

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

May 2, 2022 @ 7:00 P.M.

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 May 2, 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 Zoning & Codes Officer S. Kelchner. Also present for the Zoning Ordinance Amendment portion of this meeting was M. & S. Bates and J. Lehman.

AGENDA & MEETING MINUTES

- Chairman M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Announcement - Executive Session – M. Sitler announced that the Supervisors had an Executive Session following the 11APR2022 Work Session to discuss personnel, and police and solicitor-related matters. It was entered into at 8:50 PM. A motion to leave the executive session at 9:10 PM was made by C. Hess and seconded by G. Naus; and a motion to re-enter the Supervisors Meeting was made at 9:11 PM by C. Hess and seconded by T. Prutzman; both motions passed 5-0. A motion was made by C. Fisher to adjourn the meeting at 9:13 PM, which was seconded by G. Naus. Motion passed 5-0.
- Public Participation - None
- Zoning Ordinance Amendment: 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 NO IMPACT, LOW IMPACT, AND ACCESSORY USES AND AMENDING A REQUIREMENT OF THE PROCEDURE FOR CONDITIONAL USES IN ARTICLE XII OF THE ZONING ORDINANCE OF BRIAR CREEK TOWNSHIP TO CORRECT A TYPOGRAPHICAL ERROR
 - Following Public Hearing, consider motion to adopt – A motion to adopt and enact this Zoning Ordinance Amendment with the inclusion of the comments from the Columbia County Planning Commission was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- Pass the minutes from the following meetings:
 - 04APR2022 Supervisors Meeting – draft in progress
 - 11APR2022 Work Session – A motion to approve the work session minutes was made by T. Prutzman and seconded by C. Fisher. Motion passed 5-0.
- Maintenance Report & Updates
 - T. Albertson presented his report for April. SVFC Fire Chief C. Fisher thanked S. Rauch and T. Albertson for their help with a recent fire on Valley Road. A motion to accept the maintenance report was made by C. Fisher and seconded by G. Naus. Motion passed 5-0.
 - Bridge Inspections – T. Albertson provided an update: The bridges on 7th Ave. and Back Road are inspected yearly. The bridges on Yost Hollow Rd. are optional for inspection. T. Albertson stated that he looked at the bridges and reported on their status. The Board agreed that the inspections would not be necessary at this time and that they will continue to be evaluated every year.
 - Boom Mower – A motion to sell the Boom Mower, which is no longer used, for scrap metal was made by T. Prutzman and seconded by C. Fisher. Motion passed 5-0.
 - Yost Hollow Road Culvert
 - DEP Permit was submitted last week by the Township Engineer, A. Keister.
 - Bid/Contract Documents – A. Keister forward the draft document, which may be revised based on the Geotech report which has not yet been received. It was agreed that the Township Engineer and Township Solicitor should review the documentation and ensure that all specifications in the bid/contract document align with any requirements specified in the State and CCCD grants.

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- Dump Truck – The Township received the lease documentation for review and completion. T. Albertson noted that Bradco requested the Township inspect the dump truck which is about half-way assembled. S. Rauch and T. Albertson will travel to Towanda, PA to complete this tomorrow.
- Road Work Project – This has not yet been scheduled between Russell Standard and the Township and the vendor will be contacted in follow-up.
- Police Report & Updates
 - T. Frace presented his report for April. A motion to accept this PD report was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.
 - Digital Radios Upgrade & Motorola Invoice
 - Columbia County increased their support an additional \$8,246.44 for the digital radios which decreases the Township's cost to \$15,414.85.
 - A motion was made to include the Motorola invoice (\$2,754.32) to upgrade the analog radio to digital in the PD truck under the APR digital radio proposal. This motion was made by C. Fisher and seconded by T. Prutzman; motion passed 5 to 0.
 - IT – MEPUSH installation of new computers and laptops is complete.
 - PT Officer – T. Frace made a request to hire another PT Officer due to previous attrition of PT staff and because one of the current PT Officers may be leaving for a Federal Position which would prohibit him from working locally. A motion to hire another PT Officer was made by M. Sitler and seconded by G. Naus. Motion passed 5 to 0.
 - Cops More Grant - FT Officer – T. Frace discussed this potential grant option. It is a 3-year grant which offers salary and benefits coverage for a FT Officer as follows: Year 1 - 75%, Year 2 - 50%, and Year 3 - 25%. In Year 4 the Township must cover 100% of the costs and retain the Officer for the year. If the Officer were to leave at any time before the end of the 4-year period, the Officer would need to be replaced or the Township would need to return funds to the grantee. In addition, there are preliminary discussions about possibly contracting with another municipality for police services in 2023. The BoS recommended pursuing the grant application. The submission deadline is 30JUN2022.
 - Training – PA State Assoc. of Boroughs: Municipal Police Department Supervision – T. Frace requested approval to attend this training as recommended by the Township Solicitor. It is a three-part series online training covering the following: Police Standard Operating Procedures, Police Department Liability for the Governing Body, and Use of Force and De-Escalation Procedures. Non-Member Rate: \$150. A motion to approve T. Frace's participation in this training was made by M. Sitler and seconded by C. Fisher. Motion passed 5 to 0.
- Sewer Authority Report - The Sewer Authority Report for April 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 5-0.
- Sewer Enforcement Report – No report; no work was performed for April 2022.
- Zoning & Codes Report - The Zoning & Codes report for April was presented by S. Kelchner; motion was made to accept and approve the report by C. Hess and seconded by G. Naus. Motion passed 5-0.
 - Status: Mobile Home Park Ordinance Amendment
- Planning Commission Report – The Planning Commission report for April submitted by R. Samsel was reviewed and approved. A motion was made to accept the report by C. Hess and seconded by C. Fisher. Motion passed 5-0.
- Fire Company Report – The Summerhill Volunteer Fire Company report for April submitted by C. Fisher was reviewed and approved; motion was made to accept the report by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
- Present Bills for Payment: Checks #23996 to 24027 /Electronic Payments 05APR2022 through 02MAY2022 – A motion to pay the bills was made by C. Hess and seconded by G. Naus. Motion passed 5-0.

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- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budget status for each account was reviewed.
 - General Fund: (1) The budget for Heating Oil is at 97% funded. (2) The PD small tools and equipment budget was previously reviewed with T. Frace; it will be adjusted for the Motorola invoice. (3) Advertising was reviewed; these costs vary month to month based on Township activities requiring publications (i.e., Road Project Bid ads placed in March and Public Hearing ads placed in April).
 - An invoice for the bus signage on Kachinka Hollow Road was sent to the BASD.
 - American Rescue Plan (ARP): The APR summary was previously provided to the BoS. The Township expects its 2nd /final payment next month. The first Township ARP report due to the US Treasury for the period between 01MAR2021 to 31MAR2022, which was due by 30APR2022, was submitted.
- Correspondence – The Board reviewed the list of correspondence received to date through 02MAY2022.
- Ongoing Business
 - PSATS Conference – C. Hess was to attend but had to leave due to illness.
 - Maset/Kinney Lien – Update: Solicitor B. Lewis is preparing a mutual release document for settlement.
 - HVAC Quotes – T. Frace noted that the quote received from Kowalski is being updated; all materials have increased in price. He is also seeking two (2) other quotes, one (1) from Dents and one (1) from Total HVAC.
 - All 1Q2022 filings and reports were completed.
- New Business
 - EMS Week: Rising to the Challenge, 16-22MAY2022 – Proclamation
A motion to Designate the Week of May 16 - 21, 2022 as Emergency Medical Services Week via Proclamation was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
 - Briar Creek Association for Watershed Solutions (BCAWS) – Membership
The Township has participated as a member in previous years and agreed to participate for 2022 as a Sponsor Member. The cost is \$150.00/year and sponsor members are eligible for one vote in BCAWS matters. A motion to become a BCAWS Sponsor Member for the 2022 year was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
 - Secretary/Treasurer Salary Rate Per Hour – M. Sitler stated that this was one of the items discussed previously at an Executive Session. He stated that that there was no raise incorporated as of yet this year for M. DeStefano, and the intention when hired was that the rate would be revisited following the probationary period, which did not occur. A motion to increase the Secretary/Treasurer salary rate to that of the former Secretary/Treasurer salary rate, \$19.50, and to make this adjustment retroactive to the hiring anniversary date of April 5th was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
- For the good of the order
 - The Geisinger health benefits renewal information was received. Rates are increasing approximately 4.3%.
 - The Township received a Workman's Compensation Insurance Audit notification from NEIS.
- Adjournment – M. Sitler announced that the Supervisors were entering into an Executive Session at 8:18 PM.

Respectfully,
Michelle DeStefano
Secretary/Treasurer