

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

February 7, 2022 @ 7PM

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

The Briar Creek Township Supervisors Meeting was held at the Township Municipal Building on February 7, 2022, beginning at 7:00 PM. Present were Supervisors C. Fisher, C. Hess, G. Naus, M. Sitler, and T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, Police Chief T. Frace, Zoning and Codes Officer S. Kelchner, Solicitor, B. Lewis, and Engineer A. Keister.

### **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 - None
- Pass the minutes from the following meetings:
  - January 3, 2022 Supervisors Meeting
  - January 10, 2022 Work Session
  - A motion to approve both these minutes was made by G. Naus and seconded by C. Fisher. Motion passed 5-0.
- Engineering
  - Yost Hollow Road Culvert Project & any required actions/motions
    - Project status, structure preference, bidding
      - Township Engineer A. Keister provided an update on status in conjunction with CCCD input and following grant receipt from both CCCD & State. He discussed the 2 options for the culvert: a box culvert or an open-bottom structure and cost estimates, for which there is not much difference (estimate ~\$120,000). A motion was made by C. Hess to proceed with the open-bottom structure, which was seconded by G. Naus. Motion passed 5-0.
      - The Engineering Project Supplement (\$14,000), which was submitted in December 2021, was reviewed. This was requested for the additional work that is required to finalize the design, complete permitting, prepare construction documents, and put the project to bid. A motion to approve this supplement was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - Martzville Subdivision – Reduction in Financial Security & any required actions/motions
    - A. Keister reviewed the request by Marr Development to reduce the financial security being held by the Township for the Martzville Subdivision. He presented his findings upon his final inspection and provided his recommendation for the reduction. The financial security reduction would be from \$178162.82 to \$31,652.50. A motion to reduce the financial security as recommended was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Solicitor
  - Maset/Kinney Lien – Update: B. Lewis confirmed that a Praecepte to Issue Writ of Scire Facias was filed with the Court of Common Pleas in Columbia County and a Writ of Scire Facias was issued by the Prothonotary. The Writ of Scire Facias was issued and the affected individuals have been sent notification. He reviewed the process and confirmed that the property was not sold at Sheriff's Sale.
  - Tax Collector & 2021 Year End Settlement with Columbia County & any required actions/motions – L. Sult has to complete and deliver the December reports. Follow-up on the BCT Tax Collector checking account closeout requirements and any remaining balance will be confirmed with L. Sult.
  - Township Solicitor & Oversight
    - The Supervisors and Solicitor discussed options for best path forward for Solicitor Township oversight and meeting participation in conjunction with compliance to allocated budget.
      - Meetings will be attended on as needed basis contingent on relevant issues to be discussed.
      - BCT will continue to send all agendas and meeting minutes to Solicitor for review and comment.
- Maintenance Report – T. Albertson presented his report for January. A motion to accept this maintenance report was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
  - T. Albertson noted there is a delay in the recent salt order delivery and that the dump truck chassis is expected

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in MAR/APR2022.

- Police Report – T. Frace presented his report for January. A motion to accept this PD report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - BoS Acceptance of T. Stotemyer's resignation 25JAN2022 as PT PD Officer - A motion to accept his resignation was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - Municipal IT Equipment/Quotes & any required actions/motions – Township IT Equipment needs were previously discussed and the proposal of \$42,000 was capped at \$35,000. T. Frace noted that the Strategic Plan did not include the Zoom Room nor the MePush expenses. The BoS indicated that if additional funding is needed, to come back to the Board for discussion.
- Sewer Authority Report – The Sewer Authority Report for January 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 January submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Zoning & Codes Report – S. Kelchner presented his report for January. A motion to accept this report was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
  - Follow-up re: Zoning Officer Status & any required actions/motion for ZO appointment – The status of the ZO was discussed. The BoS recommended that interim ZO S. Kelchner/Larry Frace Inspections, LLC be appointed as the 2022 ZO. A motion was made to appoint S. Kelchner/Larry Frace Inspections, LLC as the BCT 2022 ZO by C. Hess and seconded by G. Naus. Motion passed 5-0.
  - Follow-up re: ZHB Appeal – Bates/375 Summerhill Rd./Sporting Goods Retail & any other required actions/motions
    - Pre-disposition Conference re: Appeal; Hearing is scheduled for 08FEB2022 @10:30am and will proceed. Situation was reviewed with B. Lewis.
    - Regarding ZHB Solicitor Appointment for Township, he advised the BoS that the ZHB choose the ZHB Solicitor. The BoS only input is related to budget for payment of the solicitor. This will be addressed with the ZHB.
  - Follow-up on Zoning Ordinance Amendment & Mobile Home Park Ordinance discussion
    - A draft for revisions to the Zoning Ordinance will be provide and once available will be sent to the Solicitor for review.
    - Any suggested changes to the Mobile Home Park Ordinance will be forwarded to the BoS by S. Kelchner.
  - Follow-up on Mobile Home Park Licensing and Registration – This was not done for 2021 as there was a gap in staffing. B. Lewis confirmed no actions can be done retroactively. For 2022, S. Kelcher and L. Frace are following up on this for the township; letters have been issued. Applications and inspections are due by 28FEB2022. If not done, a citation for violation will be issued.
- Planning Commission – The Planning Commission report for January was submitted by M. Fisher, which was reviewed and approved. A motion was made to accept the report by was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - Appoint Planning Administrator (for transition 14MAR2022 following departure of M. Fisher), Vice-PC Administrator, PC Member (1) for remainder of 2022 & any other required actions/motions
    - A motion to appoint the following was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
      - Ron Samsel, Planning Commission Administrator/Chairperson
      - John Gallagher, Planning Commission Vice Chairperson
      - Planning Commission Member – vacancy; appointment pending.
- Fire Company Report – C. Fisher thanked T. Albertson and S. Rauch for their help with recent calls. The Summerhill Volunteer Fire Company report for January submitted by C. Fisher was reviewed and approved; motion was made to accept the report by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
- Present Bills for Payment: Checks #23848 to 23914/Electronic Payments 01JAN2022 through 06FEB2022 – A motion to pay the bills was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – Current budget status for each was reviewed.
- Correspondence – The Board reviewed the list of correspondence for January.

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- Ongoing Business

- PSATS Annual Conference – Motion for TWP attendee(s) - A motion was made for C. Hess, who is also the BCT Voting Delegate, to attend the PSATS Annual Conference; motion made by T. Prutzman and seconded by C. Fisher. Motion passed 5-0.
- Complete the deferred 03JAN2022 Re-Organization Meeting appointments for Motion Item #40 - Departmental Liaisons – see table below.

#	MOTION	By	2nd	Vote												
40	<ul style="list-style-type: none"> <li>• Liaison to:                             <table border="1" style="margin-left: 20px;"> <tr> <td>▪ Police Dept.</td> <td>M. Sitler</td> </tr> <tr> <td>▪ Fire Dept.</td> <td>C. Fisher</td> </tr> <tr> <td>▪ Office</td> <td>G. Naus</td> </tr> <tr> <td>▪ Maintenance</td> <td>C. Hess</td> </tr> <tr> <td>▪ Codes</td> <td>C. Hess</td> </tr> <tr> <td>▪ Planning &amp; Comp. Plan</td> <td>T. Prutzman</td> </tr> </table> </li> </ul>	▪ Police Dept.	M. Sitler	▪ Fire Dept.	C. Fisher	▪ Office	G. Naus	▪ Maintenance	C. Hess	▪ Codes	C. Hess	▪ Planning & Comp. Plan	T. Prutzman	CH	CF	5-0
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- Appointments for ZHB Solicitor and Members/Alternate, UCC Appeals Board
  - Zoning Hearing Board (ZHB): Solicitor, Member (1) and Alternate (1) – As noted above, ZHB will be contacted regarding ZHB Solicitor recommendation for appointment. ZHB Member and Alternate vacancies are pending.
  - Uniform Construction Appeal Board (UCAB): Members (3) and Alternate (1); Amount to be paid to each member per UCAB Meeting – Vacancies remain. The possibility of utilizing other municipality UCABs and/or using a joint municipality UCAB will be looked into. Other municipalities are also having similar issues in filling these appointments.
- Updates/Follow-up & any required actions/motions
  - HVAC Duct Cleaning Quote – T. Frace presented the HVAC Duct Cleaning and Service Quote provided by Serve Pro; the total estimated cost is \$2,198.89. The duct work cleaning would be completed before HVAC installation. Regarding HVAC replacements, SJ Kowalski provided 3 quotes for the HVAC systems in the garage and in the office and an air purification system for the office; the total estimates cost is \$35,859. However, it was discussed that this should be bid as one project; cleaning and HVAC replacements. An HVAC study would likely be required before a defined scope of work and specifications could be generated. A motion was made to follow-up with the Township Engineer on this; motion was made by C. Hess and seconded by T. Prutzman; motion passed 5-0.
  - ARP Final Rule Update & Proposals
    - Update on final rule from US Dept. of Treasury was reviewed; this expands the township’s options under allowable uses if “standard allowance” is taken.
    - Lost Compensation Reimbursement [COVID Sick Day Usage] – Proposed to replenish township funds used to compensate those out sick due to confirmed COVID-19 test for both PD and Maintenance Departments, amount is \$15,309. Motion was made to approve this proposal by C. Hess and seconded by G. Naus; motion passed 5-0.
    - Office Furniture – T. Frace presented proposal for replacement of PD Office furniture; total estimated cost is not to exceed \$7,500. Motion was made to approve this proposal by G. Naus and seconded by T. Prutzman; motion passed 5-0.
    - Broadband – Per C. Hess, I. Hess continues to work on this.
    - Codification - Quote estimate was for \$13,635-\$16,165 payable in 5 installments usually spanning 3 budget years (averages but may be more/less: ~\$4,545--\$5,390/yr.). This will be

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considered for the next Work Session agenda.

- Spring Funding/Grant Application for Joint Zoning/SALDO – DCED does not have funds for spring allocation; therefore, the township will seek to submit application in OCT2022.
- M. Sitler noted that NCT, DCED, and Hailstone Economic, LLC are scheduled to meet regarding the Briar Creek and North Centre Township Multimunicipal Comprehensive Plan and discuss the establishment of an Executive committee.
- New Business
  - Statement of Financial Interest Forms for Year 2021 – These were sent to everyone who is required to submit one. Completed forms are due to M. DeStefano by 01MAY2022.
- For the good of the order
  - Vista Rd. & Martzville Rd. Intersection – The visibility concern raised to the Township was discussed. The BoS would like to have this added to the next Work Session agenda for further discussion.
  - PennDOT
    - Township was informed that PennDOT is taking care of the debris by the Cemetery Rd. Bridge.
    - M. DeStefano met with J. Mazur of PennDOT on 24JAN2022 and the following were addressed: (1) audit discrepancy issue from 2019-2020; corrected in the PennDOT dotgrants system, (2) MS-965 report for 2020 was corrected, and (3) completed the MS-965 report for 2021. With these completed, and the below DCED reports completed, The Township's Liquid Fuels funding is expected to be received 01MAR2022.
  - DCED required reports due JAN2022 completed include the following: 2022 Municipal Tax Info. Form, Elected and Appointed Officials, and Survey of Financial Condition (Note: the last 2 reports are required for Liquid Fuels Funds release).
  - PMRS 2017-2020 Audit / Status – M. DeStefano is working with 2 individuals from the PA Dept. of the Auditor General's Office and will complete the exit conference to review their findings and any required follow-up.
- Adjournment - A motion to adjourn at 9:23 PM was made by C. Fisher and seconded by T. Prutzman. Motion passed 5-0.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer