

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

March 3, 2025

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

The Supervisors Meeting of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on March 3, 2025, beginning at 6:00 PM. Present were the following: Supervisors C. Fisher, T. Heller, D. Sarge, M. Sitler, Secretary/Treasurer S. Johnson, Township Manager T. Frace, Road Master S. Rauch and Police Office Emmanuel Uribe. Residents: John Snyder, Simon Potoeski, Joseph Potoeski

Agenda & Minutes

- Meeting called to order by C. Fisher at 6:05PM
- Pledge of Allegiance completed by all those present
- Public Participation (Will be limited to 5 minutes per person; inappropriate language will not be tolerated, and you will be asked to leave. To avoid unnecessary interruption the Township asks that you please silence your phones.)
 - Mr. Simon Potoeski 429 Shickshinny Valley Road – voiced concerns on what needs done to get electric turned on. Larry Frace has sited that property with violations due to illegal campers per Briar Creek Township's Zoning Ordinance. The Board of Supervisors said the first thing that needs to happen is Melissa Potoeski needs to get that property transferred into her name with the Columbia County Register & Recorder. It is currently listed under the names of her deceased parents. Then go to the office of Larry C. Frace Inspections and fill out the proper permit forms. If the permit gets denied that is when you will begin the appeal process that requires a hearing in front of the Zoning Hearing Board.
- Announcements
- Pass the minutes of the following meetings
 - 03FEB2025 Supervisors Meeting
 - D. Sarge made a motion to approve the above listed minutes from the Supervisors Meeting on 03FEB2025. T. Heller seconded the motion. Motion carried 4-0.
 - 17FEB2025 Work Session
 - D. Sarge made a motion to approve the above listed minutes from Work Session on 17FEB2025. T. Heller seconded the motion. Motion carried 4-0.
- Treasurer's Report
 - Requesting permission to take PSATS Virtual Trainings listed below / Total Cost \$245.00
 - Quick Books Enterprise 3-sessions \$135.00
 - Premier on Quick Books Enterprise \$55.00
 - Budgeting with Quick Books \$55.00
 - M. Sitler made a motion to approve the Secretary Treasurer training requested by S. Johnson. T. Heller seconded the motion. Motion carried 4-0.
 - Review Bank Statements ending 31JAN2025
 - D. Sarge made a motion to approve the bank statements. T. Heller seconded the motion. Motion carried 4-0.
 - TEXT MY GOV
 - Texting Solution Proposal. The most efficient way to communicate with your citizens is via text messaging NO app, no email, no sign up required. It is a great outreach to the residents, and it is totally voluntary. Customize your notifications/alerts based on group opt-ins, departments, or geographic locations. The cost is approximately \$4,000.00 a year. There are several packages available for a lesser amount that are still just as effective.

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- BoS said we will revisit closer to budget time. They would prefer One-Way Communication and not Two-Way Communication.

○ Manager Report

○ Bridge grant update

- LSA 1st round completed successfully.
- T. Frace has been in contact with Bassett Engineering but hasn't heard back on any other information. Brit said he would include in the estimate searching for funding. Hoping to have the information in time for the Work Session.

○ Internal Administrative Procedures have been established and put into motion.

- Intermunicipal Joint Board of Appeals – Notify Carol from Briar Creek Borough that we can establish the board with the members we currently have. Larry Frace will be providing the training to the Board. Briar Creek Township will pay for half of the training. The board members get paid \$50.00 per hearing and Briar Creek Township would be responsible for paying that when the hearing is directly related to the Township.

- Disc Golf at the Briar Creek Lake. T. Frace met with Bob Stoudt with the Montour Area Recreation Commission. County approved the start of the project and have err marked \$70,000.00. We have a course layout and whoever is doing the project is lined up. They are ready to start weather depending. They will need to clear out approximately 8 acres of invasive species while keeping the original trees intact. The brush behind the maintenance shed and the field between the maintenance shed and the airport will all be cleaned out.

○ Police Report

- BODNAR PRINTING – Printer services \$492.00
- TRUE NORTH RMS – New report managing system \$9,486.00 (\$7,200 of conversion costs paid through LSA grant).
- GALLS – Uniform shirt \$56.95
- GALLS – Uniform duty boots \$159.99
- KEN POLLOCK FORD – Windshield wiper switch and install \$ 306.38
- AIRIAM – In-car laptops \$12,868.00 (paid through LSA grant).
- AIRIAM – Desktop computers - \$6,191.00 (paid through LSA grant).
 - ** Through LSA grant funds, 5 new laptop computers for patrol vehicles and 4 desktop station computers were installed.
 - **\$5,000 received from Berwick Community Giving Foundation
- M. Sitler made a motion to accept the Police Report. D. Sarge seconded the motion. Motion carried 4-0.

○ Maintenance Report

○ Full Time Maintenance Employee Recommendation

- M. Sitler made a motion to extend a conditional offer of employment with a probation period to Robert Fisher at a starting rate of \$20.00 per hour with a start date of Tuesday 11MAR2025 pending successful background and drug tests. D. Sarge seconded the motion. Motion carried 4-0.
- D. Sarge wants S. Rauch the Road Master to provide by the next meeting what his anticipated plans are for road maintenance based on what was carried over from last year and what was budgeted this year.

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- S. Rauch needs a motion to replace 4 blades on the roller at a cost of \$436.80 and the Dur patcher needs the hoses replaced at a cost of \$1147.00. These items needed were included in the current budget.
 - D. Sarge made a motion to purchase equipment items mentioned above. M. Sitler seconded the motion. Motion carried 4-0.
- Opening of Bid Proposals for Yost Hollow Road Project results:
 - M. Sitler made a motion to award the project to the lowest bidder "Mitchell Knorr" pending approval from the township solicitor. D. Sarge seconded the motion. Motion carried 4-0.

CONTRACTOR NAME	BID AMOUNT
Robert C. Young	\$148,084.40
Lehigh Asphalt	\$192,560.50
Sokol	\$117,471.00
Mitchell Knorr	\$112,046.00
Garnett Excavating	\$170,351.10
Don E. Bower	\$118,801.75

- 7th Avenue Bridge
 - Bower's will be starting the repairs on 7th Avenue in the week of 10MAR2024. The bridge will be closed while they are actively making the repairs. They are expecting 2 -3 days. The bridge will be open when contractors are not there actively working on the bridge.
 - T. Heller made a motion to accept the Maintenance Report in its entirety. D. Sarge seconded the motion. Motion carried 4-0.
- BAJSA Report
 - M. Sitler made a motion to accept the BAJSA Report. D. Sarge seconded the motion. Motion carried 3-0. T. Heller abstained from voting for employment purposes.
- Sewer Enforcement Report
 - D. Sarge made a motion to accept the SEO Report. M. Sitler seconded the motion. Motion carried 4-0.
- Zoning & Codes Report
 - M. Sitler made a motion to accept the Zoning Report. D. Sarge seconded the motion. Motion carried 4-0.
- Planning Commission Report
 - M. Sitler made a motion to accept the Planning Commission Report. D. Sarge seconded the motion. Motion carried 4-0.
- Fire Company Report
 - M. Sitler made a motion to accept the Fire Report. D. Sarge seconded the motion. Motion carried 4-0.
- Present Bills for Payment: Checks #5072 to #5124 /Electronic Payments 18FEB2025 through 03MAR2025.
 - M. Sitler made a motion to pay the bills. T. Heller seconded the motion. Motion carried 4-0.
- New Business

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- Correspondence
 - PSATS Annual conference is 4-7MAY2025
- For the good of the order
 - Zoom meeting scheduled for Monday 10MAR2025 at 6:15PM at the Planning Commission Meeting with Ted Ritsick of Hailstone.
 - D. Sarge requested Executive Session on personnel matters.
- Adjournment
 - C. Fisher made a motion at 7:24PM to adjourn the Regular Session to enter Executive Session. M. Sitler seconded the motion. Motion carried 4-0.
 - M. Sitler made a motion at 7:50PM to adjourn the Executive Session to enter the Regular Session. T. Heller seconded the motion. Motion carried 4-0.
 - D. Sarge made a motion at 7:51PM to adjourn the Regular Meeting Session. M. Sitler seconded the motion. Motion carried 4-0.

Respectfully submitted,
Shannon Johnson
BCT Secretary / Treasurer