

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - January 11, 2021
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:

Charles Coltharp, Council President
Victoria Pongrace, Vice President
David Baldonieri, Council Member
Jennifer Griffin, Council Member
Kevin Rhule, Council Member
Thomas Kosmala, Council Member
Douglas Marsico, Mayor

The Official(s) absent were:

Todd Hipwell, Council Member

Kate Diersen, Solicitor
Natalie Thiess, Borough Manager
Lt. Jeffery Jones, NRPD

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

REORGANIZATION - CONTRACTS, EMPLOYEES AND APPOINTMENTS

1. **Appointment of Solicitor** - A motion was made by Mr. Coltharp, seconded by Mr. Kosmala and carried to appoint Goehring Rutter & Boehm, LLC.
2. **Appointment of Engineer** - A motion was made by Mr. Coltharp seconded by Mr. Rhule and carried to appoint Lennon Smith Souleret Engineering, Inc.
3. **Appointment of Manager** - A motion was made by Mr. Coltharp, seconded by Ms. Griffin and carried to appoint Natalie Thiess.
4. **Appointment of Road Crew Primary and Assistant** - A motion was made by Mr. Rhule, seconded by Mr. Baldonieri and carried to appoint Gregory "Jake" Turner as primary road crew and Reece Brock as assistant road crew.
5. **Appointment of Zoning and Code Enforcement Officer** - A motion was made by Mr. Coltharp, seconded by Mr. Rhule and carried to appoint Albert Kohan.
6. **Appointment of Delinquent Real Estate Tax Collector** -A motion was made by Ms. Griffin to appoint Goehring Rutter & Boehm, seconded by Mr. Rhule and carried to appoint Goehring Rutter & Boehm, LLC.
7. **Appointment of Borough Depository** - A motion was made by Mr. Coltharp, seconded by Mr. Rhule and carried to appoint WesBanco and PLGIT.
8. **Appointment of Newspaper of Record** - A motion was made by Mr. Rhule, seconded by Mr. Baldonieri and carried to appoint the Pittsburgh Post-Gazette.

9. **Setting of regular meeting day and time** - A motion was made by Mr. Kosmala, seconded by Mr. Rhule and carried to set the regular meetings to be on the second Monday of each month (with exception of Tuesday October 12, 2021) at 7:00p.m.
10. **Resolution 1 of 20 21** - Reappointment of Case Sabatini as the Borough Auditor for the financial records of 2020. A motion was made by Mr. Rhule, seconded by Mr. Baldonieri and carried to reappoint Case Sabatini as Auditor.
11. **Resolution 2 of 2021** - Reappointment of Emergency Management Coordinator. A motion was made by Mr. Coltharp, seconded by Mr. Rhule and carried to reappoint Vince Cannella commencing January 1, 2021 until December 31, 2021.
12. **Resolution 3 of 2021** - Appointment to the Vacancy Board. A motion was made by Mr. Baldonieri, seconded by Mr. Rhule and carried to appoint Anthony Muhlenkamp to the Vacancy Board commencing January 1, 2021 until December 31, 2021.
13. **Resolution 4 of 2021** - Appointment to the Environmental and Parks Advisory Council. A motion was made by Mr. Coltharp, seconded by Mr. Baldonieri and carried to appoint Karen Brock and Jeffery Muhlenkamp to EPAC commencing January 1, 2021 until December 31, 2023. Mr. Rhule abstained from the vote.
14. **Resolution 5 of 2021** - Appointment to the Planning Commission. A motion was made by Ms. Griffin, seconded by Mr. Coltharp and carried to reappoint Richard Andrus and Susie Rhule to Planning Commission commencing January 1, 2021 until December 31, 2024. Mr. Rhule abstained from the vote.
15. **Resolution 6 of 2021** - Appointment to Zoning Hearing Board. A motion was made by Mr. Kosmala, seconded by Mr. Rhule and carried to reappoint Mark Edelmann to Zoning Hearing Board and Jonathan Krassenstein as Zoning Hearing Board Alternate commencing January 1, 2021 to December 31, 2023.

COUNCIL ASSIGNMENTS OF COMMITTEES

President Pongrace stated the following committee assignments:

Public Safety	Victoria Pongrace
Personnel	Charles Coltharp
Roads	David Baldonieri
Finance	Todd Hipwell
Environment	Kevin Rhule
Planning/Zoning	Jennifer Griffin
NPL/PR	Thomas Kosmala

MINUTES

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

Motion to pass the December 14, 2020 minutes.

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

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. Ms. Thiess stated resident Mary Jo Riley, 204 Bradford Rd, submitted an email requesting the Borough to remedy the stormwater concern affecting her front yard. Ms. Thiess stated this can be further discussed in the Roads section of the meeting, as it is included in the roads project report.

MAYOR'S REPORT

1. Mayor Marsico stated he joined NextDoor App to be more involved in neighborhood business.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess called for an appointment of Allegheny County Borough's Association. Mr. Rhule made a motion to appoint Ms. Pongrace as delegate and Ms. Thiess as the alternate. Ms. Griffin seconded; motion carries.
2. Ms. Thiess called for an appointment to the North Hills Council of Governments Executive Board. Mr. Coltharp made a motion to appoint Mr. Kosmala to the NHCOC Executive Board, seconded by Mr. Baldonieri, motion carries.
3. Ms. Thiess called for a motion to approve Resolution 7 of 2021, setting the 2021 millage rate to 3.375. Mr. Rhule motion to approve Resolution 7 of 2021, seconded by Mr. Coltharp, motion carries.
4. Ms. Thiess referenced previous discussions regarding the NHCOC mutual aid agreement for assistance (primarily public works) during the pandemic. Ms. Thiess called for a motion to approve NHCOC Mutual Aid Agreement, Resolution 8 of 2021. Mr. Coltharp made a motion to approve Resolution 8 of 2021, seconded by Mr. Rhule, motion carries.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. None

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Ms. Thiess reported the December check register. Ms. Thiess reported there were 15 checks, 5 paychecks, and 4 electronic payments. Ms. Thiess reported the largest checks included \$34,677 to Shields Asphalt for 2020 road project, \$3,579 to Bradford Woods Fire Company for rent and contribution, \$3,181 to Morton Salt for road salt, \$1,390 to GRB for legal fees, and \$1,280 LSSE for engineering fees. Mr. Kosmala asked about the \$450 paid to Boff's Auto Services. Ms. Thiess stated the salt truck needed to be pulled from side of road.

Mr. Rhule made a motion to pay and ratify payments for December 2020. Seconded by Mr. Baldonieri.

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

Motion Carries

2. Ms. Thiess introduced the pre-ratified check list before Council for approval. Motion was made by Ms. Griffin to pre-ratify bills for December/January. Motion was seconded by Mr. Rhule.

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

Motion Carries

3. Ms. Thiess reported the December revenue and expense report. Ms. Thiess reported the total revenue is \$35,948 and total expense is \$56,890 and a balance of \$698,461. Ms. Thiess stated there was roughly \$7,000 less revenue than budgeted, mainly due to the \$40,000 CARES Act funding which helped with the shortfall in revenue due to COVID-19. Ms. Thiess reported EIT was roughly \$14,000 less than budgeted and RE was roughly \$28,000 less than budgeted. Ms. Thiess stated expenditures was 78% less than budgeted, so there will be some carry-over to 2021. Mr. Baldonieri asked the balance left to Shields for the 2020 Roads project. Ms. Thiess stated the vegetative restoration will not be billed until after completion and the Borough has not received another partial payment request.

SAFETY

1. Ms. Pongrace reported the December police report as follows: 21 calls; 1 traffic warnings; 4 citations. Year to date: 183 calls; 67 traffic warnings; 24 citations.
2. Lt. Jeff Jones stated NRPD signed up for COVID-19 vaccines through Allegheny County.
3. Ms. Thiess stated Capt. DeWick presented information regarding the SRT to the NHCOG. Ms. Thiess stated Chief Sicilia offered Capt. DeWick to present the information at a Council meeting if requested.

FIRE

1. Fire Chief Vince Cannella reported 1 call (27 Y-T-D): mutual aid to Marshall: house fire on Cole Rd.
2. Mr. Cannella called for any information for the EOP set to be submitted to the County in March.

ROADS

1. Mr. Baldonieri presented the 2021 Road Project report. Mr. Baldonieri stated the base bid will be Forest Road (Bradford to the school) including stormwater pipe replacement. Mr. Baldonieri reviewed the Add Alternates: Forest Rd Ext. pipe replacement; Forest (school to Burry); Edgewood Rd; French drain work along school side of Forest to address spring issue; curb installation at corner of Bellaire and Bradford (204 Bradford); Willow Rd (grant work); swale work/pipe install 403 E Harding. Mr. Baldonieri stated a meeting is planned with Mr. Turner and the engineer to review road project plan before submission. Mr. Baldonieri stated bid will be out in February. Mr. Kosmala asked why Crystal Springs has a 10-year road life on the 2019-2028 Road Program plan document. Ms. Thiess stated it most likely is a typo. Ms. Griffin discussed items on the 2019-2028 Road Program plan document. Mr. Baldonieri explained the reasonings behind the tentative 2019-2028 plan. Ms. Griffin relayed residents on Bellaire requested the road to be paved. Ms. Pongrace explained the 5 years of patch work pushed back a 10-15-year road paving plan. Discussion ensued regarding paving history in the Borough.

PLANNING AND ZONING

- 1. Ms. Griffin reviewed the January 4, 2021 Planning Commission meeting. Ms. Griffin reviewed the discussions regarding the oil and gas ordinance. Ms. Griffin stated the Planning Commission is reviewing an amendment to conditional use zoning ordinance.
- 2. No permits for December 2020.

PERSONNEL

- 1. None.

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

- 1. Mr. Kosmala stated next NHCOG meeting is January 21, 2021 and next NPL meeting is January 26, 2021. Mr. Kosmala stated the NPL is currently closed but is continuing curbside services in the meantime.

ENVIRONMENT

- 1. None

OLD BUSINESS

- 1. Ms. Thiess introduced the December 2020 Public Works Report. Mr. Turner reviewed the report: majority of the month for snow removal (6 storms over an inch; 5 storms under an inch; second snowiest month recorded in Pittsburgh); 160 tons of salt used (80 tons left in bin); general maintenance of equipment for snow removal; removing branches from road for snow removal; clearing snow/leaves of basin tops; Shields returned early December to address punch-list items (items left: sealing in some locations and lawn restoration). Ms. Pongrace commended Mr. Turner’s snow removal work on Christmas Day.

NEW BUSINESS

- 1. None

ACKNOWLEDGEMENTS

- 1. None

ADJOURN

Motion to adjourn the public meeting at 7:44 P.M. by Mr. Coltharp, seconded by Mr. Kosmala motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date