

**BRADFORD WOODS BOROUGH COUNCIL
REGULAR MEETING - March 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 (7:07 PM), 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
Chief John Sicilia, 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 to discuss legal matters.

MINUTES

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on February, 2021. Mr. Coltharp motioned to approve the meeting minutes. Ms. Griffin seconded.

Motion to pass the February 8, 2021.

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

Motion Carries

PUBLIC COMMENTS REGARDING AGENDA

1. None

MAYOR'S REPORT

1. Mayor Marsico reported receiving emails regarding political signs still being present in the Borough and asked if the Borough was changing the status of enforcement of the sign ordinance. Ms. Pongrace stated the Borough is still not enforcing the sign ordinance as to not infringe on people's First Amendment Rights.

MANAGER'S REPORT

Borough Manager Natalie Thiess reported on the following:

1. Mr. Turner reviewed the February 2021 public works report, which consisted mostly snow removal for the month: 8 storms greater than an inch; 10 storms less than an inch; 157 tons salt ordered; 137 tons salt used; repairs to truck and equipment; sign repairs; 2 tons of gravel spread on Forest Rd Ext. Ms. Pongrace asked when the newly ordered signs will be delivered. Mr. Turner stated he is not aware of the date of delivery. Ms. Pongrace asked about stop sign replacement and Mr. Turner stated they are installed. Mr. Rhule asked about the police report regarding the missing road signs. Chief Sicilia stated it's in the Oak Rd area, but there are no leads on the case and police have increased patrol in the area.
2. Ms. Thiess reported that Jordan Tax Service has sent a letter regarding the 2022 through 2025 Borough Real Estate Tax collection and preparation. Discussion ensued regarding an elected tax collector. Ms. Thiess was directed to look into other agencies and their rates for Real Estate Tax collection.
3. Ms. Thiess introduced Resolution 10 of 2021, adopting the Big Sewickley Creek Rivers Conservation and Stewardship Plan and nominating the waterway to the river's registry. Ms. Thiess explained the plan and the Borough's involved. Mr. Kosmala made a motion to approve Resolution 10 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 introduced Resolution 11 of 2021, approving operational support activities for participating members of Fire Company for Worker's Compensation. Ms. Griffin made a motion to approve Resolution 11 of 2021. Mr. Baldonieri seconded.

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

Motion carries

5. Ms. Thiess discussed shared concerns among other municipalities and authorities regarding legal advertisement requirements in an era of decreasing print newspapers (PPG is reducing to 2 prints per week). Ms. Thiess stated there has been lobbying to amend the requirements to suite the current era's form of communications. Ms. Diersen reported legal groups are also working towards legislation to change print requirements and there is legislation prepared to move forward.
6. Ms. Thiess discussed the North Pittsburgh Community Development Authority, created in 1968 to help with development in the area (and met last in 2006), and Council's opinion in dissolving the Authority. It was a general consensus by Council to dissolve the Authority.
7. Ms. Thiess presented the documents associated with Northern Regional Police Department requesting contributions for the capital improvement locker room expansion project. Ms. Thiess stated Council approved \$384 in architecture fees, whereas there is a total of \$503.89 association with those fees, leaving a remaining amount of \$119.89. Mr. Coltharp made a motion to pay the remaining amount. Mr. Kosmala seconded.

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

Motion Carries

Discussion ensued regarding the updated contribution document received from Northern Regional Police Department regarding the capital improvement locker room expansion project. Mr. Coltharp made a motion to approve the Borough's pro rata share of the cost of the project, payment in full. Mr. Kosmala seconded.

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

Motion Carries

8. Ms. Thiess announced she has begun working on the Spring/Summer 2021 newsletter.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. Ms. Thiess stated she is attended a green infrastructure implementation webinar (hosted by SPC).

SOLICITOR'S REPORT

1. Ms. Diersen stated she reviewed Chapter 210 document which will be discussed later in agenda.

COMMITTEE REPORTS

FINANCE

1. Mr. Hipwell discussed the February check register. Mr. Hipwell reported there were 18 checks, 5 paychecks, and 6 electronic payments. Mr. Hipwell reported the largest checks included \$20,961 to Northern Regional Police, \$6,490 to Northland Public Library, \$6,353 to Morton Salt, \$5,090 to Lennon, Smith, Souleret, and \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and Total for checks: \$62,203

Mr. Hipwell made a motion to pay and ratify payments for February 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 March/April 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 February revenue and expense report. Mr. Hipwell reported the total revenue is \$40,024 and total expense is \$64,868 and a cash balance of \$626,494. Mr. Hipwell stated the majority of revenue is Earned Income Tax.

SAFETY

1. Ms. Pongrace reported the February police report as follows: 20 calls; 2 traffic warning(s); 1 citation(s).
2. Chief Sicilia thanked Council for their cooperation with the capital improvement locker room project. Chief Sicilia reviewed the newly hired officer Davin McCurdy. Chief Sicilia stated they are gathering data in regards to how much time officers spend in each municipality. Last month officers spent 6.5 hours in the Borough. Chief Sicilia announced that they will be scheduling a Special Response Team (SRT) presentation for elected officials.

FIRE

1. Mr. Cannella reported February calls: 3 calls since last meeting: accident on Bradford and Lincoln; CO₂ call; brush fire (mutual aid). 4 calls year-to-date.

ROADS

1. Mr. Baldonieri reported the bid opening that occurred March 8, 2021 at 11 AM. There were three bidders: Shields Asphalt Paving, A. Folino Construction, and C.H.&D. Enterprises. The lowest bidder was Shields Asphalt Paving for the lowest base bid (Forest Rd to school) of \$195,782. Mr. Baldonieri reviewed the other add alternate costs and projects. Discussion ensued regarding paving projects and possible patch work on roads with damage. Mr. Baldonieri made a motion to approve and accept Shields Asphalt Paving base bid of \$195,782. Mr. Coltharp seconded.

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

Motion Carries

2. Mr. Baldonieri discussed pre-approve payment and remaining work to Liberoni Paving. Mr. Baldonieri made a motion to pre-approve payment to Liberoni Paving upon completion and proving of fixing water issue on Glenmore Rd. Mr. Hipwell seconded.

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

Motion Carries

PLANNING AND ZONING

1. Ms. Griffin reviewed Planning Commission meeting that was held March 1, 2021. The Planning Commission discussed the amendment to Table 1 of Chapter 225, Zoning. Ms. Griffin stated the Planning Commission voted on a recommendation to amend to Table 1 of Chapter 225, Zoning. The Planning Commission is waiting to present recommendation to Council once the tree ordinance has been passed.
2. Permits
 - a. 817 Oak submitted building permit- zoning permit approved

PERSONNEL

1. Mr. Coltharp stated he is working on finalizing agreement with Ms. Thiess.

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

1. Mr. Kosmala reviewed the Library meeting held February 23rd: the Foundation increased their endowments; virtual GALA on April 17, 2021.

ENVIRONMENT

1. Mr. Rhule reported the facts from the McCandless forum on deer overpopulation. Mr. Rhule stated McCandless sent a survey out regarding resident concerns over deer. Mr. Rhule reviewed the EPAC meeting, mainly reviewing Chapter 210 for new EPAC member. Mr. Rhule recommends a survey be created to share in the newsletter to get feedback from the community

regarding deer. Ms. Pongrace stated Council should be able to review the survey before sending to the general public.

2. Mr. Rhule reviewed a complaint regarding bicycle riding in the Reserve. Mr. Rhule stated there should be a sign installed informing residents the restriction of bicycle riding in the Reserve.
3. Ms. Diersen reviewed the ordinance relating to Chapter 210, Natural Resource Protection. Ms. Diersen reviewed that there should be specific terms that trigger a plan submittal. Ms. Diersen reviewed other changes made and questions relating to the ordinance. Mr. Baldonieri stated the two-plan requirement (tree removal and vegetation restoration) is reasonable. Ms. Baldonieri discussed the specific terms triggering a plan submittal. Discussion ensued regarding the specific terms triggering a plan submittal and other items in the draft ordinance.

OLD BUSINESS

1. Ms. Thiess discussed the Conservancy project regarding the steps on the Lake Loop. Ms. Thiess stated it was last discussed in 2017 and wanted to bring the project to Council's attention, as the Conservancy is moving to begin the project. Ms. Thiess reviewed the project details.

NEW BUSINESS

1. None

ACKNOWLEDGEMENTS

1. Mr. Rhule acknowledged Ms. Thiess for the awards from PSAB for the Borough Newsletter and Website.
2. Ms. Pongrace acknowledged Mayor Marsico on his audible job on swearing in NRPD officers.

ADJOURN

Motion to adjourn the public meeting at 8:32 P.M. to go into Executive Session by Thomas Kosmala, seconded by Kevin Rhule, motion carried.

Motion to adjourn executive session at 8:40 PM to go into regular session by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Motion to adjourn the public meeting at 8:40 P.M. by Kevin Rhule, seconded by David Baldonieri, motion carried.

Respectfully Submitted,

Natalie Thiess, Borough Manager

Date