

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

March 7, 2022 @ 7PM

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 March 7, 2022, beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher C. Hess, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, Road Master T. Albertson, and Codes Officer/UCC Representative S. Kelchner.

### **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 - None
- Pass the minutes from the following meetings: February 14, 2022 Work Session - A motion to approve these minutes was made by G. Naus and seconded by C. Fisher. Motion passed 5-0.
- Maintenance Report - T. Albertson presented his report for February. A motion to accept this maintenance report was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.
  - Road Projects - T. Albertson presented the proposed township road projects for this year, jointly prepared with PennDOT Municipal Services Specialist, S. Kehoe. There are 8 items to be bid as one project with a total estimated cost of \$81,413.00. The Board discussed with the current economy and global situation, prices are expected to continue to increase. Therefore, a decision was made to proceed sooner on getting this out to bid. A motion was made by M. Sitler and seconded by C. Hess to have the project placed for bid. Motion passed 5-0.
  - School Bus Ahead Signage on Kachinka Hollow Road – PennDOT authorized the Township to proceed with placement of the requested signage and provided instructions for installation. The cost estimate for the signs and posts is approximately \$350.00. M. Sitler will follow-up with W. Kupsky of the Berwick Area School District on sponsorship of the signage since BASD requested this signage.
  - Yost Hollow Road Culvert Project Update – A. Keister provided an update in advance of the meeting. The design for the new culvert is being updated; they are working on the hydraulic calculations for the bridge which needs to be a part of the permit submission, then they will submit the permit to DEP. They are targeting completion of these activities by the end of the month.
  - PennDOT Bridge Inspection and Scour Critical Bridges/Plan of Action – The Township Engineer, A. Keister will be contacted to complete the required township bridge inspections.
  - CCCD – Dirt, Gravel, and Low Volume Road (DGLVR) Program Overview Training scheduled for 08MAR2022 @ 8am-11am – Will cover grant application process, funding allocation, eligibility requirements, program policies, Q&A about the DGLVR program. T. Albertson and S. Rauch will attend this training.
- Police Report - T. Frace presented his report for February. A motion to accept this PD report was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
  - PT Officers – T. Frace asked the BoS to consider an option for the mandated Municipal Police Officers' Education and Training Commission (MPOETC) training requirements for Defensive Tactics and Fire Arms in an effort to help keep costs as economical as possible, rather than to have to send all Officers to training. He suggested the BCT PD consider hiring 2 Berwick Borough PD Officers as BCT PT PD staff for the sole purpose of providing this required training. T. Frace stated that there would be no significant impact to the Workers Compensation Insurance as it is expected that that the 2 PT Officers would provide a total estimate of 4 hours of training annually, but that Law Enforcement Liability Insurance would be somewhat impacted by adding 2 PT officers to the PD staff. T. Frace will do some additional evaluation and this item will be readdressed at a future meeting.

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- Sewer Authority Report - The Sewer Authority Report for February submitted by M. Fisher was reviewed and approved; motion was made to accept the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Sewer Enforcement Report - The Sewer Enforcement Report for February 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 5-0.
- Zoning & Codes Report - The Zoning & Codes report for February was presented by S. Kelchner; motion was made to accept and approve the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
  - Status for Ordinance & Amendments: Zoning, Mobile Home Parks, Solar – These are still in progress and will be discussed at the March 14, 2022 Work Session. S. Kelchner previously sent input for the low impact home occupation businesses for the Zoning Ordinance Amendment, which is being reviewed by the Township Solicitor. S. Kelchner will forward a copy of the Locust Township Solar Ordinance draft to the BoS as a reference point for review regarding solar.
    - Status ZHB Appeal – Bates/375 Summerhill Rd./Sporting Goods Retail – no change; continuance remains.
  - C. Fisher noted that he received a complaint regarding free range chickens doing damage to a neighboring property on Twin Church Road. S. Kelchner will follow-up on this situation.
- Planning Commission - The Planning Commission report for February submitted by M. Fisher was reviewed and approved. A motion was made to accept the report by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Fire Company Report - The Summerhill Volunteer Fire Company report for February 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 5-0.
  - Briar Crest Development – Fire Protection - Currently the Briar Crest Development on State Hill is in the tip of Summerhill Volunteer Fire Co. coverage area. The only entrance exit to this is in Briar Creek Township. The line between Briar Creek Township (BCT) and Briar Creek Borough (BCB) runs through the development placing 4 homes in BCB and approximately 20 homes in BCT. The people who mentored Chief C. Fisher provided him with guidance that whomever owned the entrance owned the entire development. The issue that arises when two different fire departments with different responses respond to a house fire within the development. The responding FD is alerted based on where the caller is reporting the incident which may not be where the actual event is occurring. C. Fisher believes the entire development fire response should be a joint response. He spoke with the BCB FD who agrees with the joint response approach. The Township Solicitor, B. Lewis was consulted, and he also spoke with the and 911 Center Director. All agree with the joint response approach and this has been formally established with the Box Accounts.
- Present Bills for Payment: Checks #23915 to 23959/Electronic Payments 07FEB2022 through 07MAR2022 - A motion to pay the bills was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund - The budget status for each was reviewed; there were no concerns. M. DeStefano noted that reimbursement (Amount: \$4445.20) needs to be made from the Liquid Fuels Fund Account to the General Fund Account for LF-budgeted items paid in 1Q2022 from the General Fund.
- Correspondence - The Board reviewed the list of correspondence received to date through 07MAR2022. See above under Maintenance Report for School Bus Ahead Signage approved by PennDOT and PennDOT Bridge Inspections.
- Ongoing Business
  - Update on Briar Creek and North Centre Township Multimunicipal Comprehensive Plan

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Implementation Status - M. Sitler and T. Prutzman met with S. Calluori of Hailstone Economic, LLC, T. Ritsick of DCED and R. LeVan, Jr. of NCT to discuss and progress plan implementation. There is another meeting scheduled for March 11, 2022. M. Sitler and T. Prutzman discussed the need to form a joint Executive Committee comprised of representatives from both townships. M. DeStefano noted that the final grant funding reimbursement request will be submitted to DCED once the implementation phase has been confirmed completed by the BoS; this was in confirmation with T. Ritsick of DCED. As per the BCT & NCT Inter-Municipal Cooperation Agreement, BCT & NCT each agreed to contribute \$5,000.00 towards the joint comprehensive plan. As BCT has paid all Hailstone invoices thus far, NCT will be sent an invoice for their portion.

- Tax Collector Closeout - L. Sult submitted her final reports and closed out the BCT Tax Collector Checking Account with First Columbia Bank. Amount returned to the Township at closeout was \$3902.65.
- Office Equipment - A quote from Bodnar's was received for the copy/fax/scan machine replacement. BoS suggested seeking additional options and quotes for consideration.
- HVAC follow-up – The HVAC system replacements and options were once again discussed. The specifications will be evaluated and reviewed so that a bid ad can be generated once a final decision has been made.
- New Business
  - PMRS for PT Secretary/Treasurer - BoS indicated a cap was placed on this in the past; reference Ordinance.
  - S'more Wine Race - this is a new request received today for an event to be held on May 15, 2022. Preliminary discussion indicated this was ok as long as the usual process for PennDOT application and insurance was provided. It will be placed on the March 14, 2022 Work Session for formal decision.
  - Spring Shuffle (former Metrocast Giving Back 5K) - C. Fisher noted that this event is planned to be held again on 30APR2022, jointly sponsored by Friends of Camp Louise and Summerhill Fire Co. It will be placed on the March 14, 2022 Work Session for formal decision.
- For the good of the order
  - M. Sitler noted that he is still in the process of networking with other municipalities regarding joint collaboration in the form of 4 quarterly meetings per year to discuss shared issues, concerns and solutions; feedback thus far has been positive.
  - T. Frace and the BoS discussed options for the future Zoom Meeting Room including camera equipment and room set-up.
- Adjournment - A motion to adjourn the Supervisors Meeting at 8:31 PM was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer