

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
January 2, 2024**



CALL TO ORDER

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Mayor Doug Marsico. There were 5 guests in attendance.

Pledge of Allegiance

SWEARING IN OF NEWLY ELECTED OFFICIALS

Mayor Marsico performed the swearing in of Christopher Mansfield, Michael Kelly, and Todd Hipwell.

Roll Call

Officials in attendance:

Doug Marsico, Mayor
Victoria Pongrace, Council Member
Kevin Rhule, Council Member
David Baldonieri, Council Member
Dan Dimond, Council Member
Michael Kelly, Council Member
Todd Hipwell, Council Member
Christopher Mansfield, Council Member

Others in attendance:

Rick Monti, Solicitor
Lt. Jeffrey Jones, NRPD
Ben Titus, Fire Chief
Rusti Null, Borough Manager

Officials not in attendance:

ELECTION OF OFFICERS

- Motion made by Mr. Rhule, seconded by Mr. Dimond, to nominate Ms. Pongrace as President of Borough Council. Passed unanimously. Motion carried.
- Motion made by Ms. Pongrace, seconded by Mr. Baldonieri, to nominate Mr. Rhule as Vice-President of Borough Council. Passed unanimously. Motion carried.
- Motion made by Ms. Pongrace, seconded by Mr. Rhule, to nominate Mr. Hipwell as President Pro-Tem of Borough Council. Passed unanimously. Motion carried.

Mayor Marsico turned over the meeting to President Pongrace.

MINUTES

- Motion made by Mr. Dimond, seconded by Mr. Baldonieri, to approve the December 11, 2023, meeting minutes. Passed 6 - 0 with one abstention from Mr. Rhule. Motion carried.

EXECUTIVE SESSION

None

PUBLIC COMMENTS REGARDING AGENDA

None

CONTRACTS AND APPOINTMENTS 202 4

- Motion to appoint Rusti Null as Borough Manager/Secretary/Treasurer for 2024 made by Mr. Rhule, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to appoint Jake Turner as Road Supervisor for 2024 made by Mr. Baldonieri, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint GRB Law as Solicitor for 2024 made by Mr. Rhule, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to appoint LSSE, Inc as Engineer for 2024 made by Mr. Baldonieri, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Harshman CE Group as Zoning/Code Enforcement Officer for 2024 made by Mr. Rhule, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to appoint Professional Code Services as Building Code Official for 2024 made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to appoint GRB Law as Delinquent Real Estate Tax Collector for 2024 made by Mr. Dimond, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint WesBanco as Depository for 2024 made by Mr. Dimond, seconded by Mr. Rhule. Passed 6-0 with one abstention from Mr. Hipwell. Motion carried.
- Motion to appoint Pittsburgh Post-Gazette as newspaper of record for 2024 made by Mr. Mansfield, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Maher Duessel as Auditor for 2024 made by Mr. Hipwell, seconded by Mr. Rhule. Passed unanimously. Motion carried.

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion to adopt Resolution No. 1 of 2024 appointing Vince Cannella as Emergency Management Coordinator for 2024 made by Mr. Dimond, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to appoint Mr. Rhule as Council Representative to the Planning Commission for 2024 made by Ms. Pongrace, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to appoint Mr. Mansfield as Council Representative to the Environment and Parks Commission (EPAC) for 2024 made by Ms. Pongrace, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to reappoint Ms. Karen Brock and to appoint Mr. Bryan Heim for 3-year terms to the Environment and Parks Commission (EPAC), commencing 1/1/2024 and ending 12/31/2026. Motion made by Mr. Rhule, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to appoint Mr. Dimond as primary council representative and Mayor Marsico and Mr. Mansfield as alternate representatives to the Northern Regional Joint Police Board for a one-year term commencing 1/1/2024 and ending 12/31/2024 made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to appoint Mr. Jon Krassenstein for a 3-year term to the Zoning Hearing Board, commencing 1/1/2024 and ending 12/31/2026 made by Ms. Pongrace, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Appointment of an alternate to the Zoning Hearing Board, commencing 1/1/2024 and ending 12/31/2026 was tabled for a future meeting.
- Motion to appoint Mr. Tony Muhlenkamp for a 1-year term to the Vacancy Board, commencing 1/1/2024 and ending 12/31/2024 made by Mr. Dimond, seconded by Mr. Mansfield. Passed unanimously. Motion carried.
- Ms. Pongrace made the following committee assignments:

- North Hills Council of Government (NHCOG) Council Delegate for 2024: Mr. Kelly, primary; Ms. Pongrace, alternate.
- Allegheny County Boroughs Association (ACBA) Council Delegate for 2024: Mr. Kelly, delegate; Mayor Marsico, alternate.
- Bradford Woods Finance Committee Council Representative for 2024: Mr. Hipwell
- Bradford Woods Roads Committee Representative for 2024: Mr. Baldonieri
- Police Pension Committee Council Representative for 2024: Mr. Hipwell, primary; Mr. Mansfield, alternate.

MAYOR'S REPORT

None

MANAGER'S REPORT

- Ms. Null reported that she was invited to serve on the Finance Committee for the Northland Library Authority.
- ADP approached the Borough with a quote for payroll processing services which was \$321/year less than CTR, the current provider. CTR offered to reduce their charge by \$240/year. Ms. Null recommended retaining CTR on the basis of their excellent customer service. Council had no objection.
- Required elected official training on the Borough's Emergency Operations Plan will take place on January 29 at 7:00 pm.

SOLICITOR'S REPORT

Mr. Monti stated that the municipal legal advertising bill is once again before the state government this session. Newspapers are powerful opponents of the bill. He gave a brief review of the Commonwealth Court decision on the Agenda law and stated that it has been appealed to the supreme court.

UNFINISHED BUSINESS

None

NEW BUSINESS

- Statement of Financial Interest (SOFI) Forms for 2023 need to be completed by the Mayor and members of Council and returned to the Manager in the Borough office by May 1, 2024.
- Motion to approve Dan Dimond attending the 2024 PELRAS conference on March 13-15, 2024 made by Mr. Mansfield, seconded by Mr. Rhule. Passed unanimously. Motion carried.

FINANCE REPORT

Mr. Hipwell presented the December check detail report, stating there were 12 electronic check payments, 3 paper checks. The 5 largest payments were \$38,684.00 to Youngblood Paving, \$12,013.00 to Amtrust for Workers' Compensation Insurance, \$8,009.00 to PIRMA, \$7,602.00 to US Bank, \$3,579.00 to BWVFC.

Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pay and ratify checks/payments for December 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for January/February 2024 (10 vendors) for Council approval.

Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pre-ratify bills for January/February 2024. Passed unanimously. Motion carried.

MONTHLY REPORTS

SAFETY:

- **POLICE**

Lt. Jones reviewed the December calls for service: 17 calls, 0 traffic citations, and 8 traffic warnings. 2023 219 total calls, 37 total traffic citations, and 117 total traffic warnings. Seven Fields Borough was added to the NRPD as a contracted municipality on December 26, 2023. Sgt. Abbondanza lead the NRPD collection and distribution of Presents from Police in the month of December. Officer Welling has begun training with the new K9, Hank, in bomb detection and human trafficking. The NRPD reminded everyone to lock their vehicles and take keys with them.

- **FIRE**

Chief Titus reported that there were no calls in December; total calls for 2023 were 35. The Bradford Woods Volunteer Fire Company reorganized. Bill Engeman is the new Assistant Chief and Vince Canella is now the Treasurer. Chief Titus reported good turnout for the Santa on The Fire Truck event.

MS4

The DCED grant application from December of 2022 was not selected. About 50% of the applicants received a grant award. The Local Share Account grant for the same project is still outstanding; determinations will be made in September. Ms. Pongrace recommended that the Borough requests an extension of the deadline for completing the PRP plan.

Roads

- Motion to approve 2023 Road Program change order #8 to add extra line striping work in the amount of \$14,488.50 made by Mr. Baldonieri, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to deny 2023 Road Program change order #9 to adjust the contract amount by \$305,661.25 to include Alternate Nos. B-A2 and B-A3 and the construction of storm water improvements for West Harding Road and a rain garden for Washington Road made by Mr. Baldonieri, seconded by Mr. Rhule. The rain garden concept was ruled out by the property owner where it was to be constructed. Passed unanimously. Motion carried.
- Ms. Null introduced two alternative options to the rain garden which would potentially allow the Borough to go forward with this project to earn PRP credits and keep the Allegheny County Conservation District grant funding. Both options will have a higher cost than the rain garden, and one of them would allow for more PRP credits than the rain garden.

Public Works

None

Planning

Planning Commission will meet on Thursday to reorganize.

Zoning Permits

No permits were issued in December.

PERSONNEL

None

NORTH HILLS COUNCIL OF GOVERNMENTS (COG)

Next meeting scheduled for January 18.

NORTHLAND PUBLIC LIBRARY

None

ENVIRONMENT

The EPAC will meet on January 16 to reorganize.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

There will be a mayoral meeting on January 18 in Oakmont. The Annual Banquet for the ACBA will be February 3, 2024, at the Rivers Casino. Council members are invited to attend, RSVP to Ms. Null.

OTHER BUSINESS

None

ACKNOWLEDGEMENTS

Ms. Pongrace welcomed new Council Members Mr. Mansfield and Mr. Kelly.

ADJOURN

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to adjourn the public meeting at 8:08 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

2024
Rachelle Null, Borough Secretary

January 5,
Date