

BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

November 13, 2023 at 7:00PM

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 November 13, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, G. Naus, J. Gallagher, M. Sitler, Road Master S. Rauch, Police Chief T. Frace, and Secretary/Treasurer M. DeStefano.

AGENDA & WORK SESSION MINUTES

- Call Meeting to Order – C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Announcement
 - Executive Session after last Township Meeting – C. Fisher announced an Executive Session was held following the last Township Meeting for discussion of legal matters with Township Solicitor. It was entered into at 8:10 PM. A motion to leave the Executive Session at 8:47 PM was made by M. Sitler and seconded by T. Prutzman; and a motion to re-enter the Supervisors Meeting at 8:47 PM was made by M. Sitler and seconded by T. Prutzman. Both motions passed 5 to 0. A motion to adjourn the Supervisors Meeting at 8:48 PM was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
- Public Participation - None
- Ongoing Business
 - Yost Hollow Road Culvert Project
 - Review and motion decision for Change Order #3 re: Change in unit price for seeding – quantity varied more than 25% for bid amount; overall change in total contract amount.
 - Review and motion decision for final project invoice payment of \$194,204.10
 - The Supervisors reviewed the above-noted documentation. A motion to approve CO#3 and issue final payment now that the project has been completed was made by M. Sitler and seconded by G. Naus. Motion passed 4-0.
 - Ordinance authorizing BAJSA to collect delinquent bills and motion any related decisions for this process
 - This is still pending receipt of sample ordinance from L. Frace and/or M. Fisher.
 - Secretary/Treasurer Candidate Review
 - The BoS interviewed 2 candidates. Business hours and flexibility were discussed as long as hours were consistent and the office was open for the public. A motion was made by M. Sitler and seconded by J. Gallagher to make an offer to D. Ash with the following terms: Part-time (9 AM-1 PM) with no benefits, 20-25 hrs./week and additional hours as needed for training, starting salary of \$25,000/year (\$24/hr.) contingent on passing a background check and being bondable. Motion passed 4-0.
 - FEMA BRIC Grant Update, discussion, and decision – The grant and requirements were discussed. The Township qualifies for the Flood Risk Reduction Project. There is a 25% non-federal match (which would likely be supported by American Tower, per CCCD). CCCD & Township would be required to provide in kind administrative support. Township would be sub-applicant; application due 15DEC2023. Then PEMA applies to FEMA on behalf of Township. Concerns discussed include this being a private road; responsibility delineations, and what, if any, liabilities there would be for the Township. However, it was also noted that assessment should be made if not addressing this now would result in damage to Township infrastructure in the future. There was also discussion about American Tower taking responsibility to fix the issue. C. Fisher will contact A. Eldred at CCCD to discuss this further and a placeholder will be included in the next meeting agenda (joint Townships meeting) on 20NOV2023.

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- New Business - None
- For the good of the order
 - T. Frace noted the PD staff was fitted for their vests; PD grant and wellness fund will cover the majority of the cost with any peripherals covered by the PD donation fund.
 - S. Rauch clarified the tractor contract needs to be signed; a letter of intent/commitment letter was not required as mentioned at the last meeting. He also noted that the 2 pieces of equipment being sold are on Municibid; auction runs thru 27NOV2023. The sale will supplement the tractor cost. An updated cost and loan financing needs can be determined once the auction closes. The purchase will not be made prior to 01JAN2024. A motion to continue the tractor purchase process and related documentation, including signing the purchase contract, was made by J. Gallagher and seconded by G. Naus. Motion passed 4-0. S. Rauch and M. DeStefano were previously authorized to serve as PoA for any maintenance vehicle transactions. This was reconfirmed at this meeting by a motion made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
 - S. Rauch noted that Driveway Express will be on site for the Davis Hill Road repair. The Board of Supervisors were in agreement that the wages incurred by the Township for the repair issue will be adjusted on the final bill payment since CH Paving did not deliver as per the agreement.
 - M. DeStefano provided an update on the status of the ad and Letters of Interest (LOIs) for the Supervisor Vacancy. LOIs received are being forwarded to the Board of Supervisors.
 - M. DeStefano mentioned that due to a technical issue on the vendor's end, the QB rebuild has been rescheduled for 16NOV2023.
 - Reminders: ZHB is Thursday, 16NOV2023 at 6PM. Next BCT & NCT joint township meeting is Monday, 20NOV2023 at 6PM.
- Adjourn – A motion to adjourn the meeting at 9:13 PM was made by G. Naus and seconded by J. Gallagher. Motion passed 4-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer