

**BRIAR CREEK TOWNSHIP BOARD OF SUPERVISORS
REGULAR SUPERVISORS' MEETING
HELD ON APRIL 7th, 2025 – 6:00 PM
AT 150 MUNICIPAL ROAD, BERWICK PA 18603**

MEETING CALLED TO ORDER by **CHAIRMAN FISHER** at 6:00 PM.

PLEDGE OF ALLEGIANCE

PRESENT:	CRAIG FISHER	[x]	THOMAS FRACE	[x]
	MAX SITLER	[x]	SHANNON JOHNSON	[x]
	JOHN GALLAGHER	[x]	SLADE RAUCH	[x]
	DAN SARGE	[x]	KRISTEN CUNNINGTON	[x]
	TODD HELLER	[x]	LARRY FRACE	[x]
	JOHN SNYDER	[x]	ABAGAIL SMITH	[x]
	CASSIDY ROBINSON	[x]	BOB STOUTD	[x]

ANNOUNCEMENTS:

- (1) The Board held an executive session during the March 17th meeting to address a personnel issue.
- (2) The Board held an executive session during the March 31st meeting to address a personnel issue.
- (3) There needs to be a correction made to the January 2025 Auditors minutes relating to a vote count (incorrectly listed as 5-0 vote tally).

AGENDA SPEAKERS

- 1) Bob Stoutdt – MARC – Briar Creek Lake Disc Golf

PUBLIC COMMENT – **Chair:** We will now open the meeting to public comment. We ask that you stand and present your name. No inappropriate language will be tolerated. Limited to 5 minutes.

- i. Cassidy Robinson of LaBella Associates on behalf of Ruckle Hill Road Solar submitted the final blueprints to be signed by the Board of Supervisors & Planning Commission. **M. Sitler made a motion to have our township solicitor review the final copy before the Board of Supervisors sign.**

Motion to Approve by: M. SITLER Seconded by: J.GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: C. FISHER ☒ Y/ N: T. HELLER

OFFICIAL ACTION ITEMS

A) CONSENT AGENDA

Manager: The consent agenda includes the following items:

- i. Approval of the Treasurer's Budget Report, General Fund, Capital Fund, SLF Fund, ARP Fund.

Motion to Approve i by: M. SITLER Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: C. FISHER ☒ Y/ N: T. HELLER

Under the second-class township code, we are limited to only having 25% of our total budget in the PLGIT Operating Reserve Fund. We are nearing that, and T. Frace made the recommendation we transfer \$240,000.00 to our PLGIT Capital Reserve Fund.

D. Sarge made a motion to move the \$240,000.00 from Operating Reserve Fund to Capital Reserve Fund.

Motion to Approve by: D. SARGE Seconded by: M. SITLER

(Y)/ N: J. GALLAGHER (Y)/ N: C. FISHER (Y)/ N: T. HELLER

ii. Approval of the Department Monthly Reports for March 2025, including:

- (a) Planning Commission Report.
- (b) Zoning & Codes Activity Report.
- (c) Maintenance Department Report.
- (d) Fire Company Report.
- (e) Police Report.
- (f) BAJSA Report.
- (g) Sewage Officer's Report.

Motion to Approve letters a-g by: M. SITLER Seconded by: T. HELLER

(Y)/ N: J. GALLAGHER (Y)/ N: C. FISHER (Y)/ N: D. SARGE

iii. Payment of the bills for March 2025 in the amount of \$ 11,198.12, check 5131 thru 5153 and Electronic Payments for March 2025.

Motion to Approve number iii by: M. SITLER Seconded by: T. HELLER

(Y)/ N: J. GALLAGHER (Y)/ N: C. FISHER (Y)/ N: D. SARGE

iv. Approval of the March 3rd, 2025, Regular Business Meeting minutes.

v. Approval of the March 17th, 2025, Workshop Meeting.

vi. Correspondence Report.

vii. Approval of the corrected January 2025 Auditors minutes.

Motion to Approve numbers iv thru vii by: M. SITLER Seconded by: J. GALLAGHER

(Y)/ N: T. HELLER (Y)/ N: C. FISHER (Y)/ N: D. SARGE

Chair: Does any Member wish to have any item(s) to remove from the consent agenda for further discussion prior to voting on the consent agenda? **N/A**

B) ZONING & CODES DISCUSSION SESSION

Chair: Is there any further discussion or public comment for Zoning and Codes?

C. Fisher thanked L. Frace for his quick response to the recent fire at 239 Evansville Rd. Carl Hunsinger is interested in being a part of the Property Maintenance Hearing Board.

C) MAINTENANCE DISCUSSION SESSION

(i) 2025 discussion on Road Projects to be put out for advertised bid for opening on Monday, May 5th, 2025, Supervisor Meeting. (Bogart Hill, Knorr Rd, Municipal Rd)

Motion to Approve by: M. SITLER Seconded by: D. SARGE

(Y)/ N: J. GALLAGHER (Y)/ N: TODD HELLER (Y)/ N: CRAIG FISHER

(ii) CCCD Memorandum of Understanding – yearly agreement that needs signed by a supervisor.

Motion to Approve by: M. SITLER Seconded by: J. GALLAGHER

(Y)/ N: C. FISHER (Y)/ N: D. SARGE (Y)/ N: T. HELLER

(iii) Hiring Full-Time Maintenance Employee Andrew Frace at \$20.00 per hour to be reassessed upon successfully receiving CDL based off maintenance employment tier.

Motion to Approve by: M. SITLER Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: C. FISHER ☒ Y/ N: T. HELLER

PROCUREMENT ITEM#1: Purchase of approximately 32 “dead blocks” to create a separation of salt/cinder materials and to assist w/reinforcing the wall of storage area. Approximate costs of \$2,000.00. Purchase taken from general funds with predicted excess monies from the Road Dept. budget.

Motion to Approve by: M. SITLER Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: T. HELLER ☒ Y/ N: C. FISHER

Chair: Is there any further discussion or public comment for the Road Department? S. Rauch requested an Executive Session to discuss personnel matters.

D) POLICE DISCUSSION SESSION

(i) Co-Op Agreement between the BOS and the Police Department for LSA Grant.

Motion to Approve by: D. SARGE Seconded by: J. GALLAGHER

☒ Y/ N: M. SITLER ☒ Y/ N: T. HELLER ☒ Y/ N: C. FISHER

(ii) New Part-Time Officer – Graydon Beishline – Request permission to make a conditional offer of employment effective upon successful graduation and completion of MPOETC requirements, for 32 hours a week at the P/T probationary rate of pay for 60 days until review of F/T status.

Motion to Approve by: M. SITLER Seconded by: D. SARGE

☒ Y/ N: C. FISHER ☒ Y/ N: J. GALLAGHER ☒ Y/ N: T. HELLER

PROCUREMENT ITEM #1 - N/A

Chair: Is there any further discussion or public comment for the Police Department? K. Cunningham requested the Executive Session to discuss personnel matters.

E) ON GOING BUSINESS

(i) Discuss a bond question regarding the Ruckle Hill Solar project. The Board of Supervisors want to follow up with the Township Solicitor before they signed off on it.

Motion to Approve by: M. SITLER Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: C. FISHER ☒ Y/ N: T. HELLER

F) NEW BUSINESS

(i) Approve the New Supervisors Compensation Ordinance 2 of 2025.

Motion by: D. SARGE Seconded by: J. GALLAGHER

☒ Y/ N: C. FISHER ☒ Y/ N: M. SITLER ☒ Y/ N: T. HELLER

The Maintenance Department at this point and time does a majority of the maintenance on our vehicles. J. Gallagher suggested we may want to consider exactly what maintenance we are doing to Emergency type vehicles like Police Cars due to liability issues. So, the question is “Should the maintenance employees be working on brake systems that are high pursuit vehicles?” The Board of Supervisors feel to leave the decision to Maintenance as to whether they have to knowledge to tackle said repair.

Motion to Approve by: M. SITLER Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE ☒ Y/ N: C. FISHER ☒ Y/ N: T. HELLER

The CDL Drug Testing responsibility needs to be assigned to one individual specifically designated and responsible for maintaining those records along with everything that goes along with those duties. That individual will be Township Manager T. Frace.

Motion to Approve by: T. HELLER

Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE

☒ Y/ N: C. FISHER

☒ Y/ N: M. SITLER

Summer Maintenance hours will be 6AM – 4PM Monday thru Thursday beginning June 1st to August 31st, 2025.

G) GOOD OF THE ORDER

(i) Reminder that there is a Joint Multi-Municipal Zoning meeting at BCTWP April 28th, 2025 at 6 p.m.

(ii) There will be a public meeting here at this office on Wednesday, April 9th from 6:30-7:30 p.m. in reference to the Disc Golf project at the Briar Creek Lake.

C. Fisher made a motion to enter Executive Session at 19:06

Motion to Approve by: C. FISHER

Seconded by: J. GALLAGHER

☒ Y/ N: D. SARGE

☒ Y/ N: M. SITLER

☒ Y/ N: T. HELLER

J. Gallagher made a motion to end the Executive Session at 20:25 and enter Regular Session.

Motion to Approve by: J. GALLAGHER

Seconded by: D. SARGE

☒ Y/ N: M. SITLER

Y / N: T. HELLER

Y / N: C. FISHER

H) ADJOURNMENT 20:33 hrs.

Motion to Adjourn by: J. GALLAGHER Seconded by: M. SITLER

☒ Y/ N: C. FISHER

☒ Y/ N: D. SARGE

☒ Y/ N: T. HELLER