

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING - Approved  
January 9, 2023**



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 4 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:

Kate Diersen, Solicitor  
Lt. Jeffrey Jones, NRPD  
Ben Titus, Fire Chief

Officials not in attendance:

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

- Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the November 14, 2022, meeting minutes. Passed unanimously. Motion carried.
- Motion made by Mr. Baldonieri, seconded by Ms. Griffin, to approve the December 12, 2022, meeting minutes. Passed 6 - 0 with one abstention from Mr. Rhule. 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

**CONTRACTS AND APPOINTMENTS 2023**

- Motion to appoint Rachelle "Rusti" Null as Borough Manager/Secretary/Treasurer of Bradford Woods Borough effective January 16, 2023. Motion made by Mr. Rhule, Seconded by Mr. Kosmala. Passed unanimously. Motion carried.
- Motion to appoint GRB Law as Solicitor for Borough of Bradford Woods for 2023. Motion made by Mr. Baldonieri, seconded by Mr. Kosmala. Passed unanimously. Motion carried.

- Motion to appoint LSSE, Inc as Engineer for Borough of Bradford Woods for 2023. Motion made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to appoint Albert Kohan as Zoning/Code Enforcement Officer for Borough of Bradford Woods for 2023. Motion made by Ms. Griffin, seconded by Mr. Kosmala. Passed unanimously. Motion carried.
- Motion to appoint GRB Law as Delinquent Real Estate Tax Collector for Borough of Bradford Woods for 2023. Motion made by Mr. Rhule, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to appoint Wes Banco as Depository for Borough of Bradford Woods for 2023. Motion made by Mr. Hipwell, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Pittsburgh Post-Gazette as newspaper of record for Borough of Bradford Woods for 2023. Motion made by Mr. Baldonieri, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to set the dates & times for 2023 Regular Council meetings to occur the 2<sup>nd</sup> Monday of the month @ 7:00 pm unless otherwise advertised. Motion made by Ms. Griffin, seconded by Mr. Dimond. Passed unanimously. Motion carried.

## **RESOLUTIONS AND OTHER MOTIONS REQUIRED**

- Motion to adopt Resolution No. 1 of 2023 appointing Vince Cannella as Emergency Management Coordinator for Borough of Bradford Woods for 2023. Motion made by Ms. Griffin, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Ms. Jennie Griffin as Council Representative to the Borough of Bradford Woods Planning Commission for 2023. Motion made by Mr. Baldonieri, seconded by Mr. Kosmala. Passed unanimously. Motion carried.
- Discussion of two candidates to fulfil a vacated position on the planning commission. Candidates included Mr. Ken Nickel and Mr. Ryan Thomas. Motion to appoint Mr. Ken Nickel to fulfil the remainder of Susan Allardice's term on the Borough of Bradford Woods Planning Commission, commencing 1/9/2023 and ending 12/31/2025. Motion made by Ms. Griffin, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to appoint Mr. Kevin Rhule as Council Representative to the Borough of Bradford Woods Environment and Parks Commission (EPAC) for 2023. Motion made by Mr. Baldonieri, seconded by Mr. Dimond. Passed 6-0 with Mr. Rhule abstaining. Motion carried.
- Motion to appoint Mr. Ned Jenkins to EPAC for a 3-year term to the Borough of Bradford Woods Environment and Parks Commission (EPAC), commencing 1/1/2023 and ending 12/31/2025. Motion made by Mr. Rhule, seconded by Mr. Kosmala. Passed unanimously. Motion carried.
- Motion to appoint Mr. Dan Dimond as primary council representative and Mayor Doug Marsico as alternate council representative to the Northern Regional Joint Police Board for a one-year term commencing 1/1/2023 and ending 12/31/2023. Motion made by Ms. Pongrace, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Mr. Paul Pongrace for a 3-year term to the Borough of Bradford Woods Zoning-Hearing Board, commencing 1/1/2023 and ending 12/31/2025. Motion made by Mr. Rhule, seconded by Mr. Baldonieri. Passed 6-0 with Ms. Pongrace abstaining from discussion and voting. Motion carried.

- Motion to reappoint Mr. Rob Deaner as an alternate to the Borough of Bradford Woods Zoning-Hearing Board, commencing 1/1/2023 and ending 12/31/2025. Motion made by Mr. Kosmala, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- North Hills Council of Government (NHCOG) Council Representatives for 2023; Mr. Tom Kosmala; primary, Ms. Victoria Pongrace; alternate
- Allegheny County Boroughs Association (ACBA) Council Representatives for 2023; Mayor Doug Marsico.; delegate, Mr. Tom Kosmala; alternate delegate
- Motion to appoint Mr. Tom Kosmala as Council Representative to the Northland Library Authority to a 5-year term commencing 1/1/2023 and ending 12/31/2027. Motion made by Ms. Griffin, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.

## **MAYOR'S REPORT**

Mayor Marsico acknowledged Officer James Auschbacher of the NRPD regarding his professionalism when responding to a “keys locked in vehicle” call.

## **SOLICITOR'S REPORT**

Ms. Diersen provided an update related to the Armstrong Agreement. It remains on hold until Mr. Hipwell and Armstrong representative discuss resolution of old telephone pole removal along Forest Road. No urgency to approve agreement until issue resolved.

## **UNFINISHED BUSINESS**

### Armstrong Agreement Update

- Resolution No. 2 of 2023 authorizing execution of cable franchise agreement with Armstrong Utilities, Inc. Decision to leave Resolution No. 2 of 2023 (previously resolution No. 5 of 2022) tabled until resolution of old telephone pole removal along Forest Road.

## **NEW BUSINESS**

- Statement of Financial Interest (SOFI) Forms for 2022. Need to be filled out by Mayor and members of Council and returned to Manager in the Borough office by May 1, 2023.

## **FINANCE REPORT**

Mr. Hipwell presented the December check detail report, stating there were 8 electronic check payments, 14 paper checks. The 5 largest payments were \$335,384.00 to Shields Paving, \$10,686.00 to Amtrust for Workers' Compensation Insurance, \$7,852.00 to This in That Tree Technicians for tree removal in Reserve, \$7,128.00 to LSSE for engineering fees, \$6,998.00 for auto and general liability insurance.

Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pay and ratify checks/payments for December 2022. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for January/ February 2023 (10 vendors) for Council approval.

Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pre-ratify bills for January/ February 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for December 2022. Total Revenue; \$59,347.00 (including \$27,00.00 grant proceeds for Willow Road). Expenses; \$380,886.92 and Total Fund Balance; \$934,978.00. \* Numbers not final secondary to outstanding unknown interest income and payroll expenses.

## MONTHLY REPORTS

### SAFETY:

- **POLICE**

Lt. Jones reviewed the December calls for service: 14 calls, 0 traffic citations, and 3 traffic warnings. 2022 177 total calls, 31 total traffic citations, and 86 total traffic warnings. NRPD total calls, all municipalities; 8,438 for 2022. NRPD began 12 hour shifts in January for patrol officers. 4 squads, 2 on day shift (7am to 7pm) and 2 on night shift (7pm to 7am). Also recruiting new officers for the NRPD. NRPD participated with BWVFC's Santa on the Fire Truck. They had The Grinch "under arrest". NRPD received a \$50,000 gym donation and it is housed in the garage space at the Police station.

- **FIRE**

Fire Chief, Ben Titus reported that there were 5 calls in December, which brings the 2022 total to 35 calls. Fire Chief Titus thanked Former Fire Chief, Vince Cannella for his years of service as Chief and reported that Mr. Cannella is now the Assistant Fire Chief for the Bradford Woods Volunteer Fire Company (BWVFC). Fire Chief Titus reported good turnout for the Santa on The Fire Truck event.

### MS4

Pollutant Reduction Plan (PRP), planning. Grant has been submitted to augment funding for upcoming PRP projects. Ms. Pongrace to reach out to the Village Homeowner's Association Board to coordinate meeting to discuss possible joint project related to the drained large pond located in the Village of Bradford Woods common area.

### Roads

Mr. Baldonieri reported the following.

- Tentative Road improvement projects for 2023 to include a base bid of Seldom Seen Road in its entirety. 5 Alternate bids including short section of Oak Grove Road (Seldom Seen to Wexford run), Washington Road, West Harding Road, Laurel Road, and Columbia Gas work areas. Estimated expenses \$234,600 to \$412,750. Bradford Woods is to receive reimbursement from Columbia Gas project road work repair from 2022 roads program that may offset 2023 costs. Patching program for Bradford Road near Elm and Washington road if it does not get paved as well as line painting.
- Columbia Gas to hot patch repairs along Bradford Road.
- Borough Truck Repairs related to catching on Fire on 2/23/22. Repairs on-going. Unclear if Insurance or warranty to cover repair costs.
- Borough now has an agreement in place with the Township of Pine to utilize a similar truck of theirs when the Borough truck is unavailable. It will be covered under the Borough's insurance policy when we are utilizing the borrowed vehicle.

### Public Works

Public Works Director, Mr. Turner in addition to assisting with borough office duties he spent a great deal of time managing the roads in response to storms, maintaining the skid steer loader and coordinating the tree removal effort in the Reserve.

### Planning

- Ms. Griffin reported that the Planning Commission will not meet in January. Next scheduled meeting is scheduled for Monday, February 6, 2023.

- Ms. Griffin reviewed the courtesy letter drafted in response to Rooster noise complaints.

### **Zoning Permits**

Permit issued for a shed at the property located at 433 Bellaire Road

### **PERSONNEL**

Ms. Pongrace reiterated that the borough Manager search has concluded, and Ms. Null will assume her managerial responsibilities on Monday January 16, 2023. She acknowledged Public Works Director Jake Turner's on-going efforts to assist the Borough and Council during the transition between managers.

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 noted that the NHCOG has not met since November.

LIBRARY:

Mr. Kosmala noted that Library Board has not met since the last Council Meeting

### **ENVIRONMENT**

- Mr. Rhule noted that EPAC will have its first meeting of 2023 is scheduled for January 17.
- Suburban White Tail management has not yet harvested any deer on borough property this season.
- EPAC to look at tree planting plan for the Reserve.
- Also, in discussion with the County regarding additional options for deer population management

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

Ms. Pongrace stated the January 19, 2023, Legislative Reception will 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. Council members are invited to attend, RSVP to Ms. Pongrace

### **OTHER BUSINESS**

None

### **ACKNOWLEDGEMENTS**

- Ms. Pongrace acknowledged the efforts of all members of Council, completing various responsibilities since Ms. Huber resigned in November 2022.
- Mr. Rhule thanked Ms. Pongrace for her efforts over the preceding weeks as well.

### **ADJOURN**

Motion made by Mr. Dimond, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 7:46 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the executive meeting and go back into the public meeting at 8:08 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Kosmala, to adjourn the public meeting at 8:08 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

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2023  
Victoria Laird Pongrace, President Council

\_\_\_\_\_  
February 7,  
Date