

## BRIAR CREEK TOWNSHIP SUPERVISORS

Work Session

October 9, 2023 at 7:00PM

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

The Briar Creek Township Work Session was held at the Township Municipal Building on October 9, 2023 beginning at 7:00 PM at the Township Municipal Building. Present were the following: Supervisors C. Fisher, M. Sittler, T. Prutzman, J. Gallagher, Police Chief T. Frace, Secretary/Treasurer M. DeStefano, and Road Master S. Rauch.

### **AGENDA & WORK SESSION MINUTES**

- Call Work Session to Order - C. Fisher called the meeting to order at 7:00 PM.
- Pledge of Allegiance was completed by all present.
- Public Participation - None
- Ongoing Business
  - Maintenance Dept.
    - CH Paving Update – S. Rauch discussed the assessed liquid damages for the Bogarts Hill paving project with W. Miller. They are scheduling a meeting to discuss the Davis Hill Road fix.
    - Deferred to November Meeting; pending quote from Bradco: 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 maintenance vehicle(s) 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)
    - Tractor Financing – Still under evaluation.
  - Correspondence Follow-up re: Tax Exemption for Parcel 07-03A-052-00,000 – Columbia County Tax Office confirmed spouse qualification per Veterans Affairs.
  - Connect Humanity "Preparing Appalachian Communities for Broadband Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA)" grant application – T. Prutzman provided an update on status and inclusion of NCT in the grant; stated a meeting is being held tomorrow with all involved parties. Budget submission is expected by the end of the week
    - Discuss and motion decision on township commitment for grant match - A motion to use \$20,000 from the General Fund for the grant match was made by J. Gallagher. This was seconded by M. Sittler. Motion passed 4-0.
      - Requirement for submission: Township letter identifying where funds are coming from for the grant match – T. Prutzman will follow up with M. DeStefano on this following discussion with NCT; letter to be available by the end of the week.
  - Columbia County Conservation District (CCCD): Road & environmental situation at Hartman's Court and surrounding roads
    - Discuss and motion township application for EDCDI grant – The BoS discussed the situation and concluded that this is a private road; therefore, the Township has no authority in this matter.
    - CCCD meeting with PEMA re: BRIC (Building Resilient Infrastructure in Communities) grant – Date of meeting to be confirmed.

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- New Business
  - Review initial draft proposed 2024 Budget(s)
    - The Liquid Fuels and General Fund draft proposed 2024 Budgets were reviewed.
    - S. Rauch reviewed a Maintenance Equipment Replacement Plan and Road Maintenance Infrastructure and Pricing for repairs that will be necessary in the next few years. He inquired BoS input on prioritization, especially considering financial constraints. The BoS suggested traffic studies be done before prioritization decisions are made. They also discussed Road Master and BoS ride-alongs for road assessments.
    - It was determined that a tax increase is necessary to balance the 2024 budget with continued price increases across all sectors and while retaining services and township sustainability. The last tax increase was in 2011.
    - The street lighting fees may be considered for an increase due to electricity price increases over the years, but no formal decision was made on this item.
  - Motion to advertise for Secretary/Treasurer position – Following an Executive Session and return to the Work Session, a motion was made by M. Sitler to add this item to the agenda and to motion to formally advertise for the Secretary/Treasurer position. These motions were seconded by T. Prutzman. Motions passed 4-0.
- For the good of the order – M. DeStefano reminded the BoS that the ARP Funds must be obligated by 31DEC2024.
- Adjourn – M. DeStefano call for an Executive Session. An Executive Session was entered into at 9:14 PM. A motion to leave the Executive Session at 9:32 PM and re-enter the Work Session at 9:33PM was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0. A motion to adjourn the Work Session at 9:35 PM was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.

Respectfully,  
Michelle DeStefano  
Secretary/Treasurer