

**BRADFORD WOODS BOROUGH COUNCIL
REORGANIZATION and REGULAR MEETING
JANUARY 3, 2022**

SWEARING IN OF NEWLY ELECTED OFFICIALS

Judge William Wagoner administered Oaths of Office to Victoria Laird Pongrace, Kevin Rhule, Dave Baldonieri, and Dan Dimond.

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Councilmember Dave Baldonieri. There were 6 members in the audience.

The Officials in attendance were:

Victoria Pongrace, Council President
Kevin Rhule, Vice President
David Baldonieri, Council Member
Dan Dimond, Council Member
Jennifer Griffin, Council Member
Thomas Kosmala, Council Member (Late)

The Official(s) absent were:

Todd Hipwell, Council Member
Doug Marsico, Mayor

Jessica Crown, Solicitor
Erin Huber, Borough Manager
Toby Cordek, Interim Borough Manager

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

REORGANIZATION - CONTRACTS, EMPLOYEES AND APPOINTMENTS

Council Appointments:

Motion made by Mr. Baldonieri, seconded by Mr. Rhule to appoint Victoria Pongrace as President of Borough Council to a two-year term expiring December 31, 2023 passed unanimously.

After appointment to the presidency, Mr. Baldonieri turned over the meeting to Ms. Pongrace, Council President.

Motion made by Ms. Pongrace, seconded by Mr. Baldonieri to appoint Kevin Rhule as Vice President of Borough Co Council to a two-year term expiring December 31, 2023 passed unanimously.

Motion made by Ms. Pongrace, seconded by Mr. Baldonieri to appoint Jennifer Griffin as President Pro-Tem of Borough Council passed unanimously.

1. **Appointment of Solicitor** - A motion made by Mr. Rhule, seconded by Ms. Griffin and carried unanimously to appoint Goehring Rutter & Boehm, LLC.
2. **Appointment of Engineer** - A motion was made by Mr. Baldonieri seconded by Mr. Rhule and carried unanimously to appoint Lennon Smith Souleret Engineering, Inc.
3. **Appointment of Road Crew Primary and Assistant** - A motion was made by Mr. Rhule, seconded by Mr. Baldonieri, and carried unanimously to appoint Gregory "Jake" Turner as primary road crew and Reece Brock as assistant road crew.
4. **Appointment of Zoning and Code Enforcement Officer** - A motion was made by Mr. Rhule, seconded by Mr. Baldonieri, and carried unanimously to appoint Albert Kohan.
5. **Appointment of Delinquent Real Estate Tax Collector** -A motion was made by Ms. Griffin to appoint Goehring Rutter & Boehm, seconded by Mr. Rhule, and carried unanimously to appoint Goehring Rutter & Boehm, LLC.
6. **Appointment of Borough Depository** - A motion was made by Mr. Baldonieri, seconded by Mr. Rhule and carried unanimously to appoint WesBanco.
7. **Appointment of Newspaper of Record** - A motion was made by Mr. Rhule, seconded by Ms. Griffin and carried unanimously to appoint the Pittsburgh Post-Gazette.
8. **Resolution 1 of 2022**- Appointment of Emergency Management Coordinator. A motion was made by Mr. Kosmala, seconded by Ms. Griffin and carried unanimously to reappoint Vince Cannella commencing January 1, 2022 until December 31, 2022

COUNCIL ASSIGNMENTS OF COMMITTEES

Motion made by Mr. Kosmala, seconded by Mr. Rhule, and carried unanimously to reappoint Ms. Griffin to Planning Commission commencing January 1, 2022, until December 31, 2022.

Motion made by Mr. Baldonieri, seconded by Ms. Griffin, and carried unanimously to reappoint Mr. Rhule to EPAC commencing January 1, 2022, until December 31, 2022.

Motion made by Mr. Kosmala, seconded by Mr. Rhule and carried to reappoint Ms. Pongrace to Public Safety with Alternates Dan Dimond and Mayor Marsico commencing January 1, 2022 until December 31, 2023.

President Pongrace stated the following committee assignments:

Public Safety	Victoria Pongrace/ Alts. Dan Dimond and Mayor Marsico
Personnel	Dan Dimond/Alt. Victoria Pongrace
Roads	David Baldonieri/ Alt. Kevin Rhule
Finance	Todd Hipwell/ Alt. Dan Dimond
Environment	Kevin Rhule/ Alt. David Baldonieri
Planning/Zoning	Jennifer Griffin/ Alt. Tom Kosmala
NPL/NH Cog	Thomas Kosmala/ Alt. Jennifer Griffin
Police Pension	Todd Hipwell/ Alt. Victoria Pongrace

MINUTES

1. Motion made by Mr. Baldonieri, seconded by Mr. Rhule to approve the December 13, 2021, amended minutes passed with Ms. Griffin abstaining.

PUBLIC COMMENTS REGARDING AGENDA

1. Tom Kosmala stated that he was late due to misinformation on the agenda he received.
2. Guy Tomcik, 4842 Wexford Run Road, inquired about where residents can find resolutions and information listed on the agenda. Ms. Pongrace suggested the possibility of posting agenda packets on the website in the future.

EXECUTIVE SESSION

1. None for January 3, 2022

MAYOR'S REPORT

1. None. Mayor Marsico absent

MANAGER'S REPORT

Interim Borough Manager Toby Cordek reported on the following:

1. Fulfillment of the Conservation Grant: The Conservation District has all required information and the grant monies will be released to the borough.
2. ACBA Appointments: Motion made by Mr. Rhule, second by Mr. Baldonieri to appoint Victoria Pongrace as delegate to the ACBA with Tom Kosmala as alternate passes unanimously.
3. Borough Magazine Subscriptions

PUBLIC WORKS REPORT

1. Due to damage; two (2) stop signs and one (1) speed limit sign were replaced/ installed.
2. Storm sewer work continues on Bradford Road, per discussion at December 2021 meeting.
3. Resident reported street light out on Bradford Road. Working on getting it repaired.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

1. PRP Pollutant Reduction Program is a federal initiative being implemented by states, states are requiring local government to move forward with more aggressive stormwater management. The borough is required to submit a permit application for the work it intends to do. The work is almost completed and the permit application is in the packet for the Council President to sign.

SOLICITOR'S REPORT

1. None

COMMITTEE REPORTS

FINANCE

1. Mr. Cordek reported there were 15 checks, 7 were cashier's checks with the 2 largest checks to Shields Asphalt for 2021 road project totaling 357,643.26. Motion made by Mr. Rhule, second by Mr. Kosmala to pay and ratify payments for December 2021 passed unanimously. Motion Carried
2. Mr. Cordek introduced the pre-ratified check list before Council for approval. Motion made by Mr. Rhule, seconded by Ms. Griffin to pre-ratify bills for January /February passed unanimously. Motion Carried.
3. Mr. Cordek reported Balances from the December bank statements: General Fund Checking: \$44,988.37, Money Market: \$892,883.33, and Liquid Fuels: \$58,911.06. He stated that money will be transferred from Liquid Fuels to General Fund Checking for work 2021 road report.
4. Resolution 2 of 2022 levying and assessing real estate taxes, we are not raising taxes. The millage rate of 3.375 mils will remain from January through December 2022. Motion made by Mr. Rhule, seconded by Ms. Griffin to adopt Resolution 2 of 2022 levying and assessing real estate taxes for 2022 unanimously passed. Motion Carried.

SAFETY

POLICE

1. Ms. Pongrace reported the December police call numbers as follows: 13 calls; 4 traffic warnings; 2 citations. Year to date: 183 calls; 67 traffic warnings; 24 citations.

FIRE

1. Fire Chief Vince Cannella reported 0 call for December and 34 total calls for the year.
2. Mr. Cordek explained that Resolution number 3 of 2022 authorizing and approving operational support activities for participating members of the BWVFC was a sample resolution given by the

borough's insurance providers, PIRMA and AMTRUST that refers to ACT 108 of 2020, which requires the fire company when they have activities outside of fire-fighting (parades, fund raisers) to recognize these are still fire-fighting activities; therefore, if injured are eligible for workers compensation. Motion made by Mr. Kosmala, seconded by Mr. Rhule to approve Resolution number 3 of 2022 authorizing and approving operational support activities for participating members of the Bradford woods VFC unanimously passed. Motion Carried.

ROADS

1. None.

PLANNING AND ZONING

1. 1 Building Permit issued for a 440 sq. ft. addition at 237 Bradford Road.

PERSONNEL

1. Erin Huber, new Borough Manager, effective January 3, 2022.
2. Dan Dimond is newly appointed to Personnel.

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

1. None

ENVIRONMENT

1. None.
2. No hunting signs posted on Lake Loop Trail property was discussed. Investigation needed to provide specifications to determine if signs are on Lake Loop or private property. Solicitor Crown stated that paper roads laid out but not dedicated after a period of time revert back to the property owners and they may own to middle of the street. This issue needs investigation of the Department of real estate. Ms. Crown suggested a starting place would be to go through old minutes to gather information and insight from that time period. Ms. Pongrace suggested beginning with 2004 minutes and stated that the borough will investigate before the before making a definitive statement. Table until investigated.

OLD BUSINESS

1. None.

NEW BUSINESS

1. Motion made by Mr. Baldonieri, seconded by Mr. Kosmala to approve the hiring of a finance service to provide bookkeeping at a rate of \$30 an hour for maximum value of \$3,000 passes unanimously. Motion carried.
2. Static IP Address to be obtained to dedicate solely to security cameras. This will allow for remote access by Public Works department and NRPD
3. ACBA having annual banquet at Rivers Casino, Saturday, February 5, 2022. If interested let Ms. Huber know by January 20, 2022.

ACKNOWLEDGEMENTS

1. Mr. Baldonieri acknowledged Ms. Pongrace, Council President, for her role during the police negotiations. Victoria's influence provided a huge financial win to the Borough. Thank you from Council.

ADJOURN

Motion to adjourn the public meeting at 8:02 p.m. by Mr. Rhule, seconded by Mr. Kosmala motion carried.

