

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

August 8, 2022 @ 7PM

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

The Briar Creek Township Combined Supervisors Meeting & Work Session was held at the Township Municipal Building on August 8, 2022, beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors M. Sittler, C. Fisher, C. Hess, G. Naus, and T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, Road Master T. Albertson, and Zoning & Codes Officer L. Frace.

AGENDA & MEETING MINUTES

- M. Sittler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Announcement – Executive Session
An Executive Session, requested by Chairman M. Sittler & Township Engineer A. Keister from McTish-Kunkel and Assoc., was held before this meeting on August 8, 2022 to discuss the Yost Hollow Road Culvert Project. It was entered into at 6:00 PM. A motion to adjourn the Executive Session at 6:59 PM was made by C. Fisher and seconded by T. Prutzman. Motion passed 5-0.
- Public Participation – None
- Pass the minutes from the following meeting: July 11, 2022 Combined Supervisors Meeting & Work Session – A motion to approve these minutes was made by G. Naus and seconded by C. Fisher. Motion passed 5-0.
- Maintenance Report – T. Albertson presented his report for July. A motion to accept the maintenance report was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.
 - 2022 Freightliner Dump Truck Delivery & LED Spreader Light – Bradco Supply Co. \$21.72
 - The new Dump Truck was delivered to the Township today.
 - A motion to approve the new Dump Truck LED Spreader Light at a cost of \$21.72 from the General Fund was made by C. Fisher and seconded by C. Hess. Motion passed 5-0.
 - Road Work Project – Russell Standard completed all required work.
 - Maintenance Department Employees – Additional Vacation Day or Holiday
 - As T. Albertson and S. Rauch did not partake of Township insurance benefits this year the Board of Supervisors offered them each an additional Personal Day this year. A motion to approve this additional personal day was made by C. Hess and seconded by G. Naus; motion passed 5-0.
 - T. Albertson stated that 20 orange cones were ordered and that the cost will be shared between the Highway and Police Departments. T. Frace stated that the PD Officers keep a few cones in their PD vehicles in the event Life Flight is needed. To date 17 cones have been received and were stenciled as property of BCT.
 - C. Hess requested T. Albertson clean front exterior of municipal building, which T. Albertson will schedule for completion.
- Police Report – T. Frace presented his report for July. A motion to accept this PD report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - Discussion and approval of the Information System Training and Cyber Incident Plan – T. Frace stated that the policy was updated and includes an incident response plan and annual cyber security training, which is required by insurance. He also set all Township e-mail users up via the Wizer system. Each user will need to create an account and complete the training tasks within 30 days. A certificate of completion can then be printed out. He mentioned there is a second part of training involving phishing. A motion to approve the Information System Training and Cyber Incident Plan was made by C. Fisher and seconded by T. Prutzman. Motion passed 5-0.
 - Zoom Room – Selection of Conferencing Platform – T. Frace stated that the Zoom free platform would

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not suffice due to the time limitation; the first paid level without the time restriction is approximately \$50/year. A motion to approve Zoom as the conferencing platform for Township business was made by C. Fisher and seconded by T. Prutzman. Motion passed 5-0.

- T. Frace noted that one PT PD Officer took a Federal job but he will try to retain within the department if possible although he no longer lives locally. It may be necessary to consider hiring another Officer.
- The joint Scott Twp., S. Center Twp., and BCT Police Departments Annual Back the Blue Fundraiser at 3 Dogs Vino is being held on Saturday, 17SEP2021.
- T. Frace also mentioned that BCT should be hearing soon from the Marathon Assoc. regarding the annual Run for the Diamonds.
- Sewer Authority Report – The Sewer Authority Report for July submitted by M. Fisher was reviewed and approved; motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Sewer Enforcement Report – The Sewer Enforcement Report for July submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Hess and seconded by C. Fisher. Motion passed 5-0.
- Zoning & Codes Report – The Zoning & Codes report for July was presented by L. Frace. A motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - IPMC Ordinance – L. Frace reviewed the draft. A draft copy provided by the Solicitor is with the Supervisors to review prior to the next meeting.
 - Solar Ordinance – L. Frace reviewed the draft and Max also offered some discussion points as well. This draft ordinance is still in progress.
 - L. Frace's office is sending letters to affected residents in flood plain areas in follow-up to the 2022 FEMA proposed flood plain maps for review and comment.
 - The BoS raised a question about the township boundaries where the Berwick Hospital is located and how this would affect the tax base with any forthcoming changes to the hospital. L. Frace stated that boundaries on GIS can vary and one should always go back to deeds. A portion of the hospital resides in the township. The nursing home branched off from the hospital. The BoS will follow-up with the Solicitor on the boundaries, zoning, and taxes in preparation for whatever changes may be forthcoming with the future of the hospital and the portion of the building that resides within Briar Creek Township.
- Planning Commission – The Planning Commission report for July submitted by R. Samsel was reviewed and approved. A motion was made to accept the report by motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
 - Mobile Home Park Ordinance – The draft is under review with the Planning Commission.
- Fire Company Report – The Summerhill Volunteer Fire Company report for July submitted by C. Fisher was reviewed and approved; motion was made to accept the report by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Present Bills for Payment: Checks #24130 to 24160/Electronic Payments 12JUL2022 through 08AUG2022 – A motion to pay the bills was made by C. Hess and seconded by C. Fisher. 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 vendor MEPUSH/Airiam IT service rates are increasing as of 01SEP2022.
- Correspondence - The Board reviewed the list of correspondence received to date through 08AUG2022.
- Ongoing Business
 - Yost Hollow Road Culvert Project – see Executive Session above; M. Sitler and T. Prutzman are still working on some items for this project 's funding.
 - Vista and Martzville Roads – Site Distance & Corner home landscaping – BoS confirmed with Solicitor that since Martzville Rd. is a state road, any issues affecting this road are the responsibility of PennDOT.

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- Briar Crest Development Entrance Mowing – Area is being mowed locally and no further complaints have been raised.
- BCT & NCT Multimunicipal Comprehensive Plan - Intergovernmental Cooperation Agreement (ICA) Ordinance Draft – Pending input from NCT.
- Employee Handbook Amendment – Job Descriptions for Secretary/Treasurer – C. Hess confirmed he has not had time to work on this.
- UCC Appeals Board – Joint Municipalities – M. Sitler previously reached out to other municipalities to form a joint board. He also obtained input from the Solicitor including a 3 vs. 5-member board.
- Columbia County Redevelopment Authority Community Development Blight & Block Grant Program – 381 Summerhill Road Property
 - Per M. Sitler, B. Lewis was going to connect with L. Frace on this property.
 - A notice was issued by L. Frace on 7/29/2022 and the owner(s) have 20 days to appeal.
 - In order to proceed with the grant program, the Township, School District and County would need to be willing to forgive property taxes owed and there are additional steps required for the grant process following tax forgiveness. At the end of the process, the township would own the property. This property is listed on the Columbia County Tax Sale for 12SEP2022.
- New Business
 - S'more Wine Race 05NOV2022 – A motion to approve this race event was made by M. Sitler and seconded by C. Hess. This approval is contingent upon receipt of a copy of the Certificate of Insurance and Penn DOT permit. Motion passed 5-0.
 - MARCO IT Quote – This is in progress and will be reviewed Wednesday between the vendor and Township.
- For the good of the order
 - M. Sitler noted that a potential meeting or discussion with the Solicitor would be targeted for mid-August regarding the hospital.
- Adjournment – A motion to adjourn at 8:05 PM was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer