

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

December 12, 2022 @ 7:00 P.M.

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

The Briar Creek Township Work Session was held at the Township Municipal Building on December 12, 2022 beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors M. Sitler, C. Hess, C. Fisher, T. Prutzman, G. Naus, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, and Road Master T. Albertson. Members from the public present at this meeting include the following: J. Frees, Sr. Manager, Government & External Affairs, Comcast Keystone Region, T. Mills and S. Brandt from New Leaf Solar, and residents C. & S. Milheim.

AGENDA & MEETING MINUTES

- M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Comcast Network Expansion – J. Frees
 - J. Frees of Comcast shared the company's plan and timetable regarding the expansion of their network as a result of available federal funding support into BCT and neighboring communities. The draft franchise agreement and preliminary map were reviewed. The BoS inquired about expansion on specific roads not listed on the map and J. Frees indicated that she would follow-up on these to determine if they could be added into the current plan or addressed potentially in the future.
- Public Participation
 - T. Mills and S. Brandt from New Leaf Solar and residents C. & S. Milheim were present to discuss the community solar plan for the Milheim's property. Although they stated they were not aware of the Public Hearing held for the township's drafted Zoning Ordinance (ZOA) amendment for solar energy development, which was published in the Press Enterprise, they did state that they were made aware the township was in the process of amending their zoning ordinance. They understand that the ZOA is planned for adoption at the 03JAN2023 meeting and will follow-up with Zoning Official L. Frace on the permitting requirements to ensure compliance.
- Motions
 - Motion to adopt and enact ORDINANCE #4 of 2022 - AN ORDINANCE REPEALING BRIAR CREEK TOWNSHIP ORDINANCE NO. 1 OF 2005 RELATING TO THE REGULATION OF MOBILE HOME PARKS AND THE MOBILE HOMES LOCATED THEREIN, AND ENACTING IN ITS PLACE AN ORDINANCE REGULATING MOBILE HOME PARKS AND THE MOBILE HOMES LOCATED THEREIN IN BRIAR CREEK TOWNSHIP
 - The BCT and Columbia County Planning Commissions, ZO L. Frace, and the BoS all reviewed the draft ordinance. The CCPC had minor administrative comments.
 - A motion to adopt and enact Ordinance #4 of 2022, which is to include the administrative changes noted by the CCPC, was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
 - Motion to adopt and enact ORDINANCE #5 of 2022: AN ORDINANCE OF BRIAR CREEK TOWNSHIP ESTABLISHING AN INTERGOVERNMENTAL COOPERATION AGREEMENT FOR THE PURPOSE OF MULTIMUNICIPAL COMPREHENSIVE PLANNING BY BRIAR CREEK TOWNSHIP AND NORTH CENTRE TOWNSHIP UNDER AND PURSUANT TO THE INTERGOVERNMENTAL COOPERATION ACT AND UNDER THE AUTHORITY GRANTED TO BRIAR CREEK TOWNSHIP PURSUANT TO THE SECOND-CLASS TOWNSHIP CODE
 - A motion to adopt and enact Ordinance #5 of 2022 was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - Motion to advertise adopting and enacting Amendment to the Zoning Ordinance for Solar Energy Development at the 03JAN2023 Supervisor's Meeting which will immediately follow the 03JAN2023 Reorganization Meeting.
 - The Public Hearing for this ZOA was held at 6:00 P.M. prior to this meeting. Those present at the Public Hearing included Supervisors C. Fisher, C. Hess, G. Naus, T. Prutzman, BCT PC Members R. Samsel, J. Gallagher, and K. Drumheller, Stenographer Lindsay Hoy and Secretary/Treasurer M. DeStefano. No one from the public was in attendance. At this Public Hearing C. Fisher stated that the BCT and Columbia County Planning Commissions, ZO L. Frace, and the BoS all reviewed the draft ZOA and found it to be satisfactory.
 - A motion to advertise adopting and enacting this ZOA at the 03JAN2023 Supervisors Meeting was made by C. Hess and seconded by G. Naus. Motion passed 5-0.

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

December 12, 2022 @ 7:00 P.M.

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

- Motion to adopt 2023 Final Budget - General Fund and Liquid Fuels
 - A roll call vote was taken; the 2023 General Fund and Liquid Fuels Budgets were adopted.
 - Roll Call Vote

Name	General Fund		Liquid Fuels	
	Yes	No	Yes	No
C. Hess	X		X	
C. Fisher	X		X	
G. Naus	X		X	
M. Sitler	X		X	
T. Prutzman	X		X	

- Motion to adopt Resolution #15 of 2022 to establish a Capital Reserves Fund and allocate \$100,000 from the General Fund to this fund as per The Second Class Township Code, 1933 Act 69-Section 1508.1. in order to minimize future revenue shortfalls and deficits, provide greater continuity and predictability in the funding of vital government services, minimize the need to increase taxes to balance the budget in times of fiscal distress, provide the capacity to undertake long-range financial planning and develop fiscal resources to meet long-term needs of the township.
 - A motion to adopt and enact Resolution #15 of 2022 was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
- Motion to adopt Resolution #16 of 2022 to agree to use the PennDOT dotGrants online reporting system to file the required Liquid Fuels forms annually.
 - A motion to adopt and enact Resolution #16 of 2022 was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Motion to approve 3-year Police Chief Contract.
 - A motion to approve the 3-year Police Chief Contract between Chief T. Frace and BCT was made by C. Fisher and seconded by C. Hess. Motion passed 5-0.
- Motion to approve Pennsylvania Chiefs of Police Association membership renewal fee (\$150).
 - A motion to approve the above-noted renewal fee was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
- Motion to approve any decisions for Laborer-Mechanic position – N/A
 - Candidates will be scheduled for interviews.
- Motion to approve Kilmer Insurance Policies renewals for Township (\$41,002) and SVFC (\$9,428)
 - A motion to approves the above noted insurance renewals was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Motion to forgive the township taxes due for blight property 381 Summerhill Rd. and to seek tax forgiveness for the same from the Berwick Area School District and Columbia County. These are preliminary steps necessary to fulfill blight property grant requirements per Columbia County Redevelopment Authority.
 - A motion to forgive the township taxes due for blight property 381 Summerhill Rd. and to seek tax forgiveness for the same from the BASD and Columbia County was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Ongoing Business
 - Yost Hollow Road Culvert Project Update
 - Comments from CCCD are being addressed by Engineering Firm.
 - MS4 Waiver update and any related decisions and motions

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

December 12, 2022 @ 7:00 P.M.

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

- A motion to submit township documentation to Township Engineer A. Keister for review before submission was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- ARP Funds and Projects & any related decisions and motions
 - Garage HVAC – T. Albertson to follow-up and contact vendors for quotes.
 - Bonuses to BCT employees who worked through COVID-19 pandemic – The BoS approved COVID-19 essential worker bonuses for all employees, amounts were determined after review of recommendations from Department Heads; total amount awarded: \$14,648.75.
 - Any other ARP-related items as deemed necessary by the BoS – BoS discussed possibly sponsoring another Dumpster Day in Spring 2023.
- New Business
 - Review current Township Fee Schedule (Resolution #7 of 2018) in conjunction with ORDINANCE #4 of 2022 (Mobile Home Park Ordinance) which also includes fee notations and motion to adopt resolution to set revised Township Fee Schedule, including those for Mobile Home Park-related items.
 - The BoS would like more time to review this and plan to address this at the JAN2023 meeting.
 - PMRS 2023 MMO for Police and Non-Uniformed Pension Plans
 - For informational purposes only from PMRS: 2023 MMO Worksheets from PMRS had an incorrect Normal Cost rate, The originally provided worksheets did not include the Disability Cost rate, which caused the MMO to be lower than it should have been. Updates to the worksheets were required in order for PMRS to generate the annual MMO bill. The correct Normal Cost rate was used to file the Act 205 Report so the revised MMO Worksheet will be consistent when the Auditor General reviews the two documents. This adjustment resulted in a difference of \$478 for the Police 2023 MMO and \$30 for the Non-Uniformed 2023 MMO.
- For the good of the order
 - T. Albertson will look into when the township septic was last pumped.
 - M. DeStefano noted that the annual transfer of fire tax from the General Fund was made to SVFC in the amount of \$49,695.49.
 - T. Frace mentioned he is looking into health memberships for the PD Officers with the intent to pay for this with PD Donations.
 - T. Frace provided a reminder to all employees to complete the annual security awareness training.
- Adjournment: T. Albertson requested an Executive Session with the BoS.

Respectfully,
Michelle DeStefano
Secretary/Treasurer