

## BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session Meeting

November 18, 2024, at 7:00PM

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

The Board of Supervisors Work Session of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on November 18th at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, D. Sarge, T. Heller, Road Master S. Rauch, Police Chief T. Frace, Secretary/Treasurer S. Johnson. Residents – No Public Present

### Minutes

- Call Meeting to Order at 7 PM by C. Fisher
- Pledge of Allegiance completed by all those present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated, and you will be asked to leave) No public present
- Announcements – N/A
- Pass the minutes from the following meeting(s):
  - 04NOV2024 Supervisors Meeting
    - J. Gallagher made a motion to approve the minutes from 04NOV2024. D. Sarge seconded the motion. Motion carried 5-0.
- Treasurer's Report
  - Update Signature Cards
  - Approve Sample Ordinance for Advertising only (PMHB) Joint Board of Appeals
    - Get clarification on some verbiage.
  - J. Gallagher made a motion to approve the Treasurer's Report. M. Sitler seconded the motion. Motion carried 5-0.
- Police Report
  - Police Contract 2025-2027 was signed by the BCT Board of Supervisors, a copy is to be forwarded to NCT for their records.
    - M Sitler made a motion to approve the Police Report. J. Gallagher seconded the motion. Motion carried 5-0.
  - Briar Creek Township is accepting applications for a Part Time position in the Police Department. The ad will be posted on Facebook. Chief Frace recommended making Officer K. Cunningham (OIC) Officer in Charge upon Chief Frace's retirement on 29NOV2024. Then appoint her Chief of Police at the 06JAN2025 Supervisor's Meeting.
- Maintenance Report
  - S. Rauch received confirmation that we have been awarded \$75,000.00 from the Conservation District for the landslide repair on Yost Hollow Road. Between 2 grants we should be right around \$115,000.00. Whatever grant money isn't used from the County grant (not CCCD) will be available to use towards bank stabilization projects along Yost Hollow Road.
    - J. Gallagher made a motion to approve the Maintenance Report. M. Sitler seconded the motion. Motion carried 5-0.
- Planning Commission Report

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- C. Fisher met with R. Samsel & L. Talanca on the subdivision in progress. They are trying to figure out how to lay out the driveway so you can get fire trucks and so forth out there. C. Fisher is going to call R. Samsel to confirm how many houses can access a private lane.
  - J. Gallagher made a motion to approve the Planning Commission Report. M. Sitler seconded the motion. Motion carried 5-0.
- Fire Company Report
  - M Sitler made a motion to approve the Fire Company Report. J. Gallagher seconded the motion. Motion carried 5-0.
- BAJSA Report
  - Briar Creek Township would like an updated figure on arrears going into 2025.
    - M. Sitler made a motion to approve the BAJSA Report. D. Sarge seconded the motion. Motion carried 5-0.
- Present Bills for Payment: Check #s (25067) to (25092) to be updated at the meeting / Electronic Payments 04NOV2024 through 18NOV2024.
  - M. Sitler made a motion to pay the bills. J. Gallagher seconded the motion. Motion carried 5-0.
- Correspondence – N/A
- Ongoing Business
  - Conditional Use Hearing 02DEC2024 at 6 PM.
    - Please ask either B. Lewis or R. Davidson to attend the hearing listed above.
  - Review changes to the handbook for discussion and approval.
    - The Board of Supervisors have agreed on changes made to this point but requested to review the hard copy for a final vote.
  - Review Administrative Assistant Secretary / Treasurer Job Description for approval
    - The Board of Supervisors asked for the section of required knowledge, skills and abilities to be re-worded before final approval is received.
- New Business
  - Discuss preparations for Re-org agenda
    - Appointing Columbia County Tax Collector for Briar Creek Township (send letter to them) before Jan 2<sup>nd</sup>, 2025
      - M. Sitler made a motion to appoint Columbia County as the Tax Collector for Briar Creek Township. J. Gallagher seconded the motion. Motion was carried 5-0.
    - 2025 Fee Schedules
      - I started receiving 2025 fee schedules for review.

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➤ Supervisor’s Salary

The legislature just amended the 2nd Class Code to allow supervisors’ pay to increase. Supervisors’ pay can’t change while currently holding office until after they get re-elected, or a new person is elected or appointed.

- For the good of the order
  - Motion to approve Resolution 12 of 2024 – authorization for application and execution of statewide local share assessment grant via PA Department of Community Economic Development (DCED).
    - M. Sitler made a motion to accept Resolution 12 of 2024. J. Gallagher seconded the motion. Motion carried 5-0.
  - The Briar Creek Township Zoning Hearing Board approved the variance request application submitted by Reliable Apartments, LLC. on 14NOV2024. Reliable Apartments have been given 30 days from the date of the hearing to have a company install a temporary fence around the building, formerly known as the bowling alley and skating rink located at 1154 Sixth Avenue Berwick for safety.
  - The Board of Supervisors would like to revisit the Zoning Fee Schedule Resolution 4 of 2023 to ensure the fees cover all the costs incurred for different types of hearings.
  - The Board of Supervisors asked S. Johnson to contact our solicitor and zoning & codes officer to see if they would be able to accommodate the township if we change the start time for all meetings to 6 PM starting in 2025.
- Adjournment
  - J. Gallagher made a motion to adjourn the meeting at 8:37 PM. D. Sarge seconded the motion. Motion carried 5-0.

Respectfully submitted,  
Shannon Johnson