

**BRADFORD WOODS BOROUGH COUNCIL  
REGULAR MEETING - November 8, 2021  
DRAFT**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by President Victoria Pongrace. There were 4 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  
Kevin Rhule, Council Member  
Todd Hipwell, Council Member  
Douglas Marsico, Mayor

The Official(s) absent were:

None

Tobias Cordek , Borough Interim Manager  
Kate Diersen, Solicitor  
Lt. Jeffery Jones, NRPD

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Motion made by Mr. Rhule, seconded by Ms. Griffin to accept the agenda passed unanimously.

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. Ms. Pongrace reported that an executive session to discuss personnel matters was held on October 19, 2021 and an executive session to discuss personnel matters will be held at the conclusion of this meeting.

**MINUTES**

1. Ms. Pongrace called for a motion to approve meeting minutes from the regular Council Meeting held on October 11, 2021. Mr. Hipwell moved to approve these minutes. Mr. Rhule seconded.

Motion passed 5-0 with abstentions by Mr. Coltharp and Mr. Rhule to approve the October 11, 2021 with two edits noted.

**PUBLIC COMMENTS REGARDING AGENDA**

1. None

## **MAYOR'S REPORT**

1. Mayor Marsico noted with concerns about COVID-19 remaining, there would be no "Light Up Night". A recent meeting among representatives from Pine and Marshall Townships, Franklin Park, McCandless and Mr. Cordek and himself covered the request of the McCandless-Franklin Park Ambulance Authority's that its customer municipalities contribute funding assistance for the Authority's operations. The conclusion reached at this time was to obtain additional information from the Authority regarding its current and projected financial condition for further review.

## **MANAGER'S REPORT**

The following was acted or reported upon:

1. Council was notified that PADEP has approved the Borough's request to conduct a door-to-door Household Hazardous Waste collection program in 2022.
2. Work by Shields Construction on the 2021 project will be noted under Public Works tonight.
3. Mr. Cordek reported that the line renewal project of Columbia Gas continues.
4. The current phase of the Willow Road is done except for placement of topsoil and seeding in cooperation with the Allegheny County Conservation District funding program.
5. The Borough's annual insurance renewal meeting is scheduled for December 6, 2021.
6. The list of Firefighters eligible for an Earned Income Tax Credit is on track for Council Approval in December.
7. Proposals for auditing services will be sought.
8. Council intends to schedule Appointments-reappointments at the December meeting.

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

1. The Borough Engineer is preparing a report on the Pollutant Reduction Plan (PRP) for 2022 and general information for Council and the public.

## **SOLICITOR'S REPORT**

1. None

## **COMMITTEE REPORTS**

### **FINANCE**

Mr. Hipwell made a motion, seconded by Mr. Kosmala to pay and ratify payments for November, 2021. The motion carried unanimously.

1. Mr. Hipwell introduced the pre-ratified check list for November/December, 2021 to Council and moved that the list be approved. Motion was seconded by Ms. Griffin and passed unanimously.
2. Mr. Hipwell reported on the October revenue and expense report, noting total monthly: revenue of \$25,924.00 and expenses of \$45,750.00 with a cash balance of \$1,126,984.

## **SAFETY**

1. Lt. Jones, NRPD gave the October 2021 police report as follows: 23 calls; 5 warning(s); 1 traffic citation. Year to date: 170 calls; 17 citations; 60 warnings. He noted that the NRPD Minimum Municipal Obligation for its Pension Plan will be discussed at the next NRPD Board meeting.
2. NRPD plans as significant presence as possible for Trick or Treating Night, October 31 6-8 PM.

## **FIRE**

1. Chief Canella reported October had: 2 calls, including 2 false alarms and 28 calls year-to-date.
2. The Halloween Parade was well attended (80 children) and again a nice community event.

## **ROADS**

1. Public Works Chairman Baldonieri Supervisor Turner reported that an inspection will be scheduled to review the work done under 2021 Road Program. The program took less base repair than expected which should result in less cost. We await the final amounts used. The current phase of the Willow Road project turned out well, especially the featured culvert with its internal rock stream bed. Oak Road requires some patching. Weather will dictate whether hot material or cold patch will be used.  
Plans for the 2022 program are nearly developed based upon the long-term capital plan and an up-to-date condition report. Including a \$58,000 grant, the total 2022 Road Program budget may approximate \$367,000. The Borough Engineer should seek resumption of a joint bid with Pine Township.

## **PLANNING AND ZONING**

1. None issued.
2. Discussion ensued over from where to measure the front yard setback. Amended analysis and consideration of language for the front yard setback by the Planning Commission continues. Advertising for Ordinance 467 was postponed. Governing the behavior of roosters is a recommended revision to the nuisance ordinance.

## **PERSONNEL**

1. Council President Pongrace announced that an executive session on a personnel matter will be conducted at the conclusion of this meeting.

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

1. Mr. Kosmala noted that the North Hills COG made a revision to its by-laws. The COG will next meet on November 18<sup>th</sup>. Northland Library will work on a new strategic plan. McCandless still has the opportunity to reconsider its decision to not approve Northland's budget. If this decision remains in place Northland's budget will remain at the 2021 level.

## **ENVIRONMENT**

1. Installation of the 62 trees purchased by residents will be undertaken next spring.
2. An update on deer culling in the Reserve will be sought from Whitetail Deer Associates.
3. Bi-weekly trash collection has resumed in the Reserve.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

1. NRPD LT Jones recommended that the IP address for security camera access should convert to static status rather than remain dynamic. Road Supervisor Turner will be asked to follow up on this.

## **ACKNOWLEDGEMENTS**

None.

## **2021 BUDGET DISCUSSION**

1. Mr. Hipwell presented an updated overview of the 2022 budget draft. Some formatting changes update the presentation of the Borough's fund balance. The return of Earned Income Tax revenue in 2021 to its previous level signals at least a similar conservatively projected level in 2022. The Road Plan budget for next year was confirmed at \$367,000, including related MS4 work.
2. Motion by Mr. Hipwell, seconded by Mr. Coltharp to advertise the 2022 Budget was approved unanimously.

## **ADJOURNMENT**

Motion to adjourn the public meeting to enter into an executive session at 8:07 P.M. by Ms. Griffin, seconded by Mr. Rhule carried unanimously.

Motion to adjourn the executive session at 8:25 P.M. by Mr. Rhule, seconded by Mr. Hipwell carried unanimously.

Motion to adjourn the public meeting at 8:25 P.M. by Mr. Coltharp, seconded by Ms. Griffin carried unanimously.

Respectfully Submitted,

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Tobias Cordek, Interim Borough Manager

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Date