

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - September 14 , 2020  
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 7 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  
(7:28pm)  
Thomas Kosmala, Council Member  
Jennifer Griffin, Council Member  
David Baldonieri, Council Member (7:15pm)  
Kevin Rhule, Council Member  
Todd Hipwell, Council Member  
Douglas Marsico, Mayor

Lt. Jeffery Jones, NRPD

The Official(s) absent were:

Natalie Thiess, Borough Manager  
Charles Means, Solicitor

**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 August 10, 2020. Mr. Rhule motioned to approve the meeting minutes. Ms. Griffin seconded.

Motion to pass the August 10, 2020 minutes.

Aye: Victoria Pongrace  
 Kevin Rhule  
 Thomas Kosmala  
 Jennifer Griffin  
 Todd Hipwell

Motion Carries

**PUBLIC COMMENTS REGARDING AGENDA**

- 1. None

**MAYOR’S REPORT**

- 1. None

**MANAGER’S REPORT**

Borough Manager Natalie Thiess reported on the following:

- 1. Ms. Thiess introduced Mr. Turner to review the August public works report. Some of the items include: 4 catch basin repairs; repairs to man-door on salt shed; 1 storm clean up (8 basins cleaned); PA One Call training; 2020 roads project began.
- 2. Ms. Thiess introduced legally advertised Ordinance 463, dogs at large, requiring all dogs in the Borough to be on a physical leash when off private property. Mr. Rhule made a motion to approve Ordinance 463. Mr. Kosmala seconded.

Motion to pass Ordinance 463, dogs at large.

Aye: Victoria Pongrace  
 Kevin Rhule

Thomas Kosmala  
Jennifer Griffin  
Todd Hipwell

Motion Carries

3. Ms. Thiess reported on the manager's meeting with the McCandless Franklin Park Ambulance Authority (MFPAA). Ms. Thiess discussed the current financial situation of MPFAA and the causes for the situation. Ms. Thiess stated the managers requested they propose multiple contribution models for review as well as an interim request.
4. Ms. Thiess introduced Resolution 7 of 2020, authorization of bank signatures for Wesbanco for Victoria Pongrace, Todd Hipwell, Douglas Marsico and Natalie Thiess. Mr. Kosmala made a motion to approve Resolution 7 of 2020. Mr. Rhule seconded.

Motion to pass Resolution 7 of 2020.

Aye: Victoria Pongrace  
Kevin Rhule  
Thomas Kosmala  
Jennifer Griffin  
Todd Hipwell

Motion Carries

5. Ms. Thiess discussed a resident request to install a library box on the side of Bradford Road by the Reserve and opened discussion to Council. Council discussion ensued. Council agreed that they appreciate the idea from the resident, but have safety concerns about the location, as well as the church also having a library box. Council decided to hold off on the idea for now. Council asked Ms. Thiess to thank the resident for submitting the idea.
6. Ms. Thiess introduced Halloween guidelines and flyer that was shared at North Hills Council of Governments (NHCOG). Council and Mayor discussed the guidelines. Ms. Thiess stated the purpose of sending the information and flyer out to residents is so residents can feel more comfortable Trick-or-Treating with the flyer that they are following CDC guidelines. There were no objections to include the information in the newsletter to be mailed.

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

1. Ms. Thiess reported recently discovered stormwater pipes in Right-of-Way on Forest Road Ext. There are possibly other lines that go through private property which connect to this system, but it is unclear if they are private or public. The location of the pipes on private property are also unknown and there is no found documentation regarding the pipes in this area. Ms. Pongrace asked about Council MS4 trainings. Ms. Thiess stated he will talk to Mr. Wingrove about trainings next month.

## **SOLICITOR'S REPORT**

1. None

## **COMMITTEE REPORTS**

### **FINANCE**

1. Mr. Hipwell discussed the August check register. Mr. Hipwell reported there were 11 checks, 4 paychecks, and 6 electronic payments. Mr. Hipwell reported the largest checks included \$20,197 to Northern Regional Police, \$3,579 to Bradford Woods Volunteer Fire Company for

contribution and rent, \$6,567 for Northland Public Library; \$1,545 to NHCOG for Executive Director retirement; \$1,177 to West View Water Authority for hydrant rental.

Mr. Hipwell made a motion to pay and ratify payments for August 2020. Seconded by Ms. Pongrace.

Aye: Victoria Pongrace  
Thomas Kosmala  
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 September/October. Motion was seconded by Mr. Rhule.

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

Motion Carries

3. Mr. Hipwell reported the August revenue and expense report. Mr. Hipwell reported the total revenue is \$273,612 and total expense is \$43,561 and a cash balance of \$720,944. Mr. Hipwell reviewed revenue this month as real estate taxes as well as CARES Act money. Mr. Hipwell stated the cash balance is high due to no payment for roads project as of now.

#### **SAFETY**

1. Ms. Pongrace reported the August police report as follows: 18 calls; 7 traffic warning(s); 2 citation(s). Year to date: 114 calls; 12 citations; 44 warnings.
2. Lt. Jones discussed a recent promotion of a patrolman to sergeant for the traffic division.

#### **FIRE**

1. Mr. Cannella reported the calls for August: 2 calls (1 false; 1 tree down on Glenmore). 21 calls year-to-date.

#### **ROADS**

1. Mr. Baldonieri reviewed the 2020 roads project by Shields Paving. Mr. Baldonieri stated they installed inlets and wear coat. Mr. Baldonieri stated there was little to no base repair on the roads, which will be a cost saving to the Borough.
2. Mr. Baldonieri stated the stormwater pipes for 2021 roads project have been TV'd and some cleaned. Mr. Turner stated there will be pipe replacement for next year's project. Ms. Pongrace about the catch basin replacement in the Village. Mr. Turner stated all but 2 catch basin tops have been replaced in the Village.

#### **PLANNING AND ZONING**

1. Permits
  - a. 224 Bradford Road- Demolition permit for house
  - b. 608 Lincoln Road- Demolition permit for detached garage
2. Ms. Thiess updated Council on their request to bring oil and gas ordinance up to the NHCOG. Ms. Thiess stated the response was that it would be difficult to have a COG-wide oil and gas ordinance due to the zoning differences across all municipalities. Marshall Township stated they would not be interested in a joint ordinance. Ms. Griffin reported the Planning Commission meeting. Ms. Griffin stated she reviewed Ms. Diersen's oil and gas presentation. Ms. Griffin stated the Planning Commission decided to take time to complete some research before making a recommendation to Council.

**PERSONNEL**

1. None

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

1. Mr. Kosmala reviewed the NPL meeting on August 25: projected budget; upcoming discussion for employees' half-day to vote; visits increase 21%; September is Love Your Library Month.

**ENVIRONMENT**

1. Mr. Rhule discussed the prepared EPAC report from August 26 meeting discussing Chapter 210 Trees. Mr. Rhule stated permit process was discussed and decided the permits did not fit the Borough at this time for the following reasons: residents have a right to maintain their property; and administrative limitations with a permitting process. Mr. Rhule stated they are preparing a document to present to the Tree Subcommittee to review. Mr. Rhule discussed the definitions and limits of disturbance, as well as what is to be included in plans for development. Mr. Rhule also discussed the fine increases for violations. Mr. Rhule stated the next EPAC meeting is September 30 at 7 pm. Mr. Rhule stated EPAC will be looking into a deer ordinance in the near future. Mr. Coltharp stated an important first step is finding out how many deer reside in the Borough limits. Discussion ensued regarding deer issues and concerns within the Borough. Mr. Kosmala asked the Comprehensive Plan and tree ordinance. Mr. Rhule stated the best route is positive education resources since people react more positively with education than punitive legislation. Mr. Rhule recommended that the tree subcommittee reconvene to review EPAC recommendations and report back to Council.

**OLD BUSINESS**

1. Ms. Thiess stated Penn Power reported that the maintenance crew will be on Forest Rd for the second round of trimming since the project has been completed. Ms. Thiess stated it was reported that everyone has been contacted on the street where the removals will occur and had 2 refusals. In total, they will be removing 17 dangerous trees. Penn Power will return in 4-5 years for vegetation management of lines.
2. Mr. Baldonieri asked Ms. Thiess for an update on the guiderail on Bradford. Ms. Thiess stated she reviewed and approved the proposal for Fence Maintenance, but has received no word on when they will do the repairs.

**NEW BUSINESS**

1. None

**ACKNOWLEDGEMENTS**

1. None

**ADJOURN**

Motion to adjourn the public meeting to go into executive session at 8:09 P.M. by Thomas Kosmala, seconded by Kevin Rhule, motion carried.

Motion to adjourn executive session at 8:31 P.M. by Kevin Rhule, seconded by Jennifer Griffin, motion carried.

Mr. Baldonieri made a motion to share 50% of engineering costs associated with the BradMarPine Grading Permit. Mr. Kosmala seconded.

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

Motion to adjourn the public meeting at 8:32 P.M. by Jennifer Griffin, seconded by Kevin Rhule, motion carried.

Respectfully Submitted,

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Natalie Thiess, Borough Manager

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Date