

## BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

May 20, 2024 @ 7:00 P.M.

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

### **AGENDA**

- Call Work Session to Order by C. Fisher
- Pledge of Allegiance completed by all present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
  - Laurie Allison would like to discuss establishing a TNR Program with BCT residents. She is asking area Townships for monetary support. Berwick Borough gave her an \$8,000 grant and Salem Township gave her a \$5,000 grant. Briar Creek Produce gave a \$500.00 donation. Laurie works with a non-profit 501c3 “Friends & Ferals” The TNR programs include spay or neuter with a rabies vaccine, flea treatment and an ear clipped (to make the cats who have been spayed or neutered easy to recognize) then they are released back into their own environment 24-48 hours of proper post-op care. A feral cat costs \$40 but if they think the cat is adoptable the cost is \$95 for a male and \$100 for a female. If the cat is fixed at the higher rate they won’t be released. They will be adopted.
- Motion to approve Supervisor Meeting Minutes from 06MAY2024.
  - J. Gallagher made a motion to approve the minutes and D. Sarge seconded the motion. Motion passed 3-0.
- Motion to accept Ordinance 2-2024 – This Ordinance repeals 2-2008, 1-2012 and all prior ordinances relating to Flood Plain regulations.
  - J. Gallagher made a motion to approve Ordinance 2-2024 The Floodplain Ordinance and motion was seconded by D. Sarge. Motion passed 3-0.
- East Central Emergency Network
  - The Township received a letter from East Central Emergency Network on 10MAY2024 regarding Summerhill Volunteer Fire Company and Eagle Hose Company No. 2. This discussion has been table until it can be reviewed further by the Board of Supervisors.
- Project Lists
  - Codification of Ordinances
    - This Codification proposal is essential for properly identifying inconsistent, duplicate, and/or ambiguous laws, as well as updating and adding required ordinances. Additionally, codification creates a uniform source that is easy to access for both professionals and the public.
  - Zoning / SALDO
    - This project is currently underway and is expected to take about a year. We have \$39,000 of ARP funds that have been allocated to start the process. BCT & NCT were awarded a joint grant to help towards additional costs acquired to complete the project. Waiting for further information and the grant.
  - Employee Handbook
    - The Board of Supervisors are currently working on making suggestions that will need to be brought to a future meeting to be voted on.

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- Township Manager
  - The Township Manager/Grant Manager proposal is to manage and direct operations of the Township to ensure effective delivery of programs and services; provide leadership to move the Township toward the achievement of its mission and goals; serve as leader and facilitator of the township wide tea; seek, facilitate, and manage grants; facilitate and suggest planning for use of land and capital resources to make the Township an attractive place for residents and business.
- Rabbit Transportation
  - After further review this project would be hard to regulate financially. In addition to getting the word out to those in need the idea was to help low income and elderly with transportation to doctors' appointments. The Township doesn't even know how much this program would be utilized when Rabbit Transportation has a program already established.
- Building Phone System Upgrade
  - The Phone System upgrade proposal is essential for our day-to-day operations within all departments of our Township. The current phone system has become antiquated and increasingly hard to find a vendor to perform service work on it. Some of our phones do not and other offices within the building are not provided with a matching phone tied into the current system. The system has been in place since the new Township building was built. An upgraded phone system will improve the overall functions of all departments within our building.
- Township Newsletter
  - This newsletter proposal is to create a simple brochure style newsletter to mail to all residents of our Township as a simple source of information. Possibly have a "what's happening" section, informational section listing contact information as well as to promote community involvement.
- Salt Shed Proposal
  - This Salt shed/Storage Upgrade proposal is being submitted for the construction of a new salt/cinder shed with upgrades being performed to convert the old shed into usable and secure storage area for multiple departments within the Township.
- For the good of the order
  - 2 Hartman's Court
    - New contact for the Conservation District is Alan Belles. We have been told there are extra money available to take care of the Cell Tower down to Maplewood. They needed to have a public road to access for work to being. It was confirmed that Maplewood is a public road.
  - Property Maintenance Appeal Board
    - J. Long from Briar Creek Borough is going to reach out to L. Frace to help us to get a active board in place. As of now we have 2 of the 3 positions filled.
  - Columbia County Traveling Library

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- Waiting for detailed usage information of how much the library is used from BCT residents.
- Blight Property
  - The Township received an email from Bret Politz on 19MAY2024 wishing to proceed with the sale of the property at 381 Summerhill Road despite the lien from the Department of Revenue. Should the Board of Supervisors accept the bid the solicitor will be notified to begin the process of the sale and all further discussions will be tabled while the solicitor handles the process of the sale.
    - D. Sarge made a motion to accept the bid and proceed with the Blight property purchase of 381 Summerhill Road but table any further discussion until we hear from the solicitor about the next steps. J. Gallagher seconded the motion. Motion passed 4-0.
  - The joint BCT/NCT meeting is scheduled for 6 P.M. on 21MAY2024. A representative from DCED will be present to award our grant.
- Gas/Diesel usage for the Fire Department will begin to be billed monthly and not quarterly.
- Adjournment
  - J. Gallagher made a motion to adjourn the meeting at 8:45 P.M. D. Sarge seconded the motion. Motion passed 4-0.

Respectfully Submitted,

Shannon Johnson