

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

April 10, 2023 @ 7:00 P.M.

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

The Briar Creek Township Work Session was held at the Township Municipal Building on April 10, 2023 beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher, G. Naus, M. Sittler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master S. Rauch, and Zoning/Codes Official L. Face.

AGENDA & WORK SESSION MINUTES

- Call Work Session to Order - C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation - None
- Yost Hollow Road Culvert Replacement Project
 - Review award recommendation from Township Engineer A. Keister and motion award decision.
 - The Board of Supervisors (BoS) reviewed and agreed with the recommendation from Township Engineer A. Keister to award the project to the lowest responsible bidder, Don E. Bower, Inc. A motion to award Yost Hollow Road Culvert Replacement Project to Don E. Bower, Inc. was made by M. Sittler and seconded by G. Naus. Motion passed 4-0. The Supervisors are aware they need to review the signed agreement once received; Chairman C. Fisher is designated to sign the agreement.
- T-511 Paving Project
 - Open and review bids; motion award decision; final award is contingent upon satisfactory bid document review by Township Solicitor
 - Road Master S. Rauch opened all bids received; information is listed in the table below. The BoS reviewed and discussed the information and agreed that the 2 lowest bid documents will be submitted to the Township Solicitor for review. In addition, they agreed that to ensure due diligence, CH Paving & Sealing, which is a new company and unknown to the Township, will be vetted, should their contract be deemed satisfactory following the Solicitor's review. A motion to award the paving project as follows was made by was made by M. Sittler and seconded by T. Prutzman. Motion passed 4-0.: If a satisfactory review of the contract by the Solicitor is confirmed and the vetting of CH Paving & Sealing is deemed satisfactory, then the award will go to them. However, if either or both the contract and vetting are unsatisfactory, then the award will go to HRI., Inc.

| NAME | BID AMOUNT | BID AWARD | Comments - Unit Cost |
|---------------------|--------------|------------|---|
| Big Rock Paving | \$105,833.00 | No | 9.5mm Asphalt Wearing Course: \$114.50 25mm Asphalt Base Repair \$156.00 |
| CH Paving & Sealing | \$94,098.50 | TBC | 9.5mm Asphalt Wearing Course: \$102.75 25mm Asphalt Base Repair \$133.00 |
| Don E. Bower Inc. | \$122,607.43 | No | 9.5mm Asphalt Wearing Course: \$129.67 25mm Asphalt Base Repair \$198.69 |
| H&K Group, Inc. | \$104,674.21 | No | 9.5mm Asphalt Wearing Course: \$106.99 25mm Asphalt Base Repair \$192.03 |
| HRI, Inc. | \$99,970.50 | TBC | 9.5mm Asphalt Wearing Course: \$102.00 25mm Asphalt Base Repair \$184.50 |
| Lehigh Asphalt | \$113,440.50 | No | 9.5mm Asphalt Wearing Course: \$125.75 25mm Asphalt Base Repair \$149.00 |
| Pennsy Supply | \$112,440.00 | No | 9.5mm Asphalt Wearing Course: \$110.00 25mm Asphalt Base Repair \$236.00 |
| Sokol, Inc. | \$105,569.00 | No | 9.5mm Asphalt Wearing Course: \$111.00 25mm Asphalt Base Repair \$175.00 |

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- Zoning and Codes Follow-up
 - BoS to motion decision on Township Building key distribution to ZO for ZHBs
 - ZHB Chair F. Bedoski placed a request for a key be given to the ZO so that when the ZHB assembles for scheduled ZHBs, they can be granted access to the building. A motion to distribute a municipal building key to ZO L. Frace was made by M. Sitler and seconded by G. Naus. Motion passed 4-0. PD Chief T. Frace will provide L. Frace with the key.
 - The BoS discussed workload with Zoning & Codes Official Larry Frace, who supports several municipalities and who also indicated it has been challenging to find help to fill the vacancy since S. Kelchner's departure. He advised that the best way to reach him was via his cell number.
 - There was a brief discussion regarding a property on Woodland Acres Lane which is involved in legal proceedings. The Township and L. Frace provided information as per the RTKL request received.
- Supervisor Vacancy
 - Appoint Supervisor to fulfill the remainder of term through 31DEC2023
 - M. Sitler made a motion to appoint J. Gallagher as a Supervisor to fill the vacancy left by former Supervisor C. Hess through 31DEC2023. This motion was seconded by G. Naus. Motion passed 4-0.
 - C. Fisher will follow up with both residents who submitted LOIs to inform them.
 - M. DeStefano noted that J. Gallagher will need to complete his Oath of Office and complete some administrative documentation. T. Frace will set up J. Gallagher's IT account. New bank signature cards will also need to be obtained; this will be done via FKCB, including the Corporate Authorization Resolution form, based on the motion noted above to appoint J. Gallagher as a Supervisor.
 - Appoint Maintenance Dept. Liaison
 - The BoS agreed that M. Sitler will be appointed as the Maintenance Dept. Liaison.
 - Appoint Alternate for Township Representative to Columbia County Tax Collection Committee
 - The BoS agreed that T. Prutzman will be appointed as the Alternate for Township Representative to Columbia County Tax Collection Committee.
- Franchise Agreements
 - Breezeline: Franchise extension previously motioned. Discuss whether it is necessary to obtain a new franchise agreement for this extension or continue as is under the existing franchise agreement. Motion decision as necessary.
 - The BoS discussed the Breezeline extension and agreed to continue as is for now; however noting that this should also be forward to the Solicitor for review and input.
 - Comcast: Review draft franchise agreement. Motion decision to proceed with franchise agreement or request additional follow-up as may be needed.
 - The BoS discussed the Comcast draft franchise agreement and agreed to move forward with it pending satisfactory review by the Solicitor.
- Blight Property 381 Summerhill Rd. - Update on status & if applicable, motion to progress remediation next steps
 - The BoS discussed the status; the township is pending receipt of the BASD approved meeting minutes documenting their motion to exonerate the delinquent taxes for this property. The next of kin

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contact information will be obtained and provided to the Solicitor for follow-up on the next step which is to obtain the title to the property.

- ARP Funds and Projects
 - Discussion of and any motions for ARP funding project allocations - None
 - The following were noted:
 - The township water treatment system was installed by Total HVAC.
 - The township building duct cleaning is scheduled for 17APR2023.
- For the good of the order
 - C. Fisher noted that the Friends of Camp Louise are seeking a letter from the Township regarding their upcoming 5K Spring Shuffle. The BoS agreed to issue this letter as they have in past years.
 - S. Rauch suggested having a template letter created for residents who request road signs. This was discussed following a recent request for a Hidden Driveway sign. The BoS agreed that this should be done noting that it applies specifically to residents (not to businesses or other entities) and should outline whatever the applicable requirements are for the signage being requested.
 - S. Rauch's probationary period as Road Master ends 14APR203. A motion to approve the completion of the satisfactory probationary period was made by M. Sitler and seconded by G. Naus. Motion passed 4-0.
 - The recently received Rule re: Tax Claim Bureau Distribution of Upset Sale Proceeds SEP., 12, 2022 was shared with the BoS.
 - M. DeStefano reminded the BoS of upcoming expenditures that will need to initially be paid by the Township before reimbursement can be sought through the respective grant process (i.e., State and CCCD Grants for the Yost Hollow Road Culvert Replacement Project and PCCD Grant for PD).
 - T. Prutzman noted that he did submit on behalf of the Township an application for a Broadband Technical Assistance Opportunity for Appalachian Communities, which was shared via a PSATS Bulletin: Connect Humanity was awarded \$6.3 million through the Appalachian Regional Commission's ARISE program (Appalachian Regional Initiative for Stronger Economies) to provide technical assistance to 12 Appalachian states, including Pennsylvania. Connect Humanity is a 501(C)(3) organization committed to advancing connectivity through grants, impact investments, and technical support to underserved communities. Connect Humanity's project, "Preparing Appalachian Communities for Broadband Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA)" will be identifying up to 50 communities across ARC's geographic footprint, supporting them through the creation of Digital Equity Master Plans, and working with them to submit BEAD and DEA applications.
- Adjourn – A motion to adjourn the meeting at 8:17 PM was made by M. Sitler and seconded by G. Naus. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer