Annual Membership & Services
 - M. Sitler made a motion to approve based off the recommendations from our Solicitor. D. Sarge seconded the motion. Motion carried 5-0.
 - T. Frace suggested we contact our solicitor to ask about the legal defense being offered as part the yearly membership for PSATS. They don't provide legal defense, but they work in conjunction with our solicitor.
- For the good of the order
 - T. Frace will be instituting a Request for Time Off Form for all departments. The employees will be required to submit to their department head which will then be submitted to T. Frace to keep a tally to avoid being short staffed.
 - Reminders:
 - 2025 Auditors Meeting will be held on 07JAN2025 at 6:00 PM.
 - The Statements of Financial Interest for applicable elected & appointed township personnel for calendar year 2024 have been issued and are due by 01MAY2025.
- Adjournment
 - M. Sitler motioned to step out of Regular Session at 7:16 PM. The purpose of this Executive Session will be for personnel matters. J. Gallagher seconded the motion. Motion carried 5-0.
 - M. Sitler made a motion to end the Executive Session at 7:42 PM and step back into Regular Session. J. Gallagher seconded the motion. Motion carried 5-0.
 - M. Sitler made a motion to adjourn the Regular Session at 7:43 PM. J. Gallagher seconded the motion. Motion carried 5-0.