

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - April 13, 2020
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 6 people present in the virtual audience. This meeting was held virtually on a Zoom conference call: President Pongrace and Mayor Marsico was physically present in the Borough Council Chambers.

The Officials in attendance were:

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

The Official(s) absent were:

Douglas Marsico, Mayor

Natalie Thiess, Borough Manager
Kate Diersen, Solicitor
Lt. Jeffery Jones, NRPD

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

ANNOUNCEMENT OF EXECUTIVE SESSION

1. No executive session.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on March 9, 2020. Mr. Kosmala motioned to approve the meeting minutes. Ms. Griffin seconded.

Motion to pass the March 9, 2020 minutes.

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

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. None

MAYOR'S REPORT

1. Mayor Marsico discussed the flooding concerns at the Bayer property on Lincoln Road.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess introduced Rob Lombardo, Terry Scott, and Craig Bloom from Penn Power to discuss the second phase of the transmission line replacement project on Forest Rd. Mr. Lombardo stated Penn Power is still on the essential list of work that can continue and Penn Power is following the CDC guidelines. Mr. Lombardo stated they will submit a two-week outlook/schedule will be sent to the Borough. Mr. Scott stated they are looking to move the schedule up for this project, primarily with the vacancy of Bradford Woods Elementary. Mr. Scott detailed the construction schedule of this project. They are looking to complete the vegetation management phase at the end of April and transmission line distribution replacement in May/June. Mr. Lombardo stated they have met with North Allegheny to go over the details of the project. Ms. Pongrace asked how they are notifying residents about the project. Mr. Scott stated that many residents have already been notified already and that letters have already been sent. Penn Power has a land management person that goes door-to-door to inform residents, but during this COVID, that is impacted. Ms. Pongrace requested Penn Power send out another letter to residents to remind them of this project.
2. Mr. Turner reviewed the March 2020 Public Works Report. Some of the items detailed: cleaning catch basin lids; digitization of the catch basin inspection sheets; cold patch; trees down on roads. Ms. Pongrace requested a news flash about gravel coming from driveways.
3. Ms. Thiess stated the newsletter was delayed due to all the changes from COVID-19 restrictions.
4. Ms. Thiess stated she has been attending weekly conference calls with state representatives gathering COVID-19 resources and information. Ms. Thiess stated to contact her if anyone needs assistance with information.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. Ms. Thiess stated the municipalities in the Pine Creek Watershed are going to create a group to help formulate solutions working together pertaining to stormwater.

SOLICITOR'S REPORT

1. Ms. Diersen stated there are bills pending in the State relating to municipal functions during COVID-19 restrictions.

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the March check register. Mr. Hipwell reported there were 18 checks, 4 paychecks, and 4 electronic payments. Mr. Hipwell reported the largest checks included \$20,110 to Northern Regional Police, \$4,819 to Lennon Smith Engineering, \$3,579 to Bradford

Woods Volunteer Fire Company for contribution and rent, \$2,114 for Worker's Compensation, and two payments of \$1,117 to West View Water for hydrant rentals. Total for checks: \$43,861.

Mr. Hipwell made a motion to pay and ratify payments for March 2020. Seconded by Mr. Coltharp.

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

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 April/May Motion was seconded by Mr. Kosmala.

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

Motion Carries

3. Mr. Hipwell reported the March revenue and expense report. Mr. Hipwell reported the total revenue is \$95,526 and total expense is \$46,377 and a cash balance of \$482,442. Mr. Hipwell reviewed the potential revenue impacts due to COVID-19 related economic impacts.

SAFETY

1. Ms. Pongrace reported the March police report as follows: 12 calls; 5 traffic warning(s); 1 citation(s). Year to date: 33 calls; 7 citations; 28 warnings.
2. Lt. Jones stated NRPD are taking precautions during COVID-19 restrictions. No officers tested positive for the virus. Lt. Jones stated NRPD is open for communication and doing more by phone to keep social distancing. Lt. Jones stated NRPD organized a parade to create unity in our communities.

FIRE

1. Mr. Cannella reported the calls for March: 2 calls (gas line leak and tree down). 7 calls year-to-date.
2. Mr. Cannella stated the Emergency Operations Plan needs to be updated in 2021. Mr. Cannella requested the EOP is on the agenda each month for updates.

ROADS

1. Mr. Baldonieri stated the 2020 road bid package was received in March. Mr. Baldonieri reviewed the document outlining the bid results. Shields Paving was the lowest bidder. Mr. Baldonieri is recommending we accept the following bids: Base Bid (Commons and Market for \$193,015) and Alternate 1 (Meetinghouse for \$53,374). Mr. Baldonieri stated Willow needs to be completed, but

Shields bid was higher than the rest of the bids submitted. It was decided to bid Willow out separately to receive a more competitive bid in April.

Mr. Baldonieri made a motion to accept Shields' 2020 Road Project Bid of the Base Bid and Alternate 1 totaling \$246,390. Mr. Coltharp seconded.

Ms. Pongrace asked about receiving the Willow Road work and what work needs to be completed to receive grant money. Ms. Thiess explained the grant process and receiving grant monies. Mr. Rhule asked if we can still accept Shields bid if we don't receive other bids for Willow. Ms. Thiess stated we can accept the bid later.

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

Motion Carries

2. Ms. Thiess stated paving work is not currently considered essential (outside of emergency paving). Ms. Thiess stated if it is lifted sometime in the summer and Shields has difficulty completing all the bid work, the contract would have to be reviewed.

PLANNING AND ZONING

1. Ms. Griffin stated no Planning Commission meeting was held.
2. Permits
 - a. No Permits Accepted at this time

PERSONNEL

1. None

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

1. Mr. Kosmala reviewed the NPL items: Roof and HVAC projects are almost complete; NPL currently closed.
2. Ms. Thiess stated NHCOG Executive Director search is on hold.

ENVIRONMENT

1. Mr. Rhule reported March EPAC meeting cancelled. Mr. Rhule stated information was collected to be distributed in the newsletter.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. Ms. Pongrace acknowledged Ms. Thiess and Mr. Turner adjusting to the changes due to COVID-19 and keeping the Borough running throughout the pandemic. Ms. Pongrace thanked the first responders and essential workers during this time.

ADJOURN

Motion to adjourn the public meeting at 7:59 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date