

MINUTES OF THE BIG BEAVER BOROUGH REORGANIZATIONAL MEETING JANUARY 3, 2022  
HELD AT THE BIG BEAVER VOLUNTEER FIRE DEPART., 621 FRIENDSHIP RD, DARLINGTON, PA 16115

Judge Mancini swore in Mayor Jamie Marshall.

Mayor Jamie Marshall called the meeting to order at 7:02 pm followed by the Pledge of Allegiance and the Lord's Prayer.

Mayor Jamie Marshall swore in Council Members Bart Carr, Erin Walter, and Garrett Schriver.

Mayor Marshall called for nominations for Council President. Roz Miller nominated Michelle Joy. Mayor Marshall called for additional nominations for Council President. Bart Carr also nominated Michelle Joy. All in favor of Michelle Joy as Council President.

Mayor Marshall called for nominations for Council Vice President. Roz Miller nominated Kim Wagner for Vice President. Mayor Marshall called for additional nominations for Council Vice President, no additional nominations. All in favor of Kim Wagner as Council Vice President.

Mayor Marshall called for nomination for Council President Pro Temp. Kim Wagner nominated Jeff Magee. Mayor Marshall called for additional nominations for Council President Pro Temp, no additional nominations. All in favor of Jeff Magee as Council President Pro Temp.

**Roll Call:**

Mayor: Jamie Marshall

President: Michelle Joy

Vice President: Kim Wagner

Council Members: Roz Miller

Bart Carr

Jeff Magee

Garrett Schriver

Erin Walter

Public Works Director: Chad Crawford

Secretary.: Jennifer Gasser

Treasurer: Annie Mako

Zoning Officer: Dawna Pella

**Approval of Agenda**

Michelle Joy requested to amend the agenda to add an executive session. Kim Wagner made a motion, seconded by Bart Carr to approve the amended agenda. All in favor, amended agenda is approved.

**Public Comment**

Don Wachter thanked everyone for the memorial for his granddaughter.

Adam Crepp and Matt Straub had no comments.

Luke Taiclet thanked everyone and will stay until the end of the meeting for any questions on the budget.

**Approval of Minutes**

Jeff Magee made a motion, seconded by Erin Walter to approve the Minutes of December 21, 2021. All in favor, the minutes of December 21, 2021 are approved.

**Reports:**

Zoning Report: Dawna Pella reported on the property on Norwood Drive, no changes and Robin will go out

tomorrow to board up the windows and fix the loose gutter. Bart Carr inquired about the garage falling down in the same area. Dawna Pella advised complaints are reviewed by someone completing a complaint form, not by what she sees. Michelle Joy inquired if there would be an additional cost if the process was changed. Dawna Pella advised it could be tested for a year to see if the workload increase. Council and Dawna Pella discussed this change. After discussion on the Property on Norwood Drive, Council agreed to wait until the next meeting and Dawna Pella will see if they have completed what they needed to do and if they have done it, they (Council) can set the next steps. All of Council was in favor. Dawna Pella advised Monday at 7:00pm is the Hostetter Zoning Hearing. Michelle Joy confirmed the new Solicitor (George Patterson) will be handling the hearing. Michelle Joy advised she has spoken with Attorney Douglas and he did send the Tower Access Group decision and he was to send two a day until all were received. No additional decisions were received. Michelle Joy advised she let Attorney Douglas know that the new attorney was George Patterson and he will be handling the hearing on January 10, 2022.

Public Works Dept: Turned In. Chad Crawford thanked Luke Taiclet for all his work.

Secretary: Turned In. The new Borough Applications were discussed including the fillable applications. The Fireman's report was included.

Planning Commission: Unapproved December 8, 2021 Minutes

**Reappointments:**

Michelle Joy advised we can change reappointments in the future.

Bart Carr made a motion, seconded by Roz Miller to reappoint Solicitor Santicola, Steele & Fedeles. All in favor. The Solicitor for 2022 for Big Beaver Borough is Santicola, Steele & Fedeles.

Roz Miller made a motion, seconded by Bart Carr to reappoint Borough Engineer Lennon, Smith, Souleret Engineering, Inc. All in favor. The Borough Engineer for 2022 for Big Beaver Borough is Lennon, Smith Souleret.

Kim Wagner made a motion, Jeff Magee to reappoint Municipal Authority Engineer Michael Baker International. All in favor. The Municipal Authority Engineer for 2022 for Big Beaver Borough is Michael Baker International.

Bart Carr made a motion, seconded by Roz Miller to reappoint Emergency Management Coordinator Matthew Straub. All in favor. The Emergency Management Coordinator for 2022 for Big Beaver Borough is Matthew Straub.

Roz Miller made a motion, seconded by Bart Carr to reappoint Zoning Officer/Property Code Enforcement Officer D.L. Pella Consultants. All in favor. The Zoning Officer/Property for 2022 for Big Beaver Borough is Pella Consultants.

Kim Wagner made a motion, seconded by Roz Miller to reappoint Building Code Official MDIA – Chuck Steinmetz. All in favor. The Building Code Official for 2022 for Big Beaver Borough is MDIA.

Jeff Magee made a motion, seconded by Jeff Magee to reappoint Sewage Enforcement Officer A-G Squared

Services – Mike Groves. All in favor. The Sewage Enforcement Officer for 2022 for Big Beaver Borough is Mike Groves, A-G Squared.

Roz Miller made a motion, seconded by Jeff Magee to reappoint Auditor Herrmann & Loll, INC CPA. All in favor. The Municipal Auditor for 2022 for Big Beaver Borough is Hermann & Loll.

Council discussed they will appoint an additional Planning Commission member at a later date. Garrett Schriver made a motion, seconded by Kim Wagner to reappoint Patricia Selby to Planning Commission. All in favor. Patricia Selby is reappointed to the Planning Commission.

Kim Wagner made a motion, seconded by Bart Carr to appoint to the Zoning Hearing Board Dee Beier and Bob Adams. All in favor. Dee Beier and Bob Adams are appointed to the Zoning Hearing Board.

Roz Miler made a motion, seconded by Jeff Magee to appoint the Tax Collection Committee: Jamie Marshall and Annie Mako Alternate. All in favor. The Tax Collection Committee for 2022 for Big Beaver Borough is Jamie Marshall and Annie Mako.

### **New Business**

Council discussed the quotes received with rekeying the Municipal Building and Garage. Roz Miller made a motion, seconded by Kim Wagner to approve rekeying the building with the master keylock system with the double cut high security keys. Roll Call Vote Yes: Jeff Magee, Bart Carr, Roz Miller, Erin Walter, Kim Wagner, Garrett Schriver and Michelle Joy.

Jeff Magee made a motion, seconded by Erin Walter to approve Resolution 01-2022 Big Beaver Borough Fee Schedule. Roll Call Vote Yes: Jeff Magee, Bart Carr, Roz Miller, Erin Walter, Kim Wagner, Garrett Schriver and Michelle Joy.

Bart Carr made a motion, seconded by Roz Miller to approve Resolution 02-2022 Berkheimer Confidential Contact Liaison adding the titles Treasurer and Secretary. Roll Call Vote Yes: Jeff Magee, Bart Carr, Roz Miller, Erin Walter, Kim Wagner, Garrett Schriver and Michelle Joy.

### **Old Business Updates**

Beaver County Humane Society Contract – Jennifer Gasser discussed the Beaver County Humane Society with Council and what the Beaver County Humane Society does versus what the Dog Warden does. Bart Carr made a motion, seconded by Kim Wagner to not renew the contract with the Beaver County Humane Society. Roll Call Vote Yes: Jeff Magee, Bart Carr, Kim Wagner, and Garrett Schriver. Roll Call Vote No: Roz Miller, Erin Walter, Michelle Joy. The Borough is not renewing the contract.

Update on the property on Norwood Dr – discussed during the Zoning Report.

Luke Taiclet discussed the Budget with Council with the updates with the realignment of staff and Circuit Rider services. With the realignments, the expenses and revenues remained the same. Kim Wagner made a motion, seconded by Jeff Magee to approve the 2022 Budget based on changes for realignment of staff. Roll Call Vote Yes: Jeff Magee, Bart Carr, Roz Miller, Erin Walter, Kim Wagner, Garrett Schriver and Michelle Joy.

Jennifer Gasser advised with the donations received for the mayors tree and Plaque (memorial at the park) \$210 was paid in cash for the plaque and \$190 was made as a donation to the Borough.

**2021 Committees:**

Michelle Joy discussed with Council the areas of the Budget each member of Council will be responsible for. Michelle Joy – General Government, Kim Wagner– Revenues, Roz Miller – Planning and Zoning, Jeff Magee– Personnel, Bart Carr- Public Works, Garrett Schriver – Sewer, Erin Walter – Heath, Safety/Risk and Jamie Marshall – Recreation and Community Development

Public Works (Roads and equipment, sewers, building and grounds) – Michelle Joy, Bart Carr, and Garrett Schriver

Public Health and Safety (EMC, Fire Department, Police Department) – Jeff Magee, Bart Carr, Erin Walter, and Jamie Marshall.

Parks and Recreation (Park grounds and improvements, Community Events) – Jeff Magee, Roz Miller, Erin Walter, and Jamie Marshall.

Finance- Michelle Joy, Kim Wagner, and Garrett Schriver.

Planning and Zoning- Kim Wagner, Roz Miller, Garrett Schriver

Personnel and Policies- Michelle Joy, Jeff Magee, and Kim Wagner

COG- Roz Miller, Bart Carr and Erin Walter

Michelle Joy asked that the committees schedule meetings and left Jennifer Gasser know.

Jennifer Gasser will send an updated Contact List.

Michelle Joy advised there might be an additional committee with General Gov that deals with the office with technology including Newsletters, Websites Etc...

Executive Session – Personnel 8:20-8:29pm

Meeting Adjourned 8:31pm

Respectfully Submitted

Jennifer Gasser