

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

Officials absent:

Kevin Rhule, Vice President

Others in attendance:

Jacob Leyland, Solicitor

Appointed Officials in attendance:

Rusti Null, Borough Manager
Al Kohan, Zoning Officer

CALL TO ORDER

Pledge of Allegiance
Roll Call

MINUTES

Motion made by Ms. Griffin, seconded by Mr. Kosmala, to approve the November 13, 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.

PUBLIC COMMENTS REGARDING AGENDA

None

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion made by Mr. Hipwell, seconded by Ms. Griffin, to adopt final 2024 budget. Passed unanimously. Motion carried.
- Motion made by Mr. Hipwell, seconded by Mr. Baldonieri, to approve Resolution No. 15 of 2023 Maintaining the Property Tax Millage Rate of 3.375 mills for 2024. Passed unanimously. Motion carried.
- Motion made by Mr. Baldonieri, seconded by Mr. Kosmala, to approve Resolution No. 16 of 2023 Adoption of Comprehensive Plan. Mr. Kosmala asked how often the plan has to be reviewed/renewed. Ms. Pongrace stated that it must be reviewed/renewed every 10 years. Passed unanimously. Motion carried.
- Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to approve advertising 2024 Council and Committee Meeting Dates. Discussion took place about two of the proposed dates. Passed unanimously. Motion carried.
- Motion made by Mr. Kosmala, seconded by Ms. Griffin, to approve BWVFC Volunteer Service Eligibility List for Act 172 Earned Income Tax Credit for 2023. Passed unanimously. Motion carried.

- Motion made by Mr. Dimond, seconded by Mr. Hipwell, to approve attendance at the ALOM Spring Educational Conference April 4 through April 7, 2024 by Ms. Pongrace and Ms. Null. Passed unanimously. Motion carried.

MAYOR'S REPORT

None

MANAGER'S REPORT

Ms. Null reported the following:

- She attended the Allegheny North Tax Collection Committee annual meeting on November 8. Members voted to approve the 2024 budget including a political subdivision assessment of \$25,000. Bradford Woods' portion will be approximately \$75.
- The Sustainable PA certification questionnaire was completed, and Bradford Woods was awarded Bronze Level. There are some requirements that can be addressed to raise the Borough to Silver Level, but it is not clear that there would be much benefit to the higher level.
- Suburban Whitetail Management has a hunter in place in Bradford Woods and two deer were taken in November. Other property owners in the Borough have begun to request hunting on their property.
- The Borough has received applications from Mr. Bryan Heim and Mr. Richard Sorek for the EPAC vacancy starting January 1, 2024. No applications have been received for the alternate position on the Zoning Hearing Board that will become vacant on January 1, 2024. Ms. Griffin nominated Mr. Sorek for the EPAC, Mr. Kosmala seconded the nomination. Ms. Pongrace nominated Mr. Heim for the EPAC, Mr. Baldonieri seconded the nomination. Votes to accept Mr. Sorek: Ms. Griffin and Mr. Kosmala. Votes against: Ms. Pongrace, Mr. Baldonieri, Mr. Dimond, Mr. Hipwell. Votes to accept Mr. Heim: Ms. Pongrace, Mr. Baldonieri, Mr. Dimond, Mr. Hipwell. Votes against: Ms. Griffin and Mr. Kosmala. Mr. Heim will be appointed by Council to the EPAC at the January reorganization meeting of Council.

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

FINANCE REPORT

Mr. Hipwell presented the November check detail report, stating there were 14 electronic check payments, 7 paper checks. The 5 largest payments were \$13,314 to Shields Asphalt Paving, \$8,156 to US Bank (of which \$3,102 was a payment to General Code, and \$1,299 was paid to GRB Law), \$7,266 to Northland Public Library, \$3,579 to Bradford Woods Volunteer Fire Company, and \$1,912 to Jordan Tax Service. Motion made by Mr. Hipwell, seconded by Ms. Griffin, to pay and ratify checks/payments for November 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify check list for December 2023/January 2024 (9 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pre-ratify bills for December 2023/January 2024. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for November 2023. Total Revenue; \$70,569 (tracking to exceed budget for the year), Expenses; \$52,559 and Total Fund Balance; \$1,194,341.

MONTHLY REPORTS

SAFETY

- **POLICE**

Ms. Null reviewed the November calls for service: 17 calls, 4 citations and 8 warnings. Ms. Null read a statement from Lt. Jones regarding an incident in Marshall Township on December 6.

- **FIRE**

Ms. Pongrace reported that Santa will ride on a fire truck throughout the Borough on Saturday, December 16.

MS4

- Ms. Null reported that although the General Permit for MS4 was extended for two years to 2025, the deadline for completing the PRP Plan was not changed, and the Borough is currently out of compliance. Ms. Null suggested that the Borough could start to make progress by asking the engineers to design the two additional rain gardens that will complete the credits needed for the Pine Creek portion of the plan. The downside of that is that any funds spent now will not be reimbursable should the Borough be awarded grant funding. Grant determinations will be made any time between January and September, 2024. Mr. Leyland mentioned that the Borough could apply to the DEP for an extension. Council was not in favor of proceeding with engineering prior to the grant determinations, as many municipalities are in the same situation as Bradford Woods in waiting for funding in order to proceed with PRP Plans.

Roads

- Motion to approve partial payment of \$38,683.85 to Youngblood Paving for 2023 Road Program made by Mr. Baldonieri, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Mr. Baldonieri proposed paving Oak Road for the 2024 Road Program. Portions of Lake Road and Woodland Road were under consideration for paving in 2024, but the Borough was notified that Columbia Gas may be replacing gas lines in that area in 2024 or 2025. The decision to pave Lake and Woodland will have to wait until Columbia Gas finalizes their plans. Mr. Baldonieri mentioned that the upper portion of Laurel Road or small portions of Lake or Woodland Roads were candidates for hot patching in 2024. The hot patching portion of the Road Program can be increased from \$12,000 to \$22,000 in order to draw down some of the balance in our Liquid Fuels account.
- Mr. Baldonieri notified Council that Youngblood Paving submitted pricing in the form of a change order to the 2023 Road Program for the work associated with the ACCD Dirt & Gravel Road Grant. The pricing came in \$100,000 higher than estimated. The Borough can apply to the ACCD for increased funding for the grant. If no additional funding is awarded, the 2024 Road Program will have to be cut back to make up the difference. Council will vote to approve or deny the change order at the January meeting.

- Ms. Null notified Council that the owners of 209 Washington Road were shown the plans from LSSE for the rain garden to be constructed on their property as part of the ACCD grant work. The property owners had some concerns about the esthetics of the rain garden as well as the potential negative impact to their property value. Mr. Turner and Ms. Null met with them and attempted to alleviate their concerns. Those efforts are ongoing.

Public Works

- Ms. Null reported that winter maintenance has begun, and that Mr. Turner has trained the Woodlands’ maintenance staff on the use of the Kubota skid loader.

Planning

- Ms. Griffin reported that the Planning Commission met on December 7. A quorum was not present, so no official business took place. Members present reviewed the Comprehensive Plan and began the process of assessing progress on the action items stated in the Plan.

Zoning Permits

- 100 Burry - Building - Shed & Pavilion
- 4796 Wexford Run - Building - Garage Addition
- 68 Forest - Zoning - Fence
- 329 Cedar - Zoning - Driveway Resurface
- 185 Bradford - Zoning - Sign Permit
- 701 Elm - Zoning - Fence
- 421 Bellaire - Building - Interior Renovation
- 54 Seldom Seen - Building & Zoning - Deck

PERSONNEL

Ms. Pongrace thanked Mr. Kohan for his five years of service to the Borough as Zoning Officer and wished him well in future endeavors.

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

NHCOG:

Ms. Pongrace reported that the HNCOG Chiefs of Police met and discussed school police forces and their interactions with municipal police forces. The Executive Board will hold their reorganization meeting on January 18.

LIBRARY:

Mr. Kosmala reported that the Library Authority Board met on December 5. The New Entrance Committee has been meeting weekly to finalize the plans for the entrance, and final plans will be available in early January.

ENVIRONMENT

None

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace reported that the ACBA General Membership meeting will take place on December 14. The annual banquet will be held at the Rivers Casino on February 3, 2024.

OTHER BUSINESS

ACKNOWLEDGEMENTS

Ms. Pongrace acknowledged Ms. Griffin and Mr. Kosmala for their years of service as Council Members. Ms. Null read a statement from Mr. Rhule acknowledging them as well.

ADJOURN

Motion made by Mr. Dimond, seconded by Mr. Hipwell, to adjourn the public meeting and go into executive session at 8:00 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Ms. Griffin, to adjourn the executive session and go back into the public meeting at 8:11 p.m. Passed unanimously. Motion carried.

Motion made by Ms. Griffin, seconded by Mr. Kosmala, to adjourn the public meeting at 8:11 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

2023
Rachelle Null, Secretary

_____ December 13,
Date