

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - February 8, 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:

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

The Official(s) absent were:

Natalie Thiess, Borough Manager
Kate Diersen, Solicitor
Capt. Brian DeWick, NRPD

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

ANNOUNCEMENT OF EXECUTIVE SESSION

1. Ms. Pongrace announced that there will be an executive session following the public meeting.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on January 11, 2021. Mr. Rhule motioned to approve the meeting minutes. Mr. Kosmala seconded.

Motion to pass the January 11, 2021 minutes with correction.

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

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. None

MAYOR'S REPORT

1. Mayor Marsico announced he will be swearing in one new Northern Regional Police Officer on February 24, 2020 at 6:30 PM at the Pine Community Center.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess reviewed the January 2021 public works report, which consisted mostly snow removal for the month. Ms. Thiess stated Mr. Turner and Mr. Brock ran both trucks during a 12-hour heavy snow storm. Ms. Thiess reviewed issues with the new and old truck and the repairs/remedies. Mr. Coltharp asked about total salt used for this season. Ms. Thiess stated roughly 300 tons have been ordered and 71 tons left until maximum.
2. Ms. Thiess introduced the North Hills Mutual Aid DUI Taskforce Agreement for multi-municipal cooperation for addressing DUI's. Mr. Kosmala made a motion to approve the agreement. Mr. Rhule seconded.

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

Motion Carries

3. Ms. Thiess introduced Resolution 9 of 2021, regarding the disposition of financial records for the year 2012. Ms. Griffin made a motion to approve Resolution 9 of 2021. Mr. Rhule seconded.

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

Motion carries

4. Ms. Thiess presented the Resolution and Declaration of Official Intent with WesBanco to borrow funds for the truck. Mr. Rhule made a motion to approve the Resolution and Declaration of Official Intent. Mr. Baldonieri seconded.

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

Jennifer Griffin
Todd Hipwell

Motion Carries

5. Ms. Thiess presented the documents associated with Northern Regional Police Department requesting contributions for the capital improvement locker room expansion project. The request is for \$9,600 over 3 monthly payments to cover costs. Mr. Coltharp made a motion to table the discussion until executive session. Mr. Rhule seconded.

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

Motion Carries

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. Ms. Thiess stated she is planning on signing up for a MS4 training and will report at the next meeting.

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the January check register. Mr. Hipwell reported there were 19 checks, 6 paychecks, and 6 electronic payments. Mr. Hipwell reported the largest checks included \$21,105 to Northern Regional Police, \$7,957 to Morton Salt, \$4,000 to North Hills Council of Governments, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$1,584 to Lennon, Smith, Souleret. Total for checks: \$57,694.

Mr. Hipwell made a motion to pay and ratify payments for January 2021. Seconded by Mr. Kosmala.

Aye: Victoria Pongrace
Thomas Kosmala
Charles Coltharp
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 February/March. Motion was seconded by Mr. Baldonieri.

Aye: Victoria Pongrace

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

3. Mr. Hipwell reported the January revenue and expense report. Mr. Hipwell reported the total revenue is \$28,320 and total expense is \$62,070 and a cash balance of \$641,099. Mr. Hipwell stated the majority of revenue is Earned Income Tax and Deed Transfer Tax.

SAFETY

1. Ms. Pongrace reported the January police report as follows: 6 calls; 9 traffic warning(s); 3 citation(s).
2. Capt. DeWick briefly discussed the new officer: previously worked for a year and a half at Irwin Borough. Capt. DeWick stated he can present on the SRT to Council next meeting he attends.

FIRE

1. Mr. Cannella reported January: 1 call since last meeting: mutual aid in Gibsonia for chimney fire.

ROADS

1. Mr. Baldonieri stated Bradford Woods will not be joint bidding with Pine Township as done in previous years and briefly discussed the situation. Mr. Baldonieri stated the 2020 roads project has around \$80,000 carry-over to 2021. Due to the carry-over, Bellaire Road has been added to the bid. Mr. Coltharp asked if a document can be created with Pine so joint-bidding can be ensured for the future.

PLANNING AND ZONING

1. Ms. Griffin reviewed Planning Commission meeting that was held January 4, 2021. The Planning Commission discussed (along with Ms. Diersen) the amendment to Table 1 of Chapter 225, Zoning. Ms. Griffin stated the Planning Commission will vote on a recommendation to present to Council once the tree ordinance has been passed.
2. Permits
 - a. None

PERSONNEL

1. Mr. Coltharp requested Ms. Thiess to inform him when Mr. Brock is working.

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

1. Mr. Kosmala reviewed the NHCOC meeting held January 21st: ordered over 10,000 tons of salt ordered; Armstrong is still negotiating contract; glass recycling dumpster bin (which costs \$10,000 to set up). Mr. Kosmala reviewed the Library meeting held January 26th: increase of website views during their closure; opened February 1st; voted to pay employees for 2 hours to receive vaccine; strategic planning group met; meeting with Senator Lindsey Williams to discuss State Funding.

ENVIRONMENT

1. Mr. Rhule reported next EPAC meeting is March 3 at 7 PM and that he will be attending McCandless forum on deer overpopulation.
2. Mr. Baldonieri reviewed the changes to Chapter 210 Natural Resource Protection that were made during the January 28 Tree Subcommittee meeting. Changes included: definition of 'hazard zone of tree'; percentage removal and clarification in section 210-5; clarifications in new section 210-7. Mr. Kosmala suggested a change to section 210-5(A) to add "natural vegetative cover". Discussion ensued regarding section 210-6, public utility companies. Mr. Coltharp suggested to address section 210-5(D) regarding slopes under 8%. It was decided to provide the document to Ms. Diersen for a legal review and preparation of Chapter 210. Ms. Pongrace commended Mr. Rhule and EPAC for all their work on the amendments. Mr. Kosmala asked about the status of the tree committee. Mr. Rhule stated it was suggested it will be a private committee, possibly worked through with the Bradford Woods Conservancy.

OLD BUSINESS

1. None

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. None

ADJOURN

Motion to adjourn the public meeting at 7:53 P.M. to go into Executive Session by Thomas Kosmala, seconded by Kevin Rhule, motion carried.

Motion to adjourn executive session at 8:27 PM to go into regular session by Kevin Rhule, seconded by Jennifer Griffin, motion carried.

Mr. Coltharp made a motion to pay the remaining portion (\$1,690) of Northern Regional's request to contribute to 2020 costs over budget. Mr. Hipwell seconded. All aye, motion carries. Ms. Diersen will respond to NRPD's solicitor letter.

Mr. Coltharp made a motion to pay 4% of the 2020 architecture fees (\$384) associated with the locker room project upon receipt of invoice and supporting documentation. Mr. Baldonieri seconded. All aye, motion carries.

Discussion ensued regarding a response letter to NRPD in response to request for contributions for locker room project.

Motion to adjourn the public meeting at 8:33 P.M. by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date