

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
February 12, 2024**



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 2 guests in attendance.

Officials in attendance:

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

Others in attendance:

Jacob Leyland, Solicitor
Lt. Jeffrey Jones, NRPD
Ben Titus, Fire Chief

Appointed Officials in attendance:

Rusti Null, Borough Manager

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Mr. Dimond, seconded by Mr. Mansfield, to approve the January 2, 2024 meeting minutes. Passed unanimously. Motion carried.
- Motion made by Mr. Dimond, seconded by Mr. Baldonieri, to approve the January 29, 2024 meeting minutes. Passed unanimously. Motion carried.

EXECUTIVE SESSION

President Pongrace announced an executive session following the public portion of this evening's meeting to discuss legal matters.

PUBLIC COMMENTS REGARDING AGENDA

None

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion to approve Municipal Police Cooperative Agreement for 2024. Motion made by Mr. Dimond, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to approve Resolution No. 2 of 2024 authorizing disposition of records. Motion made by Mr. Kelly, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to approve Resolution No. 3 of 2024 recognizing Local Government Week, April 8 -12, 2024. Motion made by Mr. Baldonieri, seconded by Mr. Mansfield. Passed unanimously. Motion carried.

- Motion to adopt Resolution No. 4 of 2024 designating WesBanco as public depository made by Mr. Baldonieri, seconded by Mr. Dimond. There were 6 aye votes with an abstention by Mr. Hipwell. Motion carried.
- Motion to appoint Ryan Thomas to the Planning Commission for the remainder of Ken Nickel's term, expiring 12/31/2025 made by Mr. Rhule, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to appoint Kiley Baun to the vacant Alternate position on the Zoning Hearing Board for the remainder of the 3-year term expiring 12/31/2026 made by Mr. Dimond, seconded by Mr. Mansfield. Passed unanimously. Motion carried.

MAYOR'S REPORT

Mayor Marsico questioned whether the International Property Maintenance Code (IPMC) adopted by Council in 2023 superseded the property maintenance ordinances in place at the time of the IPMC's adoption. Mr. Leyland stated that the IPMC is an addition to the previously existing ordinances.

MANAGER'S REPORT

Ms. Null reported the following:

- The Maher Duessel 2023 financial audit will begin 4/4/24
- The 2023 workers compensation audit is completed pending the final audit report
- The 2022 Liquid Fuels audit is completed pending the final audit report
- PA DEP will be on site February 16 for the 5-year inspection of the MS4 program
- Spring/Summer newsletter content was sent to the publisher. The newsletter will be mailed to residents in mid-March
- Armstrong is performing work to upgrade their cable network in the Village from January 29 to April 30
- The Columbia Gas project on Lake and Woodland Roads is expected to begin in the spring
- A Peoples Gas project on Bradford and Seldom Seen Roads will begin February 27
- Jake is requesting an iPad to be used for catch basin inspections and One Calls. T-Mobile is offering government pricing of \$230 for the tablet and \$19.74 per month for the additional line. The purchase of the iPad is an eligible use of Liquid Fuels funds. Motion to purchase an iPad and add a line to the T-Mobile account for up to \$20 per month in additional T-Mobile charges made by Mr. Dimond, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- AHN Wexford is requesting a variance through the Pine Zoning Hearing Board to add a parking lot on land behind the hospital adjacent to Bradford Woods. Some Bradford Woods residents were concerned about potential noise and light nuisances. The parking lot will be 238 feet away from the Borough line, which is much more than the 20-foot required buffer zone.
- Consolidated is discontinuing cable TV services in PA on March 26, 2024

SOLICITOR'S REPORT

Mr. Leyland summarized three concerns with the Borough's current sign ordinance. Firstly, the ordinance differentiates between different types of non-commercial signs, which courts view unfavorably. Secondly, it places restrictions on campaign signs, which the US Supreme Court has ruled against. And finally, it requires signs to be placed within the setbacks on the lot, which

isn't always practical. Mr. Leyland shared a memo and draft of a revised ordinance that Solicitor Diersen had provided to Council in 2018. Mr. Rhule stated that he would take the draft ordinance to the Planning Commission for their comments.

UNFINISHED BUSINESS

- **SOFI forms** are due to the Borough Office by May 1, 2024
- **EOP Scenario Training** - Mr. Cannella has requested to change the date for this training from March 18 to March 25, as he has a work conflict with the 18th. Mr. Hipwell stated that March 25 is during students' spring break and some Council members have conflicts. Ms. Pongrace suggested April 15 and the remaining elected officials agreed. Ms. Null will confirm April 15 with Mr. Cannella.
- **NIMS Training (Required for all elected officials)** - please let Ms. Null know your preference for training dates: 2/28/24 or 8/28/24.
- **MFPAA** is requesting a non-voting representative of Bradford Woods to attend their monthly Board meeting on the third Monday each month at 6 PM. Ms. Pongrace and Mr. Marsico both expressed interest and decided that to share the responsibility.

NEW BUSINESS

- Ms. Pongrace stated that the Borough's 110th anniversary is next year, 2025. Ms. Null will reach out to the Heritage Committee to begin planning efforts for a celebration.

FINANCE REPORT

Mr. Hipwell presented the January check detail report, stating there were 17 electronic check payments, 8 paper checks. The 5 largest payments were \$24,364 to Northern Regional Police Department, \$20,391 to Youngblood Paving, \$12,959 to Morton Salt, \$4,000 to North Hills Council of Governments for annual membership dues, and \$3,579 to Bradford Woods Volunteer Fire Company. Motion made by Mr. Hipwell, seconded by Mr. Mansfield, to pay and ratify checks/payments for January 2024. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for February/March 2024 (11 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pre-ratify bills for February/March 2024. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for December 2023 and January 2024. December Total Revenue: \$47,863, Expenses: \$65,568 and Total Fund Balance: \$1,176,558. All revenue lines were above budget for the year and expenses were below budget. January 2024 Total Revenue: \$32,042, Expenses: \$95,563, Total Fund Balance: \$1,113,018.

MONTHLY REPORTS

SAFETY:

- **POLICE**

Lt. Jones reviewed the January calls for service: 15 calls, 3 traffic citations, and 10 traffic warnings. NRPD total calls, all municipalities; 775 for January. The department's two K9 officers and their partners have completed their training and are working offset shifts so that one K9 team is always available. The NRPD will be represented on February 29 at Bradford Woods Elementary's STEM Day.

- **FIRE**

Fire Chief, Ben Titus reported there were 4 calls in January. Two were CO alarms, one false alarm, and one gas leak. Chief Titus reported that the Fire Company plans facility improvements this year, including some new external doors and a new hot water heater. The Fire Company will also take part in Bradford Woods Elementary's STEM Day on February 29.

MS4

Ms. Null reported the following:

- State Representative Rob Mercuri sponsored the Borough for an EDCDI grant for the PRP projects. The grant was awarded in the amount of \$396,000 and will be funded in March. Next steps will be obtaining a Letter of Authorization from the DEP to perform work on the Village pond and to advertise the revised plan for public comment. The DCED requires a separate bank account to house the project funds. Motion to approve opening a new WesBanco account to house the EDCDI grant funds with the following authorized signers: Todd Hipwell - Council Member, Douglas Marsico - Mayor, Victoria Laird Pongrace - Council President, and Rachelle Null - Manager/Secretary/Treasurer made by Mr. Dimond, seconded by Mr. Rhule. There were six aye votes with an abstention by Mr. Hipwell. Motion carried.
- A National Fish & Wildlife Foundation grant application has been submitted for a rain garden at 200 & 204 Bradford Road. The maximum grant award is \$50,000, to be used as part of the matching funds requirement for the EDCDI grant. Grant determination will be made in June.

Roads

Mr. Baldonieri reported the following.

- LSSE Engineers has compiled the bid package for the 2024 Road Improvement Project to include Oak Road and the Lake/Woodland utility work as an alternate.

Public Works

- Mr. Turner compiled 100 hours of snow and salt time in January, 32 of which was overtime.
- The Borough has 92 tons left to meet the minimum order on the NHCOC salt contract.

Planning

- Mr. Rhule reported that the Planning Commission met last week for an overview of the MS4 requirements and to discuss priorities for their focus in 2024. Some areas where they will focus are a review of the zoning ordinances, non-vehicular traffic safety, review of the current fee schedule, and updating the members' binders.
- Next scheduled meeting is Monday, March 4, 2024.

Zoning Permits

No permits issued in January.

PERSONNEL

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

Mr. Kelly reported that the NHCOC met in January and the status of the salt contract was discussed.

LIBRARY:

Mr. Kosmala reported that Library Board met on January 23. Mr. Kosmala was elected Board Treasurer. The Board approved 14 policy updates. Mr. Kosmala presented Ms. Null a binder containing Bradford Woods Borough Code from 1978 which the library eliminated from its reference collection. The Gala fundraiser will be on April 20 and tickets are now available.

ENVIRONMENT

Mr. Mansfield reported that EPAC met in January at the same time as a Conservancy meeting. They will work with the Conservancy to determine where to focus efforts and funds in 2024.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace was the MC at the Annual Banquet for the ACBA on February 3, 2024 at the Rivers Casino. The next meeting will be on March 7.

OTHER BUSINESS

ACKNOWLEDGEMENTS

ADJOURN

Motion made by Mr. Mansfield, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 8:03 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Dimond, to adjourn the executive meeting and go back into the public meeting at 8:43 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Dimond, to adjourn the public meeting at 8:43 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

Rachelle Null, Secretary

February 19, 2024
Date