

## BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session Meeting

February 17, 2025, at 6:00PM

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

The Work Session of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on February 17, 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.

### Minutes

- Call Meeting to Order by C. Fisher at 6:00 PM
- Pledge of Allegiance completed by those present
- 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.)
  
- Announcements
  - K. Cunningham is requesting an Executive Session to discuss personnel matters.
  
- Police Report
  - Permission requested to do a 1-day ride along with a Benton High School Student Colin Swigart contingent upon receiving completed liability release forms.
    - M. Sitler made a motion, we allow the ride along. J. Gallagher seconded the motion. Motion carried 5-0.
  - Requesting permission to extend an offer of Full Time Employment to Graydon Beishline contingent upon April 25, 2025 graduation from Police Academy.
    - Upon successful completion of Police Academy and MOPETC Test. Have the Chief of Police make a formal recommendation on letterhead and present it to the Board of Supervisors
  
- Manager Report
  - Briar Creek Lake Disc Golf Meeting with Bob Stoudt from MARC is 18FEB2025 at 10AM. He is the director of the Montour Area Recreation Convention. He is heading up the Disc Golf at Evansville Lake. Tom will report back after the meeting with any additional updates.
  - The Joint Zoning Meeting at NCT is scheduled for 24FEB2025 at 6PM.
  - BCT Planning Commission Zoom Meeting with Ted Ritsick is 10MAR2025 at 6:15PM. The plan is to use North Centre Townships format and then alter it to include Briar Creek Township and future growth.
  - Bridge updates from Engineer Andy Keister of Livic Civil
    - We need to have a Type 11 permit from DEP. The size of the bridge can remain the same. We will not be required to expand the size of the bridge. Andy provided us with a quote to begin the next level.

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The cost is \$6500.00. This will give us the plans and look at what would best benefit the Township for the bridge for example (box culvert, aluminum, GRSIBS system). The Supervisors would like to see all the steps until we are ready to start the project. The Supervisors are not happy with the lack of communication.

- M. Sitler made a motion to contact Bassett Engineering to see what they can do for us. Show us the Road map that is this was your project what does it look like between now and us ready to quote it. How long? What is it going to cost? J. Gallagher seconded the motion. Motion carried 5-0.

### ➤ Maintenance Employee Job Interviews

- Tom will start contacting the applicants on Wednesday 19FEB2025 to schedule interviews for 26FEB2025. This will allow us to give a recommendation based upon the interviews at the Supervisors Meeting on 03MAR2025.

### ➤ COSTARS Electricity

- Currently we receive electricity with Direct Energy through PP&L. Penn State offers a COSTARS an electricity procurement program. This would be an excellent way to save some money. We can't proceed until closer to October since we are under contract with Direct Energy until OCT2025. This won't take effect until next year but Tom will begin the enrollment process, so we are ready to proceed.

### ➤ Internal Administrative Procedures

- Tom has developed some internal administrative procedures. The Board of Supervisors was asked to review and suggest any recommendations, so we are ready to approve it at the next meeting on 03MAR2025.

### ➤ Zoning Permits

- There were some discrepancies on Larry Frace's website with the forms found under Briar Creek Township to get applications for permits. Tom cleaned up those issues and made them the same format. He also added Briar Creek Townships fee schedule to Larry's website. Larry approved all the forms, and this will allow the process to run more effectively on his website.

### ➤ House Bill Number 308

- OSHA standards were approved last week and moved forward to a full house vote. Tom reached out to our State Representative letting him know that we respect the safety of the people, however, it's not going to be best for small municipalities, especially for fire

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companies and such. PSATS also reached out and wrote a letter voicing their concerns that is they approve the OSHA standards it will hurt a lot of municipalities.

- Present Bills for Payment: Check #s (5072) to (5105) to be updated at the meeting / Electronic Payments 03FEB2025 through 17FEB2025.

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- Correspondence
- Ongoing Business
- New Business
- For the good of the order
  - M. Sitler invited T. Frace into the Blueprint Community. Tom should be expecting information via email.
  - We had a resident stop by requesting ashes for her elderly mother, so she doesn't slip and fall.
    - The Township is not authorized to give away products that are paid for by the taxpayers.
      - D. Sarge made a motion should anyone be asked for Township products; we are not in a position to give away materials that are owned by the Township for Township use. This is NOT our policy. T. Heller seconded the motion. Motion carried 5-0.
- C. Fisher made a motion to enter the Executive Session with K. Cunnington at 6:48 PM. M. Sitler seconded the motion. Motion carried 5-0.
- M. Sitler made a motion to adjourn Executive Session back into Regular Session at 7:51 PM. J. Gallagher seconded the motion. Motion carried 5-0.
- Adjournment
  - J. Gallagher made a motion to adjourn the Regular Session at 7:53 PM. D. Sarge seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Shannon Johnson