

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

January 10, 2022
(immediately following Public Meeting at 7PM)

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

The first 2022 Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 10, 2022 immediately following the Briar Creek and North Centre Township Multimunicipal Comprehensive Plan Public Meeting. Present were the following: Supervisors C. Fisher, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, UCC Representative S. Kelchner, and Police Chief T. Frace. C. Hess was not able to be in attendance. Also present were: S. Calluori, Director of Planning - Hailstone Economic, LLC, BCT Planning Commission Administrator M. Fisher, and BCT Comprehensive Plan Steering Committee Member N. Uram.

AGENDA & MEETING MINUTES

- Supervisor Chair M. Sitler called the Work Session to order and the Pledge of Allegiance was completed by all present.
- Public Participation - None
- Briar Creek and North Centre Township Multimunicipal Comprehensive Plan
 - S. Calluori summarized the progress of the joint plan and presented to the Supervisors the final plan for adoption following the Public Meeting.
 - A motion to adopt the Briar Creek and North Centre Township Multimunicipal Comprehensive Plan via Resolution was made by T. Prutzman and seconded by C. Fisher. Motion passed 4-0. The resolution will be #1 of 2022.
 - M. Sitler stated that M. Fisher will be resigning as Planning Commission (PC) Administrator; her last meeting will be 14MAR2022. The Board of Supervisors will need to make PC appointments at the next meeting.
- Pass the minutes from the following meetings:
 - A motion to approve the 03JAN2022 – Re-organizational Meeting Minutes was made by G. Naus and seconded by C. Fisher. Motion passed 4-0.
 - 03JAN2022 – Supervisors Meeting Minutes are in progress and approval is deferred to the 07FEB2022 meeting.
- Zoning
 - K. Roberts resigned his ZO position at Bloomsburg and has accepted a ZO position in Danville; therefore, this leaves a BCT ZO vacancy. The Town of Bloomsburg is holding an Executive Session regarding trying to retain him as ZO. Contracting with K. Roberts outside this is not optimal for reasons discussed (e.g., available hours, costs, etc.). Contracting with other vendors was discussed but presents other concerns (e.g., costs, dedicated personnel, etc.). S. Kelchner at Larry C. Frace Inspections, LLC offered to cover this vacancy in the interim until the BoS decides how they wish to address the vacancy. The fee would be \$150/month. They are also already involved with BCT activities, currently serving as the UCC & Property Maintenance appointee. They do support other municipalities for both these functions as well as Zoning. C. Fisher made a motion to appoint S. Kelchner/ Larry C. Frace Inspections, LLC as the interim ZO until the situation with K. Roberts has been confirmed. G. Naus seconded this. Motion passed 4-0.
 - The GIS shape/parcel files are available via the Secretary's computer. The Township does not have the license for the iWorks software required to run these files on other devices. S. Kelchner does have a link he can access to view information. If necessary, can follow-up with K. Roberts on options beyond this.
 - Zoning Ordinance Amendment for fire company name correction and home occupational/small businesses in township – M. Sitler noted that the Fire Police, and Road Depts. will also have input as the draft develops. Once the ZO situation has been addressed, the discussion for the ZO amendment can resume. The possibility of updating the Mobile Home Park Ordinance was also discussed.
- Ongoing Business
 - Complete the deferred 03JAN2022 Re-Organization Meeting appointments for Motion Item #40 – Departmental Liaisons – This was deferred again until all Supervisors are present.
 - PSATS
 - Finalize 2022 Annual Membership & Services – A decision was made not to include the law/legal services. A motion to proceed with the following: Annual Membership Dues, Webinar PowerPass, CDL, News Bulletin (paper copy with membership; no charge) and one PA Township News Subscriber at a cost of \$1095.00, was made by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
 - Confirm 24-27APR2022 Annual Conference Attendees – To be confirmed if C. Hess is interested in attending.

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- ARP Proposals – Re-review submitted proposals and Motion to approve as applicable
 - Sanitation Equipment and PPE and Cleaning Supplies to decrease spread of COVID viruses; total estimated cost: \$3,365.65. Discussed adding COVID-19 test kits and updating the Supervisors on additional costs once confirmed. Motion made to approve this proposal by T. Prutzman and seconded by C. Fisher; motion passed 4-0. Post-Meeting Note: Purchase of COVID-19 test kits is no longer necessary as the US Government is offering to provide free COVID-19 test kits to those who wish to obtain them.
 - PD Digital Radio Upgrade – required to maintain compliance with Columbia County 9-1-1 Systems; includes equipment, labor & installation, and training; total estimated cost: \$23,661.29. Motion made to approve this proposal by C. Fisher and seconded by G. Naus; motion passed 4-0.
 - COVID Sick Day Usage – Proposed to replenish township funds used to compensate those out sick due to confirmed COVID-19 test. This proposal has been deferred for consideration at a later point in time.
 - BCT Technology Upgrades – update township’s current technology infrastructure to allow for increased security, monitoring, and public access to township meetings and staff personnel training via Zoom capabilities; total estimated cost: \$46,742.22. Motion made to approve this proposal with a cost maximum of \$35,000 by T. Prutzman and seconded by C. Fisher; motion passed 4-0.
 - Another proposal was discussed regarding the Township Building and Garage HVAC unit replacements as well as current HVAC unit duct cleaning. The HVAC units are original to when the building was constructed and will be due for replacement soon. T. Frace is seeking an estimate from Serve Pro for the duct work cleaning. An estimate will be sought for the unit replacements.
- New Business
 - BCT Technology Study & Strategic Plan for Replacement – Confirm items that require replacement and motion for any applicable purchases. T. Frace maintains the township’s strategic plan for technology replacement. This was discussed in conjunction with the ARP Proposal for BCT Technology Upgrades.
 - PD Strategic Plan 2022-2026 – T. Frace reviewed the current plan with the Supervisors. The possibility of adding a 6th PD Officer to the staff was discussed and will be evaluated again later this year.
 - 2022 Resolutions
 - Resolution #2 of 2022 – A RESOLUTION ESTABLISHING A SCHEDULE OF ATTORNEY FEES WHEN AUTHORIZED BY LAW OR BY ORDER OF COURT.
 - Motion made to adopt this resolution by C. Fisher and seconded by G. Naus; motion passed 4-0.
 - Resolution #3 of 2022 – A RESOLUTION SETTING THE EMPLOYEE CONTRIBUTION RATE FOR THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM FOR POLICE
 - Motion made to adopt this resolution by T. Prutzman and seconded by G. Naus; motion passed 4-0.
 - Resolution #4 of 2022 – DISPOSITION RESOLUTION FOR DESTRUCTION OF SPECIFIC RECORDS (for year 2014 and prior)
 - Motion made to adopt this resolution by C. Fisher and seconded by T. Prutzman; motion passed 4-0.
 - Resolution for Participation in Cooperative Purchasing Program (COSTARS) (~~#5 of 2022~~) – This resolution is not necessary.
 - Yost Hollow Road Culvert Project
 - Review/make decision on McTish-Kunkel Supplement received 08DEC2021 for project.
 - Motion to put project out for bid
 - For both these items, Supervisors would like to proceed with the project but would first like to discuss it with A. Keister at the next meeting before finalizing any decisions.
 - UCC Recommendation for Mobile Home Park Ordinance – This was discussed previously under Zoning Ordinance Amendment.
 - Bus Stop Ahead Signage – The Berwick Area School District notified the Township that a bus stop was necessitated at 60 Kachinka Hollow Rd. The BASD is requesting the Township issue a letter in order for “Bus Stop Ahead” signs to be installed; this is per guidance provided to them by PennDOT. The Supervisors agreed

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to this request and a letter will be issued.

- Reminders/Updates:
 - The 2022 Annual Auditors Re-organization Meeting is scheduled for 13JAN2022 at 8PM.
 - 24JAN2022 – J. Mazur/PennDOT and M. DeStefano have meeting to complete required reports for release of 2022 Liquid Fuels Funds, to update PennDOT dots.grant web system for current and preceding years as required, and to resolve the 2019/2020 audit correction.
- For the good of the order
 - T. Frace received an email today for the PD Law Books. Purchase cost is \$375.50. A motion to approve this purchase was made by M. Sitler and seconded by C. Fisher. Motion passed 4-0.
- Adjournment - A motion to adjourn the Work Session at 8:19 PM was made by C. Fisher and seconded by G. Naus. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer