

MINUTES OF THE BIG BEAVER BOROUGH COUNCIL MEETING February 1, 2022
Held at the Big Beaver Volunteer Fire Company, 621 Friendship RD, Darlington, PA 16115
President Michelle Joy called the meeting to order at 7:00 pm
followed by the Pledge of Allegiance and the Lord's Prayer.

Roll Call:

Mayor: Jamie Marshall (arrived 7:10pm)

Secretary.: Jennifer Gasser

President: Michelle Joy

Public Works Director: Chad Crawford

Vice President: Kim Wagner

Council Member: Roz Miller

Garrett Schriver

Erin Walter

Bart Carr

Jeff Magee

Approval of Agenda

Jeff Magee made a motion, seconded by Garrett Schriver to approve the agenda. All in favor, agenda is approved as submitted.

Public Comment: None

Approval of Minutes:

Kim Wagner made a motion, seconded by Roz Miller to approve the Minutes of January 18, 2022. All in favor, the Minutes of January 18, 2022, are approved.

Administrative Reports:

Presidents Report: President Michelle Joy reported on the thank you note for the Christmas gift for the Planning and Zoning Hearing Board members. President Joy discussed the new Agenda format. President Joy discussed the email from Ty Johnson regarding PA Geology doing a soil testing/drilling in the Borough Wetland area. President Joy provided an update on Danny's Motel. If Mr. Mazi called the office, he should be directed to our Solicitor. President Joy advised Council (previously) approved \$700 to purchase a smart tv for meetings. The Finance Committee met and opted to purchase a projector so it can be used at the Borough Office, Firehall, and for Movie nights. President Joy reported on the meeting she and Kim Wagner had with Emily Palmer regarding the LSSE invoices. She also advised Ms. Palmer is a Sewage Enforcement Officer.

Mayor: Mayor Jamie Marshall reported on the meeting with PennDOT regarding the turning lane and right of way on Route 18.

Public Works Director: Held for discussion portion of the meeting.

Secretary: Submitted Report. Jennifer Gasser went over the quote for the fall newsletter mailing and advised the pension audit started today. Mayor Marshall will help with formatting of the newsletter. President Joy asked each Committee to put together content for the newsletter.

Committee Reports:

Planning and Zoning: Submitted Report

Parks and Recreation: There was discussion regarding grants for the park.

Personnel and Policy: No Report

Public Health and Safety: No Report

Finance: Report submitted. Michelle Joy advised Circuit Rider is not able to sync QuickBooks to PLGIT accounts and the P-Cards were cancelled, and the Finance Committee is looking at a credit card.

Public Works: No Report

Items To Be Voted On

Jennifer Gasser requested to move the US Bank Interest to the sewer fund. Jennifer Gasser went over these standard payments including some being ACH's and the office is working to move some of the invoices to ACH. The office will review these bills and if they do not look normal, they will review before paying. Jennifer Gasser discussed the printers being maintained by the office. Kim Wagner made a motion, seconded by Roz Miller to approve the payment of invoices on attached to be paid as received in the office. Roll Call Vote Yes: Erin Walter, Jeff Magee, Bart Carr, Roz Miller, Garrett Schriver, Kim Wagner and Michelle Joy.

Michelle Joy discussed the PLIGT accounts not being tied to QuickBooks will need to manually be entered into the Circuit Rider System. Jennifer Gasser will follow up with Susan Hockenberry about reporting if it's not synced with QuickBooks. Council discussed how the accounts are setup. Roz Miller made a motion seconded by Jeff Magee to open two bank (one for each Bond account) accounts for bond money to move through so it syncs up with Bill.com in our new finance program. Roll Call Vote Yes: Erin Walter, Jeff Magee, Bart Carr, Roz Miller, Garrett Schriver, Kim Wagner and Michelle Joy.

Kim Wagner made a motion, seconded by Erin Walter to open the two new accounts at Huntington Bank and not Citizens Bank. Roll Call Vote Yes: Erin Walter, Jeff Magee, Bart Carr, Roz Miller, Garrett Schriver, Kim Wagner and Michelle Joy. The accounts will be opened with a \$5,000 balance unless the bank requires an additional amount.

Council discussed the cleaning services. Roz Miller made a motion, seconded by Bart Carr to terminate the current cleaning service at a savings of \$250.00 a month and the road crew department will begin cleaning the office. Roll Call Vote Yes: Erin Walter, Jeff Magee, Bart Carr, Roz Miller, Garrett Schriver, Kim Wagner and Michelle Joy. Jennifer Gasser advised she had the cleaning lady's key, and it was agreed Jennifer Gasser would call the cleaning lady and send a letter advising of the vote.

Workshop Discussion

Chad Crawford discussed the Public Works Projects, Equipment & Budget items for 2022.

Chad Crawford went over the road work planned for this year including Hollowvue Road from the Homewood Line to Aley Hill road including replacing/adding culvert pipes, milling and profiling of the road.

Foxwood Rd and Shenango Road to do a single layer of tar and chip. We will use Liquid Fuel money to complete these projects.

Chad Crawford discussed the Aley Hill Road drainage improvements. He has applied for a grant through Beaver County Conservation District for a portion of the cost.

Council discussed the cost of these projects and if the BIDS come in over, they cannot move forward with the projects.

Chad Crawford discussed Norwood Drive and advised the road has not moved and discussed options with blending the road.

Chad Crawford went over his 2022 Budget request items.

Chad Crawford and Council discussed purchasing a Boom Mower. Council discussed using bond funds for all or part of the purchase. Jennifer Gasser will reach out to Shannon Steele regarding this and the process if the Borough wanted to take a loan out with having the bond.

Chad Crawford advised Council the streetlights are still on. The poles have to be removed and the lights were changed to LED lights and Penn Power will have to do a study to see the cost to turn them off and/or remove the pole.

Chad Crawford requested to sell on Municibid the old broom, old spreader (10-ton dump truck), old plow for 550, old zero turn (will need to purchase battery), and the printer from the office.

Michelle Joy discussed with Council the issue of tractor trailers on Foxwood Road and putting a more detailed sign on the road. Chad Crawford advised on Sherwood Road we need to install signs and move the weight limit signs. Chad Crawford will price signs.

Jennifer Gasser discussed the time involved with the streetlights to date and inquired if at this point, we should file a complaint with the Better Business Bureau. Council had no objections with a complaint be filed.

Meeting Adjourned 9:29 pm

Respectfully Submitted

Jennifer Gasser