

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

April 11, 2022 @ 7:00 P.M.

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

The Work Session of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on April 11, 2022. Present were the following: Supervisors C. Fisher, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, and Road Master T. Albertson.

AGENDA & MEETING MINUTES

- Chairman M. Sitler called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Announcement – Executive Session: M. Sitler announced that the Supervisors had an Executive Session following the 04APR2022 Supervisors Meeting to discuss personnel, and police and solicitor-related matters. It was entered into at 8:50 PM. A motion to leave the executive session at 9:10PM was made by C. Hess and seconded by G. Naus; and a motion to re-enter the Supervisors Meeting was made at 9:11 by C. Hess and seconded by T. Prutzman; both motions passed 5-0. A motion was made by C. Fisher to adjourn the meeting at 9:13 PM, which was seconded by G. Naus. Motion passed 5-0.
- Public Participation – None
- Ongoing Business
 - Maset/Kinney Lien – M. Sitler previously spoke with the Township Solicitor, and also recently spoke with M. Maset in an effort to resolve this on-going matter. A motion to agree on a settlement as based on the original quote amount (\$12,480.00) for home demolition was made by C. Fisher and seconded by G. Naus; motion passed 4-0. M. Sitler will follow-up with the Solicitor to progress this.
 - Dump Truck
 - Real Lease Application and DCED Document
 - The Real Lease Simple Funding Program Application was completed and submitted. All requested financial reports were previously sent.
 - DCED Debt Statement and Borrowing Base Certificate document – M. DeStefano sent an updated draft to the Solicitor's office for review.
 - Power of Attorney – A motion to authorize T. Albertson and M. DeStefano as Power of Attorney for Road Maintenance vehicles, including the new dump truck, was made by G. Naus and seconded by C. Fisher. Motion passed 4-0.
 - Bed Liner – The specs, purchase, and financing of the bed liner were discussed. A motion to purchase the bed liner initially with monies from the General Fund and to be reimbursed from the asset sale(s) of Road Maintenance equipment and any difference supplemented by Highway budget funding was made by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
 - Yost Hollow Road Culvert Update & Geotechnical Assessment
 - Township Engineer, A. Keister, emailed an update indicating that the bid plans and contract documents are expected to be ready by the end of the month. The permit will not be available by then; the application will be submitted within the next week. To design the foundations for the open bottom structure, the type of soil/material will need to be assessed; this is required by the bridge manufacturer. He provided a geotechnical assessment proposal from Midatlantic Engineering: Total Estimate Fee (not to exceed) \$7,000. The soil/material information is needed before the project is bid to ensure foundations are sized correctly and to understand what type of material is under the bridge to eliminate change orders during the bidding process. The vendor would be a subconsultant to McTish, Kunkel & Associates and

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A. Keister would contract directly with Midatlantic to get the work done. It is expected that the cost for this required assessment should be supported by the grant funding received. A motion to approve the geotechnical assessment work and agreement was made by C. Fisher and seconded by M. Sitler. Motion passed 4-0.

- Bridge Inspections
 - BCT – M. Sitler asked T. Albertson to follow-up with Larson Development Group for bridge inspection completion of the 3 bridges in BCT.
 - BCT/BB T-750 (Bowers Lane) over Tributary to East Branch of Briar Creek – Joint municipality collaboration for signage required – M. Sitler and T. Albertson confirmed BCT is providing one sign.
- HVAC – This item will be included in the next meeting agenda for an update.
- IT – M. DeStefano stated that MePush delivered and installed the desktop and laptop computers; however, there are a few pending items for resolution.
- BCT & NCT Multimunicipal Comprehensive Plan – M. Siter confirmed that the deadline to submit the Master Plan grant application was met. The possibility of a retainer by BCT & NCT for S. Calluori's services was discussed. If the grant is not awarded, an alternative possibility may be to obtain monetary support from the County with a well-structured plan and team in place.
- BCT & NCT Joint MAP grant application for Zoning/SALDO – T. Prutzman confirmed that this is on hold. More time is needed to obtain estimates for cost comparison and assess overall costs; therefore, the deadline could not be made. This initiative will be revisited at a later date.
- American Rescue Plan (ARP)
 - NEU Agreement and Supporting Documents, which include signed awards terms, signed civil rights compliance form, and budget documents, were uploaded to the US Treasury Portal but their IT support was contacted since the certification cannot be completed due to a technical issue. Post-Meeting Note: This has been resolved and the certification was completed.
 - The first report is due via the US Treasury Portal by April 30, 2022, and will cover the period between March 3, 2021 and March 31, 2022.
- New Business
 - Commemorative America250PA Resolution – Per PSATS, America250PA was formed to celebrate the 250th birthday of the United States in 2026 and Pennsylvania's leading role in commemorating this event and is asking municipalities to join the celebration by approving a commemorative resolution at their April meeting. If adopted this resolution would be Resolution # 6 of 2022. A motion to adopt BCT Resolution # 6 of 2022 was made by T. Prutzman and seconded by C. Fisher. Motion passed 4-0.
 - Breezeline (formerly ABB) – franchise renewal; the current expiry is 02DEC2024. Breezeline expressed its desire to exercise the renewal provision for a 10-year period according to Section 7 of the current franchise agreement. This was discussed and a motion to approve the renewal of the existing franchise agreement for a 10-year period through 02DEC2034 was made by C. Fisher and seconded by T. Prutzman. Motion passed 4-0.
 - Drop Box – This idea was revisited, and all are in agreement to procure one to help facilitate township business for residents. Options and prices will be researched before a vote is taken on purchase.

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- Briar Creek Association for Watershed Solutions – President B. Franek stopped by the Township Office on 08APR2022 to inquire about the Township’s willingness to continue to support the organization via membership dues (Sponsor level, \$ 150.00/yr.) as it has done in past years. This item will be added to the next meeting agenda for a formal decision.
- For the good of the order
 - M. DeStefano provided administrative updates.
 - 2021 Financial Audit conducted on site 23MAR2022; follow-up pending for General fund; 2021 GASB Report from PMRS not yet available so unable to complete by 01APR2022 deadline.
 - Submitted annual 2021 AG-385 report for Uniformed (PD) & Non-Uniformed Pensions on 25MAR2022 to DCED/MUNSTATS.
 - Submitted annual Public Utility Realty Tax PURTA RCT900 Report for 2021 on 01APR2022. This was reviewed with G. Naus before submission.
 - Upcoming submissions due include: 1Q2022 filings/reports for State, Federal, Local (EIT & LST), UC, and PMRS. See above for first ARP report due.
- Adjournment – A motion to adjourn the Work Session at 7:50 PM was made by C. Fisher and seconded by M. Sitrler. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer