

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - July 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 audience.

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  
Kevin Rhule, Council Member

The Official(s) absent were:

Natalie Thiess, Borough Manager  
Jacob Leyland, Solicitor  
Lt. Jeffery Jones, NRPD

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. Ms. Pongrace announced there will be an executive meeting following the regular meeting to discuss legal matters.

**MINUTES**

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on June 14, 2021. Mr. Baldonieri motioned to approve the meeting minutes. Mr. Kosmala seconded.

Motion to pass the June 14, 2021.

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

Motion Carries

## **PUBLIC COMMENTS REGARDING AGENDA**

1. None

## **MAYOR'S REPORT**

1. Mayor Marsico reported on the upcoming swearing in of two newly hired Northern Regional Police officers.

## **MANAGER'S REPORT**

Borough Manager Natalie Thiess reported on the following:

1. Ms. Thiess reviewed the June 2021 public works report: repairs to truck and skid steer; post-storm clean-up rip rap maintenance/cleaning ditches; 1 ton of pothole repairs.
2. Ms. Thiess introduced the document outlining which municipality approved a resolution or ordinance pertaining to coal tar banning. Ms. Thiess also introduced the ordinance and resolution examples for Council review. Ms. Pongrace stated she prefers to move towards the Resolution due to enforcement concerns and cost associated with passing an ordinance. Mayor Marsico and Mr. Rhule agreed with Ms. Pongrace statement. Mr. Kosmala believes the public should be educated regarding the dangers of coal tar. Mr. Baldonieri stated public outreach and education is key, but does not object to approving an ordinance. Discussion ensued regarding a resolution verses ordinance and enforcement of said ordinance. Roll call vote ordinance verses resolution:

Thomas Kosmala- Ordinance; Jennifer Griffin- Ordinance; Todd Hipwell- Resolution  
Charles Coltharp- Resolution; Victoria Pongrace- Resolution; David  
Baldonieri- Ordinance; Kevin Rhule- Resolution

Resolution- 4 votes

Ordinance- 3 votes

Council will review a resolution for review of approval or denial at the next Council meeting.

3. Ms. Thiess updated Council on the American Rescue Plan Act funds: funds (\$59,714) have been deposited in the month of June. Ms. Thiess reviewed the recommendation given at ALOM educational conference to create another account for ARPA funds. Mr. Hipwell asked if there was a requirement. There is not. Mr. Hipwell does not see if a separate account is warranted as our finances can be easily traced.
4. Ms. Thiess introduced a public comment policy that was shared at the ALOM educational conference. Discussion ensued regarding the policy. It was determined to continue the less formal public comment situation and look to the policy for guidance for larger public comment situations.
5. Ms. Thiess introduced for the Borough's cash disbursement policy to Council for review. Ms. Thiess stated there was no policy in place previously.
6. Ms. Thiess followed-up with answers to last meetings' queries in regards to the Keystone Grant for the Northland Public Library: not required to include amount in budget; no audit requirements; and would not preclude us from other grants.
7. Ms. Thiess stated she received a request from Ray Morris to install blue bird boxes in a couple locations in the Reserve. Brief discussion ensued. Council had no objections with the installation of blue bird boxes in the Reserve, upon approval from Allegheny Land Trust.

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

1. None

## SOLICITOR'S REPORT

1. None

## COMMITTEE REPORTS

### FINANCE

1. Mr. Hipwell discussed the June check register. Mr. Hipwell reported there were 16 checks, 5 paychecks, and 6 electronic payments. Mr. Hipwell reported the largest checks included \$21,213 to Northern Regional Police, \$6,490 to Northland Public Library, \$3,981 to AmTrust for worker's comp, \$3,579 to Bradford Woods Volunteer Fire Company for contribution and rent, and \$1,349 for Lennon Smith Souleret Engineering,

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

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

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 July/August. Motion was seconded by Mr. Kosmala.

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

Motion Carries

3. Mr. Hipwell reported the June revenue and expense report. Mr. Hipwell reported the total revenue is \$108,417 and total expense is \$50,783 and a cash balance of \$679,351. Majority of the revenues is the ARPA grant funds. Mr. Kosmala asked about the permit revenue line item. Ms. Thiess the majority of the revenue is due to street opening permits from Columbia Gas and private sewer lateral on Woodland

### SAFETY

1. Sgt. Jones reported the June police report as follows: 15 calls. Year to date: 98 calls; 10 citations; 38 warnings. Sgt. Jones reported that the locker room project is almost complete and the arbitration that took place June 30<sup>th</sup>. Sgt. Jones reviewed police tactics regarding stops regarding speeding, which focuses on education. Ms. Thiess relayed a resident concern, Amy Atkinson, regarding speeding on Bellaire. Brief discussion regarding radar signs and radar guns.

### FIRE

1. Chief Cannella reported June calls: 3 calls since last meeting, both storm related: 2 trees down; branch on wires. 17 calls year-to-date. Chief Cannella remarked on the trees around Lake Loop

with power lines and suggested Penn Power review the area. Ms. Thiess stated Penn Power will review during their scheduled vegetation management, but will attend locations where there are repeated issues.

2. Chief Cannella stated he is planning a mock drill to go over the Emergency Operations Plan with everyone involved.

## **ROADS**

1. Mr. Baldonieri stated 2021 paving project will be starting within weeks. Mr. Baldonieri reported on a concern regarding the new pipe on Oak: Jake has reviewed and all is stable.

## **PLANNING AND ZONING**

1. Permits
  - a. 633 Centervue- fence
  - b. 717 Woodland- shed
2. Ms. Thiess reported 4920 Wexford Run Road submitted a request for a variance today for a Zoning Hearing Board hearing.
3. Ms. Griffin reported on the zoning amendment, which will be moving forward in the coming months.

## **PERSONNEL**

1. Ms. Thiess and Ms. Pongrace reported on the ALOM educational conference.

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

1. Mr. Kosmala reported on the Northland Public Library board June 12 meeting; increased revenue from RAD (state sales tax); garden committee to plan and work on outdoor garden; NPL provided electricity during power outages; discussions regarding new renovations.

## **ENVIRONMENT**

1. Mr. Rhule reported the tree subcommittee will be meeting this week to review revision to tree ordinance.
2. Mr. Rhule reviewed the updates on the group tree purchases program for residents. Discussion ensued regarding details of the program.
3. Mr. Rhule reviewed the request from Ward Allebach/Conservancy for a formation of a tree committee (by the Borough) to create a tree management strategy. Mr. Rhule stated EPAC will begin working on the tree management strategy, if Council sees that appropriate. It was decided that EPAC will create the tree management strategy, as it relates to their duties and responsibilities as a Borough organization, with the notion that the Conservancy will be a part of the tree management strategy. Mr. Rhule discussed the importance of education regarding trees for positive reinforcement of tree management and protection. Discussion ensued regarding the tree management strategy and the ordinance.
4. Mr. Rhule reviewed the discussion regarding deer during the EPAC meeting. The Borough's primary means of deer management is the ordinance banning feeding deer. Mr. Rhule stated the Borough is able to allow hunting on Borough property and by educating residents regarding hunting on private property. Mr. Coltharp reviewed the history of hunting discussions in the Borough. Discussion ensued regarding hunting regulations and tactics for deer management. There was consensus that there is a deer problem in the Borough that needs to be addressed. Mr. Rhule made a motion to allow hunting on Lake Loop and Reserve and administer a program to use hunting professionals and abide by State law. Mr. Baldonieri seconded. Discussion ensued regarding communication to residents regarding hunting on properties. Mr. Leyland

recommended Council should wait to discuss the hunting motion until Ms. Diersen is consulted. It was decided to table the motion. Motion to table.

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

## **OLD BUSINESS**

1. Ms. Thiess follow-up with previous concerns at meetings: Mr. Turner and Ms. Thiess met with the resident at Cedar to discuss remedying the code violations. Mr. Coltharp stated he is improving the situation. Ms. Thiess gave an update on Lincoln: debris has been removed and grass seed laid.

## **NEW BUSINESS**

1. Ms. Pongrace informed Council that ALOM costs will be reimbursed.
2. Ms. Thiess updated Council on the meeting with the new director for the Woodlands.

## **ACKNOWLEDGEMENTS**

1. None

## **ADJOURN**

Motion to adjourn the public meeting at 8:45 P.M. to go into Executive Session by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Motion to adjourn executive session at 8:54 PM to go into regular session by Kevin Rhule, seconded by David Baldonieri, motion carried.

Motion to adjourn the public meeting at 8:54 P.M. by Kevin Rhule, seconded by Thomas Kosmala, motion carried.

Respectfully Submitted,

---

Natalie Thiess, Borough Manager

---

Date

