

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - September 12 , 2016  
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Charles Coltharp. There were 6 people present in the audience.

The Officials in attendance were:

Charles Coltharp, Council President  
David Baldonieri, Vice President  
Victoria Pongrace, Council Member  
Thomas Kosmala, Council Member  
Todd Hipwell, Council Member  
Paula Hinston, Council Member  
Roy Wiegand, Council Member

Natalie Thiess, Borough Manager

Janet Burkardt, Solicitor  
Robert Murray, Mayor

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. No executive session.

**MINUTES**

1. President Charles Coltharp called for a motion to approve meeting minutes from the regular Council Meeting held on August 8, 2016.

Thomas Kosmala made a motion to approve the meeting minutes. David Baldonieri seconded the motion.

Motion to pass the August 8, 2016 meeting minutes.

Aye: Charles Coltharp  
Thomas Kosmala  
Victoria Pongrace  
David Baldonieri  
Todd Hipwell

Abstain: Roy Wiegand  
Paula Hinston

Motion Carries

**PUBLIC COMMENTS REGARDING AGENDA**

None

**MAYOR'S REPORT**

None

## **MANAGER'S REPORT**

Manager Natalie Thiess reported on the following:

1. Borough Manager Natalie Thiess reported that she was looking into approval from Council to apply for the CDBG (Community Development Block Grant), yet upon meeting with a representative from Lennon, Soulret, and Smith, the proposed project was too large to apply for this year's application. Ms. Thiess explained they were studying the Willow Road/Bradford Road stormwater issue. It was determined that the project can be planned in phases and apply to grants to assist with costs.
2. Ms. Thiess informed Council Jake Turner, Roads, began work on the Dirt and Gravel Grant Project on Glenmore Road. She explained Jake performed the procedural PA 811 call and that upon beginning work with the excavator, they came in contact with an unmarked West View Water line. Allegheny Conservation District (ACCD) was immediately contacted and came out to the site to assist in determining the solution. ACCD has to approve the proposed changes to the project, but Jake was able to riprap the shoulder of the road as well as the front of property 4832 Wexford Run Road.
3. Ms. Thiess asked Council if anyone was interested in attending the North Hills Council of Government's annual dinner on September 22. Victoria Pongrace stated she was interested in attending.
4. Ms. Thiess informed Council that a representative from Congressman Keith Rothfus office will be at the Borough office September 15 at 10 a.m. if any Councilmember would be interested in a discussion.

## **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

1. Borough Manager Natalie Thiess informed Council that the BMP inspections are continuing to be completed as property owners respond to the necessary actions.

## **SOLICITOR'S REPORT**

None

## **COMMITTEE REPORTS**

### **FINANCE**

1. Councilmember Todd Hipwell discussed the current check report. Mr. Hipwell reported that there were 19 checks, 4 payroll wires, and 1 electronic payment.

Todd Hipwell made a motion to pay and ratify checks and electronic payments for August 1-31. Seconded by Thomas Kosmala.

Aye: Charles Coltharp  
Thomas Kosmala  
David Baldonieri  
Victoria Pongrace  
Todd Hipwell  
Roy Wiegand  
Paula Hinston

Motion Carries

2. Councilmember Todd Hipwell reported the August 2016 financial report with the total monthly revenue of \$135,622 and monthly expense of \$33,178. Mr. Hipwell announced the largest items of note are as follows: Northern Regional Police Department; contribution and rent to the Fire Company; and quarterly West View Water hydrant charge.

## **SAFETY**

1. Councilmember Victoria Pongrace announced the July report from the previous meeting as being 13 calls and 15 calls for August; 2 traffic citations and one warning.
2. Ms. Pongrace reported the 2015 completion of the Police Audit which the results were neutral, consistent, and clear. A copy will be kept at the Borough office.
3. Ms. Pongrace reported the meeting with the Police Chief, Police Detective, and KM Computers to review the locations and details of the security cameras. Ms. Pongrace reviewed the estimate that was included in the packets.

Ms. Pongrace made a motion to purchase 4 security cameras from KM Computers up to \$1,500. Paula Hinston seconded.

Thomas Kosmala asked what line item the cameras would come out of. Todd Hipwell said this item is not specifically budgeted. Natalie Thiess said it could possibly come out of the building line item.

Aye: Charles Coltharp  
Thomas Kosmala  
David Baldonieri  
Victoria Pongrace  
Todd Hipwell  
Roy Wiegand  
Paula Hinston

Motion Carries

## **FIRE**

1. Fire Department Chief Vince Canella reported 1 call, which brings a total of 11 calls for the year and no fires.
2. Chief Canella reported the spaghetti dinner on October 8<sup>th</sup> at 6:00 pm at the Fire Department.

## **ROADS**

1. Vice President David Baldonieri reported the 2016 paving of Bradford Road. Mr. Baldonieri discussed the two catch basins there were discovered during the paving process after being buried. One catch basin was completely repaired and line replacement, while the other was cleaned out. Ms. Thiess said there was at least 5 years worth of debris on top of the catch basin and now that Jake is aware of their locations, we will map and maintain them. Mr. Baldonieri requested the VASCAR lines be painted on the road as soon as possible to ensure police enforcement of speeding. Ms. Thiess said the Borough has to coordinate with the Police and another worker to utilize the thermoplastic line painting machine.
2. Mr. Baldonieri discussed the two surveys with Laurel Road and Wexford Run Road.
3. Victoria Pongrace asked about the 2017 Paving Plan. Mr. Baldonieri suggested having an extensive discussion around the future planning of the paving plans.

## **PLANNING AND ZONING**

1. Vice President David Baldonieri inquired about the Zoning Hearing Ruling on property 849 Oak Road. He was informed that the Zoning Hearing Board granted the variance for the addition to the property.

## **PERSONNEL**

1. President Charles Coltharp announced the executive session following the regular meeting to discuss a personnel item.

## **COMMUNICATION /OUTREACH/ NORTH HILLS COG / PUBLIC RELATIONS**

None

## **ENVIRONMENT**

1. Councilmember Paula Hinston reported the next EPAC meeting will be October 5 at 7:00 PM at the Borough Office.
2. Ms. Hinston inquired about the previous proposed overgrown grass and weeds ordinance. Ms. Thiess responded that the proposed changes she received at that meeting deemed the ordinance unnecessary.

## **OLD BUSINESS**

1. Councilmember Victoria Pongrace discussed the sign that was knocked off the post and taken on Seldom Seen Drive. President Charles Coltharp suggested looking through photos taken by the Fire Company during the tree removal to see if the sign was present in them. Manager Natalie Thiess informed Council she will look through the Sign Ordinance for replacement.
2. Ms. Pongrace discussed the topic of a Borough newsletter. Ms. Thiess suggested a newsletter for January 2017. Councilmember Paula Hinston proposed having one print newsletter per year and another electronic newsletter later in the year. Mr. Coltharp stated there are a fair number of residents who do not operate a computer therefore the newsletter would not reach them. Discussion regarding cost ensued.
3. Ms. Hinston asked about how the Sustainability Certification process is going. Ms. Thiess responded once the hectic road projects are complete she will continue with the certification process.
4. Ms. Hinston asked about Council and the Comprehensive Plan. Councilmember Roy Wiegand informed Ms. Hinston he is the liaison between Council and the Planning Commission for the Comprehensive Plan. Ms. Hinston asked Mr. Wiegand if the Planning Commission was informed to correct the information found on page 31 in the Comprehensive Plan regarding the Borough not owning any land to the Borough owning the Reserve property as well as the Lake Loop Trail property.

## **NEW BUSINESS**

1. Resident Ned Jenkins of 628 Lincoln Road discussed a stormwater pipe entering Pine Creek behind his house. Mr. Jenkins' concern is the high volume of water exiting the pipe and causing erosion on the hillside. Discussion ensued regarding exact location of property and pipe. Ms. Thiess informed Mr. Jenkins she will match Borough stormwater pipe records with this information and will look at the pipe with the Roads Superintendent when he returns from vacation the following week.

**ADJOURN**

Motion was made by David Baldonieri to go into Executive Session, seconded by Thomas Kosmala. The public meeting adjourned at 7:41 p.m.

Respectfully submitted,

\_\_\_\_\_  
Natalie Thiess, Manager

\_\_\_\_\_  
Date