

BRIAR CREEK TOWNSHIP SUPERVISORS

Combined Supervisors Meeting & Work Session

September 11, 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 September 11, 2023 at 7:00 PM. Present were the following: Supervisors C. Fisher, M. Sitler, J. Gallagher, T. Prutzman, Attorney Trathen, Road Master S. Rauch, Police Chief T. Frace, Secretary/Treasurer M. DeStefano, and Zoning/Codes Official L. Frace, Residents J. Huntley, P. Kandrot, J. Schultz, USI Insurance Services representative, Michael Ryan, and First Keystone Community Bank representative L. Duane.

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
 - Loop Road Paving - P. Kandrot and J. Schultz informed the BCT BoS that they are looking to have a portion of Loop Rd. paved; this is a private road. They inquired if the Township had any concerns before they proceeded, and inquired if they need a permit to have their road paved. The Briar Creek Township (BCT) Board of Supervisors (BoS) and Road Master had no issues with the paving proposal and ZO L. Frace confirmed they do not need a permit.
 - Road & environmental situation at Hartman's Court and surrounding roads - J. Huntley was present to hear the BCT BOS input on the environmental issues (water runoff from cell tower access road eroding road and surrounding areas) at Hartman's Court (private road)/Maplewood Road area. This was initially raised by A. Eldred of CCCD, who was unable to attend this meeting due to a conflicting meeting. The Board is aware of issues raised in this area and would like A. Eldred to explore further with respect to lobbying for state appropriations and any potential grant funding. Thereafter the obligations of the township need to be established.
- Risk Management Solutions for Municipalities by M. Ryan, USI Insurance Services
 - M. Ryan presented information on USI Insurance Services and suggested that the township may be able to obtain savings by exploring options via a new insurance provider. The BCT BoS indicated that while they would be interested in seeing a comparison of USI's quote vs. current provider costs for insurance services, customer service interactions, service turnaround time, and relationship longevity are also factors considered in the decision making process. It was agreed that a quote would be targeted for review at the 06NOV2023 meeting.
- Sweep/Municipal Accounts – L. Duane, FKCB
 - L. Duane presented information on legislation regarding township municipal accounts and why sweep accounts are not necessary. She indicated that our accounts are pledged for in accordance with PA Act 72 and she also presented a current status via collateralization letter, which are requested by auditors routinely. She confirmed that FKCB uses the daily balance method to compute interest on the Township's General Fund account; interest accrues on total daily collected balance and is paid on a monthly basis. C. Fisher indicated that the BoS will compare banking institutions and make a decision on depository that is best for the Township.
- Pass the minutes from the following meeting:
 - 07AUG2023 Combined Supervisors Meeting & Work Session – A motion to accept these meeting minutes was made by J. Gallagher and seconded by T. Prutzman. Motion passed 4-0.
- Solicitors Report
 - Ruckle Hill Road Solar 1, LLC Appeal – Discuss and if applicable, motion any decisions related to appeal
 - Attorney D. Trathen advised the BoS on the current situation and indicated he would work on generating the legal response for submission to the Columbia County Court of Appeals Prothonotary. Once Chairman C. Fisher signs the legal documentation for the Township,

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it will be provided to Attorney Trathen for inclusion in the submission. Attorney Trathen also stated that he has tried to contact the Appellant's Attorney in follow-up.

- Maintenance Report - S. Rauch reviewed his report for AUG2023. A motion to accept the Maintenance Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
 - CH Paving Update re: Bogarts Hill & Davis Hill Roads
 - Review and if applicable, motion decision(s) on road work follow-up, and also motion any decisions related to road work payment(s)
 - Bogarts Hill Road - S. Rauch stated that the invoice was received today but it must be reviewed first. It has a net 15 day payment term and includes costs for additional material used. The outcome of the project with concerns were discussed. S. Rauch also discussed the invoice, outcome, and concerns with PennDOT Municipal Services Specialist S. Kehoe. S. Rauch noted that there is a 1-year guarantee as part of the contract. He verbalized several issues with the project and will document these for the BoS review at the next meeting. Payment was discussed and is pending. The BoS would like all issues to be fully documented, especially in consideration if CH Paving should bid on future projects for which they are deemed lowest bidder. They would also like to review the input from S. Kehoe once received as well as objections that may be warranted upon review which would affect payment decisions.
 - Davis Hill Road – S. Rauch shared concerns with this project and communications with the contractor. It was agreed that the BCT Maintenance Dept., in consultation with S. Kehoe and the BoS, will need to fix some of the issues immediately to prevent further water issues affecting one property owner's property. The BoS also requested S. Rauch document their time and materials needed to fix the issue caused by CH Paving. No invoice for this has yet been received.
 - The BoS agreed that no payments are to be made for either project until corrective measures are discussed and fixed.
 - Yost Hollow Road Culvert Replacement Project Update
 - An update was provided by Township Engineer A. Keister via email: the first foundation was set 06SEP2023 The second foundation is set to be installed 07SEP2023 The structure itself will probably be installed next week. So far everything is going well. S. Rauch added that both footers are in and if all continues to go well, the structure will be in place by Friday.
 - Tractor Financing
 - Review and if applicable, motion First Columbia Bank & Trust's Equipment Lease/Purchase rate lock proposal for a new tractor for the Maintenance Dept.
 - The BoS motioned to proceed with First Columbia Bank & Trust rate lock: Option #1 - Term & Rate: 5-year purchase /lease at 5.21%. This is a lock-in rate only; there is no formal obligation should there be a change in decision with the tractor purchase and financing. The motion was made by M. Sitler and seconded by T. Prutzman. Motion passed 3-0. C. Fisher abstained due to a conflict of interest.
 - The Township DCED debt statement and BoS/Road Master review of DCED grant information remains to be completed.
 - Previously the BoS agreed to pledge \$50,000 of ARP funds towards this, S. Rauch also noted that \$10,000 is also available from the previously sold GMC maintenance vehicle. T. Prutzman stated that when the Township discusses the 2024 budget in October, the financing discussion can be continued since the overall financial stability heading into next year will be evaluated. The BoS understand the need for the new equipment and hope

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that a plan can be implemented to obtain the vehicle by spring 2024.

- Classes – S. Rauch informed the BoS that he and C. Koch will be attending some free, local training classes and will also be receiving training credits for some.

COURSE	DATE
MUNICIPAL STORMWATER FACILITIES PROGRAM (RS-M35-B1)	9/20/2023
PUBLIC WORKS SAFETY (RS-M38-B1)	10/25/2023
ROADSIDE VEGETATION CONTROL (RS-M07-B2)	9/15/2023
STORMWATER CONTROL MEASURES O&M (RS2-M36-B2)	9/27/2023
WINTER MAINTENANCE PLANNING (RS2-M37-B1)	9/22/2023

- Police Report T. Frace reviewed his report for AUG2023. He noted that a donation was received from the Slavonic Club, the Back the Blue fundraiser event will be held at 3 Dogs Vino 16SEP2023. He also mentioned that the car cameras being installed will require their own internet provider via cradle points; therefore, he will retire the 2 mobile hotspots and obtain the required number of cradle points. A motion to accept the Police Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
 - Motion to accept resignation/retirement for Criminal Investigator J. Noss whose last working day was 10SEP2023 - Motion was made by M. by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
 - Motion to re-hire J. Noss as an “as needed” Officer effective 12SEP2023 at a rate of \$18.21/hour. - Motion was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
 - Motion to hire FT PD Officer - Motion was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
 - Review and motion adoption of Resolution #6 of 2023 – Authorization For Application Of Statewide Local Share Assessment Grant Via Pa Department Of Community Economic Development (DCED) and Authorization For Execution Of This Grant
 - This is to apply for Local Share Assessment (LSA) grant and authorize Officer K. Cunnington and Secretary/Treasurer M. DeStefano as the township officials to execute all documents and agreements for this grant and processes.
 - A motion to adopt this resolution was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
 - Highway Safety Network, Inc. - Northumberland Regional Police Traffic Service Project (PTS) Participants help to make Pennsylvania roadways safer for all users. If the BCT PD wishes to continue to participate in the program’s scheduled enforcement mobilizations, PennDOT requires the POLICE TRAFFIC SERVICE PROJECT (PTS) have all Law Enforcement Agency (LEA) Grantees sign a Conditions of Agreements (COA) prior to awarding funding for FFY24-26 grant years.
 - Motion authorization/approval of Northumberland Regional Police Traffic Services Grant Conditions of Agreement between Highway Safety Network, Inc. and BCT PD
 - A motion to authorize/approve this grant agreement made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
- Sewer Authority Report - The AUG2023 report and notes submitted by M. Fisher were reviewed. A motion to accept these Sewer Authority Report and Notes was made by made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
 - Discuss drafting an 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.

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- Sewer Enforcement Report - The AUG2023 report submitted by B. Brior was reviewed. A motion to accept the Sewer Enforcement Report was made by T. Prutzman and seconded by M. Sitler. Motion passed 4-0.
- Zoning & Codes Report - L. Frace reviewed his report for AUG2023. He noted he will issue a property violation notice to 286 Dairy Rd. for cleanup of junk on the property and will also be filing with the Magistrate for the property at 275 Evansville Rd. for junk vehicles and garbage on the property. A motion to accept this Zoning & Codes Report was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
 - It was noted that a hot topic of discussion in many municipalities is short-term rentals, including AirBnBs. BCT currently does not have a short-term rental ordinance. This would be facilitated via submission to the township ZHB of an application seeking special exception. This is something the Township will need to look into when updating their zoning ordinances.
 - Update on status
 - Blight property at 381 Summerhill Rd. – Review and motion adoption of Resolution #7 of 2023 – Resolution for Tax Exoneration for Blight Property Located at 381 Summerhill Road, Berwick, PA 18603 in Columbia County
 - A motion to adopt this resolution was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
 - 1154 6th Avenue for a Senior Living Assistance Home
 - L. Frace stated that Mr. Patel has until Wednesday to provide an updated plan. However, if one is not received, he will make a submission to the Magistrate.
 - Columbia County, PA Letter of Final Determination (LFD) 05SEP2023 Meeting Follow-up
 - L. Frace attending this meeting and provided an update to the BoS. He indicated once FEMA signs the State Letter, the Township will have 6 months to generate and adopt an updated Ordinance or risk losing NFIP. He indicated that the County has funds to support these efforts and he will reach out on behalf of the township to L. Rhoads, PEMA contractor who is the primary contact for ordinance update support. He also noted that the Township will need to hold a public meeting regarding the flood plain updates. It was agreed that this will be held at the SVFC hall. L. Frace will notify the BoS when it is time to schedule and advertise this.
- Planning Commission Report - The AUG2023 report submitted by R. Samsel was reviewed. A motion to accept this Planning Commission Report was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
- Fire Company Report - The AUG2023 report submitted by C. Fisher was reviewed. A motion to accept this Fire Company Report was made by T. Prutzman and seconded by J. Gallagher. Motion passed 4-0.
 - Fire Department Discussion – C. Fisher provided a summary of the recent events involving Eagle Hose Fire Company. He stated that SVFC and Eagle Hose Fire Company have been in discussion for box alarms support. SVFC confirmed Eagle Hose Fire Company's training records, proof of insurance, and other required documentation to ensure their legal standing. He affirmed that all decisions SVFC make are based on safety of residents and their longevity as a fire company. He also noted that Eagle Hose Fire Company has been on SVFC box alarms previously. He indicated he will issue a letter to the Command Center to have Eagle Hose Fire Company put on the SVFC box alarms and above. Anyone who has any questions can direct them to SVFC Chief C. Fisher.
- Present Bills for Payment: Check #s 24587 to 2465/Electronic Payments 09AUG2023 through 11SEP2023 - A motion to pay these bills was made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.
- Budgets: General Fund, State/Liquid Fuels Fund, ARP Fund - The budgets were reviewed and no issues were noted.

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- M. DeStefano noted that the township will be receiving new replacement checks from Harland since the last batch received did not fully contain checks that had the required 3 signature lines. She also relayed the estimated Liquid Fuels (128,848.82) and Turnback (\$10,400) allocations for 2024 as per PennDOT's recent communication.
- PMRS – Review and motion approvals for 2024 Minimum Municipal Obligations (MMOs)
 - M. DeStefano reviewed the 2024 MMO calculations for both Uniformed and Non-Uniformed pensions. A motion to accept and approve the 2024 MMOs was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
- PSATS Training – motion decision on courses
 - M. DeStefano expressed interest in participating in 2 PSATS training courses and confirmed that budgeted training funds are available. The 2 courses are Budgets With QuickBooks - Virtual Training - 9/28/23 (cost \$55) and QuickBooks Year-End Reports - Virtual Class - 11/30/23 (cost \$55). A motion to approve participation in these training courses was made by M. Sitler and seconded by J. Gallagher. Motion passed 4-0.
- Drafting 2024 Budgets – The 09OCT2023 workshop will be dedicated to reviewing the 2024 draft proposed budget. M. DeStefano will target getting a draft, with input from both T. Frace and S. Rauch, ready for review by the BoS in advance of this workshop.
- Correspondence - The BoS reviewed the correspondence received to date since the last meeting.
 - PSATS UC Election – M. Sitler requested M. DeStefano follow-up with the NCT BoS to inquire if they are familiar with the candidates and obtain input before completing the ballot.
- Ongoing Business
 - Updates re: Joint Multimunicipal Meetings 21AUG2023 & 28SEP2023
 - 21AUG2023: At the meeting an update was shared on connect humanity grant, the Columbia County Commissioners meeting for BCT Lake Park planning was discussed, the RFP quotes for joint Zoning and SALDO updates was reviewed; interviews with 2 consultants Strategic Solutions, LLC & Hailstone Economic, LLC & Barry Isett & Associates, Inc. will be scheduled, and it was noted that the MAP grant application will need to be submitted in September. M. Sitler reiterated concerns with the upcoming change in Commissioners with the Lake plans, but the BoS hope that the plan progression is engrained with the remainder of the staff to continue to move things forward following the transition.
 - 28SEP23: A meeting has been scheduled for Strategic Solutions, LLC & Hailstone Economic, LLC & Barry Isett & Associates, Inc. Proposal Presentations, followed by Q&A periods and any other township business. An advertisement will be in the Press Enterprise.
 - Update: Connect Humanity "Preparing Appalachian Communities for Broadband Equity, Access, and Deployment (BEAD) and Digital Equity Act (DEA)" grant application
 - T. Prutzman has reached out to SEDA-COG, is working on the budget submittal, and indicated a Project manager will be needed to steer the grant; this cost will be included in the budget. He also must reach out to S. Hailstone in follow-up to the grant match.
 - Township Banking – discussion of and motion any decisions for depository services: This has been tabled until additional feedback has been obtained.
- New Business
 - Run for the Diamonds – Motion to Approve Annual Thanksgiving Day event to be held November 23, 2023 beginning at 10:00 AM. Motion made by M. Sitler and seconded by T. Prutzman. Motion passed 4-0.

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- Columbia County Conservation District (CCCD): Road & environmental situation at Hartman's Court and surrounding roads – Please see Public Participation above for information.
- Discussion of and any motions for ARP funding project allocations – N/A
- For the good of the order – N/A
- Adjourn – At the request of PD Chief T. Frace, the BoS entered into an Executive Session.

Respectfully,
Michelle DeStefano
Secretary/Treasurer