

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING- *approved*  
May 8, 2023**



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:

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

Appointed Officials in attendance:

Rusti Null, Borough Manager

Officials Absent:

Doug Marsico, Mayor

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

- Motion made by Mr. Kosmala, seconded by Mr. Rhule, to approve the April 10, 2023 meeting minutes. Aye votes from Ms. Pongrace, Mr. Rhule, Mr. Dimond, Mr. Hipwell, and Mr. Kosmala, abstentions from Mr. Baldonieri and Ms. Griffin. Motion carried.

**EXECUTIVE SESSION**

Ms. Pongrace made an announcement regarding the executive session to take place immediately after the meeting.

**PUBLIC COMMENTS REGARDING AGENDA**

None

**RESOLUTIONS AND OTHER MOTIONS REQUIRED**

- Motion made by Ms. Griffin, seconded by Mr. Dimond, to approve Resolution No. 8 of 2023 proclaiming May 21 to May 27 Emergency Medical Services Week. Passed unanimously. Motion carried.

**MAYOR'S REPORT**

None. On behalf of Council, Ms. Pongrace expressed condolences for Mayor Marsico on the recent death in his family.

## MANAGER'S REPORT

Ms. Null reported the following:

- After recording her signature, oath, and bond at the County office later this month, she will be a Notary Public.
- The NRPD is proposing to include the maintenance cost for the license plate readers in their own budget instead of in the municipalities' budgets. Council discussed adding LPR cameras at the intersection of Bradford Road and Wexford Run Road.
- The land line service provided to the borough office by Consolidated Communications could be replaced with a T-Mobile cellular device under a discounted government pricing agreement for a savings of \$1200 per year. Mr. Hipwell expressed a concern about cellular service availability during a disaster. Council had no objection to making the change.
- The borough's current IT support provider is more of a hardware specialist and Ms. Null has concerns about frequent spam emails and potential for malware, ransomware, and fraud attempts. She proposed moving to Perfection Services, Inc., the provider used by multiple other municipalities in the area and well known for excellent security services and customer service. Council had no objection.
- A draft New Resident Brochure was issued to council members. Ms. Null has been approached by Berry Vine Gifts with an offer to insert a \$5 gift card in each brochure mailed to a new resident. Council had no objection.
- The Maher Duessel financial audit is in progress.

## SOLICITOR'S REPORT

Mr. Leyland provided an update including Ms. Diersen's amendments to Ordinance No. 468 adopting the International Property Maintenance Code (IPMC). After Council discussed the amendments and some of the provisions of the IPMC, a motion was made by Mr. Rhule, seconded by Mr. Baldonieri, to advertise Ordinance No. 468 adopting the International Property Maintenance Code with amendments striking Section 308.4. Aye votes from Ms. Pongrace, Mr. Rhule, Mr. Baldonieri, Mr. Dimond, Mr. Hipwell, and Mr. Kosmala; nay from Ms. Griffin. Motion carried.

## UNFINISHED BUSINESS

### **Motion to Approve/Deny Ordinance No. 471**

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to approve Ordinance No. 471 vacating the paper road portion of Spruce/Cedar Roads. There were no comments from the audience. Ms. Null read a written comment from Aaron Solak, resident of 512 Spruce Lane, expressing his support for the ordinance. Mr. Leyland mentioned there is a 30-day period during which residents can object to the vacation. Passed unanimously. Motion carried.

### **MFPAA Update**

Ms. Null reported that the MFPAA has made significant progress addressing deficiencies noted in the Strategic Solutions study from last year. Maher Duessel has begun a three-year financial audit reviewing financial practices and determining current financial situation. MFPAA is hosting an Open House on May 21 from noon until 3:00 pm.

### **Deer Management**

Mr. Rhule reported that he received the application for the Pennsylvania Game Commission Deer Management Assistance Program and would like to discuss it at the June 12 Council meeting.

## NEW BUSINESS

None

## FINANCE REPORT

Mr. Hipwell presented the April check detail report, stating there were 11 electronic check payments, 2 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$3,579 to Bradford Woods Volunteer Fire Company, \$1,890 to US Bank, and \$993 to MEIT and \$940 to LSSE. Motion made by Mr. Hipwell, seconded by Mr. Baldonieri, to pay and ratify checks/payments for April 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for May/June 2023 (8 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pre-ratify bills for May/June 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for April 2023. Total Revenue: \$27,064 (the majority of which was Earned Income Tax of \$14,863). Expenses; \$43,062 and Total Fund Balance; \$997,621.

## MONTHLY REPORTS

### SAFETY

- **POLICE**

Lt. Jones reviewed the April calls for service: 17 calls resulting in 5 citations and 7 warnings. NRPD total calls, all municipalities; 745 for April. 14 recruits are scheduled for oral interviews. The K9 unit visited a Girl Scout troop at Bradford Woods Elementary School.

- **FIRE**

Chief Titus reported there was 1 call in April for a tree on a power line. The project to reinsulate the Public Works Garage was awarded to a contractor and the restroom renovation project is out for bid. The Fire Company visited kindergartners at Bradford Woods Elementary for fire safety training.

### MS4

Ms. Null reported that LSSE has contacted the engineer that created the restoration plan for the large pond in the Village to request a copy of the plan and review it.

### Roads

Nothing to report.

### Public Works

- Ms. Null reported that Mr. Turner submitted a Low-Volume Road Grant application to Allegheny County Conservation District requesting \$204,000 for a project on Washington and West Harding Roads. The grant would require a \$51,000 contribution from the Borough. The project would result in stormwater improvements, repaving of both roadways, and substantial PRP credits for the borough via a rain garden installed on private property. Applications will be reviewed starting May 10.
- The Borough is investigating the cost of replacing line striping and stop bars on Bradford Road, stop bars on Wexford Run Road, and crosswalks at the intersection of those roads. Previous year Liquid Fuels funds can be used for that maintenance.
- The North Hills COG salt contract bid opening is May 25. Four suppliers paid for the bid package.

### Planning

Ms. Griffin reported that the Planning Commission met on May 1. They accomplished their reorganization for 2023 at that meeting. Andrew Hutchinson was reappointed as president, and Susie Rhule was appointed as secretary. The June meeting was cancelled.

### **Zoning Permits**

The following permits were issued in April:

- 33 Seldom Seen driveway permit.
- 25 Forest Home Occupation permit.
- 36 Forest courtesy letter re: solid waste violation.
- 47 Forest courtesy letter re: animal noise.
- 5 Chestnut driveway permit.
- 151 Bradford Home Occupation permit.
- 416 Bellaire fence permit.

### **PERSONNEL**

Nothing to report.

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

NHCOG:

Nothing to report.

LIBRARY:

Mr. Kosmala reported that the fundraising gala on April 22 raised \$40,000. An architect was approved to prepare the design for the entrance renovation. Over \$1M in grant funding has been received for the renovation.

### **ENVIRONMENT**

Mr. Rhule reported that EPAC will meet on May 16.

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

Ms. Pongrace reported that there will be a meeting on June 1.

### **OTHER BUSINESS**

None

### **ACKNOWLEDGEMENTS**

Ms. Griffin acknowledged Ms. Null's work.

### **ADJOURN**

Motion made by Mr. Kosmala, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 8:15 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Ms. Griffin, to adjourn the executive meeting and go back into the public meeting at 8:45 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Kosmala, to adjourn the public meeting at 8:45 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

  
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Rachelle Null, Secretary

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May 11, 2023  
Date