

**BRADFORD WOODS BOROUGH COUNCIL**  
**REGULAR MEETING - April 11, 2016**  
**APPROVED May 9, 2016**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Charles Coltharp. There were 10 people present in the audience.

The Officials in attendance were:  
Charles Coltharp, Council President  
David Baldonieri, Vice President  
Victoria Pongrace, Council Member  
Paula Hinston, Council Member  
Thomas Kosmala, Council Member  
Todd Hipwell, Council Member  
Robert Murray, Mayor  
Natalie Thiess, Borough Manager  
Janet Burkardt, Solicitor

The Officials absent were:  
Roy Wiegand, Council Member

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call

**ANNOUNCEMENT OF EXECUTIVE SESSION**

1. President Charles Coltharp announced that the Council met for an executive session from 3:05 p.m. to 5:15 p.m. on March 25, 2016 to discuss a personnel issue.

**MINUTES**

1. President Charles Coltharp called for a motion to approve meeting minutes from the regular Council Meeting held on March 14, 2016.

Todd Hipwell made a motion to approve the meeting motions. David Baldonieri seconded the motion.

Mr. Coltharp asked if there was any discussion pertaining to the meeting minutes. Mr. Baldonieri clarified the correction under "New Business" paragraph one. Victoria Pongrace clarified the correction under "Safety" Police report. Paula Hinston proposed other corrections that she will submit to Borough Manager, Natalie Thiess, for completion.

Motion to pass the March 14, 2016 meeting minutes.

Aye: Charles Coltharp      Abstain: Victoria Pongrace  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell

Motion Carries

**PUBLIC COMMENTS REGARDING AGENDA**

None

**MAYOR'S REPORT**

No Report

**MANAGER'S REPORT**

Manager Natalie Thiess reported on the following:

1. Borough Manager Natalie Thiess introduced Ordinance 448 amending Ordinance 401, Borough Manager Job Description, for Council Review. Discussion ensued pertaining to the Ordinance and Borough Solicitor Janet Burkhart clarified changes. Councilmember David Baldonieri recommended to remove "Knowledge, Skills, and Abilities" from description.

President Charles Coltharp called for a motion to approve Ordinance 448 for advertising.

Motion by David Baldonieri to advertise Ordinance 448 with changes discussed in meeting. Thomas Kosmala seconded the motion.

Motion to approve advertising Ordinance 448.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

2. President Charles Coltharp introduced Resolution 9 of 2016 to adopt the Bradford Woods Comprehensive Plan. Mr. Coltharp explained that Allegheny County sent a letter with recommendations for the Comprehensive Plan which the Borough has to address for another review from Allegheny County.

No motion made on Resolution 9 of 2016.

3. President Charles Coltharp introduced Resolution 10 of 2016 to designate the authorized signers for WesBanco.

Motion made by Councilmember Paula Hinston to pass Resolution 10 of 2016 with corrections discussed during the meeting. Second by Thomas Kosmala.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

4. President Charles Coltharp introduced Resolution 11 of 2016 to designate the authorized signers for WesBanco.

Motion made by Councilmember Paula Hinston to pass Resolution 11 of 2016 with corrections discussed during the meeting. Second by Thomas Kosmala.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

#### **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**

1. Borough Manager Natalie Thiess reported an MS4 update. Ms. Thiess briefly explain that a recent MS4 Southern Pennsylvania Commission workshop explained the difference between the Department of Environmental audit and the Environmental Protection Agency audit.

#### **SOLICITOR'S REPORT**

None

#### **COMMITTEE REPORTS**

##### **FINANCE**

1. Councilmember Todd Hipwell reported 16 checks for March 2016. Mr. Hipwill reported that the three largest checks were for the Fire Company, Police, and salt purchases.

Motion by Thomas Kosmala to pay and ratify March 2016 checks. Seconded by Victoria Pongrace.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

2. Councilmember Todd Hipwell reported the revenue for March 2016 being \$82,239.00 and the expenditures being \$47,837.00.

##### **SAFETY**

1. Councilmember Victoria Pongrace reported the March Police Report as 17 reported calls; 1 traffic citation and no warnings. Ms. Pongrace explained that the Northern Regional Police Department received training for the administration of Narcan, the opiate antidote, and reported that the Police saved two lives in March from the administration of Narcan.

##### **FIRE**

1. Fire Department Representative reported the 2 calls since the March meeting which included a tree down on power lines on Woodland Road and scorched food in the Woodlands.

## **ROADS**

1. Vice President David Baldonieri reported the Road Improvement Bids that were opened March 18, 2016 in the Pine Municipal Building. Mr. Baldonieri explained the combined project with Pine Township and reviewed the bid report. The lowest bid was submitted by Shields Paving, Inc. Mr. Baldonieri presented his recommendation as the base bid of Bradford Road from Bellair Road to Wexford Run Road at \$73,000 and alternate 3 Bradford Road to Washington Road at \$196,000 with a total of \$269,000. Mr. Baldonieri reviewed the budget outline which explains the 2016 road improvement budget of \$240,000, with \$32,000 carried over from the 2015 road improvement budget totaling \$272,000 leaving a \$3,000 2016 budget variance.

Motion by David Baldonieri for the 2016 recommended streets for the Road Improvement Project. Second by Thomas Kosmala.

Council discussion ensued about the budget and other roads on road improvement projects.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell

Against: Victoria Pongrace

Motion carries.

Mr. Baldonieri added the recommendation by G. Jake Turner, Public Works employee, for hiring an agency for hot patch work under \$10,000 for upkeep on the roads in between paving periods. Request to revisit notion in August/September.

## **PLANNING AND ZONING**

None

## **PERSONNEL**

None

## **COMMUNICATION**

There was a brief Council overview and discussion on website.

## **OUTREACH**

None

## **NORTH HILLS COG / PUBLIC RELATIONS**

1. Councilmember Thomas Kosmala attended the Thursday March 17, 2016 North Hills Councils Of Government (NHCOG) meeting. Mr. Kosmala reported the NHCOG has entered in an agreement for salt, the Consolidated Franchise agreement came under budget, and discussion about garbage collection.

## ENVIRONMENT

1. Councilmember Paula Hinston reported the fish restocking in the Reserve pond on April 7, 2016 with 50 largemouth bass, 100 Blue Gills, and 1,000 minnows. Council discussion about restocking payment and upon conversation with Joe Bayer, it was concluded that the Reserve take care of the restocking fees since the Allegheny Land Trust and Bradford Woods Conservancy hold the funds donated by Bradford Woods residents for the restocking fees.
2. Ms. Hinston requests council approval for owl and duck box replacements at the Reserve. The boxes were donated by the National Aviary.

Motion by Ms. Hinston for replacement of the donated owl and duck boxes at the Reserve.  
Second by Thomas Kosmala.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

3. Ms. Hinston announced April 16, 2016 at 9:00 a.m. the Adopt-a-Highway group is meeting at the Fire Hall for clean-up on Mingo and Neely School Road.
4. Ms. Hinston reviewed the meeting about the proposed volunteer guidelines for the Reserved.
5. Ms. Hinston proposed the need for another Environmental and Parks Advisory Council (EPAC) member. Once website is in commission, she requests to post an open seat in EPAC.
6. Ms. Hinston announced the Saturday April 23, 2016 Earth Day celebration, CD/DVD and nail polish recycling, and the two memorial Norway Spruce tree donations made in honor of Becky Burdick and John Zitcovich during the event.
7. Ms. Hinston announced the rescheduled Garlic Mustard Removal date for Saturday April 16, 2016 at 10:00 a.m.

## OLD BUSINESS

1. President Charles Coltharp presented public opportunity for comment about the Fire Company generator purchase.

Motion by Paula Hinston for approval of the Fire Company generator purchase. Second by Todd Hipwell.

Aye: Charles Coltharp  
David Baldonieri  
Paula Hinston  
Thomas Kosmala  
Todd Hipwell  
Victoria Pongrace

Motion Carries

2. President Chuck Coltharp introduced the discussion of the Laurel Road issue and reviewed the previous meeting statements. Mr. Coltharp reviewed the testimony of John Stein, previous Public Works employee, and assessed the past 21 years of maintenance of the section of Laurel Road to just plowing since there is no record of paving. Mr. Coltharp evaluated the claim of the section of Laurel Road is permitted to be used for emergency access, and he stated the chain negates the access to the road. Mr. Coltharp reviewed the subdivision plans as showing the section of Laurel Road as a private road or driveway, and he stated that there are no surveys in the Borough office showing the road as a public road.

Mr. Coltharp introduced George Francic, former Public Works employee for five years from 2005. Mr. Coltharp asked him if he ever paved or re-paved the section of Laurel Road that is in discussion. Mr. Francic replied that he had not. Mr. Coltharp asked if he ever repaired the gravel/private section. Mr. Francic replied that he had not. Mr. Coltharp asked if he ever plowed the paved section. Mr. Francic replied that he did. Mr. Coltharp asked if he plowed the gravel section. Mr. Francic replied that he plowed as needed. Mr. Coltharp dismissed Mr. Francic from the podium and called for any questions or comments from the audience and council.

Mr. Coltharp proposed a non-council meeting with the McClintocks and the Franks for discussion over the issue to come to an agreement or resolution. Mr. Ray McClintock discussed a letter from Steve Law that stated that he could not gain access via the lower gravel road since it is on a private road. Mr. McClintock stated he agrees to the meeting with the council to discuss the situation. Mr. McClintock brought up the PennDOT survey and stated the section of Laurel Road was on the first survey as well as added to the Liquid Fuels list. Mr. Coltharp clarified that the Borough requested to remove the road from the list on November 11, 2015.

Councilmember Paula Hinston asked Mr. McClintock if he ever paved the road himself and he replied that he had not paved the road. Ms. Hinston asked about the whereabouts of the Title aspect of the Deed to 5 Laurel Road which would describe the property in detail and requested a copy of the Title. Discussion ensued pertaining the Title and Deed of 5 Laurel Road. Mr. McClintock discussed the original gas line, Right of Way, and easement for the Columbia Gas line. Ms. Hinston requested the private survey of the property. Ms. Hinston asked Mr. McClintock if he used more of the gravel or paved road, and he responded in detail the use during winter snow and the other seasonal uses. Slade Miller, attorney for the McClintocks, and Councilmember Paula Hinston discussed description in an array of legal documents.

## **NEW BUSINESS**

1. Councilmember Paula Hinston relayed information from Councilmember Roy Wiegand pertaining to the Founder's Day Committee reports. Ms. Hinston informed the Council that the Committee raised enough funds for the Historical Marker and discussed the potential location for the marker. Ms. Hinston also informed of the Founder's Day celebration on Sunday May 1 at 2:00 p.m. at the Fire Company parking lot. Diana Greenburg, from the audience, mentioned the time capsule will be introduced at the event as well.

## **ADJOURN**

Motion was made by Thomas Kosmala, seconded by Paula Hinston, and carried to adjourn the meeting. The meeting adjourned at 8:18 p.m.

Respectfully submitted,

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Natalie Thiess, Manager

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Date