

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

January 3, 2023 / Followed the
2023 Reorganization Meeting

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

The Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on January 3, 2023 immediately following the 2023 Reorganization Meeting. Present were the following: Supervisors C. Fisher, C. Hess, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson and Police Chief T. Frace.

AGENDA

- Chairman C. Fisher called the meeting to order at 7:47 PM.
- Public Participation – N/A
- Announcement of Executive Session – An Executive Session requested by T. Albertson was held following the 12DEC2022 Work Session to discuss personnel. It was entered into at 8:45 PM. A motion to leave the Executive Session at 9:08 PM was made by T. Prutzman and seconded by C. Hess. A motion to re-enter the Work Session at 9:09 PM was made by C. Hess and seconded by T. Prutzman. Both motions passed 5-0. A motion to adjourn the Work Session at 9:10 PM was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
- Ordinance(s)
 - Motion to adopt and enact Ordinance 1 of 2023 – AN ORDINANCE OF THE BOARD OF SUPERVISORS OF BRIAR CREEK TOWNSHIP COLUMBIA COUNTY, PENNSYLVANIA, AMENDING THE ZONING ORDINANCE OF BRIAR CREEK TOWNSHIP TO SET FORTH REQUIREMENTS FOR SOLAR ENERGY SYSTEMS
 - A motion to adopt Ordinance 1 of 2023 noted above was made by C. Hess and seconded by M. Sitler. Motion passed 5-0.
- Resolutions
 - Motion to approve Resolution #2 of 2023 – Disposition Resolution For Destruction Of Specific Records
 - A motion to approve Resolution #2 of 2023 noted above was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
 - Review revisions for Briar Creek Township's Fee Schedule; to be adopted via resolution
 - The BoS tabled this to address at the 09JAN2023 Work Session.
- Pass the minutes from the following meetings:
 - 05DEC2022 Supervisors Meeting – A motion to approve these meeting minutes was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - 12DEC2022 Work Session – In progress and will be added to the next meeting
- Maintenance Report – T. Albertson reviewed his report for DEC2022. C. Fisher thanked the Road Crew for all their recent service. M. Sitler proposed and all agreed that since T. Albertson gave up his DEC2022 vacation day to address the snow and ice, he would be able to use that day in JAN2023. M. Sitler also inquired to T. Albertson about the status of the planned transition of Road Master to S. Rauch. T. Albertson indicated he was "pointing things out to him" for the transition. A motion to accept the Maintenance Report was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - Motion any decisions for Maintenance Dept. positions/staffing – The BoS requested candidate interviews be scheduled for later this week.
 - PennDOT - Proposed road work for SR1014 to SR1025, estimated to be done in 2028 contingent on funding
 - Project Initiation Form Signature Page due to PennDOT by 01FEB2023 for the following:
 - Does BCT have any issues with the proposed project?
 - All were in agreement that there were no issues.

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- Does BCT want to schedule a meeting with the District on this project to further discuss and/or provide input?
 - All were in agreement that a meeting was not necessary.
 - Project Initiation Form Signature Page will be submitted to PennDOT.
 - Follow-up on last date of township septic pumping and schedule service if necessary
 - T. Albertson stated that the last septic pumping was done ~2016. A motion to have T. Albertson schedule the township's septic to be pumped was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
- Police Report – T. Frace reviewed his report for DEC2022. A motion to accept the Police Report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - Recommendation and motion to transition “As Needed” PT Officer D. Sabol to a Regularly Scheduled PT Officer [per contract: Probationary Officer 1 Year at a rate of \$19.51/hour] effective 01JAN2023.
 - A motion to transition “As Needed” PT Officer D. Sabol to a Regularly Scheduled PT Officer with provisions as noted above was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Motion to approve Columbia Montour SWAT 2023 Annual Dues; cost \$600.00
 - A motion to approve the above-noted expense was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - PCCD Grant – T. Frace reviewed the awarded grant to BCT PD. The BoS thanked T. Frace and Officer K. Cunningham for their efforts on this grant.
 - Total Amount is \$196,353.00
 - Approved item expenditures include the following:
 - AXON Package – New body cameras, tasers, in-car cameras with integrated LPR(s), new camera system for Interview Room, new video-based evidence computer (cloud) storage. This is a 5-year program. [Total estimated cost: +/- \$178,000.00]
 - Lexipol Cordico Wellness App – inclusive mobile phone app offering all officers (and family) access to a multitude of “self-help” programs. [Total estimated cost: +/- \$3,998.00]
 - Pennsylvania “HERO’s PAY” benefit – One-time \$1,200.00 benefit for retainment of all officers. [Total estimated cost: +/- \$7,200.00]
 - YMCA Membership(s) – Annual Adult Family Memberships for every officer for 2 years [Total estimated cost: +/- \$3,312.00]
 - Motion to approve establishment of QuickBooks Account and FKCB MMA specifically for these grant funds
 - A motion to establish a dedicated account for the PCCD grant funds was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - Motion to approve purchase of evidence collection supplies; cost estimate +/- \$200.00.
 - A motion to approve the above-noted purchase was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
 - Motion decision on next step for reimbursement due to township from former PD Officer M. Zawatski
 - T. Frace offered to first reach out to M. Zawatski once again, and also noted he could talk with the Bloomsburg PD Chief since M. Zawatski is still on probation there. Another option is that a letter could be issued by the Township Solicitor and the reimbursement could be submitted for a civil judgement. A motion to contact the Solicitor as noted above as a secondary option if no follow-up is received from M. Zawatski was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
 - Motion decision on next step regarding outstanding CACRadio service for PD vehicle radio upgrade

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and outstanding invoice to Motorola of \$2,754.32 (previously approved to be paid from ARP funding)

- T. Frace stated he will first follow-up with the Director of the 911 Center to discuss solution options. This item will be added for follow-up at the next Work Session.
- Sewer Authority Report – The DEC2022 report submitted by M. Fisher was reviewed. A motion to accept this Sewer Authority Report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Sewer Enforcement Report – The DEC2022 report submitted by B. Brior was reviewed. A motion to accept this Sewer Enforcement Report was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
- Zoning & Codes Report – The DEC2022 report submitted by L. Frace was reviewed. A motion to accept this Zoning & Codes Report was made by C. Hess and seconded by M. Sitler. Motion passed 5-0.
- Planning Commission Report – The DEC2022 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Fire Company Report – The DEC2022 report submitted by C. Fisher was reviewed. A motion to accept this Fire Company Report was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Present Bills for Payment: Checks #24302 to 24337/Electronic Payments 06DEC2022 through 03JAN2023. – A motion to pay these bills was made by C. Hess and seconded by M. Sitler. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – M. DeStefano noted that there were no issues to report with the DEC2022 and JAN2023 budgets. She also stated that she has a meeting on 11JAN2023 at the Columbia County Tax Office for the 2022 tax closeout. A motion to accept the budget reports was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
- Ongoing Business
 - Yost Hollow Road Culvert Project – update
 - CCCD and Township Engineering Firm continue to work together on the final redesign. It is expected that the drawing revisions will be completed next week. The permit documents should be ready by 11JAN2023.
 - T. Prutzman noted that there is a possibility of seeking additional grant funding via the on National Culvert Removal, Replacement & Restoration Grant Program. He would need to obtain additional information initially from CCCD and also possibly the Township Engineer, which may incur additional costs. It was agreed that the exploring this additional resource as a potential option to help the Township fund the budget gap and lessen the overall Township burden was worthwhile. A motion to have T. Prutzman proceed in contacting both A. Eldred at CCCD and A. Keister, Township Engineer, regarding this grant was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - Comcast Expansion – update
 - Additional follow-up with J. Frees is required for the text in Section 11 (cure process) in the drafted franchise agreement. She did update the 5% franchise fee to be an annual payment as requested by the BoS. She did confirm that Highland Garden Drive is budgeted for in their initial phase of the project. However, Yost Hollow Road is not. She indicated that this road could be added to the consideration list for future projects. T. Prutzman inquired as to why she has not been in contact with the County. Columbia County has a grant that will cover Broadband in Berwick and suggested Comcast could be a provider and cover other areas like Yost Hollow Road.
 - Blight property at 381 Summerhill Rd. – update
 - Total exoneration: for Township is \$ 1474.55, for School \$ 8360.95 and for County \$ 4378.33.
 - BCT BoS motioned to forgive the overdue township taxes at their 12DEC2022 Work Session.
 - R. Newhart from the Columbia County Tax Office relayed that the County Commissioners will formally act of the exoneration of taxes due to the County at their 03JAN2023 Meeting.

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- M. DeStefano contacted BASD Superintendent W. Kupsky who was going to bring this up at their next Executive Session. She requested a summary be sent. She plans to have the tax exoneration added to the agenda for the Committee of the Whole Meeting scheduled for 09JAN2023.
- ARP Projects
 - HVAC replacement quote(s) for Township Garage – T. Albertson stated that TOTAL HVAC is working on a quote and it is expected to be under \$12,000.00.
 - Any motions for ARP funding allocations – N/A
- New Business
 - Motion to make the EMA Donation (\$500.00, budgeted)
 - A motion to make the EMA Donation in the amount of \$500.00 was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - PSATS items for discussion:
 - Motion decision for 2023 Annual Membership & Services
 - There is no increase to the annual dues for 2023. A motion to proceed with the following options: Annual Membership Dues (\$870), Webinar PowerPass (\$89), CDL (\$100), News Bulletin (paper copy with membership; no charge) and one PA Township News Subscriber (\$39; \$3 increase from 2022) at a total cost of \$1098.00, was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
 - Motion decision for 23-26APR2023 Annual Conference Attendee(s) – Tabled until a future meeting.
- For the good of the order
 - M. Sitler suggested the BoS review and discuss at an upcoming Work Session the current employee packages, beginning with a few positions initially and then expanding to others.
 - Reminders:
 - All employees and Supervisors to complete annual security awareness training
 - 2023 Auditors Meeting will be held on 04JAN2023 at 5:00 PM.
 - The Statements of Financial Interest for applicable elected & appointed township personnel for calendar year 2022 have been issued and are due by 01MAY2023.
- Adjournment
 - A motion to adjourn the meeting at 9:48 PM was made by C. Hess and seconded by G. Naus. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer