

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

April 4, 2022 @ 7PM

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

The Supervisors Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on April 4, 2022 Present were the following: Supervisors C. Fisher, G. Naus, M. Sitler, T. Prutzman, C. Hess (arrived after approval of Work Session Minutes), Secretary/Treasurer M. DeStefano, Police Chief T. Frace, Road Master T. Albertson, and Codes/Zoning Officer S. Kelchner. Member of the Public who were present include: N. Uram, B. DiPippa, M. DiPippa, L. DiPippa, and A. Hosler.

### AGENDA & MEETING MINUTES

- Chairman M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation – B. DiPippa, M. & L. DiPippa, and A. Hosler were present to discuss a complaint about a neighbor's free ranging chickens who are causing problems on their properties. Despite their previous efforts to address the issue directly with the individual, the problems continue. Zoning/Codes officer S. Kelchner will follow-up with the property owner and tenant.
- Pass the minutes from the following meeting: March 14, 2022 Work Session – A motion to approve these minutes was made by T. Prutzman and seconded by C. Fisher. Motion passed 4-0.
- Maintenance Report – T. Albertson presented his report for March. A motion to accept this maintenance report was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
  - Fiber Coat/Seal Coat Project Bid Proposals – Sealed bids received from 2 vendors were opened and discussed. A motion to award the bid to Russell Standard was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.

NAME	ADDRESS	BID AMOUNT	BID AWARD
Midland Asphalt Materials, Inc.	225 Columbia Mall Dr. Box 58 Bloomsburg, PA 17815	\$93,948.54	No
Russell Standard	1514 Black Gap Road Fayetteville, PA 17222	\$89,515.95	Yes

- School Bus Ahead Signage on Kachinka Hollow Road – T. Albertson confirmed the signs were installed. M. Sitler spoke with W. Kupsy at BASD regarding sponsorship of signage; an invoice will be issued to BASD.
- Yost Hollow Road Culvert Project Update – Township-appointed Engineering Firm, McTish, Kunkel & Associates, have started work on the plan revisions to switch to the open bottom culvert. They are also revising the permit application and anticipate having the permit ready to submit by end of this month. They anticipate that the bid documents will be prepared around the second half of April.
- BCT Bridge Inspections Update – Township Engineer, A. Keister, of McTish, Kunkel & Associates recommended Larson Design Group to complete any required bridge inspections given their experience and noted they have a contract with the County to complete bridge inspections. M. Sitler asked T. Albertson to follow-up with Larson Design Group for township bridge inspections.
- Dump Truck Update – T. Albertson confirmed that the Township Dump Truck is next in line to be assembled at Bradco, but no completion date has been confirmed yet.
  - DCED & Real Lease – M. DeStefano confirmed that the DCED borrowing base certificate document needs to include the FEMA/PEMA Storm Sewer Grant. The Real Lease Application document received clearance from the Solicitor for completion; M. DeStefano & T. Albertson will complete the application for submission.

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- Bed Liner for New Dump Truck – T. Albertson requested approval to purchase a bed liner for the dump truck. This was discussed and the Board requested additional information on materials, specs, and budgeting for review at the next work session.
- Training & Seminars – T. Albertson requested approval for he and S. Rauch to attend the following:
  - Tuesday, 4/19/2022 – LTAP Erosion and Sediment Control Course @ Buckhorn Firehall, Bloomsburg, PA 17815; 8am-12pm; attendance is free
  - Wednesday, 5/18/2022 – West Branch COG Equipment Show & Training Day @ Lycoming County Fairgrounds, Hughesville, PA 17737; 9:00 a.m. until 1:30 p.m. attendance is free
  - A motion to approve attendance to both events was made by C. Fisher and seconded by C. Hess. Motion passed 5-0.
- Police Report – T. Frace presented his report for March. A motion to accept this PD report was made by C. Fisher and seconded by G. Naus. Motion passed 5-0.
  - Patrolman I Promotion Recommendation – L. Pitonyak
    - T. Frace recommended that L. Pitonyak be promoted from Probationary Officer to Patrolman I; he completed his 1-year, plus the additional 3-month, probationary period. The pay rate increase per contract is from \$21.65/hour to \$21.86/hour (\$0.21 increase). T. Frace requested that this be made retroactive to Sunday, 03APR2022 which is the beginning of the new payroll period. A motion to approve the promotion of L. Pitonyak from Probationary Officer to Patrolman I with a \$0.21 salary increase per hour and made retroactive to Sunday, 03APR 2022 was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - PT Officers/Training Follow-up – T. Frace is continuing to research this. It will be added to a future agenda if/when necessary.
- Sewer Authority Report – The Sewer Authority Report for March submitted by M. Fisher was reviewed and approved; motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Sewer Enforcement Report – The Sewer Enforcement Report for March submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Zoning & Codes Report – The Zoning & Codes report for March was presented by S. Kelchner; motion was made to accept and approve the report by C. Hess and seconded by C. Fisher. Motion passed 5-0.
  - M. Sitler requested S. Kelcher look into a property near Briar Crest for which he received complaints; it appears to be serving as a junkyard but is supposed to be a car lot.
  - Status for Ordinance/Amendments: Zoning, Mobile Home Parks, Solar
    - Zoning Ordinance Amendment for No Impact, Low Impact & Accessory Uses – The amendment drafted by Township Solicitor, R. Davidson, was sent to both the BCT and Columbia County Planning Commissions for review.
      - Public Hearing – A motion to schedule the Zoning Ordinance Amendment Public Hearing for Monday, 02MAY2022 at 6:30 PM was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
      - Status ZHB Appeal – Bates/375 Summerhill Rd./Sporting Goods Retail: this is on hold pending the outcome of the Zoning Ordinance Amendment.
    - Mobile Home Parks Ordinance Amendment – S. Kelchner stated that L. Frace and the Township Solicitor have met to discuss this. He noted that issues affecting this township are similar to those affecting Briar Creek Borough. They are also working on efforts to understand Magistrate Knecht's expectations for ordinance violations.

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- S. Kelchner and L. Frace are also following up on the status of mobile home park permit application submissions in the Township. Payments for those received have been submitted to the Township.
  - Solar Ordinance – This has been assigned by the BoS to the BCT Planning Commission for development.
  - Peddlers Ordinance – This resurfaced due to an inquiry received by the Township if a permit was necessary to hold a flea market. It was discussed and the BoS agreed that a Peddlers Ordinance is not required for the Township. A motion was made by C. Fisher and seconded by C. Hess to not proceed in development of a Peddlers Ordinance. Motion passed 5-0.
- Planning Commission – The Planning Commission report for March submitted by M. Fisher was reviewed and approved. A motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Fire Company Report – The Summerhill Volunteer Fire Company report for March submitted by C. Fisher was reviewed and approved; motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Present Bills for Payment: Checks #23960 to 23995/Electronic Payments 08MAR2022 through 04APR2022 – A motion to pay the bills was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budget status for each account was reviewed. It was noted that the amount budgeted for Engineering in the General Fund will exceed amount allotted for the year due to the requirement for re-design and other project-related required expenditures (e.g. soil survey, etc.). T. Frace and M. DeStefano will review the PD small tools and equipment expenditures in the General Fund to ensure correct allocation.
- Correspondence – The Board reviewed the list of correspondence received to date through 04APR2022.
- Ongoing Business
  - Maset/Kinney Lien – M. Sitler spoke with Township Solicitor B. Lewis about the current status and inquired as to what would be required to resolve this given its long history, expenditures incurred thus far, and considering that any Federal liens take precedence over all other liens, including the Township's lien. The recommendation was for M. Sitler to follow-up with M. Maset to see if an agreement on settlement can be reached.
  - HVAC Bid Specs – T. Frace previously forwarded the HVAC specification details to T. Prutzman who reviewed them. In discussion all agreed that the office building and the garage should be 2 separate projects and that the priority should be the office building. In addition to the original quote the Township received, two additional quotes will be sought. The amount is below the bid requirement threshold.
  - IT Update – Reviewed under PD Report: While computers have been replaced, set-up needs to be completed by MePush. Also, on 31MAR2022 the firewall, installed in October, failed and needed to be replaced. It is expected that costs would be covered under warranty; this is being confirmed by the vendor.
    - WiFi Back-up – This option is being considered in the event that the Township Building Internet service provided by Breezeline goes down. The PD already has two MiFi devices through Verizon that could be used. Pricing for additional MiFi devices or alternatives such as WiFi USB sticks will be looked into.
  - BCT & NCT Multimunicipal Comprehensive Plan – M. Sitler and T. Prutzman noted that meetings were held with all involved parties and work on the Master Plan continues. There is much interest among various groups, organizations, and neighboring municipalities to partner in developing and improving recreational and educational opportunities at Briar Creek Lake Park. It is expected that the overall cost for the Master Plan would be between \$50,000 - \$80,000. The Master Plan grant

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being applied for via DCNR offers a 50/50 match. The Columbia County Commissioners have agreed to a resolution contributing up to \$25,000. M. Sitler is obtaining the Letters Of Support required for submission with the grant application. It is expected that any grant award by DCNR would not be known until end of 2022/beginning of 2023.

- BCT & NCT Joint MAP grant application for Zoning/SALDO – T. Prutzman stated that there is much more work that would need to be completed in order to meet the submission deadline by Friday, despite efforts to date, including the RFP. Collaboration with DCED & NCT continues on these efforts. It was also noted that the quote received from Hailstone for the Zoning/SALDO was higher than anticipated, and it is uncertain if any additional quotes can be obtained quickly.
- New Business
  - America 250PA Resolution – Will be added to the next Work Session agenda
- For the good of the order
  - PSATS Annual Conference 24-27APR2022 – Supervisor C. Hess is registered to attend.
    - A Resolutions Committee Meeting to review the PSATS Resolutions being voted on at the annual conference is being held 14APR2022 at 7:00 PM at the North Centre Township Building.
- Adjournment – M. Sitler announced that the Supervisors were entering into an Executive Session at 8:50 PM.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer