

## BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

February 6, 2023

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

The Meeting of the Supervisors of Briar Creek Township, Columbia County, PA was held at the Township Municipal Building on February 6, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, C. Hess, G. Naus, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master S. Rauch, Police Chief T. Frace, Township Engineer A. Keister, and Zoning/Codes Official L. Frace. Resident M. Krepich was also present.

### **AGENDA & MEETING MINUTES**

- Chairman C. Fisher called the meeting to order at 7:00 PM.
- Public Participation – M. Krepich reported that a stop sign was down between 6th & Warren St. He also had a zoning question about the potential sale of a property on 6<sup>th</sup> Ave., which is in the flood plain, and the potential placement of a structure on it. The BoS and Zoning/Codes Official L. Frace reviewed the requirements with M. Krepich.
- Announcement of Executive Session – An Executive Session requested by M. DeStefano was held following the 09JAN2023 Work Session to discuss personnel matters. It was entered into at 8:32 PM. A motion to leave the Executive Session at 8:52 PM was made by M. Sitler and seconded by G. Naus. A motion to re-enter the Work Session at 8:53 PM was made by M. Sitler and seconded by G. Naus. Both motions passed 4-0. A motion to adjourn the Work Session at 8:53 PM was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
- Pass the minutes from the following meetings:
  - 12DEC2022 Work Session
  - 03JAN2023 Reorganization Meeting
  - 03JAN2023 Supervisors Meeting
  - 04JAN2023 Auditors Meeting
  - 09JAN2023 Work Session
  - A motion to accept all the above-noted meeting minutes was made by M. Sitler and seconded by G> Naus. Motion passed 5-0
- Yost Hollow Road Culvert Project
  - Review updates and cost estimate; motion decision to bid – Township Engineer A. Keister reviewed the current status of this project and its redesign. No issues are expected with the permit submission. He reviewed the updated materials quantities and projected cost, which is estimated to be approximately \$519,683.45. This estimate includes a 10% contingency. He will follow-up once more with CCCD to ensure no additional steps are needed before proceeding to put the project out to bid. A motion to place the project out for bid following satisfactory input from CCCD by ENG was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Employment & Staffing Items
  - Review and motion to hire C. Koch for the Laborer-Mechanic position with the following provisions: Starting salary of \$20.50/hour, salary increase to \$21.25/hour after successful completion of a 90-day employment probation period, monthly cell phone stipend of \$42.16, 3 PTO Days, 3 Sick Days, option to enroll in the Healthcare and Vision Benefits plans, option to enroll in the Pension Plan. Employment offer with a start date of 13FEB2023 is contingent upon successful completion of required pre-employment checks. A motion to hire C. Koch for the Laborer-Mechanic position with provisions as noted above was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.

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- Review and motion to adjust Road Master S. Rauch's provisions retroactive to position start date of 14JAN2023 as follows: initial Road Master salary rate of \$22.47/hour, Health Insurance opt out monthly allowance of \$325.00, salary increase to \$24.13/hour after successful completion of a 90-day employment probation period. A motion to adjust Road Master S. Rauch's provisions as noted above was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
- Review and motion to approve work cell phone for Secretary/Treasurer M. DeStefano at an approximate cost of \$42.11/month on the Township's PD Verizon Plan. A motion to approve work cell phone for Secretary/Treasurer M. DeStefano as noted above was made by G. Naus and seconded by C. Hess. Motion passed 5-0. T. Frace also noted that the 2 PD hot spots are due for upgrade through Verizon at no cost to the Township.
- Maintenance Report – S. Rauch reviewed his report for JAN2023. He stated he is researching quotes for equipment and vehicle replacements and is also meeting with a Bradco representative about a motor issue. The pick-up truck requires new spark plugs and is estimated to cost ~\$500.00. Placing the 1994 GMC dump truck on MUNICIPAL BID was discussed. A motion to accept the Maintenance Report was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Police Report – T. Frace reviewed his report for JAN2023. A motion to accept the Police Report, approve payment/purchases listed below, adopt Resolution #3 of 2023, and reallocate the unused allocated ARP funds from 3 projects to the ARP Technology and Equipment Project was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
  - Motioned to approve payment/purchase of the following:
    - Galls for uniform apparel & supplies, \$650.08
    - Ken Pollock Ford for headlamp replacement on PD Vehicle, \$286.07
    - L-Tron Corp. for handheld license scanner, cost: \$375.00.
    - NTOA Training for Officer C. Libby; will be reimbursed through Counter Terrorism Task Force, \$399.99
    - Salem Township for BCT portion of sponsoring BCT Speed Timing Device calibration location/YCG calibrations, \$300.00
    - Steve Shannon for 4 tires for the 2018 PD vehicle, \$671.08
    - YCG for annual calibrations of BCT speed devices, \$521.50
  - Motioned to adopt Resolution #3 of 2023: Signatory Authority with the Commonwealth of Pennsylvania, Department of Transportation
  - PCCD Grant Update
    - New information related to Purchase, Payment, & Reimbursement – T. Frace noted that this is a reimbursement style grant; township purchases items, then issues payment followed by submission to PCCD for reimbursement which is issued within 30 days. The grant is not funding tasers so these were removed. However the PD will still purchase tasers but fund them through the Berwick Wellness Foundation, which allocated \$5,000.00 to the BCT PD in an escrow account. This will also cover any remaining costs for related licensing and cloud storage. The wellness apps for both Android and Apple operating systems will be available soon, and it also offers public resources.
    - Formerly approved motion to establishment of QuickBooks Account and FKCB MMA specifically for these grant funds is no longer required.

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- Strategic Plan & IT Plan Updates
  - Airiam / Security – T. Frace had a meeting with Airiam; discussed need to upgrade the server, add MFA for VPN connections, and other security measures and is obtaining quotes for these. He stated that mandatory secondary authentication (2FA) is required for all by Airiam for MS365 and they will make this switch for the township IT users. A white list for fishing campaign which would have a minimal cost re: entering IP addresses was also discussed. He also noted that 4 work stations are due to be upgraded (3 PD & 1 Maintenance Dept.). T. Frace requested that the unused ARP allocations for digital radios (\$5,492.12), PD furniture (\$207.52), and COVID sick time reimbursement (\$213.87) be reallocated to the Technology & Equipment project allocation to help fund the IT items. These 3 project allocations and expenditures have been fulfilled; therefore a total of \$ \$5,913.51 would be reallocated, bringing the Technology & Equipment project allocation remaining balance to \$18,096.39.
  - Adobe – M. DeStefano stated that the township has ADOBE Reader but not the ADOBE software necessary to complete various document-related tasks. Prices for the software plans vary but is available only via subscription. T. Frace stated that Airiam recommended ADOBE Standard as the other plans can cause issues and come with “bells and whistles” that are not necessary. M. DeStefano noted that she is seeking confirmation on availability of a government rate for ADOBE Standard.
- Update on reimbursement due to township from former PD Officer M. Zawatski – T. Frace and M. Zawatski agreed to the return of the flashlight as long as it's in working order with a reduction in the reimbursement amount. M. Zawatski requested an extension for payment and T. Frace gave him two weeks.
- Update on outstanding CACRadio service for PD vehicle radio upgrade and outstanding invoice to Motorola of \$2,754.32 (previously approved to be paid from ARP funding) – T. Frace indicated he is not worried about this as PD has a loaner radio and township is not to be charged any late fees or penalties per Motorola.
- Sewer Authority Report – The JAN2023 report submitted by M. Fisher was reviewed. Sitler noted that M. Fisher was appointed as the first woman Chairperson of BAJSA at their reorganization meeting. A motion to accept this Sewer Authority Report was made by C. Hess and seconded by G, Naus. Motion passed 5-0. M.
- Sewer Enforcement Report – The JAN2023 report submitted by B. Brior was reviewed. A motion to accept this Sewer Enforcement Report was made by C. Hess and seconded by T. Prutzman. Motion passed 5-0.
- Zoning & Codes Report – L. Frace was reviewed his report for JAN2023. He noted that the 1154 6<sup>th</sup> Ave. property issue is with the Magistrate. A motion to accept this Zoning & Codes Report was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
  - Fee Schedule: Review revisions for Briar Creek Township's Fee Schedule, and once fees agreed upon, motion to adopt via Resolution #4 of 2023
    - Fee Schedule was reviewed by and discussed between BoS and L. Frace. It was agreed that Zoning and Mobile Home Park Fees will be incorporated into one resolution. A motion to adopt Resolution #4 of 2023 – Fee Schedule was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Planning Commission Report – The JAN2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Fire Company Report – The JAN2023 report submitted by C. Fisher was reviewed. It was noted that the SVFC received a recent grant award in the amount of \$11,861.25 via the Fire Company and Emergency

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Medical Service Grant Program. A motion to accept this Fire Company Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.

- Present Bills for Payment: Checks #24338 to 24392/Electronic Payments 04JAN2023 through 06FEB2023 – A motion to pay these bills was made by C. Hess and seconded by M. Sitler. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budgets were reviewed. M. DeStefano noted that the Quick Book payroll fees have increased resulting in an anticipated \$60.00 budget shortfall based on what's been allocated for 2023.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
  - CCTCB: Review Tax Claim Voided Report for 2022 and motion to authorize the exoneration of the taxes for Parcel No. 07-09-072-00,220, voided 11/28/22, trailer razed, amount voided \$63.48. –A motion to authorize the exoneration of the taxes for this parcel was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
  - U.S. Census Bureau - Boundary and Annexation Survey (BAS) – This is an optional survey and the BoS agreed there are no changes to report.
  - Columbia Montour Chamber of Commerce – Code of Conduct for Organizational Representatives – This was an option for consideration and the BoS agreed this was not necessary.
  - CCCD Memorandum of Understanding (MOU) – This was reviewed and the BoS are willing to complete the document but requested the error in township name on page 4 be corrected first. N. Corbin at CCCD will be contacted in follow-up.
- Ongoing Business
  - 03JAN2023 Reorganization Meeting Follow-up
    - Certify Voting Delegate to the State Annual Convention – N/A for 2023
    - Uniform Construction Appeal Board (UCAB)
      - Appoint UCAB Members (3) and an Alternate UCAB Member (1) – No volunteers. L. Frace will talk with Briar Creek Borough to see if they would be willing to allow BCT to utilize their UCAB. If yes, a document would need to be drawn up for this agreement.
    - Appoint Alternate for Township Representative to Columbia County Tax Collection Committee – A motion to appoint C. Hess as the alternate was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
  - Update on Blight property at 381 Summerhill Rd. Status – M. DeStefano contacted BASD Superintendent W. Kupsky in follow-up to school tax exoneration but a response is pending.
  - ARP Projects
    - Review quote (\$9,500.00) for Township Garage HVAC replacement and motion decision
      - A motion to approve replacement of the Township Garage HVAC by Total HVAC was made by M. Sitler and seconded by C. Hess/ Motion passed 5-0.
      - The external line to connect the garage HVAC unit to the propane tank is not part of the quote. It was agreed to obtain a quote for this.
    - Review Township Water Treatment System proposal and motion decision – The proposal put forth by T. Frace was reviewed. It was noted that the township water heater has to be replaced every 3-5 years. There is a high amount of iron and the water is highly acidic. There was agreement to seek quotes for replacing the township's water treatment system.

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➤ Any motions for ARP funding allocations – N/A

- New Business

- Discuss and motion any decisions regarding the Multimunicipal Comprehensive Plan Joint Meetings between BCT & NCT scheduled for Monday, 20FEB2023. Time, location of meetings, and advertising to be confirmed in collaboration with NCT. – M. Sitler will contact R. Le Van Jr. in follow-up. This item will be added to the next Work Session agenda.
- PSATS Training: Virtual Class - How to Fix Your Productivity to Amp Up Your Results on 2/9/23, cost \$35.00 – A motion to approve M. DeStefano's participation in this training class was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.

- For the good of the order

- C. Hess stated that the next township meeting is likely his last meeting for awhile due to upcoming extensive travel. He offered to step down should the BoS wish for him to do so.
- Anyone interested in running in the next election for any open government positions can pick up the documentation including petition beginning 14FEB2023. at Columbia County Elections Office in Bloomsburg
- The township received notice of the annual WC (EMC)/payroll audit being completed by NEIS.

- Adjourn – A motion to adjourn the meeting at 8:54 PM was made by G. Naus and seconded by C. Hess. Motion passed 5-0.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer