

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
September 11, 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
Dave Baldonieri, Council Member
Dan Dimond, Council Member
Jennifer Griffin, Council Member
Todd Hipwell, Council Member
Thomas Kosmala, Council Member
Doug Marsico, Mayor

Others in attendance:

Rick Monti, Solicitor
Lt. Jeffrey Jones, NRPD
Chief Ben Titus, BWVFC

Appointed Officials in attendance:

Rusti Null, Borough Manager

Official absent:

None

CALL TO ORDER

Moment of Silence in remembrance of the victims of the 9/11 terrorist attacks on this day 22 years ago.

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the August 14, 2023 meeting minutes with one correction. Aye votes from Ms. Pongrace, Mr. Rhule, Mr. Hipwell, Mr. Kosmala, and Mr. Dimond. Mr. Baldonieri and Ms. Griffin 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 payment of Contract 23-R01 partial payment request from Youngblood Paving for the 2023 Road Program in the amount of \$269,066.03 made by Mr. Baldonieri, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to approve Resolution No. 12 of 2023 amending the Borough's Fee Schedule to include a convenience fee of 3.5% for credit card transactions made by Mr. Rhule, seconded by Ms. Griffin. Passed unanimously. Motion carried.

MAYOR'S REPORT

None

MANAGER'S REPORT

Ms. Null reported the following:

- The Fall/Winter newsletter will be mailed this week.
- Hometown Press approached the Borough with an offer to produce and print a full-color newsletter twice per year at no cost to the Borough. The newsletter would contain advertisements relevant to Borough residents. The Borough would have the right to deny any advertisement found inappropriate. The Borough would save about \$3000 per year on printing costs. Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to engage Hometown Press to publish the semi-annual Borough newsletter in exchange for the ability to advertise within it. Passed unanimously. Motion carried.
- Ms. Null reported that WesBanco has increased the interest rates for our accounts to 4%. We can request further increases if the Fed continues to raise rates. Ms. Null requested an increase in the Borough's daily ACH payment limit from \$25,000 to \$35,000 to accommodate paying the monthly police contribution on the same day as another ACH transaction.

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

MFPAA Update

Ms. Null reported that the Pine and Marshall Boards of Supervisors are opposed to a formula-based contribution to the MFPAA for 2024, not wanting to set a precedent before a contract and Board structure are in place. They are proposing a "round number" contribution for 2024, with Pine, Marshall and Franklin Park contributing approximately \$50,000, McCandless contributing approximately \$100,000 and Bradford Woods contributing approximately \$5000. Ms. Null will be meeting with Chief Dell from the MFPAA on September 13 to discuss the municipal contributions needed for 2024.

Deer Management Update

Mr. Rhule reported that he has a call scheduled this week with the state game warden to discuss the Borough's DMAP application and provide additional information needed. Ms. Null will contact Whitetail Deer Management to follow up on questions about their services and how they fit in with the DMAP program.

NEW BUSINESS

Ms. Null presented the initial draft of the 2024 budget, which included conservative revenue assumptions, inflationary increases for certain expenses, completion of the DGLVR grant work and completion of the PRP plan. Ms. Null will continue to revise the budget by updating the 2023 forecast amounts each month.

FINANCE REPORT

Mr. Hipwell presented the August check detail report, stating there were 16 electronic check payments, 2 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$7,335 to LSSE, \$7,267 to Northland Library, \$3,580 to Bradford Woods Volunteer Fire Company, and \$2,924 to US Bank (of which \$1291 was a payment to GRB). Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pay and ratify checks/payments for August 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify check list for September/October 2023 (7 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pre-ratify bills for September/October 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for August 2023. Total Revenue; \$337,017 (primarily Real Estate Tax), Expenses; \$57,970 and Total Fund Balance; \$1,412,122.

MONTHLY REPORTS

SAFETY

- **POLICE**

Lt. Jones reviewed the August calls for service: 16 calls, 1 citation and 15 warnings. NRPD total calls, all municipalities; 796 for August. The NRPD is hosting a suicide awareness walk on September 16 at Pine Park. On October 10, there will be an Impact Teen Driving presentation at the Pine Community Center.

- **FIRE**

Chief Titus reported there were 6 calls last month, bringing the total for this year to 31. All 6 were due to trees down following two different storm events. BWVFC will host a spaghetti dinner and bingo fundraiser on September 16.

MS4

- Ms. Null reported that LSSE completed Year 6 outfall screening and the results were included in the packet. She and Mr. Turner are following up on the recommendations and will keep Council informed of action taken.
- Ms. Null reported that the DCED grant determination has been pushed to the September 19 meeting of the Commonwealth Finance Authority.

Roads

- Mr. Baldonieri reported that the majority of the work has been completed for the 2023 Road Program. The restoration along Seldom Seen and Oak Grove Roads has not yet been completed, and there are still some punch list items for the contractor to finish. The Borough will begin planning for the 2024 Road Program.

Public Works

- This n 'At Tree Technicians removed 20 dead trees from the Reserve. The wood chips were left on the property and will be used by the Conservancy to mulch trails in the Reserve and the Lake Loop.
- Ms. Null reported that the storm on August 24 left one tree down in the Reserve and one tree leaning toward Lincoln Road. Motion made by Mr. Kosmala, seconded by Mr. Rhule, to approve the removal of both hazardous trees by This n 'At Tree Technicians at an estimated cost of \$3,500. Passed unanimously. Motion carried.

Planning

Ms. Griffin reported that the Planning Commission meeting scheduled for September 4 was cancelled due to the Labor Day holiday. The next meeting will be October 2.

Zoning Permits

- 420 Bellaire - Zoning - Driveway
- 224 Bradford - Zoning - Driveway
- Oak Grove Vacant Lot - Zoning - Sign (denied)

PERSONNEL

To be discussed in Executive Session.

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

NHCOG:

No meeting last month.

LIBRARY:

Mr. Kosmala reported that the Library Board recognized employee Willa Neal who retired after 55 years of employment at the Northland Library. She started the day the library opened in 1968. September is "Love your Library" month. The Board has been working to complete a Memorandum of Understanding for the past six years. It is now complete and signed. The Board attended a Library Legal Training Retreat on September 9.

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 host a mayors' meeting on September 27 at the Carnegie Library of Homestead. On November 9, the ACBA quarterly meeting will be held to elect officers for next year. The annual meeting will be held on December 14.

OTHER BUSINESS

ACKNOWLEDGEMENTS

- Ms. Null acknowledged Susie Rhule for all her time and effort organizing and labeling the Borough's property files. The paper files are now organized according to street address for easy access, and there is an excel spreadsheet cataloging the contents.
- Mr. Marsico acknowledged Ms. Null for the response made to a resident's email listing some concerns.

ADJOURN

Motion made by Ms. Griffin, seconded by Mr. Dimond, to adjourn the public meeting and go into executive session at 7:46 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Hipwell, to adjourn the executive session and go back into the public meeting at 8:19 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Hipwell, seconded by Ms. Griffin, to adjourn the public meeting at 8:19 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

2023

Rachelle Null, Secretary

September 13,

Date