

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
May 13, 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:

Victoria Pongrace, Council President
Kevin Rhule, Vice President
David Baldonieri, Council Member
Mike Kelly, Council Member
Chris Mansfield, Council Member
Todd Hipwell, Council Member
Doug Marsico, Mayor

Others in attendance:

Jacob Leyland, Solicitor
Chief Ben Titus, BWVFC

Appointed Officials in attendance:

Rusti Null, Borough Manager

Officials Absent:

Dan Dimond, Council Member

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Mr. Baldonieri, seconded by Mr. Hipwell, to approve the April 8, 2024 meeting minutes. Aye votes from Ms. Pongrace, Mr. Kelly, Mr. Mansfield, Mr. Hipwell, and Mr. Baldonieri; abstention from Mr. Rhule. Motion carried.

EXECUTIVE SESSION

Ms. Pongrace made an announcement regarding the executive session to take place immediately after the meeting to discuss personnel and legal matters.

PUBLIC COMMENTS REGARDING AGENDA

None

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to approve purchase of a laptop and docking station from Perfection Services, Inc. for \$1,565 plus installation at \$91.20 per hour. Passed unanimously. Motion carried.

MAYOR'S REPORT

Mayor Marsico mentioned that the Couples Club biennial play will take place this week, Thursday - Saturday nights.

MANAGER'S REPORT

Ms. Null reported the following:

- All elected officials will be enrolled in the mandatory NIMS Emergency Response Training on August 28, 2024 from 7:00 to 9:00 pm. This will be a Teams meeting led by Allegheny County Emergency Management staff.
- The Borough received the first full-year rebate from US Bank Purchasing Card in the amount of \$781.30.
- North Allegheny School District's proposed 2024/2025 budget is available in the Borough office for review. The real estate tax remains unchanged at 19.74 mils. The \$5 per capita tax was eliminated. The School Board will vote at their June meeting to approve the budget.
- The current audit contract with Maher Duessel has two option years remaining. Each option year contains a 3% price increase from the previous year. Other North Hills COG communities have recently entered into new audit agreements with Maher Duessel at increases of 30% to 50% from their previous contract price. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to exercise the two option years in the current contract with Maher Duessel. Passed unanimously. Motion carried.

SOLICITOR'S REPORT

Mr. Leyland provided a brief update on the status of the sign ordinance amendment. All steps have been taken to allow for public comments and a Council vote at the June 10 Council meeting.

UNFINISHED BUSINESS

110th Anniversary Celebration Update

Ms. Null reported that the planning committee held their first meeting in April and determined the date (May 3, 2025) and brainstormed ideas for activities at the celebration. The planning committee will expand to include representatives from community partners going forward, such as the fire company, NRPD, Couples Club, the Library, WesBanco and others.

NEW BUSINESS

Borough Policies

Ms. Pongrace stated that the Borough is in the process of creating several new policies in response to the requirements of grant funding organizations and information learned in recent training sessions. Drafts of some of the new policies were included in the Council packet, and Ms. Pongrace asked the elected officials to review them and provide feedback to Ms. Null prior to the June Council meeting.

FINANCE REPORT

Mr. Hipwell presented the April check detail report, stating there were 17 electronic check payments, 7 paper checks. The 5 largest payments were \$24,364 to Northern Regional Police Department, \$20,275 to Daquelente Paving, \$16,900 to Highway Equipment Company, \$7,402 to Maher Duessel, 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 April 2024. Passed unanimously. Motion carried.

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

Mr. Hipwell reviewed the Financial Reports for April 2024. Total Revenue: \$27,888. Expenses; \$90,524 and Total Fund Balance; \$1,573,071.

MONTHLY REPORTS

SAFETY

- **POLICE**

Ms. Null reviewed the April calls for service: 16 calls, 3 citations and 5 warnings. NRPD total calls, all municipalities; 807 for April.

- **FIRE**

Chief Titus reported there were 6 calls since the last Council meeting. Two calls were for trees down, two others were for trees that fell on houses, one mutual aid call for a house fire in Marshall, and one call that was cancelled before response. Last month, the Fire Company attended an honor flight welcoming veterans home from a ceremony in Washington DC and also participated in the BradMarPine baseball/softball season kick-off parade. Additionally, they are attending joint training with Marshall Township volunteer firefighters. This month they will visit kindergartners at Bradford Woods Elementary for fire safety training. Memorial bricks will be replaced at the front of the fire station in June.

- **EMS**

Ms. Pongrace stated she attended the Board meeting last month. Ms. Null mentioned the MFPAA Open House taking place Saturday, May 19 at noon. All residents are welcome.

MS4

Nothing to report.

Roads

- Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to approve Contract 24-R01 Change Order No. 1 to add alternate B-A1 - Lake Road and alternate B-A2 - Woodland Road for a total of \$102,299.60 to be reimbursed by Columbia Gas. Passed unanimously. Motion carried.
- Mr. Baldonieri stated that Daquelente Paving has completed their patching work on Laurel Road, Bradford Road, and Centervue Road and noted that they had done a nice job.
- Mr. Baldonieri presented LSSE's cost estimates for potential stormwater improvements on Oak Road that could be completed during the paving project this summer. This would reduce the amount of stormwater traveling around the bend of Oak Road near the Woodlands. Stormwater would be collected in a new catch basin on the south side of Oak Road and drain through an existing pipe, which would be repaired, to the north side of the road. LSSE will create a change order for consideration at a future meeting.

Public Works

Ms. Null reported that Morton Salt has extended the delivery requirements for the 2023/2024 contract year to August 31, 2025. Starting September 1, 2024, the contract price will increase by 3% to \$84.22 per ton. The tonnage requirement for Bradford Woods was decreased by 60 tons for 2024/2025 to account for the additional tonnage from the current contract year that will be delivered in 2024/2025.

Planning

Mr. Rhule reported that the Planning Commission met on May 6 to review the zoning ordinance. Members discussed the current setbacks, and the consensus was that they are potentially too restrictive. Corner lots and flag lots are particularly restrictive. Mr. Leyland stated that in many municipalities, corner lot setbacks are different from setbacks on standard lots. The next meeting is scheduled for Monday, June 3.

Zoning Permits

The following permits were issued in April:

- 821 Oak - Zoning - Driveway
- 809 Oak - Zoning - Fence
- 416 Belliare - Zoning - Driveway
- 229 Bradford - Zoning - Driveway

PERSONNEL

Ms. Pongrace reported that the Borough Manager will be on vacation the last two weeks of June, and the Borough office will be closed during that time.

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

NHCOG:

Mr. Kelly reported that the COG will meet on May 16.

LIBRARY:

Ms. Pongrace reported that the fundraising gala in April raised about \$50,000.

ENVIRONMENT

Mr. Mansfield reported that EPAC met to walk through the Reserve and Lake Loop in April. Maintenance needs noted included scrubbing/treatment of the bridge in the Reserve and replacement of the wood on the park benches. EPAC members agreed with Ms. Null's suggestion of removing the Reserve garbage can. They suggested posting a sign in its place reminding visitors to take their waste with them. Ms. Pongrace commented on the success of the Earth Day event at the Reserve, organized by the Conservancy.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

None

OTHER BUSINESS

- A proposal to amend the NRPD Intergovernmental Cooperation Agreement was tabled for a future meeting.
- Ms. Jenny Gao of 31 Meetinghouse Lane addressed Council with stormwater concerns on her property. Mr. Baldonieri stated that the Borough will engage the paving contractor to build up the curb across her driveway during the road construction project this summer.

ACKNOWLEDGEMENTS

None

ADJOURN

Motion made by Mr. Baldonieri, seconded by Mr. Kelly, to adjourn the public meeting and go into executive session at 8:08 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Mansfield, to adjourn the executive session and go back into the public meeting at 8:25 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to adjourn the public meeting at 8:25 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

Rachelle Null, Secretary

May 21, 2024

Date