

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

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 10 people present in the virtual audience. This meeting was held virtually on a Zoom conference call: President Pongrace and Mayor Marsico were 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
Lt. Jeffery Jones, 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 and personnel matters.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on June 8, 2020. Mr. Kosmala motioned to approve the meeting minutes. Mr. Rhule seconded.

Motion to pass the June 8, 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 reported on the swearing in of the new Northern Regional police officers at the Pine Community Center. Ms. Pongrace commended the Mayor on his positive representation of the Borough at the swearing in.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess stated Shelly Muhlenkamp requested Jim Walker be introduced at the Council meeting. Jim Walker is the new pastor at Bradford Woods Community Church. Mr. Walker introduced himself to the community and explained the current state of affairs at the church.
2. Ms. Thiess introduced Mr. Turner to review the June public works report. Some of the items include: two catch basin repairs; one storm clean-up- includes 23 catch basin cleaning tops and 4 interior catch basin cleans; clean roadside ditches and swales; PA One Calls; half ton of cold patch for potholes.
3. Ms. Thiess discussed the CARES Act, which is funding the County will disburse to municipalities based on population to cover COVID-19 related expenses. Ms. Thiess stated she registered the municipality with the County for CARES Act funds. Discussion ensued regarding purchases associated with CARES Act funds.
4. Ms. Thiess stated Penn Power sent a request to begin work at 6 AM on July 16 at the transformer located at Forest Rd Ext intersection to limit the disruption of the businesses. Discussion ensued regarding who would be impacted by the work. Council had no objections for Penn Power working at 6 AM, provided they notify residents/business impacted by the work.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the June check register. Mr. Hipwell reported there were 15 checks, 5 paychecks, and 5 electronic payments. Mr. Hipwell reported the largest checks included \$20,044 to Northern Regional Police, \$6,567 to Northland Public Library for second payment of 2020, \$4,217 to AmTrust for Worker's Comp, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$1,177 for West View Water for hydrant rental.

Mr. Hipwell made a motion to pay and ratify payments for June 2020. Seconded by Mr. Kosmala.

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 July/August. 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 June revenue and expense report. Mr. Hipwell reported the total revenue is \$43,662 and total expense is \$50,004 and a cash balance of \$455,890. 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 June police report as follows: 19 calls; 3 traffic warning(s); 0 citation(s). Year to date: 82 calls; 7 citations; 31 warnings.
2. Lieutenant Jones reported on the swearing in of the new officers. Lt. Jones reported on grants NRPD is looking to apply for COVID related expenses. Lt. Jones stated VASCAR lines will be repainted on Bradford Road. Mr. Kosmala requested information on the new officers. Lt. Jones stated he will send bios to Ms. Thiess to distribute to Council.

FIRE

1. Mr. Cannella reported the calls for June: 6 calls (2 false alarms; 2 trees down; 1 tree on fire; 1 tree on car). 17 calls year-to-date.

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. Mr. Baldonieri reported on a meeting with a resident on Lincoln to discuss a stormwater concern.

PLANNING AND ZONING

1. Ms. Griffin stated no Planning Commission meeting was held, but one is scheduled for August 3.
2. Permits
 - a. 709 Woodland- Building- Renovations
 - b. 80 Forest- Driveway Permit- Culvert

PERSONNEL

1. None

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

1. Mr. Kosmala reviewed the NPL items during the meeting on June 13 virtual meeting: plan on re-opening the library and setbacks in re-opening; flat municipal funding for 2021; decrease in funding from RAD; NPL Foundation will increase funding 10%; 2019 audit.

ENVIRONMENT

1. Mr. Rhule discussed the prepared EPAC report, which includes written comments from Conservancy members. Mr. Rhule discussed the comments outlined in the report, which includes decreasing the percentage of allowed removal; heritage tree program; revisions of definitions; site plan details/hazard zones for trees; potential permit process; enforcement concerns; arborist reviews; tree maintenance resource information; tree preservation. Next EPAC virtual meeting is July 29 at 7 PM to complete the review of the ordinance. Next order of business for EPAC to review is deer management after the tree ordinance has been completed. Mr. Coltharp made comments relating to Mr. Rhule reports on heritage trees; hazard zones; calculation removal method (total diameter of trees on property vs. area); definition of tree size.

OLD BUSINESS

1. Ms. Thiess stated BradMarPine has withdrew their Zoning Hearing Board Request for the ballfield. Ms. Thiess stated they will try to put the field back to the original position. Ms. Thiess stated she informed them they will need a new grading and zoning permit, as well as a stormwater management in the area. Ms. Thiess stated she has not received any permits from BradMarPine. Ms. Pongrace asked if there is a time limit on the disturbed area. Ms. Thiess stated there is but she is trying to work with the non-profit to ensure the best plan for everyone around the area.

NEW BUSINESS

1. Corissa Cook, 245 Bradford Road, and Gloria Snyder, 3 Commons Drive, discussed their idea of a community outdoor water bottle station. After discussion, it was recommended to go to the Fire Company regarding the idea since the building is property of the Fire Company.

ACKNOWLEDGEMENTS

1. None

ADJOURN

Motion to adjourn the public meeting to go into executive session at 8:04 P.M. by Charles Coltharp, seconded by Kevin Rhule, motion carried.

Motion to adjourn executive session at 8:37 P.M. by Thomas Kosmala, seconded by Jennifer Griffin, motion carried.

Motion to adjourn the public meeting at 8:37 P.M. by Jennifer Griffin, seconded by Todd Hipwell, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date