

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

July 10, 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 July 10, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, G. Naus, J. Gallagher, T. Prutzman, Road Master S. Rauch, Police Chief T. Frace, and Zoning/Codes Official L. Frace, residents S. Milheim, W. Miller, V. & R. Deter, S. Batchelder, and YMCA representative J. Surkin. Not in attendance: Supervisor M. Sitler and Secretary/Treasurer M. DeStefano.

AGENDA & MEETING MINUTES

- Chairman C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation
 - W. Miller – Water run-off issue
 - W. Miller presented his concerns with water run-off not going into the ditch but crossing over the road and down his driveway on Lower Woodcrest Rd.; noted it seemed to start after sewer project was completed. S. Rauch and PennDOT Representative S. Kehoe will be onsite 13JUL2023 to look at the problem. S. Rauch will contact W. Miller prior to arrival and will also report back to the BoS.
 - C. Hess – PA One Call
 - C. Hess stated he has responded to several PA One Calls and has begun forwarding the reports to L. Frace. He will also begin forwarding reports to SEO B. Brior about sewer-related PA One Calls. He received B. Brior's contact information. C. Hess also stated that he will be submitting a bill for his recent PA One Calls soon and will submit subsequent bills approximately every 6 months.
 - V. & R. Deter – Kennedy Tree Service Property
 - V. & R. Deter of Woodland Acres Ln. voiced their concerns about the neighboring Kennedy Tree Service property on Dairy Rd. They are concerned about the large pile of wood chips which they state present a fire hazard. They stated that work is performed on the property 7 days a week, including burning. L. Frace has addressed this after the last meeting with the complaints received. He issued a notice of violation and received confirmation of receipt of this violation letter. He received a message to call the Kennedys and will contact the owners to address the violation(s).
- Discussion of, and if satisfactory, motion to approve Inaugural Berwick YMCA 10K scheduled for 21OCT2023
 - Ms. Janelle Surkin, Safety & Sr. Fitness Specialist from the YMCA was present to address the Supervisors' questions about the route and safety concerns. She provided a detailed map and information on proposed traffic control. Following satisfactory review, G. Naus made a motion to approve the Inaugural Berwick YMCA 10K race through parts of the township contingent upon the Township receiving the updated insurance certificate as required. Motion was seconded by T. Prutzman. Motion passed 4 - 0.
- Pass the minutes from the following meetings:
 - 05JUN2023 Combined Supervisors Meeting & Work Session – A motion to accept these meeting minutes was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
 - 06MAR2023 Meeting Minute Revisions (ARP/IT Funding) – A motion to accept these revised meeting minutes was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.

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- Maintenance Report – S. Rauch reviewed his report for JUN2023. A motion to accept the Maintenance Report was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
 - Resident Sign Request Letter - A motion to accept the drafted Residential Road Way Sign Request letter and form template was made by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
 - Slow Children at Play sign for 1st Ave., Briar Crest – This sign was requested by the residents of Briar Crest for safety concerns. A motion to purchase and install this sign was made by J. Gallagher and seconded by T. Prutzman. Motion passed 4-0.
 - Bogarts Hill Rd. Paving Project Update – S. Rauch stated that the work is targeted to start in 2 to 3 weeks. He will be meeting with PennDOT representative S. Kehoe on Thursday to mark out base repairs. The road will be closed during the project. The bond for this project and proof of Worker's Compensation Insurance required per the contract was received.
 - Yost Hollow Road Culvert Replacement Project Update - Received via email from Township Engineer A. Keister:
 - The CCCD-requested on-site pre-construction meeting was held 06JUL2023. A. Eldred of CCCD discussed the stream work. Don E. Bower, Inc. plans to begin work during the first week of August. The old bridge is planned to be removed first. He advised the Township notify people that the road will be closed. He noted that he will be processing one change order for the removal of 3 trees. There was one tree that was missed on the plan and should have been removed and two others that will be in the way of the crane. Don E. Bower, Inc. will provide A. Keister with the price and it will be added to the contract. S. Rauch stated he met with T. Babb of B&B Tree Service regarding the tree removal. E. Haines, Project Manager at Don E. Bower, Inc. will give 1 weeks' notice to the Township prior to the road closure, which is estimated to be ~ 30JUL2023.
 - Tractor Financing
 - Discussion of financing options for purchase of a new CAT or JCB tractor with attachments continued. The cost is estimated to be between \$136,657.00 and \$144,547.00 contingent on trade-in value of current tractor. T. Prutzman mentioned possibly using the \$50,000 from ARP that was set aside for the Yost Hollow Culvert Road Culvert Replacement Project, which is no longer deemed necessary. The BoS will have M. DeStefano follow-up with the Solicitor on the township indebtedness report/DCED debt statement, contact local banks for rates, and contact DCED to inquire about any low-interest rate programs for municipal vehicle purchases.
- Police Report – T. Frace reviewed his report for JUN2023. A motion to accept the Police Report was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
 - PCCD Grant follow-up: Motion to approve Axon payment of \$74,845.36. Purchase was for camera equipment, software, video-based evidence computer (cloud) storage, installation. T. Frace submitted to PCCD for reimbursement as per the grant process, and the reimbursement was received today. A motion to approve the above-noted Axon payment was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0. T. Frace also noted that he camera equipment was received earlier than expected and arrangements will be made to have the equipment installed.
 - Discussion on manpower request/possible promotion of a Regularly scheduled P/T to a F/T position. T. Frace presented information related to manpower and promotion of K. Cunnington, who has been with the township for 13 years, to FT. The Township lost a FT Officer last year and this position was never replaced; the department has been working with 2 PT Officers in the interim. The 2023 budget was planned to support a FT Officer so there would be no financial

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impact to transition a staff member from PT to FT. T. Frace previously sent a letter to the BoS in support of promoting K. Cunningham from PT to FT. Officer Cunningham. The BoS inquired about a replacement to the PT position that would become vacant. T. Frace stated there is no need to add another PT Officer at this time; the PD worked last year with one PT Officer. A motion to promote K. Cunningham to FT as a Senior Patrolman was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.

- Sewer Authority Report – The APR, MAY, & JUN2023 reports/notes submitted by M. Fisher were reviewed. A motion to accept these Sewer Authority Reports and Notes was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
- Sewer Enforcement Report – The JUN2023 report submitted by B. Brior was reviewed. A motion to accept this Sewer Enforcement Report was made by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
- Zoning & Codes Report – L. Frace reviewed his report for JUN2023. A motion to accept this Zoning & Codes Report was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
 - Update on status
 - Conditional Use Hearing for Ruckle Hill Rd. Solar Project – Hearing Continuance was held 28JUN2023 at 6:30PM in the Summerhill Fire Company Hall. The conditional use for the Ruckle Hill Rd. Solar Project was denied as the application did not include a construction transportation plan and a noise management plan. The applicant(s) can resubmit its application with the additional documents for reconsideration by the Briar Creek Township Board of Supervisors. L. Frace noted that Briar Creek Borough was moving ahead with its hearing on this.
 - Blight property at 381 Summerhill Rd. – The letter issued to Ms. Cruz by the Solicitor caused some confusion; she indicated she thought L. Frace was handling this. M. Hess Executive Director Columbia County Housing & Redevelopment Authorities requested to have L. Frace contact her to clarify the situation, which he did. L. Frace stated Ms. Cruz will contact the Solicitor's office to have the property deed signed over.
- Planning Commission Report – The JUN2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
- Fire Company Report – The JUN2023 report submitted by C. Fisher was reviewed. A motion to accept this Fire Company Report was made by T. Prutzman and seconded by G. Naus. Motion passed 4-0.
- Present Bills for Payment: Check #s 24515 to 24558/Electronic Payments 06JUN2023 through 10JUL2023. – A motion to pay these bills was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund
 - The budgets were reviewed and no issues were noted.
 - PA AG Office – Liquid Fuels Audit for Years 2020, 2021, 2022
 - Audit was completed onsite over several days: 27-29JUN2023 & 05JUL2023. The documentation reviewed for years 2021 and 2022 appears to be satisfactory; however, there were 2 findings and a question regarding Liquid Fuels expenditures in 2020. These included one duplicate payment and one non-permissible expenditure. The question was in regard to how Maintenance Staff wages were calculated for payment via Liquid Fuels funds. Additional documentation was forwarded to Mr. Dries for review before his report can be finalized and forwarded internally for review. He stated his report with findings will need to go through the PA Auditor General's Office review process locally and through its Harrisburg Office. A final

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letter from the PA AG office should be issued to the Township within 90 days. PennDOT also reviews the report. Mr. Dries indicated that if required, any reimbursements of Liquid Fuels funds would be at the discretion of PennDOT.

- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
- Ongoing Business
 - Update BCT & NCT Joint SALDO & Zoning Meeting 29JUN2023
 - Motion approving issuance of RFP for joint zoning & SALDO updates - A motion to approve issuance of RFP for joint zoning & SALDO updates was made by J. Gallagher and seconded by G. Naus. Motion passed 4-0.
 - Briar Creek Lake – It was previously announced that the Columbia County Commissioners opted to terminate the DCNR grant. Columbia County Planning Commission Director R. Swartwood confirmed to T. Prutzman that it was terminated effective Friday (07JUL2023). However, discussions are still ongoing to support development at Briar Creek Lake. BCT & NCT along with the Commissioners are continuing dialogue and are planning to initiate efforts with Larson Design Group to draft an initial plan.
 - Update on Connect Humanity “Preparing Appalachian Communities for Broadband Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA)” grant application process
 - T. Prutzman stated that the agency completed their due diligence process and is waiting for state budget approval for one line item budget modification. SEDA-COG would be the grant administrator to the Township if it were to receive a grant. He stated that there would be a broadband consultant through Connect Humanity that would be cross-linked to SEDA-COG, our main point of contact. Currently all applicants are in a holding pattern until further notice; pending PA legislature approval of the state budget. He also noted that he has spoken with Todd Eachus of the Broadband Cable Association of Pennsylvania’s (BCAP) to discuss ideas for grant submittal with a potential target of an early spring BEAD application in coordination with NCT. This is consistent with the joint comprehensive plan broadband goals and for which both townships are willing to make investment.
- ARP Funds and Projects
 - Discussion of and any motions for ARP funding project allocations
 - Reminder: all funds need to be obligated by 31DEC2024.
 - IT/Technology/Equipment
 - Motion to re-allocate remaining funding \$6,810.42 of the \$7,000.00 allocated at the 06MAR2023 meeting to GF to cover the additional monthly fees as follows:
 - Transfer \$446.11 from ARP to GF for paid June Invoice to cover monthly increases due to additional monthly services/monitoring from upgrades/additional security.
 - Use \$33.22 to cover the Township IT/Technology/Equipment purchase shortfall.
 - Total allocated for IT/Equipment Upgrades/Services = \$46,513.51
 - Total amount spent for IT/Equipment Upgrades/Services = \$46,546.73

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- Shortfall = \$33.22
 - After the above 2 item re-allocations, use the remaining amount (\$6,331.09) to pay future Airiam monthly invoices (and if applicable, any remote support tickets that may be necessary). This amount will cover ~4.08 months of invoicing.
 - Reminder: NOV2023 is the BCT/Airiam contract anniversary date and fees for services will increase 5%. Software as Service (i.e., MS365 Business Basic, O365 Business Premium, & Veeam) are monthly pass thru costs and any price increases are contingent on vendor price adjustment decisions.
 - A motion to reallocate the remaining IT/Technology/Equipment funding as noted above was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.
- Garage HVAC
- Total cost of project was \$9,500.00. Motion to re-allocate remaining balance of \$500.00 of the \$10,000.00 allocated for the Garage HVAC replacement back to the general ARP funds for future reallocation.
 - A motion to reallocate the remaining \$500.00 back to the general ARP funds as noted above was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
- Township Sign & Message Board
- The BoS discussed the quotes received from Belles Signs & Designs, Inc. for replacement of the township municipal sign and for an exterior message board.
 - Township Municipal Sign - Quote received is for a 24" x 36" double sided aluminum composite sign with carabiner hooks and vinyl graphic/design; quote price is \$300.00. A decision on this quote was tabled until a proof is received.
 - Exterior Message Board: Quote received is for a 60W X 36H outdoor enclosed letterboard which has the following specs/details:
 - 60w x 36h x 3-1/8d (Outside Dimensions) Outdoor, enclosed letterboard. Single sided. Satin silver anodized aluminum frame. 1/8" acrylic window. Two side hinged lockings doors. Each door features a removable black felt letterboard insert panel. Includes 290 piece set of 3/4" letters/numbers. Lead time 2 weeks.
 - Additional information:
 - Will likely need a ladder to change messaging outdoors in all seasons.
 - Requested but not received: quote for any mounting equipment. Perhaps the Township already has or can purchase the required materials from local hardware store.
 - The same sign is available with LED lights on all four sides and is about \$200.00 more. Township would need to purchase mounting equipment and also run wiring for electric.

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- Information and quote for a digital exterior message board were also obtained. Both the LED messaging signs below are same size, just pixel pitch (how it projects) are different and message lines/characters are different. Single sided.
 - For a 10.0mm pixel pitch, RGB, 3'1 13/16" x 5'3"x 7 1/16" cabinet/viewing area, 13 lines/26 characters = \$14,083
 - For a 6.667MM pixel pitch, RGB, same cabinet/viewing area with 20 lines/40 characters = \$17,084
 - If they decide they are interested In the LED option, S. Lynn can forward the full listing of details.
 - S. Lynn is to forward quote for installation. Installation can be done either by their vendor or Township Maintenance Staff.
- A motion to purchase via ARP funding an exterior message board was tabled until M. Sitler returns for further discussion.

➤ Other items for ARP allocation per BoS discretion

- The external drop box was discussed, and it was decided not to pursue this. Concerns were raised which included deposit of any dated materials. It was decided to remove this from the ARP idea list.
- Codification was discussed once again. It was agreed that that it would be a good time to pursue this since the Township is planning on updating its Zoning Ordinance & SALDO; however, no motions were made at this meeting to proceed further at this time.

• New Business

- PSATS CDL & "As needed employees" – discuss and motion to remove "As needed employees" with CDLs (C. Hess, T. Albertson) from the PSATS CDL roster with the understanding that if/when they are called in, they would first need to submit to testing before completing any township CDL-related work. Any decisions on this were tabled until further information can be gathered. S. Rauch did voice the concern that if he needed help via an "as needed" employee, he might not be able to wait for the testing requirements to be fulfilled, especially in urgent situations.
- For the good of the order
 - A request to present to the BoS on municipal insurance by Michael Ryan with USI was discussed and the BoS agreed to have this set-up for the September Meeting.
- Adjourn – A motion to adjourn the meeting at 8:53 PM was made by G. Naus and seconded by T. Prutzman. Motion passed 4-0.

Respectfully,
Michelle DeStefano