

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - October 13 , 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 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

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) TRAINING

1. Sean Wingrove, Engineer for Lennon, Smith, Souleret Engineering, presented a MS4 training to Council and audience. Mr. Wingrove reviewed the mandate and its history. Mr. Wingrove reviewed in detail the six Minimum Control Measures (MCM): MCM #1- Public Education and Outreach on Stormwater Impacts; MCM #2- Public Involvement/Participation; MCM #3- Illicit Discharge Detection and Elimination; MCM #4- Construction Site Stormwater Runoff Control; MCM #5- Post-Construction Stormwater Management in New and Re-Development Activities; MCM #6- Pollution Prevention/Good Housekeeping. Mr. Wingrove reviewed this permit cycle Pollution Reduction Plan (PRP). Mr. Wingrove reviewed the documentation/reports aspect of the permit and the inspections/field reviews completed by DEP to ensure compliance. Mr. Hipwell asked if the estimated cost (\$192,000) for the PRP has changed. Mr. Wingrove stated the estimated cost will stay around that area.

ANNOUNCEMENT OF EXECUTIVE SESSION

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

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on September 14, 2020. Mr. Rhule motioned to approve the meeting minutes. Ms. Griffin seconded.

Motion to pass the September 14, 2020 minutes.

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

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 September public works report. Some of the items include: 2020 Roads project; 3 catch basin repairs; repairs to skid loader; 45 tons of salt delivered; guiderail repair. Ms. Pongrace stated the Chestnut Road sign is leaning. Mr. Turner stated the sign fell and currently is repairing the sign.
2. Ms. Thiess announced the mailing of the newsletter, which included COVID recommendations for Halloween, causing an increase cost for the newsletter.
3. Ms. Thiess announced the 2020 truck was purchased in full and is in route to the retrofitting of the uplift package. Ms. Thiess discussed the two-year lease agreement to pay off the uplift package (\$36,827). The lease has a 2.65% interest rate, with two annual payments of \$18,506.
4. Ms. Thiess introduced an example ordinance of prohibiting feeding of deer in the Borough, as requested by Council. Council discussion ensued. Mr. Rhule discussed what EPAC has looked into thus far. Ms. Griffin asked if Council could pass the ordinance without a deer management strategy in place. Ms. Pongrace answered yes. Mr. Griffin asked what the penalty would be for violators. Ms. Pongrace noted the violations in the example ordinance. Council had no objections to review a draft ordinance for next month. Mr. Rhule asked if EPAC had to review it. Ms. Thiess stated it is not required the EPAC reviews it (as Planning Commission with a zoning ordinance) but Council can request input/work along side EPAC.
5. Ms. Thiess presented the 2021 Northland Public Library contribution approval of \$27,236. Mr. Kosmala made a motion to approve the contribution for NPL for 2021. Mr. Coltharp seconded

Motion to pass Northland Public Library's 2021 contribution.

Aye: Victoria Pongrace
Kevin Rhule
Thomas Kosmala
Jennifer Griffin

Todd Hipwell
David Baldonieri
Charles Coltharp

Motion Carries

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the September check register. Mr. Hipwell reported there were 18 checks, 4 paychecks, and 4 electronic payments. Mr. Hipwell reported the largest checks included \$38,090 to Jim Shorkey for the truck, \$20,079 to Northern Regional Police, \$8,762 for Fire Relief fund, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$3,238 to Morton Salt.

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

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

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 October/November. Motion was seconded by Mr. Rhule.

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

Motion Carries

3. Mr. Hipwell reported the September revenue and expense report. Mr. Hipwell reported the total revenue is \$201,561 and total expense is \$90,696 and a cash balance of \$878,727. Mr. Hipwell reviewed revenue this month as real estate taxes and discussed the lower trend of Earned Income Tax. This month's year-total total in revenue is trending roughly \$72,000 less than last

year. Mr. Hipwell stated the cash balance is high due to no payment for roads project as of now.

SAFETY

1. Ms. Pongrace reported the September police report as follows: 16 calls; 6 traffic warning(s); 4 citation(s). Year to date: 130 calls; 16 citations; 50 warnings.
2. Lt. Jones stated NRPD will be in full force for Trick or Treating October 31 6-8 PM.

FIRE

1. Ms. Pongrace reported the calls for September: 2 calls (1 brush fire; 1 Carbon Monoxide). 23 calls year-to-date.

ROADS

1. Mr. Baldonieri reviewed the 2020 roads project by Shields Paving. Mr. Baldonieri stated they have completed wear coat with remaining outstanding items: Oak Rd stormwater line, walk-through and vegetative restoration. Mr. Baldonieri stated Willow Rd project will not be completed this year. Ms. Thiess stated we can push the project to next year and still keep grant money.

PLANNING AND ZONING

1. Permits
 - a. None
2. Ms. Griffin updated on the Planning Commission meeting. Ms. Griffin stated Franklin Park representatives were in attendance to share Franklin Park's experience with the Oil and Gas ordinance. There will be no Planning Commission meeting in November (Election Day). Next Planning Commission meeting will be December 7 at 7 PM.

PERSONNEL

1. Mr. Coltharp stated personnel will be discussed in Executive Session and the yearly reviews will be distributed within the month.

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

1. Mr. Kosmala reviewed the NPL meeting on September 22: passed 2021 budget; seeking new volunteers and employees.

ENVIRONMENT

1. Mr. Rhule discussed the prepared EPAC report from September 30 meeting. Items discussed were: Reserve trash can; educational information for website; deer population issues/concerns; deer feeding; hunting (including repealing Section 137 Hunting ordinance due to State Law precedence); cost impacts associated with addressing deer concerns and cost impacts of deer population. Next EPAC meeting is October 28 at 7 PM. Mr. Baldonieri asked if we can remove the trash can. Ms. Thiess stated it is fixed to the ground with posts concreted in. Mr. Turner stated this is a temporary issue due to COVID and will want the trash can back when the pandemic is done. Discussion ensued regarding trash can in Reserve. It was decided to keep the trash closed and install trail cam, an increase in education, and police patrol. Ms. Pongrace asked Ms. Diersen what the process is to repeal the hunting ordinance. Ms. Diersen stated to repeal goes through the same process as establishing ordinances. Mr. Rhule made a motion to repeal Section 137 Hunting in the Borough Code. Ms. Griffin seconded.

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

Motion Carries

OLD BUSINESS

1. Ms. Thiess updated last meeting's question about the subscription rates for McCandless Franklin Park Ambulance Authority: 2% for Bradford Woods; 13% for Pine Township; 10% for Marshall Township; 23% Franklin Park; 51% for McCandless Township.

NEW BUSINESS

1. Mr. Coltharp stated he received two calls regarding a political sign on Bradford Road which includes profanity. Ms. Pongrace stated Council decided to not enforce the sign ordinance due to First Amendment Rights. Mr. Kosmala stated there were 15 democratic signs taken in the Borough. Lt. Jones stated stolen political signs is happening across municipalities. Lt. Jones recommends to report any stolen signs to police in case it can be connected to other thefts or crimes.

ACKNOWLEDGEMENTS

1. Ms. Pongrace stated she received positive comments for the "Boo in the Borough" Trick or Trick COVID guidelines. Mr. Kosmala commended the Fall/Winter Newsletter.

2021 BUDGET DISCUSSION

1. Mr. Hipwell discussed the first 2021 budget draft. The revenue has decreased roughly \$30,000 from 2020 due to a couple items: The County assessed real estate value (which is what RE tax is based on) has decreased; decrease in Earned Income Tax to reflect 2020's numbers; lower Liquid Fuels revenue (due to less people driving so less gas purchased). Due to the decrease in revenue, we will have to pull \$32,000 out of reserves. Discussion ensued regarding expenditure line items. Ms. Pongrace stated Council should review the budget to possibly find cost savings due to the pandemic. Mr. Hipwell suggested to lower 2021 roads project. Mr. Baldonieri stated we should wait to see end cost for roads to see if we come in lower. Ms. Pongrace asked for the amount of money in reserves not spoken for by Capital Improvement Plan as well as a rainy-day fund. Mr. Hipwell stated he'll present reserve schedule next month. Discussion ensued regarding cost saving items. Ms. Griffin asked why the increase of subscription and dues. Ms. Thiess stated they are all the membership dues (NHCOG, PSAB, GFOA, etc.), which also includes retirement cost for NHCOG director. Mr. Hipwell discussed increase of legal fees. Ms. Diersen pointed out there will be an extra cost to insurance from litigation. Discussion ensued regarding deed transfer tax revenue.

ADJOURN

Motion to adjourn the public meeting to go into executive session at 8:27 P.M. by Thomas Kosmala, seconded by Charles Coltharp, motion carried.

Motion to adjourn executive session at 9:20 P.M. by David Baldonieri, seconded by Charles Coltharp, motion carried.

Motion to adjourn the public meeting at 9:21 P.M. by Jennifer Griffin, seconded by Thomas Kosmala, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date