

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - June 8, 2020
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 5 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
Douglas Marsico, Mayor

The Official(s) absent were:

Natalie Thiess, Borough Manager
Kate Diersen, Solicitor
Chief John Sicilia, 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 May 11, 2020. Mr. Kosmala motioned to approve the meeting minutes. Mr. Rhule seconded.

Motion to pass the May 11, 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 and discussed the building on Spruce Lane. Mayor Marsico announced a car parade for graduating students in the Borough on Friday at 4:45 PM on Centervue.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess introduced Amy Steele, Director of Northland Public Library. Ms. Steele discussed the formula change for the five municipalities in the contribution agreement. The original agreement was established in 1977 and does not include electronic usage for the contribution amount. The changes relate to the electronic usage in the contribution formula.

Mr. Kosmala made a motion to approve Ordinance 462, amending the contribution agreement with Northland Public Library. Mr. Rhule seconded.

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

Motion Carries

2. Ms. Thiess introduced Mr. Gregory Jake Turner to review the May Public Works Report. Items included 70/100 catch basin inspections, mowing of grass, cleaning of 10 catch basins, 95 PA One Calls, road clean-up from storms, 9 sign repairs and reviewing roads project.
3. Ms. Thiess introduced the Morton Salt Agreement. Ms. Thiess stated there is a slight cost increase. Mr. Baldonieri made a motion to approve the Morton Salt Agreement. Mr. Coltharp seconded.

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

Motion Carries

4. Ms. Thiess reviewed the past PRC Recycling Webinar. Ms. Thiess stated there is a national market, not international market, for glass recycling, yet the means of collecting the glass are lacking across businesses. The streamline recycling system does not work currently for glass recycling. The current means of collecting glass with PRC includes drop-off rollers and a day for

glass collection, but there are significant costs associated with the events. PRC is currently working on developing a change with how things are recycled in the state.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. Ms. Diersen presented an update on Act 15 (regarding virtual municipal meetings during the pandemic). Virtual meetings are still permissible under the Governor's emergency declaration, which was extended to September. Council can still meet virtually under the declaration and if Council decides to have meetings in-person, there can be rules established for the public.

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the May check register. Mr. Hipwell reported there were 15 checks, 4 paychecks, and 3 electronic payments. Mr. Hipwell reported the largest checks included \$20,122 to Northern Regional Police, \$4,000 to Case Sabatini for 2019 Audit, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, \$1,177 for West View Water for hydrant rental, and \$998 to North Hills COG for executive director retirement package.

Mr. Hipwell made a motion to pay and ratify payments for May 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 June/July. 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 May revenue and expense report. Mr. Hipwell reported the total revenue is \$41,039 and total expense is \$40,355 and a cash balance of \$456,778. Mr. Hipwell reviewed the current revenue impacts due to COVID-19 and Employment Income Tax, as it's trending roughly \$40,000 less than 2019 year-to-date.

SAFETY

1. Ms. Pongrace reported the May police report as follows: 13 calls; 0 traffic warning(s); 0 citation(s). Year to date: 63 calls; 7 citations; 28 warnings.
2. Chief Sicilia stated the lack of traffic stops is due to COVID-19. Chief stated they hired 5 new officers after 4 officers retired. Pine Richland also hired a School Resource Officer which the school district will be reimbursing Northern Regional. Chief also stated there will be three sergeant positions opening which officers are being interviewed for. Mr. Kosmala asked if they received a lot of applications for the open positions. Chief Sicilia stated the past years have been trending lower, but there was an increase this year (56 applicants).

FIRE

1. Mr. Cannella reported the calls for May: 2 calls (1 false alarm; 1 tree down). 11 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.

ROADS

1. Mr. Baldonieri stated the paving in Pine has begun. Ms. Thiess stated she did not receive a date for when they will begin in the Borough. Ms. Thiess stated they will not be posting letters on the door like they used to because of COVID, but they will be posting signs on the road notifying residents about the upcoming paving.

PLANNING AND ZONING

1. Ms. Griffin stated no Planning Commission meeting was held, but scheduling one in the future.
2. Permits
 - a. 80 Forest- Zoning- detached garage
 - b. 180 Bradford- Zoning/Building- Fence
 - c. Zoning Hearing Request for BradMarPine field. Discussion ensued regarding the variance request.
3. Ms. Thiess stated she receives calls about demolition and rebuild and it may be a trend in the future within the Borough, but no permits have been formally submitted for future demo/rebuilds. Mr. Kosmala shared his concern about vegetation removal with the rebuilds. Discussion ensued regarding building and vegetation.

PERSONNEL

1. None

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

1. Mr. Kosmala reviewed the NPL items during the meeting on May 26 virtual meeting: roof and HVAC is complete; website information.
2. Ms. Thiess stated there were COG executive director interviews were held a couple weeks ago.

ENVIRONMENT

1. Mr. Rhule discussed the prepared EPAC report, including invasive poison hemlock which will have a reaction similar to poison ivy and is fatal for pets. The solar panel structure and tree removal/plantings in the Reserve was also discussed. Mr. Rhule discussed the natural vegetation ordinance and that there was a consensus that there is a limit due to private property rights. Mr. Rhule stated there will be items included for demo/rebuilds for vegetation protections.

Mr. Rhule stated EPAC is working on educational material for the website. Next EPAC meeting is June 17 at 7 PM. Mr. Coltharp suggested creating a development guideline for building, as well as a maintenance ordinance to address tree removal for maintenance purposes based on years. Mr. Coltharp also suggested changing the percentage allowed to be removed to change to 40-45% of vegetation to allow for more room for stormwater management plans. The caliper of tree diameter should also be increased to control the amount that can be removed. Mr. Coltharp does support protecting heritage trees. Mr. Rhule stated Mr. Bayer is working on defining heritage trees. Mr. Rhule discussed the education aspect of the ordinance as well as monitoring vegetation management on private property, as the Borough is not permitted on private property without permission. Discussion ensued regarding the incident on Spruce. Mr. Coltharp discussed what should be included in the surveys submitted to the Borough (pre and post vegetation survey plans), which includes size and species of trees that can be summed up in total diameter that can be addressed in removal and replanting. Ms. Pongrace discussed Borough monitoring of tree removal is leaning towards development of property. Discussion ensued regarding development, basic maintenance, creation of tree buying program for replanting, and education published on website to help residents replant trees on their property. Ms. Griffin discussed the aspect of the ordinance that requires fencing around trees to protect tree roots during construction. Mr. Rhule stated education is a positive alternative to enforcement. Mr. Kosmala asked if EPAC addressed the 35% limitation. Mr. Rhule stated it has been discussed. Discussion ensued regarding the percentage limits.

OLD BUSINESS

1. Ms. Pongrace discussed the streetlight request and reviewed Bellaire to identify a pole where a streetlight can be installed. Discussion ensued installation of a new streetlight.

NEW BUSINESS

1. Mayor Marsico announced the Borough's involvement in the County's Memorial Day video.
2. Ms. Griffin stated a resident requested a second trashcan in the Reserve since the trash can is overflowing. Mr. Turner stated the trash can has been boarded up due to COVID with a sign that says to take trash home and to not litter.

ACKNOWLEDGEMENTS

1. None

ADJOURN

Motion to adjourn the public meeting to go into executive session at 8:23 P.M. by Kevin Rhule, seconded by Thomas Kosmala motion carried.

Motion to adjourn executive session at 9:27 P.M. by Charles Coltharp, seconded by David Baldonieri, motion carried.

Motion to adjourn the public meeting at 9:27 P.M. by Thomas Kosmala, seconded by Jennifer Griffin, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date