

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

September 19, 2022 @ 7:00 P.M.

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

The Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on September 19, 2022 at 7:00 PM. Present were the following: Supervisors M. Sitler, C. Fisher, C. Hess, G. Naus, T. Prutzman, Secretary/Treasurer M. DeStefano, Police Chief T. Frace, and Road Master T. Albertson.

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
- Ongoing Business
 - Property Status & Follow-up
 - Hospital – Hospital will close soon. M. Sitler and C. Fisher were invited to the next hospital meeting pertaining to how the community can support Emergency Response. State granted Ms. Sharma approval to transition the hospital to a psychiatric facility. In BCT, this is permissible in the Commercial Zone but not in its current location for the portion of the facility located in the township. BoS will request L. Frace to send a letter regarding the township zoning requirements and conditional use application for change of use to Ms. Sharma.
 - T. Frace requested an Executive Session regarding the hospital. A motion was made by C. Hess to enter this session at 7:10 PM and seconded by C. Fisher. Motion passed 5-0. A motion to return to the Work Session was made by G. Naus at 7:16 PM and was seconded by C. Hess. Motion passed 5-0.
 - 1154 6th Avenue – A permit application was received for this property. However, a variance would be needed for new building structure placement. This building was previously condemned, and status of permit will need to be addressed by Zoning/Codes Official L. Frace.
 - Yost Hollow Road Culvert
 - Redesign and revisions as required per CCCD/DGVLR - McTish-Kunkel & Assoc. Supplement #2 (\$15,200) – Review and Approval: A motion to approve the engineering supplement to meet the requirements for redesign revisions by CCCD/DGVLR to sustain the grant was made by C. Hess and seconded by T. Prutzman. Motion passed.
 - Police & IT
 - Discussion and Approval of hiring PT and/or FT Police Officer(s)
 - Resignation of Patrolman M. Zawatski – A motion to accept the resignation of Patrolman M. Zawatski was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
 - A motion to replace a FT Officer and/or hire a PT Officer was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.
 - IT Updates: Airiam/MePush Contract – T. Frace, BCT ISO, discussed current IT services and possible alternative vendors such as Marco. Airiam offered a 3-year contract with a 5% increase each year. Based on current services it would cost \$12,262.08 in the first year (a savings of \$1,236.00 over the present annual cost provided on a month-to-month basis). All other potential IT providers were more expensive. Airiam also reviewed the township's IT policies, and the only question raised was for a logging issue. This service is not currently provided to BCT, but it can be added. It would be an additional \$314/mo. At the present time, T. Frace opted to modify the policy accordingly so as not to incur additional costs. A motion to proceed with the 3-year IT service contract with Airiam was made by T. Prutzman and seconded by C. Fisher. Motion passed 5-0.

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- Ordinances
 - IPMC – A motion was made by C. Hess to advertise the drafted Ordinance adopting the 2021 Edition of the International Property Maintenance Code (IPMC). It was seconded by T. Prutzman; motion passed 5-0.
 - Once the Ordinance is adopted, 3 appointments will need to be made to the IPMC Appeals Board.
 - Mobile Home Park – This draft ordinance is with the BCT Planning Commission for review.
 - Solar – This draft ordinance is with the BCT Planning Commission for review.
 - ARP Funding & Allocations
 - Codification – The BoS are still interested in codification of the township's ordinances. Potential vendors will be contacted for interest and to obtain quotes for further assessment.
 - The BoS suggested a Supervisor review the ordinances to flag any that are no longer necessary to help reduce costs and workload. C. Hess offered to complete the review.
 - Exterior Sign Board & Drop Box – M. DeStefano will seek quotes on these.
 - Garage HVAC System Replacement & Building Duct Cleaning – A motion was made for T. Albertson and T. Frace, to obtain quotes for these. Motion was made by C. Hess and seconded by G. Naus. Motion passed 5-0.
 - Other Projects and Expenditure Planning – The BOS noted that some funding may be needed for the Yost Hollow Road Culvert Project; at least \$50,000 of the ARP funds is to be placed on hold for this until further assessment. Lexipol provides the PD Policies Manual and inquired if BCT was interested in working with them on a Local Government Policy Manual. No decision was made on this.
 - Employee Handbook Amendment - Job Descriptions for Secretary/Treasurer – C. Hess stated he has not had time to work on these.
 - UCC Appeals Board - Joint Municipalities – M. Sitler stated he is still working on this.
 - BCT & NCT Multimunicipal Comprehensive Plan - Intergovernmental Cooperation Agreement (ICA) Ordinance Draft – This is still under review at NCT. Following their review, they will seek a meeting with the BCT BoS.
 - Columbia County Redevelopment Authority Community Development Blight & Block Grant Program - 381 Summerhill Road Property – No new updates.
- New Business
 - 2023 Minimum Municipal Obligation (MMO) – Review and Approval: The Police (\$46,891) and Non-Uniformed (\$28,527) 2023 pension estimates were reviewed. A motion was made by C. Hess to approve the estimates for both, and it was seconded by T. Prutzman. Motion passed 5 to 0.
 - FINN GARD Subdivision – Review and Approval: This is the property for which the BCT Planning Commission deferred to NCT since the majority of the property is in their township. A motion was made by C. Hess to approve the FINN GARD Subdivision document. This was seconded by G. Naus; motion passed 5-0.
 - For the good of the order
 - T. Albertson stated he ordered cinders.
 - Adjournment – A motion to adjourn the Work Session at 8:25 PM was made by C. Hess and seconded by C. Fisher. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer