

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

June 3, 2024

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

The Meeting Combined Meeting & Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on June 3rd at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, D. Sarge, Road Master S. Rauch, Police Chief T. Frace, and Zoning/Codes Representative Abigail Smith, Secretary/Treasurer S. Johnson, Residents – Ed Fenton from Briar Creek Boro, Carol Felix, Joan Gunther, Bret Politz.

AGENDA & MINUTES

- Call Meeting to Order by C. Fisher at 7:00 P.M.
- Pledge of Allegiance completed by those present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
 - Carol Felix & Joan Guinthe voiced concerns about property maintenance of nearby neighbors on 6th Avenue.
 - Ed Fenton from Briar Creek Boro dropped off the ruling on their behalf of the Ruckle Hill Solar Farm, so Briar Creek Township has a copy for our records.
- Pass the minutes from the following meetings:
 - 20MAY2024 Work Session
 - D. Sarge made a motion to approve the minutes from the 20MAY2024 Work Session. M. Sitler seconded the motion. Motion carried 3-0.
- Treasurer's Report (QuickBooks/Audit & Banking Update)
 - On 30MAY2024, S. Johnson received an email from E. Baker, auditor from Wagner, Dreese, Elsasser and Associates apologizing for the delayed response to our audit concerns and billing questions due to vacation & family emergency. BCT is currently working with a QuickBooks professional, D. Patton, to resolve issues with audit & chart of accounts.
 - J. Littlewood of First Keystone Community Bank reached out to S. Johnson after being informed Briar Creek Township has decided to change who we are doing our banking business with and go with Journey at a rate of 4.50%. He expressed the misunderstanding about First Keystone not providing a presentation to the Township when we were looking for better interest rates. He proceeded to offer us a locked rate of 4.65% rate across the board with no minimum dollar amount required and free checks up to twice a year.
 - After North Centre Township brought to our attention the issues with Positive Pay they experienced while on a 3-month trial offered by Journey Bank, NCT chose to cancel after 3 weeks. Some issues are as follows, the Secretary was told by representatives that check reports could be uploaded so that it would be time efficient, and not need completed manually. After conducting meetings with Trevor and his supervisor it was concluded that they were unable to import a check report from QuickBooks, meaning all checks issued would need to be manually put in by the secretary. • Numerous issued items were then not being cleared and showing up as a check exception needing attention. • The Secretary's personal phone number was added to the account without her approval. • The Township is not notified when there is an issue with a check. The exceptions tabs are checked daily M-F, numerous vendors contact up to a month after the check has been issued stating they did not receive/unable to cash the check. Using Journey Bank bill pay, the item shows "paid". This is causing a major pay delay for services and causing unhappy vendors used by the township.
 - C. Fisher's explanation to the above issues NCT experienced was that Positive Pay is a type of Fraud Protection. The Township will be required to answer a phone call every time a "new" vendor is introduced to Journey Bank for payment. It will take a little bit to get the vendors approved but once the vendors are approved it's a once and done. Journey is currently working on doing additional training with Municipalities, so we don't get in this predicament.

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- Police Report
 - Galls Inc. – Short Sleeve uniform shirts - \$228.40
 - Starr Uniform – Class A Uniform - \$431.75
 - Starr Uniform – Hat crest - \$21.69
 - Berwick YMCA for officer memberships - \$3,480.00 (grant reimbursed)
 - Cole’s Hardware – windshield washer fluid - \$21.96
 - The Police Department received an award from Lexipol for excellence in Law Enforcement Policy Management
 - M. Sitler made a motion to approve the police report. D. Sarge seconded the motion. Motion carried 3-0.
- Maintenance Report
 - Yost Hollow Road has a “landslide” between Sasquatch & Croop Road. Received a price quote from Steve Kehoe for repairs. EDCDI grant has been filled out and signed by Board of Supervisors to be submitted to offset the cost of the repairs. We are also waiting to see if the County will give us any funding. If needed, we will be reaching out to the Conservation District.
 - M. Sitler made a motion to apply for the grant to fix the Yost Hollow “landslide” project. Motion was seconded by D. Sarge. Motion carried 3-0.
 - The pipe/bridge repair at the end of Yost Hollow near Knob Mountain Road has been temporarily fixed. This was the same pipe S. Rauch asked our Engineer A. Keister to start working on around the end of August 2023. S. Rauch believes the pipe under that bridge needs to be bigger since PENNDOT just put a 7-foot pipe upstream on Knob Mountain Road last year in 2023.
 - S. Rauch mentioned the bridge on Dickson Street should be put on our radar for replacing in the upcoming years. We will need time to start developing a plan to come up with the funding for that project when it comes due.
 - D. Sarge made a motion to approve the Maintenance Report. M. Sitler seconded the motion. Motion carried 3-0.
- Sewer Authority Report
 - M. Sitler made a motion to accept the Sewer Authority Report. D. Sarge seconded the motion. Motion carried 3-0.
- Sewer Enforcement Report
 - No activity for May 2024.
- Zoning & Codes Report
 - Property Maintenance Appeal Board was tabled in the absence of L. Frace due to a hearing he had to attend.
 - M. Sitler made a motion to accept the Zoning & Codes Report. D. Sarge seconded the motion. Motion carried 3-0.
- Planning Commission Report
 - D. Sarge made a motion to accept the Planning Commission Report. M. Sitler seconded the motion. Motion carried 3-0.
- Fire Company Report

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- M. Sitler made a motion to accept the Fire Company Report. D. Sarge seconded the motion. Motion carried 3-0.
- Present Bills for Payment: Check #s 24892 to (24908) / Electronic Payments 20MAY2024 through 03JUN2024.
- Correspondence
- Ongoing Business
 - Discuss donation to Laurie Allison's TNR presentation.
 - This discussion has been tabled until the 01JULY2024 meeting.
 - Update on Solicitor status for blight property at 381 Summerhill Rd.
 - The solicitor is currently waiting on the Department of Revenue for next steps.
 - Discuss donation on Columbia County Traveling Library
 - The Columbia County Traveling Library submitted a letter to Briar Creek Township with a record of how many residents they service in Briar Creek Township. After further review,
 - M. Sitler made a motion to approve a one-time donation in the amount of \$375.00 towards the cost of replacing their generator. D. Sarge seconded the motion. Motion carried 3-0.
 - BCT/NCT DCED MAP Grant – Zoning / SALDO
 - No current updates other than the check is expected to be delivered to the Board of Supervisors Meeting sometime in September.
 - East Central Emergency Network
 - A discussion is planned for the Fire Company Meeting on 04JUNE2024. Updates to come.
- ARP Funds and Projects
 - Discussion of and any motions for ARP funding project allocations
 - Codification of Ordinance
 - Township Newsletter
 - Salt Shed Proposal
 - Township Manager
- New Business
 - Button Energy, formerly Matthew's, has been bought by Tulpehocken as of 01JUNE2024.
- For the good of the order
 - 2 Hartman's Court
 - M. Sitler requested an Executive Session to discuss the Police Contract.
- Adjourn

Respectfully submitted,

Shannon Johnson

Secretary / Treasurer