

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 11, 2022 @ 7PM

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

The Briar Creek Township Combined Supervisors Meeting & Work Session was held at the Township Municipal Building on July 11, 2022, beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher, C. Hess, G. Naus, and T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, Road Master T. Albertson, Zoning & Codes Officer L. Frace and Township Engineer A. Keister from McTish-Kunkel and Assoc. M. Hess, Executive Director and B. Rubio, Community Development Specialist from the Columbia County Housing & Redevelopment Authorities were also present.

AGENDA & MEETING MINUTES

- Vice Chairman C. Fisher 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 meeting:
 - June 6, 2022 Combined Supervisors Meeting & Work Session – A motion to approve these minutes was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
- Maintenance Report – T. Albertson presented his report for June. A motion to accept the maintenance report was made by G. Naus and seconded by C. Hess. Motion passed 4-0.
 - Vista and Martzville Roads – Site Distance: The resident at the corner of this intersection is landscaping his property, which appears to be higher in elevation now. There is a renewed concern with visibility at this intersection. The Supervisors will review the situation with the Solicitor.
 - LTAP Stop Signs & Intersection Traffic Control Class – This course focuses on stop signs and other controls that improve safety at unsignalized intersections. It's being held July 12, 2022 at the Berwick Borough Building from 8:00 A.M.-12:00 Noon. It is free to attend. A motion to approve participation in this class for T. Albertson and S. Rauch was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
 - Dump Truck – Delivery Date: The hydraulic part was received but the delivery date is pending.
 - Road Work Project – Russell Standard previously indicated that work would commence in July; however, T. Albertson has not received any further updates. Vendor is required to provide 2-weeks' notice prior to commencing work.
- Police Report – T. Frace presented his report for June. A motion to accept this PD report was made by G. Naus and seconded by C. Hess. Motion passed 4-0.
 - T. Frace stated he, C. Libby, and C. Cunnington are attending an ICAT de-escalation training at Bloomsburg University on 12JUL2022.
- Sewer Authority Report – The Sewer Authority Report for June 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 4-0.
- Sewer Enforcement Report – The Sewer Enforcement Report for June submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 4-0.
 - The following Sewage Facilities Planning Modules were reviewed and a motion to approve the modules was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
 - LaRue Sewage Facilities Planning Module
 - Rech Land Development Sewage Facilities Planning Module
- Zoning & Codes Report – The Zoning & Codes report for June was presented by L. Frace. He reviewed the issues concerning the property at 29 Eagles Farm Rd. and stated he is also in contact with DEP about a drainage pipe issue at this location. A motion was made by C. Hess to accept and approve this report and this

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 11, 2022 @ 7PM

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

was seconded by G. Naus. Motion passed 4-0.

- Complaint: 275 Evansville Rd. – This was discussed, the property has already been posted, and L. Frace will follow-up to identify the name on the deed and/or the executor who is ultimately responsible for the property since the owner has passed.
- L. Frace stated that the variance request for R. Paden was approved at the 07JUL2022 ZHB.
- The Supervisors requested L. Frace follow-up at the property of M. Laubaugh; the millings were to be removed by JULY 2022 as per the previous Conditional Use Hearing. T. Albertson stated that the millings were removed as there are equipment vehicles parked at the site now.
- The Supervisors requested L. Frace follow-up with the Berwick Golf Club regarding a shed. L. Frace stated that the business indicated the shed was temporary; regardless if temporary or permanent, they failed to obtain a permit. He will follow-up on this.
- International Property Maintenance Code (IPMC) & Citation Dismissal Issue
 - Draft Ordinance for BoS Review – Solicitor B. Lewis provided via email a draft ordinance adopting the 2021 edition of the IPMC for Supervisors review. A meeting with the Solicitor will be scheduled to review this draft and finalize the document for ad publication and eventual adoption.
 - L. Frace stated that if a township adopts the 2021 IPMC Edition, a copy of the IPMC Book is required to be provided to the Magistrate. He noted that since a few townships are looking to adopt the 2021 IPMC Edition, the cost could be split amongst them and the cost would be approximately \$20.00 per Township.
- BCT Mobile Home Park Ordinance – This is under review with the Planning Commission.
- Planning Commission - The Planning Commission report for June submitted by R. Samsel was reviewed and approved. A motion was made to accept the report by T. Prutzman and seconded by C. Hess. Motion passed 4-0.
 - Solar Ordinance – The drafted ordinance from Solicitor R. Davidson will be re-forwarded to all for review.
- Fire Company Report – The Summerhill Volunteer Fire Company report for June submitted by C. Fisher was reviewed and approved; motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
- Present Bills for Payment: Checks #24084 to 24129/Electronic Payments 07JUN2022 through 11JUL2022 – A motion to pay the bills was made by C. Hess and seconded by G. Naus. Motion passed 4-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budget status for each account was reviewed.
 - In follow-up to ARP funding for the Zoom Room, T. Frace stated that a conferencing platform will need to be selected; the free Zoom service would not be sufficient due to platform time restrictions with respect to township meeting durations. An annual subscription for Zoom service is estimated to be less than \$150/year. There is also an option to use Microsoft Teams or another service. Selection of a conferencing platform will be added to the August meeting agenda.
- Correspondence - The Board reviewed the list of correspondence received to date through 07JUL2022.
- Ongoing Business
 - Yost Hollow Road Culvert Project – Township Engineer A. Keister reviewed the project history, recent developments, and costs. The significantly late design input from CCCD/DGLVR in relation to their grant funding has now escalated the costs such that proceeding with this project is now cost-prohibitive for the Township. The situation was discussed and a motion to have A. Keister attend the upcoming CCCD QAB Meeting to review the project, issues, and funding was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0. A suggestion was also made for the Township to contact Senator Gordner again in follow-up regarding the project status and funding.

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 11, 2022 @ 7PM

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

- Maset/Kinney Lien & Mutual Release and Settlement Agreement & Praecept for Discontinuance
 - M. Maset confirmed receipt of the fully executed agreement and settlement. Payment deposited and funds cleared per FKCB records.
 - B. Lewis submitted the Praecept for Discontinuance to the Court of Common Pleas of the 26th Judicial District, which was confirmed discontinued 29JUN2022 by Columbia County Protonotary B. Silveti.
- Briar Crest Development Entrance Mowing – Item tabled as M. Sitler was not present to speak to this.
- Employee Handbook Amendment
 - Job Descriptions for Public Works Dept./Resolution #9 of 2022 – T. Albertson and Supervisors discussed language for *always on call for emergency situations* and agreed to modify the wording in the job description. A motion to approve and adopt Resolutions # 9 for the Laborer-Mechanic and Road Master Job Descriptions, with the caveat that the Road Master Job Description be amended as discussed for on call emergency situations, was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
 - Job Descriptions for Secretary/Treasurer – These are still with C. Hess and G. Naus.
- BCT & NCT Multimunicipal Comprehensive Plan – Intergovernmental Cooperation Agreement (ICA) Ordinance Draft: The information provided by Hailstone Consultant S. Calluori is being reviewed by both BCT and NCT. The 2 Townships will coordinate after reviews are completed.
- HVAC for Main Office Building – Total HVAC confirmed that the equipment was ordered and it is expected to be in this month. The installation is tentatively scheduled for mid- to late August.
- UCC Appeals Board – Joint Municipalities – Item tabled as M. Sitler was not present to speak to this.
- New Business
 - Columbia County Redevelopment Authority Community Development Blight & Block Grant Program
 - M. Hess, Executive Director and B. Rubio, Community Development Specialist from the Columbia County Housing & Redevelopment Authorities presented an overview of the Blight & Block Grant Program. Two potential blight properties were suggested: 381 Summerhill Rd. and 1663 State Route 93. A motion to pursue application for a blight grant for the property at 381 Summerhill Rd. was made by C. Hess and seconded by G. Naus. Motion passed 4-0.
 - IRS standard mileage rate for JUL-DEC2022 – Due to record gas prices, the Internal Revenue Service announced on June 9th, 2022 that the allowable mileage rate for business use of a personal vehicle will increase from 58.5 cents per mile to 62.5 cents per mile. The new mileage rate eligibility is effective July 1, 2022 to December 31, 2022. A motion to accept and approve the IRS standard mileage increase of 62.5 cents was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
 - Cyber Insurance & Annual IT Security Training – Annual Security Awareness Training is required per the cyber insurance policy through Cowbell/Kilmer; the Township does not currently does not have mandatory policy. A free training program is offered to the Township as a policy holder through Wizer/Cowbell. A motion to implement annual security awareness training was made by C. Hess and seconded by G. Naus. Motion passed 4-0. The township training policy and administration of the required training will be handled by T. Frace, ISO.
 - FEMA Flood Insurance Study/Revised FIRM & FIS – Any affected resident who has property in a flood zone will need to receive a letter. L. Frace will follow-up on BCT mapping and inform Township which properties require notification.
 - Requested Meeting for 6th Avenue Project – No new information has been received from D. Peters or T. McDonald regarding this matter.
- Office Equipment – Quotes were received from MARCO for replacement of the Printer/Copier/Scanner/Fax machine; costs range from \$4000 to \$5,500 and include maintenance and service. The BoS previously reviewed and approved ARP funds for Township technology upgrades, and T. Frace commented that there

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 11, 2022 @ 7PM

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

are funds remaining to cover this purchase. A motion to upgrade the office equipment was made once again by C. Hess and seconded by G. Naus. Motion passed 4-0.

- PSATS Training
 - Webinar – Municipal Records Management, Wed., 27JUL2022 – cost is free with Township's Webinar PowerPass
 - Developing Your Township Budget, Thurs., August 11, 2022 in Drums, PA – cost is \$49 as a PSATS member.
 - A motion to approve M. DeStefano's participation in these PSATS trainings was made by C. Hess and seconded by G. Naus. Motion passed 4-0.
- For the good of the order
 - The Supervisors requested L. Frace look into property violations at a property located off of Shickshinny Valley Rd. near Hemlock Springs.
- Adjournment – A motion to adjourn at 9:07 PM was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer