

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING - Approved Minutes  
March 13, 2023**



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 6 guests in attendance.

Officials in attendance:

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

Others in attendance:

Kate Diersen, Solicitor  
Lt. Jeffrey Jones, NRPD

Appointed Officials in attendance:

Rusti Null, Borough Manager

Officials Absent:

Dan Dimond, Council Member  
Todd Hipwell, Council Member

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

- Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the February 13, 2023 meeting minutes. Passed unanimously. Motion carried.

**EXECUTIVE SESSION**

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

**PUBLIC COMMENTS REGARDING AGENDA**

None

**RESOLUTIONS AND OTHER MOTIONS REQUIRED**

- Motion to approve Rusti Null as Right to Know Officer. Motion made by Ms. Griffin, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to adopt Resolution No. 7 of 2023 recognizing National Library Week, April 23-29, 2023. Motion made by Mr. Kosmala, seconded by Mr. Rhule. Passed unanimously. Motion carried.

**MAYOR'S REPORT**

Mayor Marsico stated that he has been questioned about the timing of the road paving program and that he responded that it will begin in the fall.

## **MANAGER'S REPORT**

Ms. Null reported the following:

- Waste Management has delivered new solid waste carts to all residents. Nine residents called the borough office to report that no cart was received. Waste Management has taken care of all of those issues. There is a possibility that the collection day will move to Friday instead of Monday. If so, residents will be notified by Waste Management.
- Liquid Fuels allocation of \$49,295 has been received from the State.
- Ms. Null, Mr. Baldonieri and Mr. Turner met with George Henderson of 425 Bellaire Road regarding a stormwater issue that reportedly resulted from a pipe replacement that was part of the 2022 Road Program. LSSE investigated the possibility of creating a rain garden to address the concern and qualify for PRP credits. The borough will continue to monitor the property to determine if stormwater is pooling after a rain event and if property damage is occurring as a result.
- The Borough's Code books and eCode360 on the website were last updated in 2020. General Code has been asked to provide an estimate of the cost to make our Code resources current.
- A Spring/Summer Newsletter is in progress. Targeted delivery in Mid-April.
- The Spring Road Clean-up will occur April 1 to April 15. Residents are encouraged to contact Art Kasson about participating.
- Columbia Gas reimbursed the Borough \$79,691 for pavement restoration as a result of their 2022 gas line replacement program. The amount was equal to the Borough's cost of restoration.
- Bradfordwoods Community Church inquired about selling concessions at Little League games as a fundraiser. Council members had no objection to the request.

## **SOLICITOR'S REPORT**

Ms. Diersen introduced Ordinance No. 470 and explained that it was updating the Borough fee schedule for inspections to align with the change in building inspector from Pine Township to Professional Code Services. The revised Ordinance will state that the Borough will set fees by resolution. Motion to advertise Ordinance No. 470 was made by Mr. Rhule, seconded by Mr. Kosmala. Passed unanimously. Motion carried.

## **UNFINISHED BUSINESS**

- **SOFI forms are due to the Borough Office by May 1, 2023 .**
- **MFPAA Update**

Ms. Null reported that she has been meeting with managers from McCandless, Franklin Park, Marshall, and Pine as well as Chief Chris Dell from the McCandless Franklin Park Ambulance Authority. The Ambulance Authority is working to clarify their financial need and ensure that they have exhausted all other sources of funding. They will indicate operational vs. capital funding needs. The municipal managers have stated that municipal funding will not be provided as a blank check to fund the Authority's deficit. Any funding provided will require representation in the budgetary decision making. Two governance structures have been proposed. Municipal Authority is the current structure but would be

amended to add board representation by Pine, Marshall, and Bradford Woods. Authority budgets would be approved by all members Boards/Councils. Municipal Compact would require the Ambulance group to be managed by one of the municipalities. Budgets would be set by all municipal managers.

## **NEW BUSINESS**

- Mr. & Mrs. Winings of 337 Cedar Road have petitioned the Borough to vacate the paper road portion of Cedar Road along their property line. The Borough will need to research to determine any utility or other easements that exist within the paper road. The vacation would require the Borough to adopt an ordinance. The vacation is final thirty days after adoption of the ordinance.

## **FINANCE REPORT**

Ms. Null presented the February check detail report, stating there were 14 electronic check payments, 5 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$10,143 to Morton Salt, \$7,267 to Northland Library, \$5,427 to Jim Shorkey Auto Group, and \$3,579 to Bradford Woods Volunteer Fire Company. Motion made by Mr. Kosmala, seconded by Ms. Griffin, to pay and ratify checks/payments for February 2023. Passed unanimously. Motion carried.

Ms. Null reviewed the pre-ratify checklist for March/April 2023 (10 vendors) for Council approval.

Motion made by Ms. Griffin, seconded by Mr. Rhule, to pre-ratify bills for March/April 2023. Passed unanimously. Motion carried.

Ms. Null reviewed the Financial Reports for February 2023. Total Revenue: \$45,288 (the majority of which was Earned Income Tax of \$29,789). Expenses; \$69,004 and Total Fund Balance; \$878,124.

## **MONTHLY REPORTS**

### **SAFETY**

- **POLICE**

Lt. Jones reviewed the February calls for service: 14 calls, 2 traffic citations, and 7 traffic warnings. NRPD total calls, all municipalities; 581 for February. The NRPD has received 30+ applications for the current recruiting class. The NRPD has changed their report management software to align with other Allegheny County agencies. A grant was received to cover the cost of data migration.

- **FIRE**

Ms. Null reported there were 6 calls year-to-date. Since the last Council meeting, there was one Mutual Aid call to assist Marshall Township with brush fires on I-79 between the Wexford and Warrendale exits. The Fire Company will be visiting kindergartners at Bradford Woods Elementary in April and May for fire safety training.

### **MS4**

Ms. Pongrace, Mr. Baldonieri and Ms. Null met with the Village Homeowner's Association Board to discuss possible joint PRP project related to the drained large pond in the Village of Bradford Woods common area. The Homeowner's Association is committed to restoring the

pond and is going forward with those plans. There could be opportunities for the Borough to do PRP work at the inflow to the pond. Our engineers will review those opportunities after we receive the HOA's plans for restoration.

### **Roads**

Mr. Baldonieri reported that the 2023 Road Improvement Project was advertised for bids on March 10, and will be advertised again on March 16. The public bid opening will be on March 29. Patch work will begin soon on Oak Road and Washington Road.

### **Public Works**

Ms. Null reported that the Borough is 48 tons away from meeting the minimum order quantity on the salt contract. If no more salt is needed this winter, the Borough has two options for storing the salt that will not fit in the salt shed. Mr. Turner can store salt outside of the salt shed covered with a tarp, or the Borough can accept Pine Township's offer to store the Borough's salt in their salt building.

### **Planning**

- Ms. Griffin reported that the Planning Commission met last week to discuss the International Property Maintenance Code (IPMC). The Planning Commission members questioned the need for adopting the IPMC rather than amending the current ordinances to make them enforceable.
- The April meeting will have to be rescheduled because of conflicts for several members. When the new date is determined, Ms. Null will advertise the date change.

### **Zoning Permits**

The following permits were issued in February:

- 4848 Wexford Run Road building and zoning permits for a pool.
- 237 Bradford Road zoning permit for a shed.
- 325 Cedar Road Zoning Permit for a fence.

### **PERSONNEL**

Nothing to report.

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

NHCOG:

Mr. Kosmala reported that the next meeting will be March 16.

LIBRARY:

Mr. Kosmala reported that tickets are still available for the fundraising gala on April 22. There will also be a Children's Gala on September 30. The library received the \$750,000 grant from the State for upgrades to its main entrance.

### **ENVIRONMENT**

Mr. Rhule reported that EPAC did not meet in February. The next meeting will be on March 21.

- Mr. Rhule received information about hiring goats to perform weeding on the Reserve. He will review it with EPAC.
- Mr. Rhule provided Ms. Null with a document outlining the Borough's responsibilities in maintaining the Reserve.

- The EPAC unanimously voted to deny the Borough’s request to introduce four new carp into the Reserve pond to control the duckweed issue there. EPAC will propose another solution involving raking and/or herbicides.

**ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)**

Ms. Pongrace attended the March 1 meeting. The group discussed potential resolutions to present to the PSAB for recommendation to the state legislature. The next meeting will be in June.

**OTHER BUSINESS**

None

**ACKNOWLEDGEMENTS**

None

**ADJOURN**

Motion made by Mr. Kosmala, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 7:59 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 8:06 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to adjourn the public meeting at 8:07 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

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Rachelle Null, Secretary

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March 15, 2023  
Date