

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

October 2, 2023 at 7:00PM

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 October 2, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, G. Naus, J. Gallagher, M. Sitler, T. Prutzman, Attorney D. Trathen, Road Master S. Rauch, Police Chief T. Frace, Secretary/Treasurer M. DeStefano, Zoning/Codes Official L. Frace, Residents D. Sarge and J. Snyder.

AGENDA & MEETING MINUTES

- Call Meeting to Order - Chairman C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation
 - Resident J. Snyder inquired about any updates from CCCD regarding the water/erosion issues at Hartman's Court and surrounding roads and inquired if there was anything he could do to help. He stated that A. Eldred from CCCD was also going to contact American Tower. It was noted that A. Eldred was researching potential grant opportunities for this.
- Announcements
 - Executive Session 11SEP2023 – C. Fisher announced that an executive session requested by T. Frace was held following the last meeting to discuss PD personnel-related matter. It was entered into at 9:18 PM. A motion to leave the Executive Session at 9:27 PM was made by M. Sitler and seconded by T. Prutzman, and a motion to re-enter the Supervisors Meeting at 9:28 PM was made by M. Sitler and seconded by J. Gallagher. Both motions passed 4-0. A motion to adjourn the Supervisors Meeting at 9:29 PM was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
- Pass the minutes from the following meeting:
 - 11SEP2023 Combined Supervisors Meeting & Work Session – A motion to accept these meeting minutes was made by G. Naus and seconded by T. Prutzman. Motion passed 5-0.
- Solicitors Report – Ruckle Hill Road Solar 1, LLC Appeal
 - Attorney D. Trathen stated that the record was filed and submitted to the Court. The next step will be for the Judge to bring the Attorneys together; a briefing date and date for oral argument are to be confirmed by the Court. Attorney Trathen continues his outreach to the Appellant's Attorney in follow-up to determine if an amicable resolution is possible. A motion to accept the Solicitors Report was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
- Maintenance Report - S. Rauch reviewed his report for SEP2023. A motion to accept the Maintenance Report was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
 - CH Paving Update re: Bogarts Hill & Davis Hill Roads
 - Review and if applicable, motion decision(s) on road work follow-up, payment(s) and/or assessment of liquidated damages for delayed project completion.
 - The situation regarding Bogarts Hill Road paving project completion and final billing were discussed. The Board of Supervisors (BoS) agreed that liquid damages should be assessed since the contractor did not meet the timelines as per contract. A motion to charge 5 days liquid damage penalties including a final bill adjustment for this, and to issue final project payment was motioned by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

October 2, 2023 at 7:00PM

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

- The repair work for Davis Hill Road requires additional follow-up from the contractor; the scope of work was not fulfilled. S. Rauch has been in communication with CH Paving on this.
- Yost Hollow Road Culvert Replacement Project
 - Status Update – The bridge was installed and it is ready for paving.
 - Change Order #2 for additional paving: Option 3; cost \$11,279.90
 - S. Rauch previously spoke with M. Sitler about the road damage caused by the trucks hauling materials in and out for the project. A change order was sought for additional paving to address the road damage and improve the road; cost estimate: \$11,279.90. There is some available grant money (~\$9,400.00) for this project; the overage (~\$1,879.90) would need to be paid by the Township.
 - A motion to approve Change Order #2 – Option #3 for the additional paving at a cost of \$11,279.90 was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
- S. Rauch and M. Sitler also discussed pipe replacement at 2 stream crossings: (1) at the end of Yost Hollow Rd. and (2) on Lower Hilltop Rd. Township Engineer A. Keister will evaluate what is needed. S. Rauch also spoke with A. Eldred at CCCD, who indicated that there should be no issue to obtain permits.
- Review and motion decision on purchase of a new tailgate for Ford Dump Truck; quote received for \$3,725.50
 - S. Rauch stated that the tailgate has been welded a few times already and is in need of replacement. This purchase would be paid for from the Maintenance Budget. The shipping charge will be approximately \$700.00. Lead time is ~4-6 weeks.
 - A motion to approve the purchase of a new tailgate for Ford Dump Truck was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
- Review and motion to adopt Resolution #9 of 2023 - Authorization For Application Of Statewide Local Share Assessment (LSA) Grant Via PA Department Of Community Economic Development (DCED) and Authorization For Execution Of This Grant [for Maintenance Dept.]
 - This is to apply for a Local Share Assessment (LSA) grant to support the purchase of a maintenance vehicle (pickup truck with a dump bed and snowplow) and to authorize Road Master S. Rauch and Secretary/Treasurer M. DeStefano as the township officials to execute all documents and agreements for this grant and processes.
 - Discuss and review motion for LSA grant application fee (\$100)
 - T. Prutzman suggested to S. Rauch that he add a portion of the tractor to this for re-imbusement.
 - The LSA grant for this item has been deferred to the next Work Session
- Tractor Financing – see above
- S. Rauch mentioned that E. Fenton from Salem DPW contacted him about borrowing BCT's chipper for a few weeks. The BoS recommended an agreement with terms for accountability, etc., be generated. They also recommended pictures be taken to document its condition before loaning it out.

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

October 2, 2023 at 7:00PM

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

- Police Report – T. Frace reviewed his report for SEP2023. He noted that the PD received a BPV grant in the amount of \$ 2,622.00. The remainder of the cost for bullet proof vests will be paid for from the Wellness Fund. A motion to accept the Police Report was made by T. Prutzman and seconded by M. Sitler. Motion passed 5-0.
 - Motion any decisions related to staffing and hiring FT PD Officer(s)
 - A motion to accept Patrolman C. Libby's resignation effective 15OCT2023 was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - A motion to hire Sergeant H. Morris at the hourly rate of \$32.26 as per PD contract, with 1 week of vacation for 4Q2023 and all benefits as per contract was made by M. Sitler and seconded by T. Prutzman. Motion passed 5-0.
 - A motion to promote PT Patrolman D. Sabol to FT Patrolman at the probationary hourly rate of \$22.30 as per PD contract through the remainder of 2024 was made by M. Sitler and seconded by G. Naus. Motion passed 5-0.
 - A motion to approve hiring of an additional FT Officer at the probationary rate of \$22.30 as per PD contract was made by J. Gallagher and seconded by T. Prutzman. Motion passed 5-0.
 - Administrative Change: A motion to rescind Resolution # 6 and replace it with Resolution #10 for adjustment of PD LSA grant amount to be reflective of quote total amount (\$33,757.64) was made by G. Naus and seconded by M. Sitler. Motion passed 5-0.
- Sewer Authority Report – The SEP2023 report and notes submitted by M. Fisher were reviewed. A motion to accept these Sewer Authority Report and Notes was made by made by T. Prutzman and seconded by J. Gallagher. Motion passed 5-0.
 - Ordinance authorizing BAJSA to collect delinquent bills and motion any related decisions for this process – M. Sitler commented that M. Fisher will forward a sample ordinance once she receives it but it has not yet been received.
- Sewer Enforcement Report – B. Brior relayed via email that there was no activity for September.
- Zoning & Codes Report – L. Frace reviewed his report for SEP2023. He noted that violation letters were sent to 286 Dairy Rd. and 440 Shickshinny Valley Rd. A motion to accept his report was made by M. Sitler and seconded by J. Gallagher. Motion passed 5-0.
 - Update on status
 - 1154 6th Avenue for a Senior Living Assistance Home – L. Frace stated that a violation letter was sent and that he is scheduled to speak with the Township Attorney on Monday.
 - Blight property at 381 Summerhill Rd.
 - Resolutions for Tax Exoneration from BASD & Columbia County – This was being followed up by M. Hess, Executive Director, Columbia County Housing & Redevelopment Authorities.
 - PPL power disconnect and transformer removal for structure was previously requested by M. Hess.
 - L. Frace noted that a demolition permit was submitted for this property. An asbestos report is being generated.
- Planning Commission Report – The SEP2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by J. Gallagher and seconded by G. Naus. Motion passed 5-0.

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

October 2, 2023 at 7:00PM

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

- Fire Company Report – C. Fisher stated there was no activity for September.
- Present Bills for Payment: Check #s 24615 to 24630/Electronic Payments 12SEP2023 through 02OCT2023 – A motion to pay these bills was made by M. Sitler and seconded by T.J. Gallagher. Motion passed 5-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund – The budgets were reviewed. M. DeStefano noted updates for the following:
 - PMRS 2023 State Aid & Annual Invoices: Pension State Aid received was \$ 69,934.65; the annual pension bill for the Non-Uniformed pension plan is \$28,557.00 and for the Uniformed pension plan \$47,369.00.
 - ACT205 Fire Relief: A total of \$18,253.00 will be received and will be forwarded to the VFRA as required once deposit is received.
 - PEMA disaster project ACHs: PW #s: 174, 239, 469: Final grant payment for these projects was received in the amount of \$19,951.55.
 - Drafting 2024 Budgets / Workshop review on 9OCT2023: information is being gathered for input into the draft 2024 budget for preliminary review at the next work session.
- Correspondence – The BoS reviewed the correspondence received to date since the last meeting.
 - The BoS requested follow-up from the Columbia County Tax Office for Tax Exemption for Parcel 07-03A-052-00,000.
- Ongoing Business
 - Update on and decisions/motions for Connect Humanity "Preparing Appalachian Communities for Broadband Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA)" grant application
 - T. Prutzman and a contact at SEDA-COG, S. Kramer, have been in communication about the grant. An inquiry was placed to a broadband consultant group, Design Nine, for a quote so that the budget can be submitted with an accurate number for required contractor services. The ability to use the USDA grant funds for a match is pending from Hailstone.
 - Township Banking – Discussion of and motion any decisions for depository services: C. Fisher asked the BoS to think about this so that a decision could be made at the next meeting.
- New Business
 - Motion to adopt Resolution #8 of 2023 - Resolution Authorizing An Application To The Pennsylvania Municipal Assistance Program (MAP) in support of the Briar Creek & North Centre Townships Zoning & SALDO Updates
 - A motion to adopt this resolution was made by J. Gallegher and seconded by G. Naus. Motion passed 5-0.
- Discussion of and any motions for ARP funding project allocations
 - QuickBooks Systems Rebuild – M. DeStefano outlined the issues with the system, some of which had been previously noted by the CPA Auditor. The BoS agreed that it would be best to ensure the system is established to current standards for effectively conducting township business. The quote received from Wagner, Dreese, Elsasser & Assoc., P.C. for the township company QuickBooks rebuild which includes training was \$2,200.00. A motion to approve the township company(ies) QuickBooks rebuild by Wagner, Dreese, Elsasser & Assoc., P.C. in the amount of \$2,200.00 was made by T. Prutzman and seconded by J. Gallagher. Motion passed 5-0.

BRIAR CREEK TOWNSHIP SUPERVISORS

Supervisors Meeting

October 2, 2023 at 7:00PM

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

- Others
 - T. Frace suggested offering supplemental assistance to eligible residents for elderly transport. He requested approval to do some research into this which was granted by the BoS.
- For the good of the order
 - The BoS agreed to have Halloween Trick-r-Treat on the same days as Berwick Borough: Monday and Tuesday, 30-31OCT2023 from 6-8 PM.
 - M. Ryan from USI Insurance continues to work on gathering information for a quote proposal to present to the BoS.
- Adjourn – A motion to adjourn the meeting at 8:20 PM was made by G. Naus and seconded by J. Gallagher. Motion passed 5-0.

Respectfully,
Michelle DeStefano
Secretary/Treasurer