

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - June 14, 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, Council Member  
Todd Hipwell, Council Member  
Douglas Marsico, Mayor

The Official(s) absent were:

Kevin Rhule, Council Member

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

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. None

**MINUTES**

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on May 13, 2021. Mr. Kosmala motioned to approve the meeting minutes. Ms. Griffin seconded.

Motion to pass the May 13, 2021.

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

Motion Carries

## **PUBLIC COMMENTS REGARDING AGENDA**

1. Ms. Thiess read one public comment submitted by Ward Allebach on behalf of Bradford Woods Conservancy. The public comment submitted is an addendum to the meeting minutes.



Adobe Acrobat  
Document

a.

## **MAYOR'S REPORT**

1. Mayor Marsico reported on the May McCandless Franklin Park Ambulance Authority (MFPAA) event/roundtable in May. The purpose of the event was to request funding and explaining reasons behind the request. Mayor Marsico reviewed the three options MFPAA presented for such funding: request contributions from local municipalities; request funding from the State; or each municipality allow MFPAA to bill all residents directly in lieu of voluntary subscriptions. Mayor Marsico reported an item discussed at the roundtable: MFPAA change/modify its name to reflect a more accurate representation of who MFPAA serves, as well as adding the municipalities served be represented on the Board.

## **MANAGER'S REPORT**

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess introduced Mandy Steele, Fox Chapel Borough Councilmember, to present coal tar dangers. Ms. Steele reviewed the harmful health and environmental effects due to coal tar and the carcinogens (Tier A) in the ingredients. Ms. Steele reviewed the ordinance banning coal tar sealing. Mr. Hipwell asked if there was a significant cost difference in coal tar and asphalt. Ms. Steele stated it is a slight cost difference. Ms. Pongrace asked if sealing companies are compelled to inform buyers about what product they are using, or should we educate residents to ask companies what product they use. Ms. Steele stated the companies have a tendency to continue to use the product they have always used. Ms. Griffin asked if there is a difference in efficacy. Ms. Steele stated there is minimal difference in efficacy. Ms. Steele reviewed the communities that have taken formal action on banning coal tar. Ms. Pongrace requested Ms. Thiess place this item on the agenda for July to discuss what course of action the Borough should take on this matter. Council agreed.
2. Ms. Thiess introduced Amy Steele, Director of Northland Public Library, to discuss applying for the Keystone Grant with the Borough as the applicant. Ms. Steele reviewed the details of the project (main entrance rebuild and stair rebuild) and the specifics of grant application. Ms. Steele stated NPL will complete the grant and all the work associated with the grant, and the Borough Manager will be signing off on items. Mr. Kosmala stated Ms. Thiess contacted Ross (the previous municipality that was the applicant) and discussed the details. Mr. Kosmala recommended the Borough move forward in being the applicant named in NPL's Keystone Grant application. Ms. Pongrace asked the project cost. Ms. Steele stated there is no hard number yet, but will be determined through the design phase. Ms. Steele stated the grant is a maximum matching grant amount of \$750,000. Ms. Steele guesstimated a cost of \$1.3 million. Members of Council asked and discussed financial related questions regarding being an applicant to this grant. Ms. Pongrace directed Ms. Thiess to receive definite answers to the financial related questions. Mr. Kosmala made a motion to approve being named applicant for the Keystone Grant on behalf of Northland Public Library contingent on due diligence discussion regarding the financial answers posed during the meeting. Mr. Baldonieri seconded.

Aye: Victoria Pongrace  
Charles Coltharp

Thomas Kosmala  
Todd Hipwell  
Jennifer Griffin  
David Baldonieri

Motion Carries

3. Mr. Turner reviewed the May 2021 public works report: sold the truck for \$32,625; 2021 road ratings; digital catch basin records complete; 5 sign replacements; warranty work on new truck; storm clean-up.
4. Ms. Thiess gave an update regarding the American Rescue Plan Act. Ms. Thiess reported the final amount for the Borough is \$119,427, paid out in two tranches over two years (two payments of \$59,713). Ms. Thiess stated the DCED application has been completed. Ms. Thiess stated the funds will be used to fund stormwater projects.
5. Ms. Thiess reviewed the PA Municipal Service, Delinquent/Liened/Real Estate Tax Collection Proposal document and Jordan Tax Real Estate Tax Collection Proposal. Discussion ensued regarding updated information on the proposals. Mr. Hipwell made a motion to appoint Jordan Tax Service for Real Estate Tax collection for the years 2022-2025. Mr. Kosmala seconded.  
Aye: Victoria Pongrace  
Charles Coltharp  
Thomas Kosmala  
Todd Hipwell  
Jennifer Griffin  
David Baldonieri

Motion Carries

6. Ms. Thiess presented the North Hills Council of Governments Morton Salt Agreement. 2021-2022 salt cost will be \$72.83/ton. Mr. Baldonieri made a motion to approve the agreement with Morton Salt. Mr. Coltharp seconded. Mr. Coltharp asked if the max/min amounts changed. Ms. Thiess the amount stayed the same.  
Aye: Victoria Pongrace  
Charles Coltharp  
Thomas Kosmala  
Todd Hipwell  
Jennifer Griffin  
David Baldonieri

Motion Carries

7. Ms. Thiess updated Council on the Columbia Gas project. Ms. Thiess stated Columbia Gas has hired an external affairs position to coordinate the projects within municipalities and to have a point person to contact in regards to any issues with the project. Ms. Thiess stated there is an upcoming meeting to review the project areas.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

1. Ms. Thiess reviewed the Pollution Reduction Plan schedule and project areas. Ms. Thiess stated currently in the planning phase to complete approximately 300 linear feet in streambank restoration in Pine Creek Watershed and approximately 200 linear feet in streambank restoration in Brush Creek Watershed. Ms. Thiess reviewed the project location and details. The engineers will be preparing bid documents and required permits (State DEP and ACCD) in 2021 for 2022 construction. Mr. Coltharp asked if the PRP will be a part of each NPDES five-year permit cycle. Ms. Thiess stated she has asked our engineers and the engineers has not heard about any updates regarding the next permit cycle.

## **SOLICITOR'S REPORT**

1. Ms. Diersen reported on the changes in the legal landscape with the State Emergency Declaration being lifted.

## **COMMITTEE REPORTS**

### **FINANCE**

1. Mr. Hipwell discussed the May check register. Mr. Hipwell reported there were 19 checks, 4 paychecks, and 9 electronic payments. Mr. Hipwell reported the largest checks included \$20,787 to Northern Regional Police, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, \$1,177 to West View Water for hydrant rental, \$981 to Goehring Rutter Boehm for legal fees \$543 for Lennon Smith Souleret Engineering,

Mr. Hipwell made a motion to pay and ratify payments for May 2021. Seconded by Mr. Coltharp.

Aye: Victoria Pongrace  
Thomas Kosmala  
David Baldonieri  
Charles Coltharp  
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 June/July. Motion was seconded by Mr. Kosmala.

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

Motion Carries

3. Mr. Hipwell reported the May revenue and expense report. Mr. Hipwell reported the total revenue is \$98,476 and total expense is \$37,759 and a cash balance of \$619,452.

### **SAFETY**

1. Capt. DeWick reported the May police report as follows: 25 calls; 6 traffic warning(s); 2 citation(s). Year to date: 83 calls; 10 citations; 38 warnings.

### **FIRE**

1. Ben Titus reported May calls: 3 calls since last meeting: 2 trees down (with power outage); mutual assistance, car fire. 14 calls year-to-date.
2. Mr. Titus reviewed the Bradford Woods Emergency Operations Plan for approval. Mr. Coltharp made a motion to approve the updates to the Emergency Operations Plan. Mr. Baldonieri seconded.

Aye: Victoria Pongrace  
Thomas Kosmala  
David Baldonieri

Charles Coltharp  
Jennifer Griffin  
Todd Hipwell

Motion Carries

## **ROADS**

1. Mr. Baldonieri reviewed updates for the 2021 Road Project. Mr. Baldonieri reported that Shields Paving is tentatively beginning work July 19<sup>th</sup> and will complete the project within 70 days of July 19<sup>th</sup>. Ms. Pongrace asked about the 2020 project work for vegetation restoration in the Village. Ms. Thiess it was discussed at the pre-construction meeting and will be completing the 2020 vegetation restoration this year.

## **PLANNING AND ZONING**

1. Permits
  - a. 5 Commons Drive: Building/Zoning Permit- Deck remodel
  - b. 709 Woodland: Building/Zoning Permit- Fence
  - c. 318 Crystal Springs: Building/Zoning Permit- Addition/Deck
  - d. 433 Bellaire: Driveway permit
  - e. 701 Woodland Rd-Zoning- Deck- Denied
  - f. 4820 Wexford Run Road- Driveway permit
2. Ms. Griffin asked for clarification regarding the 701 Woodland zoning permit denial. Ms. Thiess reviewed the submitted survey with the 50-foot setback with the house and the proposed deck, which is located within the 50-foot front yard setback. The ordinance prohibits building a structure within the setback. Ms. Thiess stated she has the right to apply for a Zoning Hearing Board to a request a variance to build the deck. Discussion ensued regarding the zoning code, Zoning Hearing Board, and this case.
3. Mr. Coltharp asked about the remnants from the demolition work on 608 Lincoln. Discussion ensued regarding the remaining demolition materials left on the property. Ms. Thiess stated she will discuss with the Zoning/Code Enforcement Officer regarding moving forward with this situation.

## **PERSONNEL**

1. Mr. Coltharp reported that Ms. Thiess and Ms. Pongrace are attending the Allegheny League of Municipalities Educational Conference this week.

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

1. Mr. Kosmala reported on the Northland Public Library board May 25 meeting; Keystone Grant information; lifted COVID-19 restrictions; currently hiring two positions. Mr. Kosmala reported on the North Hills COG May 20 meeting: Morton Salt Agreement; CATV agreement updated with Armstrong; Bylaws revision work; future hybrid meetings.

## **ENVIRONMENT**

1. None

## **OLD BUSINESS**

1. None

**NEW BUSINESS**

1. Ms. Thiess reported that this year's in-person collection of Jordan Tax Real Estate will be August 27 at 9am-12pm in the Borough office.
2. Ms. Pongrace announced the next Council meeting in July will be in-person in the Council Chambers.

**ACKNOWLEDGEMENTS**

1. None

**ADJOURN**

Motion to adjourn the public meeting at 8:14 P.M. by Charles Coltharp, seconded by David Baldonieri, motion carried.

Respectfully Submitted,

\_\_\_\_\_  
Natalie Thiess, Borough Manager

\_\_\_\_\_  
Date