

**BRADFORD WOODS BOROUGH COUNCIL
REORGANIZATION/ REGULAR MEETING - January 6 , 2020
APPROVED**

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

The Officials in attendance were: _____

Victoria Pongrace, Council President
Charles Coltharp, Council Vice President
Thomas Kosmala, Council Member
Todd Hipwell, Council Member
Jennifer Griffin, Council Member
David Baldonieri, Council Member
Kevin Rhule, Council Member
Douglas Marsico, Mayor

The Official(s) absent were:

Natalie Thiess, Borough Manager
Kate Diersen, Solicitor

SWEARING IN OF MAYOR DOUGLAS MARSICO

1. Notary Public/Borough Manager Natalie Thiess swore in Mayor Douglas Marsico with the oath of office.

SWEARING IN OF NEWLY ELECTED OFFICIALS

1. Mayor Marsico swore in the newly elected officials with the oath of office: Thomas Kosmala; Jennifer Griffin; Todd Hipwell.

SWEARING IN OF CAPTAIN DEWICK AND LIEUTENANT JONES

1. Mayor Marsico swore in Captain Bryan Dewick and Lieutenant Jeffery Jones with the oath of office.

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

NOMINATIONS: PRESIDENT, VICE PRESIDENT, AND PRESIDENT PRO-TEM OF BOROUGH COUNCIL

1. Mayor Marsico called for nominations for president, vice president, and president pro-tem of Borough Council
 - a. Mr. Baldonieri nominated Ms. Pongrace as President of Borough Council. All aye with Ms. Pongrace abstaining. Motion carries.
 - b. Mr. Baldonieri nominated Mr. Coltharp as Vice President of Borough Council. All aye with Mr. Coltharp abstaining. Motion carries.

- c. Ms. Pongrace nominated Mr. Baldonieri as President Pro-tem of Borough Council. All aye with Mr. Baldonieri abstaining. Motion carries.

REORGANIZATION- CONTRACTS, EMPLOYEES, AND APPOINTMENTS

Appointments:

1. Appointment of Solicitor - A motion was made by Mr. Coltharp, seconded by Mr. Kosmala and carried to appoint Goehring Rutter & Boehm.
2. Appointment of Engineer - A motion was made by Mr. Rhule, seconded by Mr. Baldonieri and carried to appoint Lennon Smith Souleret Engineering, Inc.
3. Appointment of Manager - A motion was made by Mr. Kosmala, seconded by Mr. Coltharp and carried to appoint Natalie Thiess.
4. Appointment of Road Crew Primary - A motion was made by Mr. Rhule, seconded by Ms. Griffin and carried to appoint Gregory "Jake" Turner.
5. Appointment of Snow Removal Assistant/Backup - A motion was made by Mr. Rhule, seconded by Ms. Griffin and carried to appoint Reece Brock.
6. Appointment of Zoning and Code Enforcement Officer - A motion was made by Mr. Baldonieri, seconded by Mr. Rhule and carried to appoint Albert Kohan.
7. Appointment of Delinquent Real Estate Tax Collector - A motion was made by Mr. Kosmala, seconded by Ms. Griffin and carried to appoint Goehring Rutter & Boehm.
8. Appointment of Borough Depository - A motion was made by Mr. Rhule, seconded by Ms. Griffin and carried to appoint WesBanco.
9. Appointment of Newspaper of Record - A motion was made by Mr. Baldonieri, seconded by Mr. Rhule and carried to appoint the Pittsburgh Post-Gazette, and alternatively Tribune Review: North Journal. Discussion took place regarding state law requiring print legal advertising and the shutting down of newspaper prints in the area.
10. Setting of regular meeting day and time - A motion was made by Mr. Rhule, seconded by Mr. Kosmala and carried to set the regular meetings to be on the second Monday of each month at 7:00 p.m., or unless otherwise advertised. In observation of Columbus Day, the meeting will be held Tuesday October 13, 2020.

Resolutions Required:

1. Resolution 1 of 2020 - Reappointment of Case Sabatini as the Borough Auditor for the financial records of 2019. A motion was made by Ms. Griffin, seconded by Mr. Hipwell and carried to reappoint Case Sabatini as Auditor.
2. Resolution 2 of 2020 - Appointment to the Emergency Management Coordinator. A motion was made by Mr. Coltharp, seconded by Mr. Kosmala and carried to reappoint Vince Cannella as Emergency Management Coordinator.
3. Resolution 3 of 2020 - Appointment to the Zoning Hearing Board. A motion was made by Mr. Hipwell, seconded by Ms. Griffin and carried to reappoint Mitch Zemel to the ZHB commencing January 1, 2020 until December 31, 2022.
4. Resolution 4 of 2020 - Appointment to the Vacancy Board. A motion was made by Mr. Rhule, seconded by Mr. Coltharp carried to appoint Anthony Muhlenkamp to the Vacancy Board commencing January 1, 2020 until December 31, 2020.
5. Resolution 5 of 2020 - Appointment to the Environmental and Parks Advisory Council. A motion was made by Mr. Coltharp, seconded by Mr. Hipwell and carried (with Mr. Rhule abstaining) to appoint Judith Kaston and Mr. Rhule as Council representative/Chairman to EPAC commencing January 1, 2020 until December 31, 2022.
6. Resolution 6 of 2020 - Appoint to Planning Commission. A motion was made by Mr. Rhule, seconded by Mr. Kosmala and carried (with Ms. Griffin abstaining) to appoint Joe Beck and Ms. Griffin as Council representative to the Planning Commission commencing January 1, 2020 until December 31, 2023.

Council Assignments of Committees and Alternates :

The following are the Council assignments of committees and alternates:

1. Public safety: Ms. Pongrace- Alternate: Todd Hipwell
 - a. Police Pension Board: Mr. Hipwell- Alternate: Ms. Pongrace
2. Personnel: Mr. Coltharp- Alternate: Mr. Baldonieri/Ms. Pongrace

3. Roads: Mr. Baldonieri- Alternate: Mr. Rhule
4. Finance: Mr. Hipwell- Alternate: Ms. Pongrace
5. Environment: Mr. Rhule- Alternate: Ms. Griffin
6. Planning/Zoning: Ms. Griffin- Alternate: Mr. Kosmala
7. North Hills Council of Governments: Mr. Kosmala- Alternate: Mr. Coltharp

ANNOUNCEMENT OF EXECUTIVE SESSION

1. President Victoria Pongrace announced there was an executive session December 19, 2019 to discuss legal matters. Ms. Pongrace announced there will be an executive session after tonight's meeting to discuss legal matters.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on December 9, 2019. Mr. Coltharp motioned to approve the meeting minutes. Mr. Baldonieri seconded.

Motion to pass the December 9, 2019 minutes.

Aye: Victoria Pongrace
 Kevin Rhule
 Thomas Kosmala
 David Baldonieri
 Charles Coltharp

Abstain: Todd Hipwell
 Jennifer Griffin

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. Gwen Phillips, 829 Oak Road, asked about the Drive Safe Free Educational Session in January. Ms. Thiess explained the education session and that a Northern Regional Police Department officer will be present to answer any related questions.

MAYOR'S REPORT

1. None

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess stated that Connor Johnson Foundation: Drive Safe Free Educational Session in January 23, 2020 at 7 PM. Ms. Thiess stated that the event is on the website.
2. Ms. Thiess called for a motion for appointment of Allegheny County Borough's Association Delegate and Alternate. Mr. Rhule made a motion to appoint Ms. Pongrace as the delegate and Ms. Thiess as the alternate for the ACBA. Mr. Kosmala seconded. All aye. Motion carries.
3. Ms. Thiess asked who would like the Borough News magazine subscription. Mr. Kosmala, Ms. Griffin, Mr. Coltharp, Ms. Pongrace, Mr. Rhule and Mr. Marsico requested subscriptions.
4. Ms. Thiess reported the December 2019 public works report. Some items reported are as follows: replacing salter lines on truck; multiple repairs to the skid loader; about 40 tons of salt ordered. Ms. Pongrace asked about the signs replaced/repared. Ms. Thiess stated delivery trucks sometimes damage the Oak sign. Ms. Griffin inquired about the truck purchase. Ms.

Pongrace requested a truck purchasing plan for next meeting. Mr. Kosmala asked about the status of the backhoe. Mr. Baldonieri stated it is difficult to find a backhoe in the budgeted amount. Ms. Griffin asked about a "Stop Ahead" sign on Bradford Rd missing. Ms. Thiess stated she will look into it. Ms. Griffin asked about the process of installing a sign. Ms. Pongrace stated the request can be brought to Ms. Thiess then brought to Council and Council will consult Northern Regional Police Department/PennDOT to determine if a sign is needed.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. Ms. Thiess stated she will be going to an educational session for MS4.

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the December check register. Mr. Hipwell reported there were 22 checks, 4 paychecks, and 6 electronic payments. Mr. Hipwell reported the largest checks included \$7,523 for Northland Public Library, \$6,870 for last payment for Northland Public Library, \$4,392 Worker's Compensation, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$3,151 to Morton's Salt. Total for checks: \$40,669.

Mr. Hipwell made a motion to pay and ratify payments for December 2019. Seconded by Mr. Kosmala.

Aye: Victoria Pongrace
Thomas Kosmala
Todd Hipwell
Charles Coltharp
David Baldonieri
Kevin Rhule
Jennifer Griffin

Motion Carries

2. Mr. Hipwell introduced the pre-ratified check list before Council for approval. Motion was made by Mr. Hipwell to pre-ratify bills for January/February. Motion was seconded by Mr. Baldonieri.

Aye: Victoria Pongrace
Thomas Kosmala
Todd Hipwell
Charles Coltharp
David Baldonieri
Kevin Rhule
Jennifer Griffin

Motion Carries

3. Mr. Hipwell reported the December revenue and expense report. Mr. Hipwell reported the total revenue is \$49,162 and total expense is \$43,108 and a cash balance of \$475,717. Mr. Hipwell stated the increase of EIT revenue should not be expected in 2020. Mr. Hipwell presented the general fund and project reserve funds. Mr. Hipwell this document records the amount of money

that is spoken for, which leaves the 2019 ending balance of \$288,064 accounting for allocated reserves.

4. Mr. Hipwell made a motion to approve Ordinance 462: setting the tax millage rate for 2020 to 3.375. Mr. Coltharp seconds.

Aye: Victoria Pongrace
Thomas Kosmala
Todd Hipwell
Charles Coltharp
David Baldonieri
Kevin Rhule
Jennifer Griffin

Motion Carries

SAFETY

1. Ms. Pongrace reported the December police report as follows: 14 calls; 9 traffic warning(s); 1 citation(s). Ms. Pongrace stated she will report the end of 2019 year numbers at February's meeting.
2. Ms. Pongrace stated former Chief Amann was presented the gift certificate and proclamation from State Representative Mike Turzai at the holiday party.

FIRE

1. Mr. Coltharp reported on behalf of Fire Chief Cannella: 3 call since last meeting: 1 head-on collision on New Year's on Wexford Run; 1 accident on Oak Road; 1 smoke alarm at Woodlands.

ROADS

1. Mr. Baldonieri stated he will be meeting with Mr. Turner and Ms. Thiess to review 2020 roads project.

PLANNING AND ZONING

1. Permits
 - a. None
 - b. Ms. Pongrace inquired about the church's (BradMarPine) grading permit. Ms. Thiess stated the engineer reviewed it and currently waiting reply to engineer comments.

PERSONNEL

1. None

COMMUNICATION /OUTREACH/ NORTH HILLS COG / PUBLIC RELATIONS/ NORTHLAND LIBRARY

1. None

ENVIRONMENT

1. Mr. Rhule reported December 16 EPAC meeting where power lines/tree trimming; heritage tree protections, tree/environmental education, tree protections, and arborists were discussed.
2. Ms. Thiess stated that she was approached by the boy scout that was assigned to the solar panel structure and informed Ms. Thiess that he is unable to complete the project. Ms. Thiess

stated she is looking to a resident who has helped the fire company in related construction projects.

3. Mr. Kosmala asked about the subcommittee status. Ms. Pongrace stated her view that the subcommittee should be on hold and wait for EPAC to present information to the subcommittee. Mr. Rhule stated EPAC is looking to present something to the subcommittee in March.

OLD BUSINESS

1. Ms. Thiess stated she has been contacting the area manager for PennPower about the vegetative management plan for Forest Road. She has not received plans yet.

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. Ms. Pongrace acknowledged Ms. Thiess on the completion of her Master's degree in December. Ms. Pongrace congratulated the re-elections of Mr. Kosmala and Mr. Hipwell, as well as Mayor Marsico and congratulated Ms. Griffin on her election of Councilmember. Ms. Pongrace also acknowledged Mr. Coltharp's role as President of Council for the past 4 years.

ADJOURN

Motion to adjourn the public meeting to go into executive session 8:03 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Motion to adjourn the executive session to go into the public meeting at 8:30 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Motion to adjourn the public meeting at 8:30 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date