



**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING - approved  
February 9 , 2026**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 5 guests in attendance.

Officials in attendance:

Victoria Pongrace, Council President  
David Baldonieri, Council Member  
Matt Goss, Council Member  
Todd Hipwell, Council Member  
Chris Mansfield, Council Member  
Mike Kelly, Council Member

Others in attendance:

Jacob Leyland, Solicitor  
Capt. Matt Blough, NRPD  
Chief Ben Titus, BWVFC  
Jake Turner, Roads Supervisor  
John Valinsky, LSSE

Officials absent:

Dan Dimond, Vice President  
Doug Marsico, Mayor

**MINUTES**

- Motion made by Mr. Baldonieri, seconded by Mr. Hipwell, to approve the January 12, 2026 meeting minutes. Passed unanimously. Motion carried.

**EXECUTIVE SESSION**

Ms. Pongrace announced an executive session following the meeting to discuss legal and real estate matters.

**ANNUAL MS4 TRAINING**

John Valinsky from LSSE provided a DEP MS4 permit overview and update for Council Members and residents.

**PROPERTY OWNER REQUEST TO ADDRESS COUNCIL - none**

**PUBLIC COMMENTS REGARDING AGENDA - none**

**RESOLUTIONS AND OTHER MOTIONS REQUIRED**

- Motion made by Mr. Kelly, seconded by Mr. Hipwell to adopt Resolution No. 4 of 2026 allowing for disposition of records. Passed unanimously. Motion carried.
- Motion made by Mr. Mansfield, seconded by Mr. Baldonieri, to adopt Resolution No. 5 of 2026 recognizing Local Government Week, April 13-17, 2026. Passed unanimously. Motion carried.
- Motion made by Mr. Hipwell, seconded by Mr. Kelly to advertise Ordinance No. 476, increasing the Borough's Realty Transfer Tax to 1%. Passed unanimously. Motion carried.
- Motion made by Mr. Goss, seconded by Mr. Baldonieri to advertise Ordinance No. 477 Zoning for Data Centers. Passed unanimously. Motion carried.

## **MAYOR'S REPORT - None**

## **MANAGER'S REPORT**

Ms. Null reported the following:

- The Pittsburgh Tribune-Review announced their plans to circulate a weekend print edition beginning in May, providing a valid option for municipal legal advertising.
- The Bradford Woods Womens Club has requested to hold their monthly meetings in Borough Council Chambers. Council recommended that an application form should be created for requests such as this.
- Armstrong notified the Borough that rates for television programming will increase in February
- The Borough has been awarded a \$50,000 grant for designing pedestrian facilities on Bradford West and Forest Road. The grant requires a 15% match.

## **SOLICITOR'S REPORT**

- Mr. Leyland reported working with Marshall Township's solicitor on an ICA for maintenance responsibility on shared roads.
- The Village THOA Board voted to deny the Borough an easement for the use of Saybrook Harbor as an access point for the Village Pond Restoration project. Mr. Leyland is in conversation with the attorney for the THOA.

## **UNFINISHED BUSINESS**

- SOFI forms are due to the Borough office by May 1.
- Elected officials must complete required NIMS training by June 1.
- The North Hills COG, on advice from their solicitor, has declined to administer the Waste Management contract for the 2027 option year since some of the participating municipalities do not intend to exercise the option year. Waste Management has offered to provide their service during the option year at the 2026 price, eliminating the 9% increase stated in the contract. Managers to discuss during the March 6 COG meeting.
- Ms. Null reported the architect for the NRPD facility project has determined 5 options for a scaled-down renovation of the current Pine Municipal Building to meet the NRPD's expansion needs. Pine plans to move municipal staff to a proposed addition to the Pine Community Center.

## **NEW BUSINESS**

- Ms. Null reported that the Road Committee met to discuss the Borough's winter maintenance policy. The committee is recommending updates to the Borough's existing inter-departmental policy and the creation of a new public-facing policy. Council discussed the use of a dashcam in the plow truck. Mr. Turner questioned the ability of a dashcam to capture a mailbox strike in the dark during a snow event.
- Ms. Null introduced the idea of prohibiting street parking from November 1 to April 15, similar to a policy in Richland Township, as a way to prevent parked vehicles from blocking access to Borough roads during snow events. Council expressed concerns about parking for school events in the winter.

## **FINANCIAL REPORTS**

Mr. Hipwell presented the January check detail report, stating there were 14 electronic payments and 10 paper checks. The 5 largest payments were \$445,524 to Shields for the 2025

road program, \$27,932 to NRPD, \$24,784 to PVE for engineering related to the Village Pond, \$10,162 to Morton Salt, and \$8,798 to US Bank. Motion made by Mr. Hipwell, seconded by Mr. Mansfield, to pay and ratify checks/payments for January 2026. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for February/March 2026 (10 vendors) for Council approval.

Motion made by Mr. Hipwell, seconded by Mr. Kelly, to pre-ratify bills for February/March 2026. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for January 2026. Total Revenue; \$22,977. Expenses; \$543,373 and Total Fund Balance; \$1,381,192.

## **MONTHLY REPORTS**

### **SAFETY:**

#### **• POLICE**

Capt. Blough reviewed the January calls for service: 19 calls, 2 citations, and 14 warnings. Total calls in all municipalities - 767 in January. Ms. Pongrace added the total 2025 calls in Bradford Woods: 220, with 29 citations and 110 warnings. Total calls in all municipalities - 9,705 in 2025. Officer Bartlett retired at the end of January. His replacement is in place.

#### **• FIRE**

Chief Titus reported 3 calls in January; a fire alarm, a service assist, and a mutual aid in Marshall. Fire Company volunteers dug out all fire hydrants in the Borough after the January snowstorm.

#### **• EMS**

Ms. Pongrace reported that the MFPAA will host an open house, "A Year in Review," on March 16 at 5:00 pm and all are welcome to attend.

## **MS4**

#### **• Church Tank Project -**

- Motion to accept a proposal from the low bidder Ackenheil Engineering, Inc. for the geotechnical investigation related to the Church Tank Project in the amount of \$11,600 made by Mr. Baldonieri, seconded by Mr. Hipwell. Passed unanimously, motion carried.

#### **• Village Pond -**

- Ms. Null reported the Village THOA Board denied the Borough's request for a temporary easement for construction access using Saybrook Harbor.
- The project will be advertised for bidding this month, with bid opening March 3 at the Borough Office.

## **Roads**

- Mr. Baldonieri announced the 2026 Road Program and Crack Sealing Program will be joint bid with Pine Township. The Bradford Woods base bid is Woodland Road from Bradford to Lake, and there are no add/alternates. The Bid Opening will be March 2.

- o Motion to approve advertising the 2026 Pavement Rejuvenation Program for bids made by Mr. Baldonieri, seconded by Mr. Mansfield. Passed unanimously, motion carried.

### **Public Works**

Mr. Turner reported that Morton Salt has had difficulty keeping up with salt orders after the major storm in January. We have met our minimum order quantity and are currently out of salt. Marshall and Pine Townships have offered to loan us salt if needed. Ms. Pongrace expressed appreciation for the work Mr. Turner did during last month's heavy snow events.

### **Planning**

Mr. Goss reported on the February 2nd Planning Commission meeting. They discussed parking on Forest Road Extension and heard from residents as well as the owner of 185 Bradford. They will now narrow down the issues and barriers, determining temporary vs. permanent solutions and costs. They also discussed the data center ordinance.

### **Building & Zoning**

- 4821 Wexford Run - Zoning - Shed

**PERSONNEL** - NONE

### **NORTH HILLS COUNCIL OF GOVERNMENTS (COG) / NORTHLAND PUBLIC LIBRARY**

- Ms. Nicole Ivanovich from the Library Authority Board informed Council that a search is underway for a new Executive Director, and a decision should be made in March.

### **ENVIRONMENT**

Mr. Mansfield stated that WoodsLife, a local non-profit, requested to leave a canopy tent at the Reserve during two separate weeks of their Nature Camp in July and August. Council determined that the existing Reserve Use Policy and Application should be revised to address this request.

### **ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)**

Ms. Pongrace reported that she and Mr. Mansfield attended the ACBA annual banquet at Rivers Casino on February 7. ALOM will hold their annual conference in April, as well as a Women in Leadership breakfast event in May.

**OTHER BUSINESS** - None

**ACKNOWLEDGEMENTS** - None

### **ADJOURN**

Motion made by Mr. Hipwell, seconded by Mr. Kelly, to adjourn the public meeting and go into Executive Session at 8:16 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Hipwell, seconded by Mr. Kelly, to adjourn the Executive Session and go back into the public meeting at 8:47 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Mansfield, seconded by Mr. Hipwell, to adjourn the public meeting at 8:47 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

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2026  
Rusti Null, Borough Secretary

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February 23.  
Date