

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
July 10, 2023**



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 3 guests in attendance.

Officials in attendance:

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

Others in attendance:

Jacob Leyland, Solicitor
Lt. Jeffrey Jones, NRPD
Chief Ben Titus, BWVFC

Appointed Officials in attendance:

Rusti Null, Borough Manager

Official absent:

Dan Dimond, Council Member

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Ms. Griffin, seconded by Mr. Kosmala, to approve the June 12, 2023 meeting minutes. Passed unanimously. Motion carried.

EXECUTIVE SESSION

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

INTRODUCTION OF NEW POLICE OFFICERS

Lt. Jones introduced three new police officers hired by the NRPD last month - Officer Edwards, Officer Brough, and Officer Dabney.

PUBLIC COMMENTS REGARDING AGENDA

None

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion to authorize Rusti Null to execute Reimbursement and Release Agreement with Columbia Gas made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.

MAYOR’S REPORT

None

MANAGER’S REPORT

Ms. Null reported the following:

- General Code has provided an estimate in the amount of \$3,370.00 to codify all new legislation since the last update in 2018. Motion made by Mr. Baldonieri, seconded by Mr. Kosmala to authorize General Code to proceed with the code update.
- The Borough received the 50% advance from Allegheny County for the Dirt, Gravel and Low-Volume Road Grant for stormwater and paving improvements on Washington and West Harding roads.
- Marshall Township will be adding sidewalks to a portion of Shenot Road from Rt 19 to the Marshall school campus entrance as well as improving the bridge over Pine Creek on Shenot. People’s Gas will simultaneously be relocating a gas line below the same bridge. No word as to the timing of the projects.
- The Borough office phone number has been ported over to a T-Mobile cellular device.
- New IT management services provider, PSI, replaced KM Computers as of July 1.

SOLICITOR’S REPORT

None

UNFINISHED BUSINESS

MFPAA Update

Ms. Null reported that she would be meeting with the managers of Marshall, Pine, McCandless and Franklin Park on July 19 to discuss an allocation formula for MFPAA funding. The Marshall Township Board is considering an “interim funding request” to be included in the 2024 budget, an acknowledgement that the legal actions needed to accomplish the change in structure of the Authority Board will likely not be accomplished before the end of 2023.

LPR Camera Installation at Bradford & Wexford Run Roads

Ms. Null reported that Penn Power has yet to provide information on the financial impact of providing power to potential new LPR cameras at the intersection of Bradford Road and Wexford Run Road.

Emergency Operations Plan Update

Ms. Null reported that there were no dates in June or July that suited all council members for EOP training. A request for available dates in August did not produce replies from all council members. Ms. Null proposed that training in January may make more sense, in that it could include newly elected council members. Council members had no objection to push the training to January pending the approval of Mr. Cannella, Emergency Management Coordinator.

NEW BUSINESS

None

FINANCE REPORT

Mr. Hipwell presented the June check detail report, stating there were 15 electronic check payments, 4 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$6,500 to Maher Duessel, \$5,098 to US Bank (of which \$2293 was a payment to GRB Law), \$3,579 to Bradford Woods Volunteer Fire Company, and \$3,481 to Morton Salt. Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pay and ratify checks/payments for June 2023. Passed unanimously. Motion carried.

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

Mr. Hipwell reviewed the Financial Reports for May 2023. Total Revenue: \$182,101 (the majority of which was ACCD Grant Proceeds of \$102,100 and Earned Income Tax of \$64,540). Expenses; \$60,427 and Total Fund Balance; \$1,119,308.

MONTHLY REPORTS

SAFETY

- **POLICE**

Lt. Jones reviewed the June calls for service: 19 calls, 3 citations and 15 warnings. NRPD total calls, all municipalities; 665 for June. Lt. Jones stated that the NRPD is planning to add information on golf cart laws to their website.

- **FIRE**

Chief Titus reported there were 5 calls in May and June, bringing the total for this year to 22. Volunteer Shelley Muhlenkamp hosted a successful Touch-a-Truck event in June. The next BWVFC event will be the bike parade on August 26.

MS4

Ms. Null reported that the DCED grant application will be reviewed by the Commonwealth Financing Authority at their July 18 Board meeting. State Representative Rob Mercuri and State Senator Devlin Robinson have both submitted support letters on behalf of the Borough.

Roads

Mr. Baldonieri reported that the contractor will begin road work in the Borough in late July. In addition to the base bid for Seldom Seen Road and Oak Grove Road, there will be change orders for the Columbia Gas repair work and to include Washington and West Harding Roads as well as line striping on Bradford Road and crosswalks at the intersection of Bradford and Wexford Run. Mr. Kosmala asked if Woodland Road is scheduled for paving next year. Mr. Baldonieri replied that there is no paving plan yet for next year. If Woodland is not included in next year's Road Program, a portion of it could be restored outside of the Road Program contract.

Public Works

Ms. Null reported that This N'at Tree Technicians will be removing 20 dead trees on the Reserve property in late July or early August.

Planning

Ms. Griffin reported that the Planning Commission had no meeting in July and has a tentative meeting date of August 7.

Zoning Permits

The following permits were issued in June:

- 100 Burry pool deck resurface and accessory structure
- 75 Forest fence
- 36 Forest three citations issued
- 337 Cedar accessory structure

PERSONNEL

Nothing to report.

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

NHCOG:

Mr. Kosmala reported that the meeting on June 20 was canceled.

LIBRARY:

Mr. Kosmala provided an update on all of the Library committees' accomplishments in 2023.

ENVIRONMENT

Mr. Rhule reported that the PA Game Commission permit application was mailed on June 30. Jeff Muhlenkamp from the EPAC is researching new signs to replace some damaged ones at the Lake Loop and the Reserve.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Nothing to report.

OTHER BUSINESS

None

ACKNOWLEDGEMENTS

ADJOURN

Motion made by Mr. Kosmala, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 7:38 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Ms. Griffin, to adjourn the executive session and go back into the public meeting at 7:59 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Baldonieri, to adjourn the public meeting at 8:00 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

Rachelle Null, Secretary

July 11, 2023

Date