

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

March 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 March 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, and Police Chief T. Frace. Residents M. & M. Krepich were 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 – M. & M. Krepich inquired how changes are made to the flood zone determinations. T. Prutzman explained the process and factors that go into making the determinations. He stated that County has an obligation to PEMA and FEMA to report any changes to flood zones. Municipalities/residents can submit comments during the open comment period and if warranted challenge PEMA/FEMA positions. Contact information for E. Stahley, the Columbia County Resiliency Officer, was provided to M. & M. Krepich for additional follow-up and support regarding flood zone determinations.
- Announcement of Executive Session – An Executive Session requested by C. Fisher was held before this meeting to discuss a vendor issue. It was entered into at 6:30 PM. A motion to adjourn the Executive Session at 6:45 PM was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
- Pass the minutes from the following meetings:
 - 06FEB2023 Supervisors Meeting
 - 13FEB2023 Work Session
 - A motion to accept the above-noted meeting minutes was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.
- Yost Hollow Road Culvert Project – Update
 - Bid document package issued 21FEB2023 and Bid Addendum 1 issued 03MAR2023
 - Pre-bid meeting is scheduled for 15MAR2023 at 9 AM at the Township Building.
 - All contractors who requested the bid package received pre-bid meeting notice and addendum; 11 contractors have requested a bid package.
 - The easement document for temporary construction easement and new permanent right-of-way was forwarded for signatures.
 - Bids to be opened and read publicly on Wed., 05APR2023 at 11AM at Township Building
 - Project to be awarded at the 10APR2023 Work Session.
- Maintenance Report – S. Rauch reviewed his report for FEB2023. He also reviewed the proposed paving project for T-511 Bogarts Hill Rd (Evansville Rd. to Municipal Rd.). Motions to accept the Maintenance Report and place the paving project out for bid were both made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Motion to approve disposal costs for miscellaneous electronics/garbage – This is for items that have been picked up along the township roads over time. It is estimated to cost approximately \$60.00, but the exact cost would need to be confirmed by the disposal vendor. A motion to approve disposal for the miscellaneous electronics/garbage and its related cost was approved by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.

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- Police Report – T. Frace reviewed his report for FEB2023. Motions to accept the Police Report and approve the purchases listed below were both made by M. Sitler and seconded by C. Hess. Motion passed 5-0.
 - Approval to purchase:
 - Boots for Officer K. Cunnington (+/- \$154.95)
 - Boots for Officer Libby (+/- \$150.00)
 - Four (4) new laptop computers using the Health and Wellness grant monies (+/- \$4,781.56)
 - Update Fulton Bank Lease status for 2018 F150 – Fulton Bank confirmed lease termination 22FEB2023; termination paperwork being mailed
 - Update on reimbursement due to township from former PD Officer M. Zawatski – T. Frace stated that the flash light was returned and reimbursement was provided.
 - Review and motion approval for a sub-account for officers or other first responders – T. Frace noted that this would be to reap the benefit of the costs savings on their cell phone bills. This had been previously approved several years ago but never set up. A motion to approve the set-up of a sub-account for officers or other first responders was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - IT System Updates – Discuss and motion upgrading IT security to include AirGuard - Endpoint on all systems and updating required computers & server.
 - T. Frace presented the most recent updated IT requirements which include the following:
 - Server upgrade/replacement – The current server is maxed to capacity and is running on 2016 software. Lifespan for servers is approximately 5 to 7 years. The quote from Airiam to replace the server is \$17,774.08.
 - Work Stations – T. Frace decreased cycle replacement of work stations from 4 to 3, the quote from Airiam is \$5,128.38.
 - To include additional security on all work stations via AirGuard, the quote from Airiam is \$938.86. The increase to the monthly IT fees equates to \$188.86 bringing the total to \$524.00/mos.
 - The total for the IT server & workstation upgrades and security monitoring is \$23,841.32.
 - Initially, T. Frace requested \$46,000.00 for IT funding from ARP and was granted \$35,000.00 with the caveat if more funding was needed, to approach the BoS. With the recent reallocation of ARP funding, the total available for IT items is currently \$18,096.39. He requested an additional \$7,000.00 to cover all the IT items.
 - It was discussed that the Township will need to plan for increased IT monthly service costs, including the standard IT service increases of 3-5%, post-ARP funding; this will be included in the drafted 2024 budget.
 - A motion to approve all of the above IT system updates and equipment and to grant the additional \$7,000.00 of ARP funding towards this was made by T. Prutzman and seconded by C. Hess. Motion passed 5-0.
 - The Board of Supervisors and Briar Creek Township Staff recognized and thanked Chief Frace for 30 years of service to the Township, and to other municipalities and communities.
- Sewer Authority Report – The FEB2023 report submitted by M. Fisher was reviewed. A motion to accept this Sewer Authority Report was made by M. Sitler and seconded by C. Hess. Motion passed 5-0.

BRIAR CREEK TOWNSHIP SUPERVISORS

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- Sewer Enforcement Report – The FEB2023 report submitted by B. Brior was reviewed. A motion to accept this Sewer Enforcement Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
 - Review and motion to approve Rech Planning Module – The module was reviewed and approved. Motion was made by G. Naus and seconded by C. Hess. Motion passed 5-0.
- Zoning & Codes Report – The FEB2023 report submitted by L. Frace was reviewed. A motion to accept this Zoning & Codes Report was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Responsiveness Issues – This was noted and the BoS will follow-up with L. Frace.
- Planning Commission Report – The FEB2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
- Fire Company Report – The FEB2023 report submitted by C. Fisher was reviewed. 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 #24393 to 24428/Electronic Payments 07FEB2023 through 06MAR2023 – A motion to pay these bills was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budgets were reviewed and no issues were noted.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund
 - The budgets were reviewed and no issues were noted.
 - 2022 FY Audit – Update: M. DeStefano said the audit went well overall but cannot formally be completed until the GASB reports are released. In light of Q&A following the audit, the Auditor made a recommendation to establish a new QuickBooks Company account, which would encompass all Companies (e.g., GF, LF, ARP, etc.) into one, eliminate the payroll module issues and other non-essential items, as well as simplify the bookkeeping. A quote for this will not be available until after tax & audit season.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
- Ongoing Business
 - Update on blight property at 381 Summerhill Rd. status – This is anticipated to be on the BASD 13MAR2023 meeting agenda. It was not discussed in February per T. Hrinda, Business Manager, BASD.
 - Cell Phone Follow-up
 - Verizon has different cell phone rates for First Responder vs. Non-First Responder; therefore the monthly rate for M. DeStefano would be approximately \$10 more a month than previously noted; ~\$50/month. The BoS acknowledged that cell phones have become a necessity to do business anymore. A motion to approve a work cell phone for Secretary/Treasurer M. DeStefano was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - Broadband/Comcast/Joint Meeting – Update
 - T. Prutzman noted that Comcast has concerns with a County-level public meeting due to proprietary company information and the potential for other vendors being present. Therefore the focus of a joint meeting would shift towards an informational, neutral, and collaborative session. He has reached out to Todd Eachus from BCAP (Broadband Cable

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Association of PA) to join in this meeting to discuss funding opportunities, pathways forward for underserved areas, how to regionally plan as partners to link with service providers to create projects while yet on neutral grounds; working with service providers by tapping into what they have in place already.

- BCT will still discuss Comcast's desire to become a franchisee in supporting the community and neighbors via the joint Comprehensive. Plan, and the County by allowing the infrastructure backbone to be put in to enhance the future of broadband in the area. This would hopefully result in future smaller scale projects that are community driven and not service provider driven. The BoS indicated that the cure section of the draft Comcast franchise agreement should be consistent with the existing franchise agreement.
- ARP Projects
 - Garage HVAC – Update
 - S. Rauch stated that this project has been completed and the system is working well.
 - Discussion was held about what to do with the remaining oil in the tank, and C. Hess indicated he would follow up with Matthews to determine if it could be used in the backhoe. Another suggestion was to use to clean other equipment (i.e., tar & chipper).
 - Review Township Water Treatment System proposal quotes and motion decision
 - S. Rauch provided information on the township water treatment status. Since the assessment it has been confirmed that the township water contains high Total Dissolved Solvents (TDS), which contributes to pipe corrosion and faster filter wear. A sediment filter will help to decrease rust. Three (3) quotes were obtained and each reviewed from Culligan, Total HVAC, and Down's. A motion to award the Township Water Treatment System replacement, which includes the use soda ash to rid the system of acidity and the installation of required electric, to Total HAVC (approximate cost for this project is \$5800.00) was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.
 - Any other motions for ARP funding allocations
 - T. Prutzman stated that once the Yost Hollow Road Culvert replacement bids came in, and it was determined how much the Township would then be responsible for in conjunction with the 2 grants received for this project, he would then follow-up with the PA Fish & Game Commission on seeking another grant only if the amount needed met or exceeded the \$50,000.00 threshold. Currently \$50,000.00 of the ARP funding is allocated to support this project.
 - T. Prutzman requested that the BoS give some thought to using ARP funding to support Zoning & SALDO updates as these do require updating.
 - S. Rauch suggested that some of the ARP funding be considered to replace the old township tractor.
 - M. DeStefano suggested using some of the ARP funding to be considered for establishing a new QuickBooks Company account as per the Auditor's recommendation noted above.
 - ARP allocations will be reviewed again at the next Work Session on 13MAR2023.

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- New Business
 - Appoint someone to take and draft meeting minutes for Supervisors Meeting on 03APR2023 as M. DeStefano not be available. This appointment was deferred to the Work Session; however, it was suggested to approach residents B. Gensemer or M. Fisher to possibly fill in.
- For the good of the order
 - C. Hess stated he was resigning as a Supervisor and provided his letter of resignation. He stated he will still support PA One Calls and be available as a Township Laborer in times of need. The BoS thanked him for his years of service and accepted his resignation. The motion to accept his resignation and post an ad for LOIs to fill this vacancy was made by M. Sitler and seconded by G. Naus. Motion passed 4-0 (C. Hess abstaining).
- Adjourn – A motion to adjourn the meeting at 8:50 PM was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer