

MINUTES OF THE BIG BEAVER BOROUGH COUNCIL MEETING **March 3, 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	Admin. Assist: Jennifer Gasser
Vice President - Roz Miller	Public Works Admin: Chad Crawford
Councilmen –Kim Wagner	
Jeff Magee	
Dennis Stiteler	
Bart Carr	
Jason Landsbach	

Visitors:

Kathy Stout, Jim Stout and Eric Dalpiaz from Pitt Racing regarding the Land Development Submission. Michelle Joy sent an email to the Engineer and they advised they received the letter from Pitt Racing. The letter was caught by spam filters and the Engineers are reviewing the letter. Roz Miller made a recommendation to approve the land development submission of Pit Racing, contingent on all items addressed by the engineer being fulfilled second by Jeff Magee. All in favor, motion carried.

Approval of Minutes:

Roz Miller made a motion seconded by Bart Carr to approve the minutes of the February 18, 2020 minutes. All in favor, motion carried.

Discussion of Reports:

The zoning and municipal reports were turned in.

Mayors Report:

Nothing new to report

Old Business:

Planning's recommendation to hire LSSE to create the Comprehensive Plan as per previous bid submitted. Kim Wagner advised she is looking at Grant Issues. Dennis Stiteler provided a copy of a comprehensive plan by Penn State.

Council is searching for a representative to appoint to Brady Run Sanitary Authority Board.

Council reviewed the email from Larry Lennon where he verbally notified Dominion and their consultant GAI that the borough will not be proceeding with the Tree Harvesting Contract. The engineer will need to advise if the Borough still needs to send a letter to Stefanick. Chad advised the trees are already down.

10 Picnic Tables at the park need replaced. Roz Miller made a motion, seconded by Kim Wagner to purchase the material for the 10 picnic tables, not to exceed \$2000. All in favor, motion carried.

Council reviewed the 2019 Spring Cleanup letter, to create the 2020 letter. Jason Landsbach spoke with Tim Davis. Jennifer Gasser will update letter based on Tim Davis and Council's suggestions. Council reviewed the E-Waste 2019 information to be included in the letter. Jennifer Gasser will verify this is still the same process and if so, will add the E-Waste letter and Community Tire Collection letter to the Spring Cleanup letter.

Council reviewed their current contact information and Committees list. Council members will let Jennifer Gasser know if they want to set committee meetings. Council emergency contact list will be in Council Chambers.

New Business:

Council reviewed the current Big Beaver Borough Park Rental Agreement for updates. Michelle Joy, Kim Wagner, and Roz Miller as part of the Parks Committee will review the current contract and bring an updated agreement to next Council Meeting to be reviewed. Council also reviewed the potential of permitting alcohol with a permit. After discussion, it was agreed the port a john will be set up in April 2020, at the park.

Council reviewed supplies for the Fire Department. Debbie Ahern will review prior bills from 2017 to see if the Fire Department was billed for supplies. It was also discussed that we make copies for the Fire Department every couple of months.

Council reviewed the devices/services currently on plan with Verizon Wireless. Debbie Ahern discussed the cancellations of Donnie Reeher's and the EMC cellular phone. Debbie's inquired if the Borough is responsible to provide the EMC a cellular phone. Council discussed the current lines are for the Mayor, Jason Landsbach, and Jason Landsbach's IPAD. Debbie Ahern also went over the first responder and municipal employees cellular plan through ATT called First Net. After further discussion, the Mayors phone is borough provided for safety and emergency. Jason Landsbach advised he is willing to pay the monthly access fee and advised he seldom uses the phone for anything outside of borough business.

Council discussed they need to ask all our professionals (Engineer, Solicitor) what their fee structures are.

Council reviewed the International Institute of Municipal Clerks mailing received, council will review and discuss during next meeting.

Council agreed to move forward with the DCED letter of intent for their assistance with creating an Employee Handbook, Job Descriptions, policy and procedures manual, and working with the Fire Department regarding paid fire fighter, although the borough is not instituting paid firefighters. No vote was required as this is a free service and there were no objections.

Kim Wagner made a motion, seconded by Jeff Magee to sign the Berkheimer Confidentiality form. All in favor, motion carried. Council Members (Michelle Joy, Jason Landsbach, and Roz Miller) signed the Berkheimer Confidentiality form (Resolution 2020-1), which permits the Treasury and Secretary to be a liaison with Berkheimer.

Bart Carr made a motion, second by Kim Wagner to purchase 2 new lateral filing cabinets for the front office, not to exceed \$1000. All in favor, motion carried.

The Park Committee is planning a Community Easter Event on 4/4/2020 from 10am-12pm. The Committee is reaching out to local businesses for donations and a photographer is donating her time. Jason Landsbach made a motion to use up to \$1000 in the Parks and Recreations budget for the Community Easter Event, seconded by Bart Carr. All in favor, motion carried. The flyer will be included in the Spring Clean up mailing.

Chad Crawford discussed the current condition of the Backhoe and requested to purchase a new backhoe for \$115,000. He has received multiple quotes. Chad Crawford advised the borough will keep the old backhoe and will be used to load salt, etc.. Bart Carr asked if there was a Demo that could be purchased, and Chad Crawford advised the Demos were significantly used. It was also discussed last winter there was conversation regarding purchasing another backhoe. Michelle Joy requested a final purchase price prior to voting. Dennis Stiteler inquired if we could look at a machine without all the bells and whistles or a used backhoe. Chad Crawford is requesting the money come from Capital Purchase that is earmarked for machinery.

Roz Miller requested a quarterly line sheet and Dennis Stiteler requested to see the incoming cash flow report.

Council discussed the KOZ, Tiff, and Alerta programs.

Council discussed the collection and amount of Amusement taxes and the amount that is currently be collected from Pitt Racing versus DJ's Island. Debbie Ahern advised Pitt Racing pays approximately \$300 a quarter. Michelle Joy want to ensure the Amusement tax is being properly billed. Michelle Joy requested this tax be pulled and checked and Debbie Ahern advised she will check with Donna Paisley regarding the Amusement Tax.

There was discussion regarding Chad Crawford using his personal cellular device for borough business, including using his device as a hotspot. Kim Wagner made a motion for a \$50 monthly stipend for cellular service for the Public Works Director, seconded by Roz Miller. All in favor, motion carried.

Council discussed chairs for Council Chambers. This will be tabled to be revisited.

Roz Miller made a motion, second by Jeff Magee to appoint Jennifer Gasser as Flood Plain Manager. All in favor, motion carried.

Council discussed office staff will have a training with LSSE and the Zoning department. Roz Miller is to set up the meeting with all parties.

Chad went over the security system quotes for the Borough Office and Garage. Dennis Stiteler advised Council previously received a quote from Ghost Security system and requested a simple, less expensive system that can be self-installed. Bart Carr mentioned the borough has theft insurance. No motion was made.

Council reviewed the purchase of Council Seating Arrangement. No motion was made for purchase.

Monthly correspondence/Communication:

The 1997 Dump truck was picked up on 2/22/2020 and the check was deposited.

Office Staff will place Council Members mail in Council chambers prior to Council meetings. If Council Members are not in attendance the mail will be placed back in their mailboxes.

If Council does not want to keep materials from meeting, please give to office staff for shredding. If Council has unwanted paperwork at home, please bring into office staff for shredding.

Council Members will let Jennifer Gasser know if they want business cards.

LSSE Letters Council was copied on. Planning Commission also received the letters.

For the Dominion Energy project, council received 9 driveway drawings and PennDot M950S forms from GAI Consultants for each driveway application previously submitted.

PennDOT doing road count on Alley Hill Road Starting 3/9/2020-06/25/2020. Council wants to know why they are doing this project and if the Borough will be provided the results. Jennifer Gasser will follow-up with PennDOT regarding Councils concerns.

Jo Fatchet is the new Full Time Animal Control officer at the Beaver County Humane Society.

Coronavirus Preparedness Summit & Workshop June 17-19 in Washington DC and Police Civil Service Procedure Training brochure letters were provided to Council.

Bart requested a sign be put on Hollowvue road regarding a dip in the road and discussed people speeding on the road. Chad advised the road needs to be milled and the hill is sliding towards Homewood.

Chad Crawford discussed the preliminary prints for Norwood Drive and made a recommendation for the Borough to get a second opinion. Chad Crawford also discussed placing a catch basin at the hill by the cemetery and test for three months. Michelle Joy's concern was their was complex fixes to this road and wants to ensure any changes will not impact these changes. There was discussion with talking with the cemetery to prevent the water from running off the hill.

Council discussed the Commodities into Cog and Costar by 3/12/2020 and the needed pipe. Chad Crawford advised the borough needs to bid the stone on its own.

Chad Crawford also discussed the equipment needed by the road crew, including a tamper and Quicke Saw. Chad Crawford reviewed the cost of renting the equipment per day versus purchasing the items. Chad Crawford advised the list of requested equipment was provided to council in the packet. Chad Crawford also discussed the borough needs a salt shed as the current storage of the salt is not DEP approved. Michelle Joy requested an estimate from Chad Crawford regarding Alley Hill from Friendship to Shenango to repair. Chad Crawford advised Alley Hill is the worst road in Big Beaver.

Michelle Joy advised council needs to have a plan for the Tregasser plan as the road is not going to be repaved. Chad Crawford advised the road needs to be tarred and chipped.

Executive Session: Personnel

There was no Executive Session

Meeting adjourn 10PM

Submitted By:

Jennifer Gasser