

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING  
December 12, 2022**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 2 guests in attendance.

Officials in attendance:

Doug Marsico, Mayor  
Victoria Pongrace, Council 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  
Vince Cannella, Fire Chief  
Al Kohan, Zoning officer

Officials not in attendance:

Kevin Rhule, Vice President

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

Motion made by Ms. Griffin, seconded by Mr. Baldonieri, to Table the November 14, 2022 meeting minutes. Minutes tabled -not completed prior to former manager's departure. Passed unanimously. Motion carried.

**EXECUTIVE SESSION**

President Pongrace announced an executive session following the public portion of this evening's meeting to discuss Legal and Personnel matters.

**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 January Council meeting as waiting for Armstrong's response to request regarding old telephone pole removal along Forest Road.

### Paving Ordinance Amendment

- Motion to adopt Ordinance 469 amending Chapter 194 Road opening procedures. Motion made by Mr. Kosmala, seconded by Mr. Hipwell. Passed unanimously, Motion carried.

### 2023 Budget

- Motion to adopt 2023 Borough of Bradford Woods Budget. Motion made by Mr. Dimond, Seconded by Mr. Baldonieri. Passed unanimously, Motion carried.

### 2023 Real estate Taxes

- Motion to adopt Resolution No. 8 of 2022 Levying and Assessing Real Estate Taxes for 2023. Motion made by Mr. Kosmala, Seconded by Mr. Hipwell. Passed unanimously, Motion carried. No change in millage rate, remained at 3.3375.

## NEW BUSINESS

- Motion to adopt Resolution No. 9 of 2023 requesting a PA Small Water and Sewer grant in the amount of \$70,000.00. Motion made by Mr. Baldonieri, Seconded by Mr. Hipwell. Passed unanimously, motion carried. Grant sought to offset MS4 PRP costs.
- Council acknowledged Marshall Township's approved 27 lot sub-division, The Orchard at Bauerle Farms. Acknowledgement necessary secondary to proximity to Borough boundary line. Street to intersect Wexford Run Road between southern borough boundary line and Manor Road.
- Motion to approve list of eligible BWVFC fire fighters for a 2022 Earned Income Tax Credit. The following volunteers eligible: Vincenzo Cannella, III, Ben Titus, Charles C. Coltharp, Shelly Muhlenkamp, Jack Moran. Motion made by Mr. Baldonieri, Seconded by Ms. Griffin. Passed unanimously, motion carried.
- Motion to approve Partial Payment #3 to Shields Asphalt Paving, Inc for the 2022 roadway improvement project in the amount of \$335,384.88. Motion made by Mr. Kosmala, Seconded by Mr. Hipwell. Passed unanimously, motion carried.

## FINANCE REPORT

Mr. Hipwell presented the November check detail report, stating there were 15 electronic check payments, 15 paper checks, and 4 paychecks. The 5 largest payments were \$20,147.00 for final truck payment, \$6,490.00 for final payment to the Library, Bradford Woods Volunteer Fire Company for \$3,579.00, \$2,868.00 for withholding taxes, and \$2,358.00 for the website. Motion made by Mr. Hipwell, seconded by Mr. Baldonieri, to pay and ratify checks/payments for November 2022. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for December 2022/ January 2023 for Council approval.

Motion made by Mr. Hipwell, seconded by Ms. Griffin, to pre-ratify bills for December 2022/ January 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the November Revenue and Expense report with a total Revenue; \$70,979.00. Expenses; \$66,852.00 and Total Fund Balance; \$1,259,486.00.

Mr. Hipwell reviewed 2021 Liquid Fuels Audit Results. Recommendation has been addressed. Funds are now in a separate financial account.

## **MONTHLY REPORTS**

### **SAFETY:**

- **POLICE**

Lt. Jones reviewed the November calls for service: 20 calls, 1 traffic citation, and 4 traffic warnings, with year-to-date totals of 163 calls, 31 citations, and 83 warnings. NRPD is participating with Presents from Police and has various donation sites set up around their jurisdictional area.

- **FIRE**

Fire Chief, Vince Cannella reported that there were 4 calls in November, which brings the YTD total to 32 calls. Santa on the Fire Truck scheduled for Saturday, December 17, 2022

### **MS4**

No additional information other than applying for grant previous discussed.

### **Roads**

Mr. Baldonieri reported Tentative Road improvement projects for 2023 to include Seldom Seen Road in its entirety, patchwork various roads and line painting. Mr. Turner working with Columbia Gas regarding repair work to Bradford Road.

### **Public Works**

Public Works Director, Mr. Turner is assisting with borough office duties in addition to his public works responsibilities. Ms. Pongrace acknowledged his extra effort and Council's appreciation.

### **Planning**

Discussion regarding filling the remainder of Susan Allardice's term on the planning commission. It is set to expire at the end of 2025. She resigned earlier in the year. Ken Nickel identified as a potential replacement. Ms. Griffin stated she will follow up with the planning commission.

- Motion to reappoint Joe Beck to the Planning Commission for a 4-year term commencing 1/1/2023 and expiring on 12/31/2026. Motion made by Ms. Griffin and seconded by Mr. Hipwell. Passed unanimously, motion carried.
- Ms. Griffin reported that the Planning Commission met to discuss the International Property Maintenance Code (IPMC) as referred by Council. Planning Commission reviewed the IPMC, but not the proposed amended ordinance. Ms. Griffin will forward the proposed amended ordinance to the Planning Commission for review/ recommendations. Impetus for ordinance consideration related to intermittent issues with various neglected properties throughout the borough.
- Al Kohan, Zoning officer recommended providing courtesy letter regarding ordinance violations prior to notice of violations. Beginning with a courtesy letter is past pattern/ practice of the borough.

### **Zoning Permits**

None issued since last meeting.

### **PERSONNEL**

Motion to reappoint Anthony “Tony” Muhlenkamp to the Vacancy Board for a 1-year term commencing 1/1/2023 and expiring on 12/31/2023. Motion made by Mr. Baldonieri and seconded by Mr. Dimond. Passed unanimously, motion carried.

Ms. Pongrace reported Borough manager search continuing. Ms. Pongrace acknowledged all the members of Council assisting with day-to-day functions of the Borough until a new manager is appointed.

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

NHCOG:

Mr. Kosmala reported Erin Huber, former borough of Bradford Woods manager has been appointed to the NHCOG as an administrative assistant to begin in January 2023

LIBRARY:

Mr. Kosmala reported: the library will be increasing staff salaries across the board. Currently, no member of Council has expressed interest in being appointed as the Borough representative to the library.

### **ENVIRONMENT**

Motion to reappoint Mike Quigney to EPAC for a 4-year term commencing 1/1/2023 and expiring 12/31/2023. Motion made by Mr. Dimond and seconded by Mr. Hipwell. Passed unanimously, Motion carried.

Open position on EPAC position. JC Casten is not seeking reappointment to a 4-year term commencing 1/1/2023 and expiring 12/31/2023.

Suburban White Tail management has not yet harvested any deer on borough property this season.

Lt. Jones stated if a resident is concerned that someone may or may not be hunting legally, they are encouraged to contact NRPD directly.

## **ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)**

Ms. Pongrace reported she was sworn in as a District 1 Director for 2023, at the December 1 meeting. On January 19, 2023, Legislative Reception to be held at the Grand Concourse, event sponsored by ALOM. Council members are invited to attend, RSVP to Ms. Pongrace. The Annual Banquet for the ACBA will be February 4, 2023, at the Rivers Casino.

## **OTHER BUSINESS**

- Garbage Contract. Mr. Leyland reported no concerns with the contract. Motion made to accept the Waste Management Contract Effective 1/1/2023. Motion made by Mr. Baldonieri and seconded by Mr. Hipwell. Passed unanimously, Motion carried.

### **Informational**

- Borough entered into a contract with Professional Code Services as a third party to provide zoning services to the Borough of Bradford Woods on November 14, 2022.
- LSSE seeking reappointment as borough engineer, fee schedule in packet
- GRB Law seeking reappointment as borough solicitor, fee schedule in packet.

## **ACKNOWLEDGEMENTS**

Mr. Kosmala acknowledged the conservation of paper resources related to this month's meeting packet.

## **ADJOURN**

Motion made by Ms. Griffin, seconded by Mr. Kosmala, to adjourn the public meeting and go into executive session at 7:53 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 8:12 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Hipwell, seconded by Mr. Dimond, to adjourn the public meeting at 8:12 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

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2023  
Victoria Laird Pongrace, President Council

\_\_\_\_\_  
January 2,  
Date