

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

June 5, 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 June 5, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, G. Naus, J. Gallagher, M. Sitler, T. Prutzman, Secretary/Treasurer M. DeStefano, Road Master S. Rauch, Police Chief T. Frace, and Zoning/Codes Official L. Frace and his colleague A. Kurecian. Resident & appointed Auditor B. Gensemer was also present.

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 – B. Gensemer was present to obtain information related to the township and Comcast Franchise Agreement and to remind the BoS to consider again a dumpster/shred day.
- Pass the minutes from the following meetings:
 - 01MAY2023 Supervisors Meeting – A motion to accept these meeting minutes was made by T. Prutzman and seconded by G. Naus. Motion passed 5-0.
 - 08MAY2023 Work Session – A motion to accept these meeting minutes was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.
- Maintenance Report – S. Rauch reviewed his report for MAY2023. He noted that Button Oil & Propane did not have the Township on automatic delivery upon transition from Matthew's Fuel services and diesel was empty. This has since been remedied. A motion to accept the Maintenance Report was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Review the following and motion any related decisions:
 - Approval to set up a Township account for Henise Tire Co. for COSTAR tire pricing and servicing at Mike's Garage.
 - PSATS Flagger Training 09JUN2023 at Greenwood Twp., 90 Shed Road, Millville 9AM -12 Noon. Class fee is \$55 for PSATS members.
 - Dumpster – S. Rauch suggested transitioning from the current curbside disposal service to dumpster disposal service so that random items such as the those picked up on the roadways/sides of roadways, etc. can be disposed of promptly. This would be a weekly pick up via the current service provider Fought's and would increase the monthly cost \$40.25 to approximately \$95 for a 2 yard dumpster.
 - Radios for maintenance vehicles – S. Rauch requested approval to have the old PD car radios installed in the dump truck and back hoe to facilitate communication among the maintenance crew when doing roadwork. The fee for installation is \$85/hr. and it is estimated to cost a total of \$400/radio for installation. Funding would be supported by the existing Maintenance budget.
 - Township sign on Kachinka Hollow Rd. – S. Rauch stated that the township sign located at the intersection of Municipal and Kachinka Hollow Roads fell down and is in bad condition. He requested the BoS look at the sign to assess if they wanted to repair and restore the sign or to obtain a new sign. T. Prutzman and M. Sitler suggested including this sign replacement in the plan to obtain the exterior township building sign and drop box utilizing ARP funding. M. Sitler indicated he would look into options and pricing.
 - A motion to approve all items noted above was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
 - M. Sitler offered the Maintenance Crew to work 4-10 hour days during the summer. This would allow the crew more time to complete projects within a day and also allow them

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to start earlier during cooler morning temperatures. The BoS agreed to allow this as a trial run for this summer through Labor Day and also requested S. Rauch to provide input if for any reason this temporary work hour transition was not working for the crew. The Maintenance Crew will be available for emergency and urgent situations on Fridays & weekends. The Maintenance Crew will begin the 10 hour days next week. If this is a successful trial, it will be offered annually.

- Bogarts Hill Rd. Paving Project Update – S. Rauch stated that the work is targeted for completion in mid-JULY. M. DeStefano stated that the township is pending receipt of the bond for this project and proof of Worker's Compensation Insurance required per the contract. The BoS indicated that if the documentation was not received by the end of the week to follow-up with the township Solicitor for ramifications since the award was made some time.
- Yost Hollow Road Culvert Replacement Project Update
 - A motion to enter into Permanent Road Easement & Temporary Construction Easement Agreement with the Hesses and Fuerneisen was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
 - CCCD-requested on-site pre-construction meeting is scheduled for 2PM on Thursday, 06JUL2023.
 - Update received via email from Township Engineer A. Keister: All shop drawings are approved; the structure has been released for construction. Based on current schedules given to us by the supplier, we anticipate being able to get this constructed in September before our October 1 deadline.
 - Treasurer M. DeStefano reminded the BoS to consider forthcoming payments due for this project in addition to other expenditures; township is required to pay invoices first and then be reimbursed by the State and CCCD grants. The culvert structure itself is listed at a cost of \$277,010.60.
- Police Report – T. Frace reviewed his report for MAY2023. A motion to accept the Police Report was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Review the following and motion any related decisions:
 - Change request from sale of 2013 police vehicle on Municibid to salvage due to seized motor - No ad is required. PoA authorizing T. Frace and/or M. DeStefano to sign any required documentation for vehicle transfer in salvage transaction is required.
 - G. Naus made a motion to approve the above request and authorization, which was seconded by J. Gallagher. Motion passed 5-0.
 - Approval to send Ptlm. Libby to Taser Instructor Training in Danville in August; cost is \$495.00 and is planned to be paid via PD Donation Fund. Once trained, Ptlm. Libby would then become the BCT PD Instructor for BCT PD staff.
 - A motion to approve the above-noted training for Ptlm. Libby was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
- Sewer Authority Report – N/A, no report from May as M. Fisher was traveling.
- Sewer Enforcement Report – The MAY2023 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 5-0.
- Zoning & Codes Report – L. Frace reviewed his report for MAY2023. A motion to accept the Zoning & Codes Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.

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- Conditional Use Hearing Update: Ruckle Hill Rd. Solar Project – Hearing Continuance was confirmed for Wed. 6/28/23 at 6:30PM in the Summerhill Fire Company Hall.
- Planning Commission Report –The MAY2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
- Fire Company Report – The MAY2023 report submitted by C. Fisher was reviewed. A motion to accept this Fire Company Report was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
- Present Bills for Payment: Check #s 24488 to 24514/Electronic Payments 02MAY2023 through 05JUN2023. – A motion to pay these bills was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
- 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 – M. DeStefano stated that township was notified by the PA AG's Office. The tentative time frame for audit completion is mid-June.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
 - See New Business re: Inaugural Berwick YMCA 10K
- Ongoing Business
 - Comcast Franchise Agreement – T. Prutzman provided B. Gensemer with a summary of Comcast's plan for broadband development and coverage in the township.
 - Motion to adopt Ordinance #2 of 2023: AN ORDINANCE AUTHORIZING A CABLE TELEVISION FRANCHISE AGREEMENT BY AND BETWEEN BRIAR CREEK TOWNSHIP AND COMCAST OF SOUTHEAST PENNSYLVANIA, LLC. – A motion to adopt this ordinance was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
 - Update on Solicitor status for blight property at 381 Summerhill Rd./Columbia County Redevelopment Authority's Blight Remediation Program – The Solicitor drafted a letter to be issued to the next of kin, and once this individual's contact details are re-confirmed, the letter will be issued. An estate would need to be opened and resolved before the property could legally be conveyed to Briar Creek Township and before the Redevelopment Authority could demolish the structure. Costs for both opening the estate and demolition would be covered by the Columbia County Redevelopment Authority's Blight Remediation Program.
 - Update on BCT&NCT Joint Comprehensive Plan Meeting 15MAY2023 – Discussion included follow-up on broadband, Briar Creek Lake development, new NCT Building, joint SALDO/Zoning and grant opportunities. Another joint meeting has been scheduled specifically to address this:
 - Joint SALDO & Zoning Meeting for RFP/DCED MAP Grant - BCT & NCT 6PM on 29JUN2023 at the NCT Bldg.
 - 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 township was recently requested to submit some administrative details (e.g., tax ID, etc.) to continue with the due diligence process. The township now awaits a decision if submission meets criteria to continue. T. Prutzman noted that it may be possible for BCT & NCT to split the required grant match and get both townships mapped for served/underserved areas, The FCC maps have limitations. Detailed map information is required for the BEAD grant. He also

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mentioned connecting with Hailstone regarding the possibility of using some monies from the USDA Grant as matching funds.

- ARP Funds and Projects
 - Discussion of and any motions for ARP funding project allocations – M. DeStefano provided a reminder that all funds need to be obligated by 31DEC2024. A community dumpster/shred day is still being considered and as previously noted, a replacement township sign will be paid for via ARP funds.
- New Business
 - Review the following and motion any related decisions:
 - Health & Vision Benefits Renewals for 2023-2024 – The renewal information was reviewed for Geisinger (health benefits) and Highmark (vision benefits). Each plan's premium is increasing by 7% and 3% respectively. It was agreed to continue with these providers and renew for 01JUL2023-30JUN2024.
 - Appointment of Greg Ash as a Member to the Planning Commission – A motion for this appointment was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
 - Approve Inaugural Berwick YMCA 10K - scheduled for 21OCT2023 – Approval for this event is contingent on the following: (1) satisfactory responses by the YMCA to the BoS questions pertaining to the route and safety considerations and (2) addition of the township as insured on the COI. The BoS requested that someone from the YMCA attend the next meeting.
 - Planned UGI work on township roads – Information was previously relayed via email and the utility company permit was forwarded to L. Frace. The work area is on Dixon and neighboring streets.
 - L. Frace will work on providing the township with public utilities permit application form since the township does not currently have one.
- For the good of the order – N/A
- Adjourn – A motion to adjourn the meeting at 8:16 PM was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.

Respectfully,
Michelle DeStefano