

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING - approved  
August 14 , 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  
Dan Dimond, Council Member  
Todd Hipwell, Council Member  
Thomas Kosmala, Council Member  
Doug Marsico, Mayor

Others in attendance:

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

Appointed Officials in attendance:

Rusti Null, Borough Manager

Official absent:

Dave Baldonieri, Council Member  
Jennifer Griffin, Council Member

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

- Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the July 10, 2023 meeting minutes. Aye votes from Ms. Pongrace, Mr. Rhule, Mr. Hipwell, Mr. Kosmala; Mr. Dimond abstained. 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 to approve Resolution No. 10 of 2023 to be included in the Allegheny County Community Development Block Grant and Home Investment Partnerships Programs for 2024 - 2026 made by Mr. Hipwell, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to approve Resolution No. 11 of 2023 authorizing the signing of the PennDot Winter Maintenance Agreement made by Mr. Rhule, seconded by Mr. Hipwell. Passed unanimously. Motion carried.

## **MAYOR'S REPORT**

Mayor Marsico asked for clarification as to the location of permit files. Those files are located in the Borough office and maintained by the Borough manager.

## **MANAGER'S REPORT**

Ms. Null reported the following:

- She is looking into accepting credit card payments for permit fees. Several processing companies were researched, and Square was determined to be the lowest in total cost. The Borough would charge a 3.5% convenience fee to cover the processing costs. Council had no objections to accepting credit card payments. Ms. Null will prepare a resolution to update the fee schedule to include credit card convenience fees.
- Jordan Tax Service will be at the Borough office to collect Real Estate Tax payments on August 24 from 9:00 to noon. Ms. Pongrace requested that an email blast be sent out to announce this to residents.
- Ms. Null reviewed the internal control findings from the Maher Duessel audit report and discussed some remedies that have been put in place to address the findings. PSI will provide an estimate for the cost of addressing the IT recommendations.
- The Northland Library provided a draft budget for 2024. Amy Steel from the Library was in attendance and gave an overview of the budget for Council. She will attend another Council meeting to present the final approved budget.

## **SOLICITOR'S REPORT**

None

## **UNFINISHED BUSINESS**

### **MFPAA Update**

Ms. Null reported that the municipal managers have proposed several possible allocation formulas for funding the Capital Equipment needs of the MFPAA. She will meet with the other managers to try to reach consensus on the formula that is most equitable to all municipalities. Council members preferred the allocation by usage alone, but they were also supportive of the weighted formula using the same percentages currently used in determining the funding allocation by the Northland Library. Chief Dell has asked if the municipalities would be willing to send the subscription drive letters this year under municipal letterhead. Council requested a formal request from the MFPAA.

### **LPR Camera Installation at Bradford & Wexford Run Roads**

Ms. Null reported that Penn Power will not allow the Borough to draw power from an unmetered streetlight for potential new LPR cameras at the intersection of Bradford Road and Wexford Run Road. Further, they require that a new pole be installed for the new meter that is needed. Costs for the installation and ongoing electricity costs prohibit Borough from pursuing this matter further.

### **Deer Management Update**

Ms. Null reported that PA Game Commission has determined that the Borough doesn't qualify for the Full Municipal Permit, which allows for deer hunting outside of the normal hunting season. Our application has been transferred to their DMAP program which allows for a limited number of antlerless deer permits to be used on Borough-designated spaces. This is no charge, and the Borough determines who receives the permits. The Game Commission needs more information in order to process the application. Mr. Rhule will speak with the game commission to provide the needed information. Ms. Null will continue to The Woodlands to determine if their Board will approve hunting on their property near the Borough's salt shed.

## **NEW BUSINESS**

None

## **FINANCE REPORT**

Mr. Hipwell presented the July check detail report, stating there were 14 electronic check payments, 4 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$3,580 to Bradford Woods Volunteer Fire Company, \$2706 to LSSE, \$2317 to US Bank (of which \$1177 was a payment to West View Water), and \$1502 to MEIT. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pay and ratify checks/payments for July 2023. Passed unanimously. Motion carried.

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

Mr. Hipwell reviewed the Financial Reports for July 2023. Total Revenue; \$72,874, Expenses; \$46,004 and Total Fund Balance; \$1,133,076.

## **MONTHLY REPORTS**

### **SAFETY**

- **POLICE**

Lt. Jones reviewed the July calls for service: 18 calls, 5 citations and 10 warnings. NRPD total calls, all municipalities; 740 for July. Lt. Jones stated that the NRPD has added information on golf cart laws to their website. The Rich-Mar Rotary donated \$1500 to the NRPD to purchase a bulletproof vest for K9 Theo.

- **FIRE**

Chief Titus reported there were 3 calls in July, bringing the total for this year to 25. BWVFC will host a pancake breakfast and bike parade on August 26.

### **MS4**

Ms. Null reported that the DCED grant determination has been pushed to the September 19 meeting of the Commonwealth Finance Authority.

### **Roads**

- Motion to approve Change Order No. 6 to include Add Alternate No. B-A1 Oak Grove Road and Add Alternate No. B-A5 Utility Roadway Restoration at a cost of \$85,174 made by Mr. Rhule, seconded by Mr. Kosmala. Passed unanimously. Motion carried.

### **Public Works**

- Ms. Null reported that Mr. Turner has requested quotes on two used skid loaders. The cost may exceed the \$50,000 budgeted for 2023. The dealer suggested a rent-to-own contract. Ms. Diersen stated that a purchase is preferable in order to comply with state purchasing requirements.
- Ms. Null reported that Mr. Turner will be working with Marshall Township Public Works to mow and trim in the rights-of-way throughout the Borough after Labor Day. Borough residents will be notified by US Mail so that they can trim their own vegetation before then if they desire.

## **Planning**

The Planning Commission met on August 7 and the minutes were sent to the Borough manager.

## **Zoning Permits**

No permits were issued in July.

## **PERSONNEL**

To be discussed in Executive Session.

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

NHCOG:

Mr. Kosmala reported that the NHCOG is still searching for a bookkeeper. The 2022 financial audit was recently completed.

LIBRARY:

September is “Love your Library” month. Signs will be posted around the Borough.

## **ENVIRONMENT**

Mr. Rhule reported that the EPAC will meet again on September 19.

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

Ms. Pongrace reported that the ACBA will meet again on September 7.

## **OTHER BUSINESS**

- Mr. Kosmala asked if residents have had concerns with the Waste Management automated customer service system. Ms. Null stated that the automated system recognizes certain keywords, for example, “additional cart” or “bulk pickup”.
- Resident Diana Greenberg requested cleaning of the “Dead End” sign on Edgewood Road.

## **ACKNOWLEDGEMENTS**

- Mr. Kosmala acknowledged Mr. Turner for patching potholes on Woodland Road.

## **ADJOURN**

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the public meeting and go into executive session at 8:07 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the executive session and go back into the public meeting at 8:26 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Hipwell, to adjourn the public meeting at 8:26 p.m.  
Passed unanimously. Motion carried.

Respectfully Submitted,

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2023  
Rachelle Null, Secretary

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August 16.  
Date