

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING
November 14, 2022**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 5 guests in attendance.

Officials in attendance:

Doug Marsico, Mayor
Victoria Pongrace, Council President
Kevin Rhule, Vice President
David Baldonieri, Council Member
Dan Dimond, Council Member
Jennifer Griffin, Council Member
Todd Hipwell, Council Member
Thomas Kosmala, Council Member

Others in attendance:

Jacob Leyland, Solicitor
Lt. Jeffrey Jones, NRPD
Janel Young, Artist (virtual)
Ben Titus, Assistant Fire Chief

Officials not in attendance:

Erin Huber, Borough Manager

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the October 11, 2022 meeting minutes. With 4 corrections. The motion passed 6 yay with one abstention from Mr. Hipwell. Motion carried.

EXECUTIVE SESSION

President Pongrace announced there was an Executive session held on November 2, 2022 to discuss legal and personnel matters. In addition, An Executive session following the public portion of this evening's meeting will occur to discuss legal and personnel matters.

ROAD ART PROJECT PRESENTATION

Council Member Dave Baldonieri introduced Janel Young who submitted a Road Art presentation related to asphalt murals. Ms. Young joined the meeting virtually. Conceptual design for road murals to increase attention of drivers while traversing Bradford Road were presented/ discussed. East section of Bradford Road curved areas approaching Elm Road and intersection of Lincoln/ Bradford and Chestnut roads. Two options presented: (1) road and pedestrian lanes total investment \$22,000.00 to \$30,000.00 and (2) Road only, total investment \$18,000.00 to \$22,000.00. Both options include; materials, artist installation, insurance, and digital documentation. Typical installation timeline; 10 days. Things to consider; road closures (partial/ full), permitting, community participation, traffic paint (degree of smoothness/ friction), longevity of mural, road re-paving schedule.

PUBLIC COMMENTS REGARDING AGENDA

None

MAYOR'S REPORT

Mayor Marsico had nothing to report .

SOLICITOR'S REPORT

Mr. Leyland had nothing to report.

UNFINISHED BUSINESS

Armstrong Agreement Update

- Resolution No. 5 of 2022 authorizing execution of cable franchise agreement with Armstrong utilities, inc. Decision to leave resolution No 5 tabled until December Council meeting as waiting for locations related to old telephone pole removal along Forest Road prior to agreement execution. GRB law to reach out to Armstrong.

International Property Maintenance Code (IPMC)

- Motion to approve advertisement of ordinance 468 adopting the International Property Maintenance Code (IPMC) with revisions. Motion made by Mr. Baldonieri, Seconded by Mr. Hipwell. Discussion ensued. Concerns raised by Mr. Rhule that ordinance too broad based. Mr. Dimond expressed concern that neighbors would “weaponize” ordinance against each other. Ms. Pongrace stated adopting the ordinance allows the borough to be proactive when addressing property concerns vs. being reactive when addressing issues/ complaints. Mr. Baldonieri stated ordinances have not been “weaponized” in past and complaints are usually warranted. Discussion closed.

Roll call vote.

Aye. Dave Baldonieri, Victoria Pongrace

Nay. Dan Dimond, Jennie Griffin, Todd Hipwell, Tom Kozmala , Kevin Rhule,

- Motion failed. Proposed Amended Ordinance referred to the Planning Commission for their review/revision/recommendations

Paving Ordinance Amendment

- Motion to approve advertisement of ordinance 469 amending street opening ordinance. Motion made by Mr. Baldonieri, seconded by Mr. Hipwell. Passed unanimously, Motion carried.

NEW BUSINESS

- Motion made by Mr. Kosmala, seconded by Mr. Rhule to appoint Kate Diersen, GRB Law as “Right to Know” Officer for Borough of Bradford Woods. Passed unanimously, Motion carried.

FINANCE REPORT

- Mr. Hipwell presented the October check detail report, stating there were 15 electronic check payments, 8 paper checks. The 5 largest payments were Northern Regional Police Department for \$15,541.00, Bradford Woods Volunteer Fire Company for \$3,579.00, Bradford Woods Fire Relief Association for \$9,665.00, West View Water for \$1,177.00 and LSSE for \$1,320.00.
- Motion made by Mr. Hipwell, seconded by Mr. Baldonieri, to pay and ratify payments for October 2022. Passed unanimously. Motion carried.
- Mr. Hipwell reviewed the pre-ratify checklist for November/ December for Council approval. Motion made by Mr. Hipwell, seconded by Ms. Griffin, to pre-ratify bills for November/ December. Passed unanimously. Motion carried.
- Mr. Hipwell reviewed the October revenue and expense report with a total revenue of \$48,173.00. Expenses; \$42,630.00 and Total Fund Balance; \$1,242,000.00.

MONTHLY REPORTS

POLICE

- Lt. Jones reviewed the October calls for service: 6 calls, 6 traffic citation, and 7 traffic warnings, with year-to-date totals of 143 calls, 30 citations, and 79 warnings. NRPD recently awarded the AAA Platinum Award related to traffic safety.

FIRE

- Assistant Fire Chief, Ben Titus reported that there were 6 calls in October, which brings the YTD total to 28 calls.

MS4

- No Report

Roads

- Mr. Baldonieri reported that 2022 Road paving project essentially complete. Waiting to see success of Oak Road improvements related to stormwater runoff. Columbia Gas company line replacement on east side of Borough, not yet complete. Bradford Road Paving repairs unlikely to be completed prior to Winter.
- Tentative Road improvement projects for 2023 to include Seldom Seen Road in its entirety, patchwork various roads and line painting.

Public Works

- Public Works Director, Mr. Turner is readying the Truck for Winter maintenance.
- Boom mowing not completed secondary to scheduling conflict with paving activities
- Working with Shields / LSSE / Columbia Gas on paving

Planning

Ms. Griffin reported that the Planning Commission met to discuss roosters as requested by Council. Planning Commission follow up:

- List of the complaints received by the Borough in 2022 were 3, 2 related to same rooster, one chickens only
- No rooster complaints reported to NRPD

- Planning commission recommends proceeding with letter to notify residents that they have been reported for a violation of the noise ordinance.

Zoning Permits

Ms. Pongrace reported the following zoning permits were approved:

- 4920 Wexford Run Road - Building & Zoning permit for new garage
- 856 Lake Road - Zoning Permit for an addition
- 310 West Harding Road - Zoning Permit for Walkway extension

PERSONNEL

- Ms. Pongrace accepted Borough Manager, Ms. Erin Huber's letter of resignation. Last day of employment with the Borough will be November 22, 2022. Council actively seeking a replacement.
- Ms. Pongrace also reported that Mr. Turner's annual performance review was completed on November 14, 2022.

NORTH HILLS COUNCIL OF GOVERNMENTS (COG) / NORTHLAND PUBLIC LIBRARY

NHCOG:

- Mr. Kosmala stated the next meeting is November 17, 2022, which will be the last meeting of 2022.

LIBRARY:

- Mr. Kosmala reported: last meeting of the year to occur on December 6, 2022. Hope to have the RAD formula available for next library meeting
- Mr. Kosmala announced he will be stepping down from the Library authority at the end of the year. He provided a document related to library board member's Responsibilities/ qualifications. He suggested, Bradford Woods should continue to have a Council member as the borough representative.
- Ms. Pongrace thanked Mr. Kosmala for his dedication, service, and contributions to the Library since his initial appointment.

ENVIRONMENT

- Mr. Rhule the next EPAC meeting is November 15, 2022, at 7pm.
- Suburban White Tail management harvesting plan for 2023, will likely include a harvesting quota. They are projecting a cost of \$300.00 per deer harvest. Suburban White Tail management is currently active Borough on borough properties. No harvests reported.
- Ms. Pongrace reported a discussion held earlier with Mr. Turner related to tree removal in the Reserve and Lake Loop trail. Trees to be removed will be confirmed by EPAC at their next meeting. Unclear if tree removal can be completed prior to the end of 2022.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

- Ms. Pongrace reported that she was nominated to continue as a District 1 Director for 2023, to be sworn in at the December 1 meeting. President and district Vice Presidents were also nominated. December 1st is the General Membership meeting to be held at the South hills

Country Club. Council members are invited to attend, RSVP to Ms. Pongrace by December 8.

- On January 19, 2023, Legislative Reception to be held at the Grand Concourse, event organized by ALOM. The Annual Banquet for the ACBA will be February 4, 2023, at the Rivers Casino.

OTHER BUSINESS

- Garbage Contract Bid Results received. Garbage collection will be automated. Bins will be issued to all residents. Approximate cost \$94.00 per quarter. Automation to begin around April 2023
- Motion to engage Professional Code Services as a third party to provide zoning services to the Borough of Bradford Woods. Motion made by Ms. Griffin, Seconded by Mr. Dimond. Passed unanimously, motion carried.
- 2023 Budget discussion. Mr. Hipwell provided an overview. No money budgeted for Grants. EIT budgeted lower than trending for this year, but higher than budgeted for 2022. Engineering fees budgeted higher than 2022, but lower than expenses trending this year. Roads roughly \$310,000.00. MS4 money budgeted to spend in 2023 roughly \$192,000.00. Ms. Pongrace stated need to obtain a skid steer loader in the future, need to budget \$50,000.00. Borough will need to follow municipal guidelines if utilizing liquid fuels money for portion of equipment purchase.
- Council also discussed Road art proposal. Concerns, road closures /disruptions, longevity, overall logistics, overall costs, efficacy for calming traffic. Discussed obtaining other bids. No decision reached. Need to determine road repaving schedule for Bradford Road.
- Motion made by Mr. Hipwell to advertise the 2023 budget, seconded by Mr. Baldonieri. Passed unanimously, motion carried.
- Resident Diana Greenburg voiced a concern regarding a wire down parallel to her property along Forest Road. Lt. Jones stated he would address the issue following this evening's meeting.

ACKNOWLEDGEMENTS

None

ADJOURN

Motion made by Mr. Rhule, seconded by Mr. Kosmala, to adjourn the public meeting and go into executive session at 8:43 p.m. passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Kosmala, to adjourn the executive meeting and go back into the public meeting at 9:15 p.m. passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the public meeting at 9:15 p.m. passed unanimously. Motion carried.

Respectfully Submitted,

2023
Victoria Laird Pongrace, President Council

January 2,
Date