

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

January 3, 2022 / Followed the  
2022 Reorganization Meeting

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 January 3, 2022, beginning at 7:44 PM, immediately following the 2022 Re-Organization Meeting. Present were Supervisors C. Fisher, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, and Police Chief T. Frace. C. Hess was not able to be in attendance. Residents attending the meeting included: N. Uram, and C. & S. Fischer.

### **AGENDA & MEETING MINUTES**

- Pledge of Allegiance - Completed by all present.
- Public Participation - None, other than to observe the meeting proceedings.
- Pass the minutes from the following meetings:
  - October 4, 2021 Regular Meeting
  - October 19, 2021 Work Session
  - November 1, 2021 Regular Meeting
  - November 8 & 15, 2021 (Extended) Work Session
  - December 6, 2021 Regular Meeting
  - December 20, 2021 Work Session
  - A motion to approve all the above meeting minutes was made by C. Fisher and seconded by G. Naus. Motion passed 4-0.
- Maintenance Report - T. Albertson presented his report for December. A motion to accept this maintenance report was made by C. Fisher and seconded by G. Naus. Motion passed 4-0.
  - T. Albertson stated that the heater in the garage shop works intermittently and will likely need to be replaced in the near future. To address the current issue, he contacted a contractor.
- Police Report - T. Frace presented his report for December. A motion to accept this PD report was made by T. Prutzman and seconded by C. Fisher. Motion passed 4-0.
  - Follow-up re: Resolution # 9 of 2021: A Resolution Adopting An Intermunicipal Cooperation Agreement Between Briar Creek Township And North Centre Township, Wherein The Briar Creek Township Police Department Will Provide Police Protection To North Centre Township
    - As per the 20DEC2021 Meeting, this draft was converted from an Ordinance to a Resolution, which was motioned for adoption by the Board of Supervisors (BoS). Text was first reviewed by PD Chief T. Frace. Finalized resolution will be signed off by the BoS.
- Sewer Authority Report - The Berwick Area Joint Sewer Authority (BAJSA) Report for December submitted by M. Fisher was reviewed and approved; motion was made to accept the report by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
- Sewer Enforcement Report - The Sewer Enforcement Report for December submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Fisher and seconded by G. Naus. Motion passed 4-0.
- Zoning Report - The Zoning Report for December submitted by K. Roberts was reviewed and approved; motion was made to accept the report by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
  - Per M. Sitler, the Zoning Ordinance Amendment will be discussed amongst the BoS, PC and ZO; all relevant changes are planned to be made at one time. One previously confirmed revision includes Section 1208.2 B. 2. Motion to update the text from "Pocono Mountain Volunteer Fire Company" to "Summerhill Volunteer Fire Company." Other proposals under consideration include those related to home occupational/residential businesses within the township.
- Codes Report - The UCC & Property Maintenance Report for December submitted by S. Kelchner was reviewed and approved; motion was made to accept the report by C. Fisher and seconded by M. Sitler. Motion passed 4-0.
- Planning Commission - The Planning Commission report for December was submitted by M. Fisher, which was reviewed and approved. A motion was made to accept the report by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
- Fire Company Report - The Summerhill Volunteer Fire Company report for December submitted by C. Fisher was reviewed and approved; motion was made to accept the report by M. Sitler and seconded by G. Naus. Motion passed 4-0.
- Present Bills for Payment: Checks #23791 to 23847/Electronic Payments 06DEC2021 through 31DEC2021 - A motion to

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pay the bills was made by G. Naus and seconded by C. Fisher. Motion passed 4-0.

- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund - Current budget status for each was provided. The previously submitted ARP proposals will be added to the 10JAN2022 Work Session agenda for re-review and decision by the BoS. In follow-up to prior ARP discussions and potential proposals to be funded, T. Frace will contact Kowalski's to check out the Township's HVAC systems (Township Building & Garage).
- Correspondence - The Board reviewed the list of correspondence for December.
- Ongoing Business
  - Briar Creek and North Centre Township Multimunicipal Comprehensive Plan - Public Meeting is scheduled for January 10, 2022 at 7:00 PM, followed by Work Session with tentative adoption of plan.
- New Business
  - Confirm PSATS:
    - 1) 2022 Annual Membership & Services - Options were reviewed and consideration of the PSATS law/legal services will be reviewed before final decision is made.
    - 2) 4/24/2022 to 4/27/2022 Annual Conference Attendees - BoS will determine who is interested to attend for final confirmation.
  - FKCB-Corporate Resolution Authorizing Officers to Execute Cash Management Account Agreements - Motion to adopt this resolution was made by G. Naus and seconded by C. Fisher. Motion passed 4-0.
- For the good of the order
  - BoS asked T. Albertson to develop a career succession ("job ladder") proposal, including position title and responsibilities, for the Maintenance Dept.
  - M. DeStefano reviewed agenda items to be included in the 10JAN2022 Work Session. She also noted that time has been scheduled with CPA, D. Gabsewics to address 4Q2021 tax returns and year end requirements (e.g., W2s, 1099s, etc.)
- Adjournment - A motion to adjourn the Supervisors Meeting at 8:39 PM was made by C. Fisher and seconded by G. Naus. Motion passed 4-0.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer