

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

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 2 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
Jennifer Griffin, 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 no executive session.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on November 9, 2020. Mr. Coltharp motioned to approve the meeting minutes. Mr. Kosmala seconded. Mr. Hipwell made a correction to the financial report section of the meetings.

Motion to pass the November 9, 2020 minutes.

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

Abstain: Jennifer Griffin

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. Ms. Thiess stated she received a general comment from a resident who grew up in Bradford Woods, moved away, and recently moved back. The resident stated she is happy to see the proposed ordinance which prohibits feeding deer as she has noticed a significant increase in the deer population.

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 November public works report. Some of the items include: skid loader repairs/maintenance; installed snow equipment on truck; maintenance on the truck; 2 road sign repairs; salt shed repairs; discussion with NHCOG regarding mutual aid with public works for snow removal for COVID related instances. Mr. Turner stated Pine received a bid from MMC Land Management, LLC for an hourly rate for snow removal (\$110/hour) and snow will be provided by the municipality. Mr. Baldonieri commented the cost is high, but it is important to have a back-up plan in case Mr. Turner gets ill. Ms. Thiess stated once the mutual aid agreement is received from NHCOG, it will be presented to Council.
2. Ms. Pongrace called for a motion to approve or deny Ordinance 464 to repeal Chapter 137, Hunting. Ms. Griffin made a motion to approve Ordinance 464. Mr. Coltharp seconded.

Motion to approve Ordinance 464.

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

Motion Carries

3. Ms. Pongrace called for a motion to approve or deny Ordinance 465, prohibiting deer feeding. Mr. Kosmala made a motion to approve Ordinance 465. Mr. Rhule seconded. Discussion ensued regarding the time of enforcement of Ordinance 465. Ms. Diersen recommended to adopt the ordinance then make a motion to enforce after 60 days of adoption. Ms. Griffin asked how this will be communicated to the residents. Ms. Thiess stated she will send a news flash out. Ms. Thiess stated if a resident did not see the news flash and is not complying with the ordinance after the enforcement date, the Code Enforcement Officer will send a courtesy letter to the resident. Ms. Pongrace stated it can be included in the spring/summer newsletter. Chief Sicilia stated the police sometimes get called in these instances and asked if the Borough should be contacted. Ms. Thiess stated the police can enforce with a warning first and inform the Borough of the warning.

Motion to approve Ordinance 465.

Aye: Victoria Pongrace

Kevin Rhule
Thomas Kosmala
Todd Hipwell
David Baldonieri
Charles Coltharp
Jennifer Griffin

Motion Carries

4. Ms. Pongrace called for a motion to enforce Ordinance 465 60 days from December 14, 2020. Mr. Coltharp made a motion to enforce Ordinance 465 60 days from December 14, 2020. Mr. Rhule seconded.

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

Motion Carries

5. Ms. Pongrace called for a motion to approve or deny Resolution 9 of 2020, resolution to contribute a minimum of 5% to the Northern Regional Police pension plan. Mr. Coltharp made a motion to approve Resolution 9 of 2020. Mr. Kosmala seconded.

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

Motion Carries

6. Ms. Thiess stated we need a motion to borrow funds from WesBanco for Stephenson Equipment truck bed (\$38,727). Mr. Baldonieri made a motion to borrow funds from WesBanco for truck bed. Mr. Coltharp seconded.

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

Motion Carries

7. Ms. Thiess stated she received comments from residents about moving the March yard waste collection day to November so there is two yard waste collection days for leave clean up. Ms. Thiess stated she reviewed the contract before the meeting and found that it is not in the Borough's interest to move yard waste collection dates around. Ms. Thiess stated she believes the contract is up in 2021 with an option year of 2022, but we can look at scheduling yard waste dates with the new contact.
8. Ms. Thiess stated she was approach by a representative from Text My Gov company. Ms. Thiess stated it is a system where residents only need to text a number to ask questions,

request information, or submit a concern, and no app download is required. Ms. Thiess stated she is impartial to the service yet wanted to bring it to Council/Mayor's attention in case anyone was interested in the service. Ms. Thiess stated it costs \$500 to set-up and a \$1,500 yearly subscription fee. Mr. Rhule stated it's important to maintain the personal contact within the close-knit and small community and this service is not necessary. Council agreed to not pursue the service.

9. Ms. Thiess asked which elected officials would like to receive the "Borough News" magazine subscription. Council members raised their hands requested the magazine.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the November check register. Mr. Hipwell reported there were 24 checks, 4 paychecks, and 8 electronic payments. Mr. Hipwell reported the largest checks included \$138,918 to Shields Asphalt paving for 2020 roads project, \$7,096 for liability insurance, \$4,165 for worker's compensation, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, \$1,887 for Real Estate tax collection.

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

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

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 December/January. Motion was seconded by Mr. Kosmala.

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

Motion Carries

3. Mr. Hipwell reported the November revenue and expense report. Mr. Hipwell reported the total revenue is \$52,616 and total expense is \$174,861 and a cash balance of \$836,459.

4. Mr. Hipwell discussed the 2021 budget that is up for adoption. Mr. Hipwell stated this year's budget is \$934,303, which is roughly \$3,000 less than last year. Mr. Hipwell stated roughly \$19,000 will be taken from reserves to balance the budget. Mr. Coltharp made a motion to approve 2021 budget. Mr. Rhule seconded. Ms. Griffin asked when the deed transfer tax get deposited after a sale. Ms. Thiess stated a month after sales. Mr. Coltharp requests for the 2022 budget, there will be two separate line items for health care reimbursement and the retirement fund.

Motion to approve 2021 budget.

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

Motion Carries

5. Ms. Pongrace asked Ms. Diersen about the new legal change for a resolution instead of an ordinance approving the millage rate. Ms. Diersen stated a resolution can be approved for the millage rate. It was decided to approve the resolution in January setting the millage rate.

SAFETY

1. Ms. Pongrace reported the November police report as follows: 12 calls; 7 traffic warning(s); 5 citation(s). Year to date: 162 calls; 23 citations; 63 warnings.
2. Chief Sicilia reported NRPD participated in "No Shave November" as a fundraiser for an officer in Mt. Lebanon battling stage 4 cancer and a child with cancer at Pine-Richland school district. Chief Sicilia reported on past weekend's Christmas parade. Chief Sicilia reported on the status of officers with relatives with COVID, citing a shorter staff than usual. Ms. Griffin appreciated the police as well as the fire company in the holiday parade. Chief Sicilia stated there may be a surprise parade with the Grinch on the SWAT vehicle.

FIRE

1. Ms. Thiess reported the calls for November: 1 call (1 Carbon Monoxide). 26 calls year-to-date.
2. Mr. Coltharp stated there was a modified Santa on the Truck to keep to CDC guidelines relating to COVID.

ROADS

1. Mr. Baldonieri made a motion to approve \$138,918.05 payment to Shields Asphalt for the first payment of the 2020 roads project. Mr. Rhule seconded.

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

Motion Carries

2. Mr. Baldonieri stated the engineer, Shields, Mr. Turner, and Ms. Thiess created a punch-list. The paving items have been addressed with the vegetative restoration is pending. Ms. Thiess

stated there is an executed temporary right of entry agreement with the Village Townhomes Owner's Association for work that was completed on private road Mystic Harbor to fix a ponding issue on public road Commons Dr. One of the agreements is that the Borough is not responsible for future maintenance or paving of the patched area.

3. Mr. Baldonieri made a motion to pre-approve a payment to Shields Asphalt for the 2020 paving project not to exceed \$137,000. Mr. Rhule seconded.

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

Motion Carries

PLANNING AND ZONING

1. Permits
 - a. 237 Bradford Rd- fence permit
2. No Planning Commission meeting

PERSONNEL

1. None

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

1. Mr. Kosmala presented an update for NHCOG from the December 14th meeting; installed surveillance at the leaf compost site to deter illegal dumping; discussions regarding the SRT vehicle relating to maintenance; establishing a regional vehicle accident re-construction team, as some departments do not have a accident re-construction officer.
2. Mr. Kosmala presented an update for the Northland Public Library on November 24: library is currently closed, but contactless library borrowing is still available; employee handbook updates; new TV's from foundation; seven radon detection devices are available for borrowing; "Northland Bundles" have been established to aid people in borrowing materials from the library; NPL Foundation received a grant.

ENVIRONMENT

1. Mr. Rhule discussed the EPAC report from the December 2nd meeting and the Autobahn Society presentation of deer. Some of the items regarding the Autobahn Society presentation of deer: population changes of deer throughout the decades, with the population rising; decrease of harvest; 1 in 63 chances of vehicle accident with deer; Lyme Disease concerns; deforestation caused by deer eating understory/damage to vegetation/gardens. Some items regarding the December 2nd EPAC meeting were: Tree Committee presentation by J.C. Kasten and discussion regarding details of the committee; education of trees (plantings and removals); Reserve trash can. Next EPAC meeting will be held in January. There is one opening on EPAC. Mr. Rhule acknowledged Joe Bayer for his time and expertise with helping the Borough by servicing on EPAC.

OLD BUSINESS

1. Ms. Pongrace discussed the various vacancies on boards in 2021. Ms. Thiess stated openings of residents who do not wish to be appointed are as follows: Vacancy Board; One on EPAC; One on ZHB.

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. Mr. Rhule acknowledged BWVFC and NRPD for the holiday parade over the weekend.
2. Mr. Rhule and Ms. Pongrace wished everyone a happy and safe holiday.

ADJOURN

Motion to adjourn the public meeting at 8:06 P.M. by Charles Coltharp, seconded by Kevin Rhule, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date