

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - April 12, 2021  
APPROVED**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 3 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 personnel and legal matters.

**MINUTES**

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on March 8, 2021. Mr. Rhule motioned to approve the meeting minutes. Mr. Kosmala seconded.

Motion to pass the March 8, 2021.

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

David Baldonieri

Motion Carries

## **PUBLIC COMMENTS REGARDING AGENDA**

1. None

## **MAYOR'S REPORT**

1. Mayor Marsico reported the upcoming Conservancy's Road Clean-Up Day on April 17 at 9 AM and to be extra cautious when driving around the Borough.

## **MANAGER'S REPORT**

Borough Manager Natalie Thiess reported on the following:

1. Mr. Turner reviewed the March 2021 public works report: 46 tons of salt delivered; 4 road salt applications due to icing on roads (4 tons of salt used); 2 storm clean-ups, including one large oak down on Forest Rd which required Penn Power assistance; 12 catch basin tops cleaned; 5 sign repairs; 35 PA One Calls. Mr. Turner requested Council's feedback regarding the sale of the 2010 Ford truck. Council agreed to sell the truck. Mr. Coltharp made a motion to sell the 2010 Ford truck on Municibid with a \$15,000 minimum base bid. Mr. Baldonieri seconded.

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

Motion Carries

2. Ms. Thiess stated she talked with PA Municipal Services in regards to requesting a quote for real estate tax collection. PMS stated they will be submitting a quote by May's meeting.
3. Ms. Thiess stated the Morton Salt 2-year Sole Discretion contact will be ending August of this year. The contract states that there can be an additional 2 years at Mutual Agreement. It was decided at a NHCOC Manager's meeting that based upon years of service, quality of product, price and Morton's previous accommodations, that the Executive Director should begin discussion with Morton for the 2021-2022 Mutual Agreement period. Ms. Thiess reviewed the requested 5% increase per ton (\$72.83/ton) and comparing the cost to other recent bids in other areas.
4. Ms. Thiess requested to attend the ALOM Educational Conference June 17-20 at Seven Springs Mountain Resort. Mr. Coltharp made a motion to approve Ms. Thiess' attendance the ALOM Educational Conference. Ms. Griffin seconded.

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

Motion Carries

5. Ms. Thiess reviewed and discussed the American Rescue Plan, Local Government Relief Summary document. Items discussed were amount of the relief, payment schedule, tentative/potential covered expenditures, and end date of when funds must be spent by. Mr. Kosmala asked what determined the amount given to the Borough. Ms. Thiess stated it most likely is based on population.
6. Ms. Thiess introduced Resolution 12 of 2021, adopting the Allegheny County Hazard Mitigation Plan, which the Borough participated in the planning. Mr. Coltharp made a motion to approve Resolution 10 of 2021. Mr. Kosmala seconded.

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

Motion Carries

7. Ms. Thiess introduced Resolution 13 of 2021, implementing the National Incident Management System. Mr. Coltharp explained NIMS. Mr. Rhule made a motion to approve Resolution 13 of 2021. Mr. Coltharp 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 attended a PSAB MS4 Permitting webinar and reviewed the main points from the educational session. Some of those points included infrastructure not lasting as long as expected due to heavy rains, difficulty with keeping up with repairs due to unfunded mandate, and issues with funding. Mr. Rhule also attended the webinar and commented on the Borough planning ahead on projects.

#### **SOLICITOR'S REPORT**

1. Ms. Diersen reviewed the updates regarding the local government collection of EIT extending to May 17 to be in line with State and Federal tax deadlines. Ms. Diersen stated there should be a State bill passing soon to allow such extension.

#### **COMMITTEE REPORTS**

##### **FINANCE**

1. Mr. Hipwell discussed the March check register. Mr. Hipwell reported there were 17 checks, 3 paychecks, and 10 electronic payments. Mr. Hipwell reported the largest checks included \$21,064 to Northern Regional Police, \$8,719 to Northern Regional Police for the locker room project, \$7,227 to Liberoni for the final payment upon completion of punch list, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$3,218 to Morton Salt.

Mr. Hipwell made a motion to pay and ratify payments for March 2021. Seconded by Mr. Rhule.

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 April/May. Motion was seconded by Mr. Kosmala.

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

Motion Carries

3. Mr. Hipwell reported the March revenue and expense report. Mr. Hipwell reported the total revenue is \$39,481 and total expense is \$61,362 and a cash balance of \$609,345. Mr. Hipwell stated the majority of revenue is Earned Income Tax and in proportion to the budget.

## **SAFETY**

1. Chief Sicilia stated he will have extra patrols going through the Borough during the Road Clean-Up day. Chief Sicilia reported the March police report as follows: 16 calls; 15 traffic warning(s); 3 citation(s). 50 calls year-to-date; 8 citations year-to-date; 29 warnings year-to-date. Chief Sicilia reported on the New Hire Test on March 31<sup>st</sup> to create an eligibility list due to upcoming retirements. Chief Sicilia stated the Locker Room Project is projected to be completed on June 4<sup>th</sup> and provided updates on the project.
2. Ms. Griffin asked Chief Sicilia what are the changes of procedure during a traffic stop due to the pandemic. Chief Sicilia reviewed the changes due to the pandemic, including decrease in traffic stops. As officers are getting vaccinated, traffic stops have resumed with appropriate CDC guideline precautions. Ms. Griffin stated people working/volunteering at Bradford Woods Elementary School shared concerns regarding traffic stops on Forest Rd. Chief Sicilia stated he will review body camera footage to review the traffic stops.
3. Mr. Kosmala stated he has reviewed articles regarding increased speeding since the pandemic began and asked if the Chief has observed the same in this area. Chief Sicilia stated that due to the decrease in traffic stops and decrease in traffic volume may have influenced people increasing their speed.

## **FIRE**

1. Mr. Cannella reported March calls: 6 calls since last meeting: brush fire; CO<sub>2</sub> (2); trees down (2); false alarm at the Woodlands. 10 calls year-to-date. Mr. Coltharp stated the two CO<sub>2</sub> calls were due to the alarms failing (from expiration) and recommended checking CO<sub>2</sub> alarms. Ms. Thiess stated she will be sending a News Flash out regarding checking alarms.
2. Mr. Cannella reviewed the Bradford Woods Emergency Operations Plan.

## **ROADS**

1. Mr. Baldonieri reviewed the 2021 Road Project Worksheet for the Add Alts, as the Base Bid was accepted last meeting. Mr. Baldonieri stated from the 2020 project carry-over, this year's budget will be \$353,000. Mr. Baldonieri explained the reasoning behind centralized projects for cost-saving benefits. Mr. Baldonieri reviewed Add Alt options. Discussion ensued regarding options, budget (including possible increase of police contributions that may affect road budget), and possible uses of the American Rescue Plan for infrastructure or police. Discussion ensued regarding state of roads and possible options for Add Alts. Mr. Baldonieri asked what is the deadline to accept Add Alts. Ms. Thiess stated there is not hard deadline, but it is best to accept sooner so Shields can plan their schedule accordingly to the project size. It was decided to table accepting Add Alts until more information can be gathered.

## **PLANNING AND ZONING**

1. Permits
  - a. Columbia Gas- ROW/Road Opening Permit on Edgewood Rd
  - b. 4842 Wexford Run- Driveway
  - c. 4848 Wexford Run- Zoning- Playset
  - d. 817 Oak Rd- Building/Zoning- Addition

## **PERSONNEL**

1. None

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

1. Mr. Kosmala reviewed the NHCOC executive board March 18: multiple municipalities passed ordinances banning tar sealing; issues with Jet Jack Company. Mr. Kosmala reported on the Northland Public Library board meeting; upcoming virtual GALA on April 17; NPL virtual programs.

## **ENVIRONMENT**

1. Mr. Rhule stated there was no EPAC meeting, but EPAC did put together questions for a deer survey to understand residents' opinion/understanding on the matter.
2. Ms. Pongrace introduced amendments to Chapter 210 for discussion. Brief discussion ensued regarding amendments to Chapter 210. Mr. Baldonieri made a motion to legally advertise Ordinance 466, amending Chapter 210 Trees; Natural Resource Protection. Mr. Rhule seconded.

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

Motion Carries

Ms. Thiess stated she will be sending a News Flash out as extra communication to the public. Mr. Coltharp suggested there be general maintenance requirements included.

**OLD BUSINESS**

- 1. Ms. Pongrace queried about the status of the aerator on Municibid. Ms. Thiess stated she is working with Mr. Turner on taking pictures for the site. Ms. Pongrace stated that the aerator should be on Municibid by next meeting.
- 2. Mr. Rhule discussed leaves in rock swale effecting stormwater on Oak Road. Discussion ensued regarding the area.

**NEW BUSINESS**

- 1. Mr. Coltharp reported ATV use on property 329 Cedar and the adverse outcomes on property from ATV riding. Ms. Thiess stated a letter has been sent to the property owner regarding various Code violations. Discussion ensued regarding property and code applications.

**ACKNOWLEDGEMENTS**

- 1. Mr. Rhule acknowledged Chief John Sicilia for being nominated and appointed President of Allegheny County Police Chiefs Association.

**ADJOURN**

Motion to adjourn the public meeting at 8:24 P.M. to go into Executive Session by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Motion to adjourn executive session at 8:46 PM to go into regular session by Kevin Rhule, seconded by, motion carried.

Motion to adjourn the public meeting at 8:46 P.M. by Charles Coltharp, seconded by Thomas Kosmala, motion carried.

Respectfully Submitted,

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Natalie Thiess, Borough Manager

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Date