

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

June 6, 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 June 6, 2022, beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher C. Hess, M. Sitler, and T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, Road Master T. Albertson, and Zoning & Codes Officer L. Frace. Resident J. Schultz was present for Public Participation.

AGENDA & MEETING MINUTES

- Chairman M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation – J. Schultz raised a concern with water run off eroding the private road, Loop Road, following the municipal storm sewer repair last year. Road Master, T. Albertson will follow-up with him on adjustments that can be made to help this issue.
- Pass the minutes from the following meeting: May 9, 2022 Work Session – A motion to approve the work session minutes was made by C. Hess and seconded by C. Fisher. Motion passed 4-0.
- Maintenance Report – T. Albertson presented his report for May. A motion to accept the maintenance report was made by C. Hess and seconded by C. Fisher. Motion passed 4-0.
 - Dump Truck: Lease Documentation and Resolution #7 of 2022 RE: Master Lease Purchase Agreement – A motion to adopt Resolution #7 of 2022 - LESSEE RESOLUTION RE: Master Lease Purchase Agreement dated as of June 6, 2022 between ROC Leasing LLC dba Real Lease (Lessor) and Briar Creek Township (Lessee) and Schedule No. 001 thereto dated as of June 6, 2022 was made by C. Fisher and seconded by T. Prutzman. Motion passed 4-0.
 - T. Albertson stated that the manufacturer is still waiting for a hydraulic part to complete the build; therefore, a delivery date is pending. Once confirmed, the vehicle will be added to the township's insurance policy.
 - Yost Hollow Road Culvert Update – The project is pending design review input from DGLVR/CCCD to the Township Engineer. Any changes at this stage will affect the overall project cost. Once the design input has been finalized, bid advertising would be ready 7-10 days thereafter. Given the current state of the world economy and inflation, the Supervisors discussed moving forward as soon as possible since costs for labor and materials will likely continue to increase. A motion to put the project out to bid as long as the Township Engineer had what he needs to proceed and as per his judgement was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
 - Road Work Project Update – Russell Standard contacted T. Albertson and indicated the work would commence in July; dates to be confirmed.
- Police Report – T. Frace presented his report for May. A motion to accept this PD report was made by C. Hess and seconded by C. Fisher. Motion passed 4-0.
- Sewer Authority Report – The Sewer Authority Report for May 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 May submitted by B. Brior was reviewed and approved; motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
- Zoning & Codes Report – The Zoning & Codes report for May was presented by L. Frace; motion was made to accept and approve the report by C. Hess and seconded by C. Fisher. Motion passed 4-0.
 - ZOA Status – The Zoning Ordinance Amendment was finalized. L. Frace confirmed the Bates permit was issued and per ZHB Solicitor K. Tanribilir the ZHB appeal is being dropped.
 - Zoning and Codes Officer S. Kelchner resigned; his last day was 03JUN2022. L. Frace confirmed he is handling all activities and will attend meetings.

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- A ZHB for a variance requested by R. Paden is scheduled for 07JUL2022 at 6:00PM.
- Mobile Home Park Ordinance Amendment – This is under review with the Solicitor and Planning Commission.
- Solar Ordinance – This was with the Planning Commission for review.
- Planning Commission Report – The Planning Commission report for May submitted by R. Samsel was reviewed and approved. A motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
- Fire Company Report – The Summerhill Volunteer Fire Company report for May submitted by C. Fisher was reviewed and approved; motion was made to accept the report by M. Sitler and seconded by C. Hess. Motion passed 4-0.
- Present Bills for Payment: Checks #24028 to 24083/Electronic Payments 03MAY2022 through 06JUN2022 – A motion to pay the bills was made by C. Hess and seconded by C. Fisher. Motion passed 4-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budget status for each account was reviewed.
 - Notes for the General Fund: (1) 410.30 – Police Insurance Reimbursement Expense was documented for replacement Lenovo Ideapad for Police Vehicle; cost covered by insurance settlement funds from 2021. This cost is not part of the 2022 PD Budget. (2) 413.2 Codes Supplies – Expenses for Codes Enforcement certified letters and postage exceeded budgeted amount; however, M. Sitler noted that this was expected.
- Correspondence – The Board reviewed the list of correspondence received to date through 06JUN2022.
- Ongoing Business
 - Maset/Kinney Lien & Mutual Release and Settlement Agreement Status – A fully executed copy with settlement check was sent via certified mail to M. Maset. Solicitor was asked to prepare and file the appropriate document(s) to conclude the action filed in the Court of Common Pleas.
 - BCT & NCT Multimunicipal Comprehensive Plan Update – T. Prutzman provided an update following a recent meeting. Hailstone Economic Consultant S. Calluori will send to BCT & NCT the hard copies and digital format of the Multimunicipal Comprehensive Plan. She will also send a list of federal and state grants available to townships. BCT and DCED will work together to close out the final Comprehensive Plan Grant documentation. The DCNR grant outcome is pending and is expected to be released in the Fall. The option of seeking funding from Columbia County to support improvements at Briar Creek Lake Park and promote its utilization would require the Township to work with an Engineer to help develop a recreational development plan including proposal costs. The proposal would align with the County's Open Space and Recreational Plans. Any matching funds received from grants and/or the County would require BCT resolution(s). The joint BCT & NCT Zoning/SALDO DCED Municipal Assistance Program (MAP) grant application is planned for an October submission.
- ARP/HVAC Quotes – T. Frace presented the Supervisors with the quotes received from 3 vendors for replacement of the HVAC system in the main office building. The quotes received included the following: S. J. Kowalski, Inc. at \$21,656.00, R. G. Dent Heating and Air Conditioning Inc. at \$24,965.00 and Total HVAC at \$17,900.00. The bidding threshold is \$21,900. A motion to offer the project to Total HVAC was made by C. Hess and seconded by T. Prutzman. Motion passed 4-0.
- New Business
 - BCT Radiological Emergency Response Plan / Resolution #8 of 2022 – A motion to adopt Resolution #8 of 2022 - Briar Creek Township Columbia County Radiological Emergency Response Plan was made by C. Hess and seconded by C. Fisher. Motion passed 4-0.
 - Employee Handbook Amendment: Job Descriptions for Public Works Dept./Resolution #9 of 2022 – C. Hess indicated that the township non-uniformed employee handbook references job descriptions, but none have been included. The plan is to develop and include the township job descriptions via a

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resolution amending the non-uniformed employee handbook. Job descriptions for Road Master and Laborer-Mechanic were developed by C. Hess and G. Naus and these were reviewed by the Supervisors. The Supervisors agreed to allow T. Albertson and S. Rauch time to review them and offer input at the next meeting. Job descriptions for Secretary and Treasurer will be developed next. The Police Department has its own job descriptions and handbook. Other positions are currently outsourced (e.g., Zoning and Codes Officer, etc.); and therefore, these job descriptions will not be necessary to include currently.

- Township Internet Speed/Breezeline – The current internet speed seems adequate following discovery of an issue with the firewall. This has been addressed with the IT vendor. Should there be a need to increase the internet speed in the future, this will come at an additional cost via Breezeline. The current firewall is being monitored and will likely need to be replaced towards the end of its lifespan.
- Children at Play Sign-Lake Road / Speed Trailer – PennDOT contacted the township about a concern raised by resident L. Kelchner on Lake Road who wanted the sign location changed. The issue was discussed, and the Supervisors agreed that the sign will not be relocated as the issue is primarily a vehicle speeding issue. Therefore, any speed issues should be directed to the BCT PD. Any further concerns regarding the sign should be directed to M. Siter.
- Briar Crest Development – Entrance & Mowing – A complaint was raised regarding the mowing at the Briar Crest Development entrance. This section of grass is not one maintained by the Township. It was confirmed that the issue stems from a neighbor dispute based on calls into the BCT PD. M. Sitrler indicated he would follow-up with the affected parties.
- For the good of the order
 - M. DeStefano noted that the Township's SAM (Federal Government Award Management System) expiry is 09JUN2022. She tried previously to renew this but ran into technical issues. She contacted the SAM Support Dept. in follow-up.
- Adjournment – A motion to adjourn at 8:31 PM was made by C. Fisher and seconded by C. Hess. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer