

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

August 15, 2024 @ 6:00 P.M.

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

The Work Session for the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on August 15th at 6:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, D. Sarge, Secretary/Treasurer S. Johnson, Police Chief T. Frace.

AGENDA & MINUTES

- Call Work Session to Order by C. Fisher at 6:00 PM.
- Pledge of Allegiance completed by those present
- Public Participation (limited to 5 minutes per person; inappropriate language will not be tolerated)
No public present
- Present Bills for Payment: Check #s (24971) to (24988) / Electronic Payments 06AUG2024 through 15AUG2024.

- Project Lists
 - Board of Supervisor Vacancy Discussion – P. Leighow submitted her resignation letter. J. Snyder has submitted a letter of intent to fill the vacant position.
 - Proposed Revisions to Employee Handbook
 - Allocation of ARP Funds
 - Recipients of State and Local Fiscal Recovery Funds (American Rescue Plan) have two options: obligate funds into contracts by 31DEC2024 or return funds to the U.S. Department of Treasury. You have until 31DEC2026 to spend obligated funds.
 - Township Newsletter \$2,700.00 (\$500.00 for creation, \$1200.00 for printing and \$1000.00 for mailing)
 - Codification \$23,900.00 / Map Link \$10,000.00
 - At the Joint Multi-Municipal Meeting on 26AUG2024 we need to find out how much of the codification grant money from DCED comes to BCT.
 - VOIP Phone System (Cloud Based) cost \$11,975.58 budgeted \$13,852.59
 - Township Manager / Grant Manager Position must be created in 2024 (ARP would pay 25% of salary & benefits for 2024 and 30% of salary and benefits for 2025 and 2026 to the qualified candidate. As well as \$1,000.00 set aside for any kind of PSATS training and \$4475.00 set aside for any miscellaneous supplies expenses like bonding, IT requirements, Ordinance review, Solicitor review, Advertisement of the Ordinance, etcetera).
 - Banking Recommendations
 - It has been decided to continue with the transition to Journey Bank, who is offering 4.50% interest and the first 200 checks free one time only. BCT will request they match FKCB interest rate of 4.65% along with free checks (up to 500 per year). Accounts at

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

August 15, 2024 @ 6:00 P.M.

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

FKCB will continue to remain open indefinitely to ensure nothing gets overlooked during the transition. For audit purposes the ARP account will remain at FKCB since this program ends by 31DEC2026.

- For the good of the order
 - EMC is coming to do a risk assessment on Tuesday 20AUG2024.

- Adjournment
 - M. Sitler made a motion to adjourn the meeting at 7:53 PM. J Gallagher seconded the motion. Motion carried 4-0.

Respectfully submitted,
Shannon Johnson