

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - May 11, 2020  
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 4 people present in the virtual audience. This meeting was held virtually on a Zoom conference call: President Pongrace 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  
Douglas Marsico, Mayor

The Official(s) absent were:

Natalie Thiess, Borough Manager  
Kate Diersen, Solicitor  
Capt. Brian Dewick, NRPD

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. Ms. Pongrace announced there will be an executive session to discuss legal matters.

**MINUTES**

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on April 13, 2020. Mr. Coltharp motioned to approve the meeting minutes. Mr. Rhule seconded.

Motion to pass the April 13, 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 brought up the flooding concerns on Lincoln Road. Ms. Pongrace stated it can be discussed in new business.

## **MANAGER'S REPORT**

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess introduced Mr. Gregory Jake Turner to review the April Public Works Report. Items included mowing of grass, cleaning of catch basins, 71 PA One Calls, road clean-up from storms, 16 sign repairs and reviewing roads project.
2. Ms. Thiess stated a resident on Delmar Road requested a street light be installed at the end of Delmar, past the intersection of Glenmore. Discussion ensued regarding the placement of the streetlight, cost, and concerns regarding how other residents would feel about a new streetlight installation. It was decided that Council will review the area in question and discuss again in May.
3. Ms. Thiess introduced the Northland Public Library Agreement Amendments regarding the formula change to include electronic usage. Since the agreement was adopted via ordinance, the amendments need to be adopted with an ordinance. Mr. Rhule made a motion to legally advertise the ordinance for adoption during the May Council meeting. Mr. Kosmala seconded.

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

Motion Carries

4. Ms. Thiess stated she virtually attended the second Allegheny County Hazard Mitigation Planning session, continuing the requirements to be included in the ACHP.
5. Ms. Thiess stated the "What Do You Consider Lethal?" Drive Safe Educational sessions have been formatted to webinars due to COVID-19. The details on how to register for the webinars are located on the Borough website.
6. Ms. Thiess reminds the community the importance of responding the 2020 Census for divvying up seats in Congress and state legislatures, federal and state dollars, planning for programs, and forecasting Social Security.
7. Ms. Thiess stated Waste Management is resuming yard waste collection (two dates of yard waste in May) and bulk item curb collection. WM will continue to enforce cart limits and loose trash.
8. Ms. Thiess stated she is attending Pennsylvania Resource Commission webinar on recycling with a highlight on glass recycling in the upcoming weeks and will report back on what she learns.

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

1. Ms. Thiess stated that there is discussion with some members of the House of Representatives calling President Trump and the EPA to extend the MS4 permit period by 2 years due to COVID-19 impacts.

## **SOLICITOR'S REPORT**

1. Ms. Diersen stated she reviewed the Northland Public Library Agreement and will alter the future of further amendments by way of Resolution instead of Ordinance.

## **COMMITTEE REPORTS**

### **FINANCE**

1. Mr. Hipwell discussed the April check register. Mr. Hipwell reported there were 13 checks, 4 paychecks, and 4 electronic payments. Mr. Hipwell reported the largest checks included \$20,312 to Northern Regional Police, \$4,819 to Lennon Smith Engineering, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, \$1,605 to Goehring Rutter & Boehm for legal fees, \$1,649 to Lennon Smith Souleret for engineering fees, and two payments of \$572 for unemployment compensation.

Mr. Hipwell made a motion to pay and ratify payments for April 2020. Seconded by Mr. Rhule.

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 May/June. Motion was seconded by Mr. Rhule.

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

Motion Carries

3. Mr. Hipwell reported the April revenue and expense report. Mr. Hipwell reported the total revenue is \$16,681 and total expense is \$37,604 and a cash balance of \$454,744. Mr. Hipwell reviewed the current revenue impacts due to COVID-19 and Employment Income Tax, as it's trending roughly \$30,000 less than 2019 year-to-date. Mr. Hipwell stated there was a mistake collection EIT last year by Jordan Tax which may also be an impact, but it is something to keep attention to.

## **SAFETY**

1. Ms. Pongrace reported the April police report as follows: 17 calls; 0 traffic warning(s); 0 citation(s). Year to date: 50 calls; 7 citations; 28 warnings.

## **FIRE**

1. Mr. Cannella reported the calls for April: 2 calls (2 burnt food smoke alarms). 9 calls year-to-date.
2. Mr. Cannella stated he will send Council and the Manager the Emergency Operations Plan last updated in March 2019 so everyone can send him updates to update the plan for 2021.
3. Ms. Cannella stated the Manager and he should meet to review the Allegheny County Hazard Mitigation Plan.

## **ROADS**

1. Mr. Baldonieri reviewed the Willow Road Stormwater Project Bids. Ms. Baldonieri stated the bids are higher than expected. Mr. Baldonieri recommended to Council that Council does not accept the bids. Mr. Baldonieri stated Mr. Turner compiled a plan and a rough estimate to complete the project in-house. Mr. Baldonieri reviewed the plan and cost savings Mr. Turner compiled, which looks to be roughly \$30,000 to complete the project. Mr. Baldonieri made a motion to reject all bids for the Willow Road Stormwater Project. Mr. Kosmala seconded.

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

Motion Carries

2. Mr. Baldonieri stated Ms. Thiess and Mr. Turner attended the pre-construction meeting with Shields Paving and are scheduling to pave sometime this summer. Shields was reminded that payment could not be completed until August when Real Estate Tax is received.

## **PLANNING AND ZONING**

1. Ms. Griffin stated no Planning Commission meeting was held.
2. Permits
  - a. 208 Sky Oak Road- building/zoning permits for a fence
  - b. Ms. Thiess stated permits are beginning to be accepted. It is requested that permits be submitted electronically or via USPS.
  - c. Mr. Coltharp asked Ms. Thiess if there was a permit for a fence for 500 Delmar Road. Ms. Thiess stated she did not receive a permit.

## **PERSONNEL**

1. None

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

1. Mr. Kosmala reviewed the NPL items during the meeting on April 28 virtual meeting: received CARE funds; municipal agreement; GALA is postponed to September 19; Foundation Board received \$27,000 from donors; plans on opening up in the near future.

## **ENVIRONMENT**

1. Ms. Thiess stated there was a County notice regarding a raccoon with rabies in the Borough and to always keep alert. There is information on the website regarding raccoons and rabies. Mr. Coltharp stated he generally heard that if a raccoon is spotted during the day, no matter it's behavior, it has rabies. Ms. Thiess stated she heard that too, but there is research supporting that raccoons can be spotted during the day, especially during this time of year searching for food. Ms. Thiess stated everyone should be always cautious around raccoons, especially during the day. Capt. DeWick stated the police get calls during the day regarding raccoons searching for food and it is obvious in the raccoon's behavior if it has rabies or not. Capt. DeWick stated if the police are suspicious of a sick raccoon, they will put-down the raccoon and transport to the health department for testing.
2. Ms. Thiess stated Allegheny County is a county calling residents to inspect their properties for spotted lanternfly eggs on trees. There is information on the website how to spot and inspect.
3. Mr. Rhule stated he will be scheduling a Zoom meeting for EPAC.

## **OLD BUSINESS**

1. None

## **NEW BUSINESS**

1. Ms. Thiess stated Allegheny County is hosting a virtual Memorial Day video and requests municipalities to send in videos by a Memorial monument thanking for service. It was decided Mayor Marsico will participate in the video.
2. Ms. Pongrace introduced the discussion of the stormwater flow in the Lincoln Road location. Discussion ensued regarding the area and matter of concern: it is a pipe located under Lincoln, conveying water from one side of the road to the other with no catch-basins tapped into the pipe. Mr. Baldonieri stated this pipe keeps the water off the road, conveying water on its natural course via the contours of the earth. Mr. Baldonieri stated if there is a solution, it is to be done on private property by the property owner. Mr. Baldonieri stated the Borough did not exasperate the situation as it is the natural course of water and the higher than average rainfalls cause an increase of flow. Mr. Rhule asked if the pipe was recently installed. Mr. Baldonieri stated the pipe has been located under Lincoln for decades, therefore, the Borough made no new changes to cause new water flow on the property. Mr. Turner stated the pipe was last replaced with the same size pipe last time Lincoln was paved and added riprap to slow the water, but a pipe has been under the road and it was not newly installed. Mr. Turner stated some storms in that area have caused flooding over the road and the area on the other side of the road slows down the water flow to a degree during heavy rainfalls. Mr. Baldonieri stated the response to Ms. Weber is that it is not a Borough created issue, as the pipe has been under the road for decades. The pipe is under the road for safety and road protection. Mr. Baldonieri offered to meet with Ms. Weber to review the concern on site. Ms. Thiess stated Ms. Weber would appreciate a meeting to review the concern.

## **ACKNOWLEDGEMENTS**

1. Mr. Rhule acknowledged Mr. Baldonieri for exploring other options for the Willow Road Stormwater Project to save a significant amount of money for the project. Mr. Baldonieri passed the acknowledgement onto Ms. Thiess and Mr. Turner.

## **ADJOURN**

Motion to adjourn the public meeting to go into executive session at 7:58 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Motion to adjourn executive session at 8:25 P.M. by Charles Coltharp, seconded by David Baldonieri, motion carried.

Motion to adjourn the public meeting at 8:25 P.M. by Tomas Kosmala, seconded by Jennifer Griffin, motion carried.

Respectfully Submitted,

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Natalie Thiess, Borough Manager

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Date