

MINUTES OF THE BIG BEAVER BOROUGH COUNCIL WORKSHOP MEETING **February 4, 2020**
HELD AT THE BIG BEAVER MUNICIPAL BUILDING, 114 FOREST DRIVE, 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 - Don Wachter

Admin./Treas.: Debbie Ahern

President - Michelle Joy

Public Works Admin: Chad Crawford

Vice President - Roz Miller

Councilmen –Kim Wagner

Solicitor: Shannon Steele

Jeff Magee

Dennis Stiteler

Bart Carr

Jason Landsbach

Visitors:

Elaine Savoldi, listing agent for 224 Norwood Drive, discussed the property being sold and asked Council how they feel about selling the property together as it is two different zoning categories. They can sell it as one sale, but if they want to reverse subdivide, they will have to approach the Planning Commission. There is no vision/plan from Council as to what they see happening there.

Discussion of Reports:

There were no questions regarding the previously submitted reports.

There are two additional reports turned in: Municipal Authority and Code/Zoning

Dennis Stiteler commented to put the date on reports turned in.

There is no written report for Parks & Recreation. Michelle Joy had a discussion with Erin Walter and Katie Damaska to see if they were planning anything. Katie stated they would like to have an Easter Egg Hunt, but nothing concrete yet. May need funding from the Borough.

Old Business:

Shannon Steele explained the RBC Capital Markets engagement letter. You have two legal advisors in the offering of a bond: Bond Council who handles that the bond is being handled correctly, and the Solicitor who represents the Borough. The Bond Council is NOT an advisor to the Borough. They are making sure that the bonds are offered, and they make money. You have to be very knowledgeable in Financing to work in issuing bonds. The Solicitor reviews everything that Bond Council draws up. The Borough does not pay anything upfront. All fees are included in the Bond and hence the Bond payment. Total payment for the bond is a little less than \$100,000 per year for 25 years. They are

Callable Bonds at 3%. Sewer revenues will pay most of the payment. The Borough share is around \$15,000. The monies will be used to pay the Municipal Authority's PennVest loan and for infrastructure. The closing should be March 31, 2020. The Bond Council is in contact with PennVest to let them know where we are in the process.

Guidelines for Public Comments Ordinance was advertised. All we have to do is vote on it. Roz Miller made a motion to approve and accept the Ordinance for Guidelines for Public Comments, seconded by Jeff Magee. All in favor, motion carried.

There was discussion about being consistent in the response to residents. It is Public Comment, not question and answer. It is okay to say that we will look into and respond. Shannon Steele stated other Municipalities respond by letting the individual know who they can reach out to, the engineer, the office, etc., and share their information at the end of the meeting.

Dennis Stiteler stated that he read an article in the local newspaper that other communities have received grants to create their Comprehensive Plan. Kim Wagner stated that some of the grants are matching grants where the Municipalities must also put in money. Michelle Joy questioned whether the work on the Comprehensive Plan would have to be advertised to bid because of the dollar amount. Shannon Steele responded no because it is a professional service. Roz Miller stated that we should look at Grant timetable and prepare projects as to the needs of the Borough and be able to research and apply for Grants when something suits a project. Debbie Ahern stated that money for the Comprehensive Plan was not in the Budget, so money would have to be moved from the Road Department Capital Improvements. Dennis Stiteler will research to find information about how many Municipalities have a Plan, how many follow it, how many don't follow it at all, how old are their plans. Michelle Joy suggested that the Planning Commission talk to John Heyl as to what grants may be available and keep the conversation happening and plan to budget for next year since we have to wait for Census numbers. The Plan should be what we need and be utilized. Previous Plans were not used. You don't always have to be a distressed community to get a grant. Chad Crawford stated that Darlington Township has received grants thru DCNR to build a playground and a restroom facility. The drawback is you are looking at a 2-year timeframe from application to doing the work. You don't always need a Plan to get grants, and the Plan we have would probably be alright. Consensus is to table a vote and continue to look at it and let the Planning Commission work on it.

New Business items that were voted on:

ITEM #1 There was discussion to change the paid lunch to 30 minutes for ALL employees. Roz Miller made a motion to change the Secretary's job description to read hours are 8:00 to 4:00 with a 30-minute paid lunch, seconded by Bart Carr. Michelle Joy and Jason Landsbach voted no; all others voted yes. Motion carried.

Jeff Magee made a motion to accept the Secretary's job description with the change in lunch, seconded by Roz Miller. All in favor, motion carried.

ITEM #2 Roz Miller made a motion, seconded by Jeff Magee to approve the Administrator of Public Works job description with training requirements removed. All in favor, motion carried.

ITEM #3 Kim Wagner made a motion, seconded by Bart Carr to change the work hours to 7:00 to 3:00 with a 30-minute paid lunch. Roz Miller amended the motion to all road crew personnel. Jeff Magee amended the motion to All hourly employees of the Borough. Roz Miller made the motion, seconded by Jeff Magee to approve a 30-minute paid lunch for all hourly employees of the Borough. Michelle Joy and Jason Landsbach voted no; all others voted yes. Motion carried.

Roz Miller made an amended motion, seconded by Dennis Stiteler to suspend the Road Master job description and title. All in favor, motion carried.

Dennis Stiteler made a motion, seconded by Roz Miller to approve Road crew General Laborer job description with a change to reports to Administrator of Public Works, lifting 50 pounds and a 30-minute paid lunch. All in favor, motion carried.

Roz Miller is reviewing the Road Crew job description.

ITEM #4 Jeff Magee made a motion, seconded by Kim Wagner to purchase shirts & hoodies for Road Crew up to \$700.00. All in favor, motion carried.

ITEM #5 Jeff Magee made a motion, seconded by Jason Landsbach to eliminate Don Reeher's Borough cell phone and collect the keys he has to the office. All in favor, motion carried.

ITEM #6 Council does not have to approve changing to a rag supply company for garage

ITEM #7 Jason Landsbach made a motion, seconded by Jeff Magee to upgrade the dumpster at the park to a locking dumpster. All in favor, motion carried.

ITEM #8 This item moved under Monthly correspondence

ITEM #9 Jason Landsbach made a motion, seconded by Roz Miller to adopt mileage reimbursement at the IRS rate of \$.575. All in favor, motion carried.

ITEM #10 Kim Wagner made a motion, Jeff Magee seconded by to have Shannon remove the Municipal lien on Kevin Bowen's property that was satisfied in July 2015.

ITEM #11 Chad Crawford will research a monitoring system for the office building and the garage, a security entry system for the office, and how much internet at the garage would cost.

There was a discussion to clarify the sick/personal time roll over amount of 250 hours. All policies and procedures need revamped. We need an employee handbook to address these issues. Debbie Ahern to contact DCED as to the cost to have someone come here and help us.

Monthly correspondence:

At this time, Council has no recommendation for a replacement to Brady's Run Sanitary Authority Board. Please be thinking of someone that would be willing to sit on this Board.

Council feels just keeping the Incoming/outgoing call log in the office if someone wants to see it they can.

The Old Police number is being canceled.

The truck has been advertised on Craiglist & Beaver County Times

Pitt Raceway Conditional Use Hearing February 18, 7:00 pm.

The Lennon correspondence regarding Dominion Energy non conform to Borough Code is to inform the Borough. Nothing that the Borough has to do.

Chad Crawford will destroy the old computers in the storeroom

Scrap recycling income of \$168.00 will be deposited in February.

Meeting with the Fire Department Thursday at 6:30.

Michelle Joy spoke with Larry Lennon about the volume of maps that we have in the office. We have to keep, but it can be electronic. They will get us a price for doing the digitizing.

Meeting adjourned ___ 9:42 pm _____

Submitted by