

BRIAR CREEK BOROUGH
July 31, 2024
Work Session Minutes

President of Council Bruce Michail called the work session to order at 7PM.

Present: Bruce Michael, E. James Seeley, Jim Long, Rodney Koch, Dave Kershner, Bill Witner, Ed Fenton, Solicitor Barry Lewis, and Borough Manager Carol Kieser. Absent: Mayor Harold Kershner, Zoning Officers Larry Frace and Abigail Smith, and Engineer.

Citizens present: John Trivelpiece, Holli Trivelpiece, Keith and Christy Kehl Hess.

The July 18, 2024 Ber Vaughn Pool Board meeting minutes and financial report were read by Holli Trivelpiece. Upcoming fundraising events were discussed. Copy of the report is filed in the borough office.

John Trivelpiece noted a hearing notice for the Non-Congregate Shelter application was in the Press Enterprise. Meeting has been scheduled for tomorrow (August 1), at 10AM, in Bloomsburg to provide information and answer questions regarding the proposed shelter to be constructed in Briar Creek Borough thru PA Department of Community and Economic Development.

No other complaints or comments were received.

Secretary's Report

Included in the packets for Council were the notes from the June 26 Work Session, minutes of the July 3, 2024 Regular Council Meeting, and a list of bills to be paid.

A motion by Ed Fenton/seconded Jim Seeley to accept the 2023 Fiscal Year Financial Audit and authorize the Secretary to advertise. Motion carried; no opposed.

The reimbursement of \$3620 was received from Columbia County for the Summer Splash Program for sixty pool passes and one swimming lesson.

BAJSA

Jim Seeley reviewed the minutes of June 12, 2024 Berwick Area Joint Sewer Authority. The agreement with South Centre will be drafted to allow the community to connect to BAJSA thru Briar Creek Borough. A copy of the report is filed in the borough office.

Solicitor's Report

Attorney Barry Lewis reported on the inquiry from Haza Bell to use an alternate to the Bond/Letter of Credit to satisfy the final contingency of the developer's agreement. Council discussed an interest-bearing escrow account held by the Borough. Motion by Ed Fenton/seconded Dave Kershner to allow the escrow account instead of a Letter of Credit from a financial institution, providing the necessary set up and closeout fees are reimbursed back to the borough. Motion carried; no opposed. Council authorized Attorney Lewis to create the escrow agreement.

Old or Unfinished Business

Zoning Ordinance Text Changes – Uses are still being revised for each zoning district.

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Fee Schedule – Discussion was held by Council to determine what is recoverable costs associated with a zoning hearing. Attorney advised the fee structure needs to be based on the Municipal Planning Code and municipality cannot make a profit. Attorney reading from Article IX, Section 908(1.1): Fees for a zoning hearing may include compensation to the secretary (steno) and members of the hearing board, notice and advertising costs and administrative overhead connected with the hearing. However, fees shall not include legal expenses or engineering, architectural, other technical consultants, or expert witness costs.

Council to submit any changes on the fee schedule for the August 7, 2024 Council Meeting,

Ed Fenton will contact Steve Kehoe, PennDOT Municipal Services Specialist, to discuss the Park Road/E Rittenhouse Mill Road Resurfacing Project. Steve Kehoe recommends putting the project out for bid in early Spring (March 2025 timeframe).

A Briar Creek Township/Briar Creek Borough Joint Property Maintenance Appeal Board has been formed. Briar Creek Township has scheduled an appeal hearing for Monday, August 19th, 2024 at 6PM to be held at the township building located at 150 Municipal Road.

The recent LST listing from Berkheimer is being reviewed by Jim Long.

New Business

On July 12th, a water leak was found from the hot water heater, located under the sink in the borough hall. Servpro was contacted to remove the damaged walls, cabinets, and flooring. Borough insurance company, EMC, was contacted and an insurance claim was started. Jim Seeley purchased new cabinets and countertop from Lowes. Motion by Dave Kershner/seconded Rodney Kock to reimburse Jim Seeley in the amount of \$1705.89 for the cabinets charged to his credit card. Motion carried; no opposed.

Two flooring companies were contacted for an estimate to repair the damaged flooring in the borough hall. M&M Carpet One was able to match the existing flooring and provided an estimate of \$3980.78. Motion by Dave Kershner/seconded Rodney Koch to ratify the payment of the invoice. Motion carried; no opposed.

The building security camera system failed and American Technology Systems submitted a proposal of \$2637 to replace 4 outdated cameras and add new camera recording equipment for a cost of \$2637. Motion by Jim Seeley/seconded Rodney Koch to ratify the purchase of the security system equipment. Motion carried; no opposed,

The Berwick YMCA 10K is scheduled for Saturday, October 19, 2024. The event will begin at Hog's Hollow and a portion of the running course will be thru Briar Creek Borough. Motion by Ed Fenton/seconded Bill Witner to give the event full support and approval from Council. Motion carried; no opposed.

Discussion was held by Council to find a new Tree Trimming Service since Bob Vosburg has moved. Ed Fenton will provide a list of tree trimmers to Jim Long.

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American Technology Systems submitted two estimates to replace the current door intercom system: estimate 1 – Audio & Video Intercom Doorbell, \$1772; and estimate 2 – Electric Strike to use with the intercom doorbell for an additional cost of \$1537. Motion by Dave Kershner/seconded Rodney Koch to accept estimate 1. Motion carried; no opposed.

Jim Long reported he is still working to have the old PPL poles removed since new PPL poles have been installed.

Correspondence

A letter was received from FEMA to inform the revisions to the Borough's floodplain management ordinance was been approved.

LTAP has scheduled two new training courses: (1) Trucks on Local Roads: Issues and Solutions; and, (2) Stop Signs and Intersection Traffic Control.

BIDA will be co-hosting an Active Shooter Workshop with Texas A&M Engineering Extension Service on Tuesday, August 13th.

Email from BIDA regarding the Hopper transportation program was reviewed.

No further business and meeting was adjourned at 8:30PM.

Respectfully submitted:

Carol A Kieser, Borough Manager
Briar Creek Borough