

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
November 13 , 2023**



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 6 guests in attendance.

Officials in attendance:

Victoria Pongrace, Council President
Kevin Rhule, Vice President
Dave Baldonieri, Council Member
Dan Dimond, Council Member (7:17 arrival)
Jennifer Griffin, 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
David Kovac, LSSE

Appointed Officials in attendance:

Rusti Null, Borough Manager

CALL TO ORDER

Pledge of Allegiance
Roll Call

MINUTES

- Motion made by Ms. Griffin, seconded by Mr. Dimond, to approve the October 9, 2023 meeting minutes. Aye votes from Ms. Pongrace, Mr. Rhule, Mr. Baldonieri, Ms. Griffin, and Mr. Kosmala. Abstention from Mr. Hipwell. Motion carried.

EXECUTIVE SESSION

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

PUBLIC COMMENTS REGARDING AGENDA

Mr. George McKee of 633 Centervue Road made Council aware of a stormwater issue on his property. He described a storm drain on the opposite side of Centervue with a pipe crossing under the road and an outfall onto his property. A couple of years ago he cleared some vegetation in the area of the outfall pipe, and since then the stormwater has created excessive erosion the side yard as the stormwater makes its way to the inlet to Pine Creek just beyond his backyard. Mr. Baldonieri stated that he would speak with Mr. Turner and Ms. Null to get more information about the situation.

MS4 TRAINING

Mr. David Kovac from LSSE provided Council with an update on the status of the Borough's MS4 program and PRP Plan. The 5-year cycle for the Borough's 2018 Permit has been extended by two years and will end in March of 2025. Mr. Kovac discussed progress made on the annual tasks, annual reports, inspections, and the pollution reduction plan.

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion to approve Resolution No. 14 of 2023 reaffirming participation in the Sustainable Pennsylvania Community Certification Program made by Mr. Kosmala, seconded by Mr. Hipwell. Ms. Null explained that the Borough was granted Gold level certification in 2016 (levels are Bronze, Silver, Gold and Platinum) and that certification will expire on 12/31/23. Sustainable PA certification is factored into all grant funding decisions at the state level. The criteria for achieving certification is more stringent than it was at the time of the initial certification, and it involves such topics as carbon reduction, climate resilience, diversity, equity and inclusion. Many questions refer to the Borough's Comprehensive Plan, which was approved in June of 2017 by the Planning Commission, but not brought before Council to adopt by Resolution. Ms. Diersen stated that Council can still adopt the Comprehensive Plan, and she will draft a Resolution for December's meeting. Passed unanimously. Motion carried.

MAYOR'S REPORT

Mr. Marsico reported that he served as MC for the BWVFC Halloween Parade on October 27. The event was widely attended and many new families participated.

MANAGER'S REPORT

Ms. Null reported the following:

- Caitlin Seiler from the Allegheny Land Trust performed the annual monitoring visit of the Reserve property on October 27. She reported that no issues were observed.
- Ms. Null requested upgrading the Borough's QuickBooks plan from "Basic" to "Plus" at a cost of an additional \$325 per year. The more robust plan includes budgeting capabilities which will improve accuracy and speed up the process of creating the annual budget and the monthly financial reports. Council had no objections to the upgrade.
- Franklin Park Borough Council declined to provide zoning services to Bradford Woods, citing staff unavailability and concerns about liability. Ms. Null reported that there are two companies that provide zoning and code enforcement services to municipalities in the area and have capacity to add Bradford Woods as a client. United Code Consultants is a new provider and is the more expensive of the two. Harshman CE Group has many municipal clients throughout the County and several of them provided very positive references. Mr. Rhule asked if building permit revenue would decline under this new arrangement, and Ms. Pongrace responded that Harshman would only provide zoning and code enforcement services to the Borough; the building permit and inspection services would continue to be provided by Professional Code Services. Motion to approve Harshman CE Group as the provider of zoning and code enforcement services to Bradford Woods beginning January 1, 2024 made by Ms. Griffin, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- The Borough will be receiving a \$934.25 Recycling Performance Grant based on 2022 recycling volume by residents. All PA municipalities with a recycling ordinance are eligible for this annual grant, which is based on total weight of all recycled materials. Waste Management has begun recycling glass this year. Since glass is the heaviest material recycled, if more residents recycle their used glass containers, the amount of this grant could be substantially more in the future.
- The ALOM Banner Community application was completed and submitted on October 30.

- The North Hills Council of Governments proposed budget has dues for Bradford Woods unchanged in 2024. COG dues will be \$4000 and NHCOG Special Response Team (SRT) dues will be \$1813.
- Suburban Whitetail Management assigned a hunter to Bradford Woods on November 1. The Borough purchased signs to alert residents to the hunting, and the signs were installed at the Reserve and the Lake Loop by Mr. Turner on November 6.

SOLICITOR'S REPORT

Ms. Diersen provided a Sunshine Law update. The 2021 update allows for agenda amendments under three circumstances only: a bona fide emergency, new information within 24 hours of the meeting where no agreements or expenditures are involved, and a matter raised by a resident at the meeting where no agreement or expenditures are involved. There are no other items that can be added to the agenda during the meeting.

UNFINISHED BUSINESS

2024 Budget Update

Ms. Null pointed out changes to the proposed budget since the October meeting. The zoning amount was increased slightly to account for a third-party provider, employee pay rates were adjusted to reflect changes determined by Council, and the purchase of brush cutting equipment was added. Mr. Turner requested a brush-cutting attachment for the new skid steer after Marshall Township declined to lend their equipment and personnel to Bradford Woods for brush cutting in the last two years. Motion to approve advertising the proposed 2024 budget made by Mr. Hipwell, seconded by Mr. Kosmala. Passed unanimously. Motion carried.

NEW BUSINESS

None

FINANCE REPORT

Mr. Hipwell presented the October check detail report, stating there were 14 electronic check payments, 4 paper checks. The 5 largest payments were \$46,826 to Highway Equipment Company, \$24,158 to Northern Regional Police Department, \$9,663 to the BW Fire Relief Association, \$3,580 to Bradford Woods Volunteer Fire Company, and \$2,872 to US Bank (of which \$913 was a payment to GRB Law). Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pay and ratify checks/payments for October 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify check list for November/December 2023 (11 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pre-ratify bills for November/December 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for October 2023. Total Revenue; \$43,756 (tracking to exceed budget for the year), Expenses; \$57,071 and Total Fund Balance; \$1,176,226.

MONTHLY REPORTS

SAFETY

- **POLICE**

Lt. Jones reviewed the October calls for service: 20 calls, 7 citations and 10 warnings. NRPD earned the AAA Community Traffic & Safety Award, Platinum Level, for the third straight year.

- **FIRE**

Chief Titus reported there were 2 calls last month, bringing the total for this year to 35. BWVFC is once again selling personalized bricks for the walkway between the station and the flagpole as a fundraiser.

MS4

- Ms. Null reported that the Local Share Account grant application for PRP program funding was submitted October 17. Applications will be reviewed, and grants awarded by September of 2024.
- Ms. Null reported that the DCED grant determination is on the agenda for the November 21 meeting of the Commonwealth Finance Authority.
- Ms. Null reported that West View Water Authority investigated the area around Outfall #60 which was experiencing dry weather flow containing chlorine. They found a cracked pipe and replaced it.

Roads

- Motion to approve final payment of \$13,314.61 to Shields Asphalt Paving for 2022 Road Program made by Mr. Baldonieri, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Mr. Baldonieri will present a proposal for the 2024 Road Program at the December meeting.

Public Works

- Ms. Null reported that the Kubota skid steer was delivered October 17.

Planning

- Ms. Griffin reported that the Planning Commission did not meet in November. The next meeting will be Thursday, December 7.
- Ms. Griffin reported attending the North Allegheny school board meeting where the board discussed the decision to employ a police officer in each building within the district.

Zoning Permits

- 100 Burry - Zoning - Shed & Pavilion
- 769 Woodland - Zoning - Change in use of accessory structure
- 4796 Wexford Run - Zoning - Garage Addition

PERSONNEL

Ms. Pongrace reported that annual performance reviews were conducted on November 6. She thanked those Council members who provided input for the reviews.

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

NHCOG:

Mr. Kosmala reported there was no meeting last month and the final meeting for the year will be November 15.

LIBRARY:

Mr. Kosmala reported that the Library Authority Board voted to rescind the pandemic vaccination policy for staff.

ENVIRONMENT

Mr. Rhule reported that the EPAC had no meeting in October.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace reported that the ACBA met on November 9 to appoint directors. Ms. Pongrace was appointed to the 3rd Vice President position for District 1. Her swearing-in will take place at the General Membership meeting on December 14.

OTHER BUSINESS

ACKNOWLEDGEMENTS

ADJOURN

Motion made by Ms. Griffin, seconded by Mr. Dimond, to adjourn the public meeting and go into executive session at 8:01 p.m. Passed unanimously. Motion carried.

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

Respectfully Submitted,

2023
Rachelle Null, Secretary

November 16,
Date