

## BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

January 9, 2022 @ 7:00 P.M.

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

The Briar Creek Township Work Session was held at the Township Municipal Building on January 9, 2023 beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher, G. Naus, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master T. Albertson, and Laborer-Mechanic S. Rauch. Supervisor M. Sitler arrived at 7:30 PM.

### **AGENDA & MINUTES**

- C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation – N/A
- Police Dept. Follow-up
  - Update on reimbursement due to township from former PD Officer M. Zawatski. If necessary, motion decision on next step for reimbursement.
    - M. DeStefano relayed that T. Frace spoke with M. Zawatski who indicated he would provide the reimbursement. T. Frace also informed M. Zawatski subsequent action to be taken by the Township if not resolved.
  - Update on outstanding CACRadio service for PD vehicle radio upgrade and outstanding invoice to Motorola of \$2,754.32. If necessary, motion decision on next step regarding resolution.
    - M. DeStefano relayed that T. Frace spoke with the Director of the 911 Center and at the time of his call, a Motorola representative also happened to be present. He was advised to wait 2 weeks as the situation was expected to be resolved by then. T. Frace was also informed by the Motorola representative to contact him should the Township receive any late fees or penalties; these would be removed.
- ARP Project
  - HVAC replacement quote(s) for Township Garage. If quote(s) received, review and motion decision for HVAC replacement.
    - T. Albertson stated that a quote has not yet been received.
- Yost Hollow Road Culvert Project
  - Review the re-design and motion any actions, including bidding, for the Yost Hollow Road Culvert Project & the National Culvert Removal, Replacement & Restoration Grant-US DOT Federal Highway Administration.
    - The BoS reviewed the culvert re-design and drafted permit received from CDR Maguire Engineer A. Foley. He did not yet have the updated cost projections. T. Albertson indicated that the size of the bridge (any bridge  $\geq 20$  ft. wide) will require annual inspection. The BoS would like the updated cost estimate to be received by the time of the next meeting for review and to motion to put the project out for bid.
- Fee Schedule: Review revisions for Briar Creek Township's Fee Schedule, and once fees agreed upon, motion to adopt via Resolution #3 of 2023.
  - The BoS reviewed the suggested Zoning and Mobile Home Park (MHP) fee revisions provided by Zoning Official L. Frace. Before finalizing, they would like to review some questions with L. Frace at the next meeting. They also want to ensure that all the fees mentioned in the MHP Ordinance are covered in the suggested MHP fee list. It was agreed that all the fees would be included in one resolution.
- Comcast: Review and motion any actions for Comcast expansion & franchise
  - This has been tabled for now. At the last meeting it was suggested that Comcast should contact the County first to discuss plans and coverage in conjunction with the County's grant. It was also mentioned

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that Comcast has not yet spoken with NCT and BCT & NCT have Broadband expansion in the communities as a joint Comprehensive Plan goal. The BoS also need to decide on how they want Section 11 (cure process) to be resolved. It is anticipated that the BOS will proceed with the franchise agreement eventually.

- Master Site Development Plan for Briar Creek Lake Park - Community Conservation Partnership Program Grant – Update, discussion of required interviews/interviewees & committee member suggestions
  - An update was provided by T. Prutzman. He suggested that the BoS begin to think of individuals who could represent the Township and be put forth for consideration for the required grant interviews and committees. The nomination process will be a joint effort by the Township and other entities involved (e.g., DCNR, etc.). He also noted that the Briar Creek Lake lease currently held by Columbia County will need to be renewed/extended.
- For the good of the order
  - In follow-up to exploring the option of additional grant funding via the on National Culvert Removal, Replacement & Restoration Grant Program for the Yost Hollow Road Culvert, T. Prutzman stated that after contacting A. Eldred at CCCD, it was advised that he contact T. Kehler at the US Fish and Wildlife Service (USFWS), explain the situation, and see if it would be viable to apply for grant via USFWS.
  - M. DeStefano updated the BoS on a newly discovered Quick Books payroll liability issue, which appears to stem from historical entry errors and/or module set-up. This is scheduled to be reviewed with the Auditor at the 2022 FY audit scheduled in February. The issue does not affect the overall General Fund balance and all affiliated bills have been paid. She asked if the payroll module was ever audited to which no one could confirm. The BoS suggested she discuss this with the Auditor and obtain a price to have this completed.
  - M. Sittler attended the BASD Meeting prior to this meeting. He stated that BASD will not exonerate the overdue school taxes for blight property 381 Summerhill Road. He suggested someone at the Columbia County Tax Office follow-up directly with the BASD.
  - M. Sittler mentioned that Supervisor terms for C. Hess and G. Naus are expiring at the end of the year and elections are forthcoming. Anyone who may be interested to run would need to obtain a petition and signatures for submission to the Columbia County Board of Elections by mid-March.
  - The Board of Supervisors and Road Master agreed to have the Laborer-Mechanic position ad published in the Press Enterprise over a 4-day period, as well as posted on career sites and social media. It was also suggested that the BoS review the pay scale given the current market and competition for employees with CDLs.
- Adjournment – M. DeStefano requested an Executive Session.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer