

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - November 9 , 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 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
David Baldonieri, Council Member
Kevin Rhule, Council Member
Todd Hipwell, Council Member
Douglas Marsico, Mayor

The Official(s) absent were:

Jennifer Griffin, Council Member

Natalie Thiess, Borough Manager
Charles Means, 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 matters.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on October 12, 2020. Mr. Baldonieri motioned to approve the meeting minutes. Mr. Kosmala seconded.

Motion to pass the October 12, 2020 minutes.

Aye: Victoria Pongrace
Kevin Rhule
Thomas Kosmala
Todd Hipwell
David Baldonieri
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 October public works report. Some of the items include: 5 signs repaired; Oak Rd pipe project; 2 catch basin repairs; 20 basins cleaned; catch basin inspection reports; and cleaned leaves from Reserve. Ms. Pongrace asked about Bellaire sign. Mr. Turner stated the sign and post were taken from the scene and a new sign/post has been ordered. Mr. Kosmala asked about the end of Seldom Seen. Mr. Turner stated it was Columbia Gas to repair a line and patched the road. Ms. Thiess informed Council that the scroll brackets were custom made and the stock will be depleted once gone. Ms. Thiess informed Council they purchased the rest of the scroll brackets for our stock (15 at 29" and 9 at 22" brackets). Ms. Pongrace asked about other signs that have fallen. Mr. Turner stated most signs have been hit, but some have fallen due to installation. Mr. Hipwell asked how many signs the Borough goes through per year. Mr. Turner stated about 5-10 brackets per year.
2. Ms. Pongrace called for a motion to legally advertise Ordinance 464 to repeal Chapter 137, Hunting. Mr. Rhule made a motion to legally advertised Ordinance 464. Mr. Coltharp seconded.

Motion to legally advertise Ordinance 464.

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

Motion Carries

3. Ms. Thiess presented the prepared sample ordinance for Council to review. Ms. Thiess stated Ms. Diersen has reviewed the presented ordinance. Ms. Thiess stated she reviewed Ross Township and Marshall Township's prohibiting feeding of deer ordinances to create the presented ordinance. Mr. Rhule made an edit to the ordinance. Discussion ensued regarding the fines. Discussion ensued regarding setting the effective date 60-90 days after adoption to allow for education of the community to adjust to the new regulation. It was decided to adopt in December and be put in effect 60 days from approval. Ms. Pongrace called for a motion to legally advertise Ordinance 465, prohibiting deer feeding. Mr. Kosmala made a motion to legally advertise Ordinance 465. Mr. Rhule seconded.

Motion to legally advertise Ordinance 465.

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

Motion Carries

4. Ms. Thiess briefly discussed the letter provided by McCandless Franklin Park Ambulance Authority, noting the anticipated year to request municipal funds to be 2022. Ms. Thiess stated the municipal managers met after receiving the letter and replied to MFPAA in a letter from all the municipal managers. Ms. Thiess stated Marshall Township Board of Supervisors requested the managers create a municipal managers committee to work with MFPAA regarding their request. There were no objects for Ms. Thiess to be a part of the municipal managers committee. Ms. Pongrace asked what legal responsibilities does the Borough have to provide this service. Mr. Means stated he is unaware of the joint authority guidelines and agreement to be able to answer the question. Mr. Means stated there is general guidelines in the Borough Code regarding providing services, but allows for each Borough to be able to formulate how that works. Discussion ensued regarding the service and MFPAA.
5. Ms. Thiess presented the 2021 Northland Public Library contribution approval of \$25,960. Ms. Thiess stated McCandless did not approve the budget therefore NPL had to revise the budget. Mr. Kosmala discussed the financial situation for revising the budget. 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
Todd Hipwell
David Baldonieri
Charles Coltharp

Motion Carries

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. Mr. Means stated he will be addressing Laurel Rd and a private tree issue in executive session.

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the October check register. Mr. Hipwell reported there were 19 checks, 4 paychecks, and 7 electronic payments. Mr. Hipwell reported the largest checks included \$20,044 to Northern Regional Police, \$6,567 for Northland Public Library, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, \$3,685 to Robinson Pipe, and \$2,593 for CivicPlus for website.

Mr. Hipwell made a motion to pay and ratify payments for October 2020. Seconded by Mr. Coltharp.

Aye: Victoria Pongrace
Thomas Kosmala
David Baldonieri
Kevin Rhule
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 November/December. Motion was seconded by Mr. Baldonieri.

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

Motion Carries

3. Mr. Hipwell reported the October revenue and expense report. Mr. Hipwell reported the total revenue is \$36,421 and total expense is \$49,411 and a cash balance of \$810,116. Mr. Hipwell commented that Earned Income Tax is trending roughly \$74,000 less than last year.

SAFETY

1. Ms. Pongrace reported the October police report as follows: 20 calls; 6 traffic warning(s); 2 citation(s). Year to date: 150 calls; 18 citations; 56 warnings.
2. Lt. Jones stated the officers completed a team cross-fit challenge for fundraising for a Mt. Lebanon officer fighting cancer. Lt. Jones stated that the facial hair policy has been amended and some officers will be participating in No-Shave November.
3. Ms. Pongrace presented Resolution 8 of 2020 regarding NRPD's contribution request for their budget shortfall in 2020 by using CARES Act funds. Ms. Thiess discussed the agreement with Allegheny County for CARES Act funds, which is a reimbursement of funds that have been spent. The CARES Act money received was for March-October NRPD payroll. Ms. Thiess read item #6 on the agreement. Ms. Thiess stated the Borough can provide the contribution for their budget shortfall, but the money should come from the Borough's general fund and not from CARES Act per the agreement. Discussion ensued regarding the CARES Act funds and the requested budget shortfall. Mr. Means stated he agrees that if Council wishes to approve the budget shortfall contribution, it should be done so out of the general fund. Ms. Pongrace queried about the Resolution. Mr. Means stated the Borough can write their own Resolution, but the municipalities' extra contributions are contingent on the other municipalities' resolutions. Mr. Coltharp discussed end-of-year purchases for 2020 and this budget shortfall. Ms. Pongrace stated they overspent in protective gear (\$8,000) for this year. Mr. Marsico asked if the other municipalities have agreed. Ms. Thiess stated they all have agreed. Mr. Marsico suggested the Borough contributes 2% to align with calls. Mr. Means stated Council can make a motion to approve and direct Ms. Thiess to write the Resolution accordingly. Discussion ensued regarding the Resolution and contribution. Mr. Baldonieri made a motion to approve Resolution 8 of 2020 allocating additional funds to NRPD from the general fund in the amount of \$1,690. Mr. Coltharp seconds.

Motion to approve Resolution 8 of 2020.

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

Charles Coltharp

Motion Carries

FIRE

1. Chief Cannella reported the calls for October: 2 calls (1 tree down on Lake; 1 false). 25 calls year-to-date.

ROADS

1. Mr. Baldonieri reviewed the 2020 roads project by Shields Paving. Mr. Baldonieri stated they have replaced the line on Oak but still needs to complete paving. Mr. Baldonieri stated there are some items to address on the 2020 roads project. Mr. Baldonieri reported that the official walk-through (with engineer and contractor) has not be completed, but Ms. Thiess and Mr. Turner did a walk-through and created a punch list. Some items include ponding in some areas, vegetative restoration, and pavement quality issues.

PLANNING AND ZONING

1. Permits
 - a. 176 Bradford- Home Renovation
 - b. 224 Bradford- Zoning- Detached Garage
 - c. 40 Forest- Addition
 - d. 71 Forest- Driveway permit
2. No Planning Commission meeting

PERSONNEL

1. Mr. Coltharp stated Ms. Thiess and Mr. Turner had their personnel reviews in October. Mr. Coltharp stated we are looking into alternative health care.

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

1. Mr. Kosmala stated he previously reported the NPL updates and there has not been a NHCOC meeting. There will be a NHCOC meeting on the 19th of this month.
2. Ms. Thiess stated in the NHCOC Manager's Advisory Board there was discussion regarding glass recycling. Ms. Thiess stated Franklin Park showed interest in working with other municipalities for glass recycling, which is an opportunity to work together in the future.

ENVIRONMENT

1. Mr. Rhule discussed the prepared EPAC report from the October 28 meeting. Items discussed were: educational information for website; deer population issues/concerns. Ms. Kasten was not in attendance, but is planning on presenting the Tree Committee. The next EPAC meeting is November 2.
2. Mr. Rhule stated EPAC agrees that the Borough should be helping maintain the aesthetic of the Borough, but to make sure the legislation is broad enough to be enforced and protecting private property rights. Mr. Rhule presented the Chapter 210 revision and reviewed the changes to the ordinance. Mr. Kosmala asked who prepared the revisions. Mr. Rhule stated the Tree Subcommittee took EPAC recommendations and created the presented document. Mr. Kosmala asked about keeping the 35% instead of lowering it to 30%. Mr. Rhule stated it may cause developmental issues in the future of properties. Mr. Kosmala stated he recommends the 30% and 50% in Section 210-5. Mr. Kosmala asked what the timeline is for this to be voted on.

Ms. Pongrace stated there is no set timeline. Ms. Pongrace responded to the percentage concern: to have it lower will cause issues with preservation of some trees due to construction. Mr. Kosmala stated he would like to address the differences in what EPAC prepared and what has been presented in the meeting. Ms. Pongrace asked that Mr. Kosmala prepare a document that shows the differences. Mr. Kosmala stated he will prepare a document. Discussion ensued regarding the presented amendments. Mr. Coltharp recommended defining "Area" as "diameter at breast height (D.B.H)".

OLD BUSINESS

1. Ms. Thiess stated the past difficulties in installing the aerator in the Reserve pond and future costs associated with the aerator. Ms. Thiess stated a Councilmember suggested selling the aerator. Ms. Thiess stated the pond will be continued to be treated for the algae. Mr. Baldonieri stated there is no viable plan to install the aerator and the additional costs of installation and building of the structure. Mr. Baldonieri stated it may be viable to recoup some costs already spent by selling the aerator. Discussion ensued regarding Muncibid, cost already into the aerator/solar panels and time frame for sale. Mr. Rhule made a motion to sell the aerator on Muncibid listing for a minimum of \$2,600. Mr. Baldonieri seconded.

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

Motion Carries

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. Ms. Thiess acknowledged all the poll workers volunteering during the election in the midst of the pandemic.

2021 BUDGET DISCUSSION

1. Mr. Hipwell discussed the first 2021 budget draft. Mr. Hipwell stated the forecast and last year's year to date columns have been added for reference. Mr. Hipwell reviewed revenue first: revenues for 2021 are projected to be \$934,303, about \$3,000 less than last year. Mr. Hipwell discussed the projected Real Estate as well as the decrease in the Earned Income Tax. Mr. Hipwell discussed the expenditures, which is roughly \$19,000 more than the revenue. Mr. Hipwell reviewed some expenditure line items. Mr. Hipwell discussed the reserve funds/capital improvement plan.

ADJOURN

Motion to adjourn the public meeting to go into executive session at 8:34 P.M. by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Motion to adjourn executive session at 8:54 P.M. by David Baldonieri, seconded by Charles Coltharp, motion carried.

Mr. Baldonieri made a motion to legally advertise the 2021 Budget. Mr. Rhule seconded. All aye. Motion carries.

Motion to adjourn the public meeting at 9:08 P.M. by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date