

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

February 14, 2022

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

The Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on February 14, 2022 Present were the following: Supervisors C. Hess, G. Naus, M. Sitler, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, and Codes Officer/UCC Representative S. Kelchner.

AGENDA & MEETING MINUTES

- Supervisor Chair M. Sitler called the Work Session to order.
- Public Participation - None
- Ongoing Business
 - ZHB Solicitor Appointment & any other vacant township position appointments: ZHB Chair and Members made the recommendation to reappoint Attorney K. Tanribilir as the ZHB Solicitor, and the Board of Supervisors motioned to accept this appointment recommendation. There is still a vacancy for a ZHB member and an alternate. There is also one forthcoming opening on the PC.
 - Status Update re: ZHB Appeal – Bates/375 Summerhill Rd./Sporting Goods Retail & any other required actions/motions: The Bates and Township Attorneys and Judge discussed the current situation and agreed to a continuance. The Bates and their Attorney are willing to work with the Township as the Zoning Ordinance is in the process of being amended.
 - Zoning, Solar, and Mobile Home Park Ordinances – continue discussion on amendment(s) and take any actions/motions as required: The BoS and ZO are drafting a “low impact” section for the Zoning Ordinance amendment for Rural Residential (RR) and Agricultural (AG) Districts. The Township is similarly working on a Solar Ordinance. The Mobile Home Park Ordinance amendment is in progress also. The Township Solicitor will be involved in the development of the proposed amendments.
 - L. Frace sent the BCT Mobile Home Park Application forms for 2022 licensing and registration, which require inspection, to the township mobile home park owners. S. Kelchner stated that the inspections were completed at the end of the year and documented end of last year/beginning of this year.
 - Vista & Martzville Road Intersection – Visibility Concern: This was discussed and given that there is not much that can be done without significant excavation of a residential property at the intersection, the recommendation provided was to use the alternate route at the Hilltop Rd. intersection.
 - ARP
 - US Dept. of Treasury – ARP Final Rule: Motion to elect to take the Standard Allowance option of up to no more than the township’s award amount to spend on general government services over the life of the ARP Program.
 - A motion was made by C. Hess and seconded by G. Naus to elect the Standard Allowance permitted under the ARP Final Rule. The motion passed 3-0.
 - HVAC Duct Cleaning / HVAC Garage and Office Building – This work will need to be bid out as one project. It is likely that an HVAC study will need to be done by an independent contractor first in order to generate the specification requirements for the bid.
 - Codification – This is being considered under the ARP funding but is being tabled for now to allow more vendor research and input.
 - Other ARP Proposals for discussion/action/motion
 - M. Sitler suggested the idea of possibly installing fire hydrants at Briar Crest and Wood Crest; however, due to the expansive nature of such a project, which would

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require pump stations, connectivity with the water company & impacting residential expenses, etc., it was deemed too cost prohibitive.

- Broadband has been suggested previously by I. Hess, and M. Sitler noted that the County is working on establishing broadband for the region. M. Sitler suggested I. Hess reach out to the County directly in follow-up.

- **New Business**

- PD - Part-Time Officers: M. DeStefano noted on behalf of Police Chief T. Frace that he wanted to offer a suggestion to the BoS for consideration - the possibility of bringing on PT PD Officers from neighboring municipalities (e.g., Berwick Borough) on an as needed basis to provide any required PD Training (e.g., firearms, defensive/strategic training, etc.). He offered this as a potential cost-effective measure to alternatives, with the understanding that the BCT workers compensation (based on township payroll) and law enforcement insurance (based on number of FT & PT staff) would be affected in doing so. This will be discussed at the next meeting when T. Frace is present.
- CCCD - Updated Memorandum of Understanding (MoU): M. Sitler will review this document.
- PA Auditor General – 2017-2020 PMRS Audit for uniformed and non-uniformed pension plans: There were 2 findings reported as follows:
 - Failure to maintain an adequate record-keeping system to effectively monitor the activity of the pension plan.
 - This finding was given for every municipality in the Commonwealth who had their investments with PMRS since PMRS has not provided the year-end 2020 statements.
 - Incorrect data of form AG-385 for year 2020; filed in 2021, which resulted in an underpayment of state aid. The municipality did not certify 1 police officer that was full time and worked 6 consecutive months. The municipality will be receiving \$9,103 in state aid for this error.
- Secretary/Treasurer-related Training Courses: The BoS agreed to support training classes (e.g., PSATS secretary training, grants, etc.) as needed. A motion to support Secretary/Treasurer-related trainings was made by C. Hess and seconded by G. Naus. Motion passed 3-0.

- **For the good of the order**

- Tax Collector/Final Settlement Update: 3 of 5 of the final reports had minor calculation errors that L. Sult is looking into. Her final commission payment will not be issued until all final reports are correctly submitted. She is also confirming what is required to closeout the BCT tax collector checking account; she will be providing any remaining balance to the township via a cashier's check.
- The 2021 Financial Audit by L. Weirick of Wagner, Dreese, Elsasser & Associates, P.C. is scheduled for 09MAR2022.
- S. Kelchner noted that he spoke with Mr. Patel who stated he does intend to convert the former Stanko Building into an assisted living facility and he has worked with D. Peters on the drawings. There is no current demolition but he is cleaning out the building. He has been working on the applications for submission to be filed within 3 months, including a demolition permit. The building was previously condemned and would need to be brought up to code.
- UCC Hearing Board: In the past municipalities had joint UCCHBs. Several municipalities are having the same issue in fulfilling UCCHB vacancies. M. Sitler spoke with D. Scoblink of Berwick Borough about this, and D. Scoblink is looking into the possibility of re-establishing a joint UCCHB. Also under consideration is a quarterly joint neighboring municipality meeting, with 1 Supervisor representing

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each municipality, to discuss any issues affecting the Berwick area.

- Adjournment - A motion to adjourn the Work Session at 8:19 PM was made by C. Hess and seconded by G. Naus. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer