

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING - approved
June 10, 2024**



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

Others in attendance:

Kate Diersen, Solicitor
Lt. Jeff Jones, NRPD
Chief Ben Titus, BWVFC

Officials Absent:

Dan Dimond, Council Member
Todd Hipwell, Council Member

Appointed Officials in attendance:

Rusti Null, Borough Manager

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to approve the May 13, 2024 meeting minutes. Passed unanimously. 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. Rhule, seconded by Mr. Kelly, to adopt Ordinance No. 472 amending the Borough's sign ordinance. Passed unanimously. Motion carried.
- Motion made by Mr. Baldonieri, seconded by Mr. Mansfield, to adopt Resolution No. 5 of 2024 adopting the following personnel and procedural policies: Business Integrity Policy; Diversity, Equity, & Inclusion Policy; Investment Policy; Public Comment Policy; Social Media Policy. Passed unanimously. Motion carried.
- Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to approve execution of Base Year II Articles of Agreement with Morton Salt. Passed unanimously. Motion carried.

MAYOR'S REPORT

Mr. Marsico discussed a letter he received from the resident of 36 Forest Road.

MANAGER'S REPORT

Ms. Null reported the following:

- Waste Management is changing to a third-party billing and payment provider in the fall of 2024. The new provider will charge a convenience fee of \$1.99 per transaction for debit and credit card payments.
- The Fire Company has identified hazardous trees on Wexford Run Road. They will be taking an inventory of all hazardous trees in the Borough (dead or dying trees that could fall and damage power lines or fall across roads.)
- Northland Library's financial audits for 2022 and 2023 are complete. There were no material issues. A copy of the audit report is available in the borough office.
- The Borough received correspondence from a group of McCandless residents regarding flooding issues they experience. Council directed Ms. Null to draft a letter of response to be reviewed by Mr. Baldonieri and Ms. Diersen before being sent.

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

110th Anniversary Celebration Update

Ms. Null reported progress made by the planning committee at their May meeting. They will meet again on July 11 to discuss costs and budget.

NEW BUSINESS

Borough Policies

- Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to approve purchase of TRAISR Asset Management Software for Public Works based on the proposal dated May 10, 2024. Passed unanimously. Motion carried.

FINANCE REPORT

Ms. Null presented the May check detail report, stating there were 15 electronic payments, 2 paper checks. The 5 largest payments were \$24,364 to Northern Regional Police Department, \$7,325 to Northland Library, \$4,803 to US Bank, \$3,579 to Bradford Woods Volunteer Fire Company, and \$1,642 to MEIT. Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to pay and ratify checks/payments for May 2024. Passed unanimously. Motion carried.

Ms. Null reviewed the pre-ratify checklist for June/July 2024 (10 vendors) for Council approval. Motion made by Mr. Baldonieri, seconded by Mr. Mansfield, to pre-ratify bills for June/July 2024. Passed unanimously. Motion carried.

Ms. Null reviewed the Financial Reports for May 2024. Total Revenue: \$68,589. Expenses: \$58,823 and Total Fund Balance; \$1,586,589.

MONTHLY REPORTS

SAFETY

- **POLICE**

Lt. Jones reviewed the May calls for service: 20 calls, 2 citations, 20 warnings, and one commercial vehicle inspection. NRPD total calls, all municipalities; 855 for May.

- **FIRE**

Chief Titus reported there was one call since the last Council meeting for a large tree branch that fell across Wexford Run Road. The outdoor lighting on the Fire Hall will be replaced this year.

- **EMS**

Ms. Null stated that Chief Dell is calling a meeting of two elected officials and a manager from each municipality served by the MFPAA on June 27. Ms. Pongrace and Mr. Mansfield will represent Bradford Woods.

MS4

Ms. Null reported the following:

- The stormwater tank on Washington Road has been installed. The next steps in that project will be to enhance the stormwater infrastructure on Washington and West Harding Roads, and then finally both roads will be milled and paved.
- LSSE has finished the revised plans for the Village Pond and they are being reviewed by the senior management team at LSSE.

Roads

- Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to approve Youngblood Paving partial payment request 23-R01 #6 in the amount of \$180,919.96. Passed unanimously. Motion carried.

Public Works

Nothing to report

Planning

Mr. Rhule reported that the Planning Commission met on June 3 to continue the discussion of lot setback requirements. The next meeting is scheduled for Monday, July 1.

Zoning Permits

The following permits were issued in May:

- 500 Delmar - Building & Zoning - Roof over Deck
- 38 Seldom Seen - Building & Zoning - Enclosing Patio
- 36 Forest Road - Zoning Officer applied for Administrative Search Warrent

PERSONNEL

Nothing to report

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

NHCOG:

Mr. Kelly reported that the COG met on May 16 to discuss the Public Works Vendor Show at Ross Township on June 6.

LIBRARY:

Nothing to report

ENVIRONMENT

Mr. Mansfield reported that he replaced the wood on all three benches at the Reserve. A motion to approve the sale of memorial plaques for the renovated benches was tabled for a future meeting.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace reported that she will attend the next ACBA meeting on June 13. She reported attending the PSAB Conference June 2 - 5 and appreciated the opportunity to connect with borough officials from all parts of the state and learn from the educational sessions.

OTHER BUSINESS

None

ACKNOWLEDGEMENTS

None

ADJOURN

Motion made by Mr. Rhule, seconded by Mr. Kelly, to adjourn the public meeting and go into executive session at 8:06 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to adjourn the executive session and go back into the public meeting at 9:04 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Mansfield, seconded by Mr. Kelly, to adjourn the public meeting at 9:04 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

Rachelle Null, Secretary

June 12, 2024
Date