

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



The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 8 guests in attendance.

Officials in attendance:

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

Others in attendance:

Jacob Leyland, Solicitor
Lt. Jeff Jones, NRPD
Chief Bryan DeWick, NRPD
Chief Ben Titus, BWVFC

Appointed Officials in attendance:

Rusti Null, Borough Manager

Official absent:

Dave Baldonieri, Council Member
Chris Mansfield, Council Member

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

Motion made by Mr. Dimond, seconded by Mr. Rhule, to approve the July 8, 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 legal and personnel matters.

INTRODUCTION OF NEW CHIEF OF POLICE

Ms. Pongrace introduced Chief Bryan DeWick on his first day as Chief of the Northern Regional Police Department, following former Chief John Sicilia's retirement. Chief DeWick made assurances that the quality of service will remain the same for the NRPD.

PUBLIC COMMENTS REGARDING AGENDA

James Beierle stated that the stormwater infrastructure newly installed on Washington Road has caused the stormwater issues in his yard to worsen. Mr. Dimond, Mr. Marsico and Mr. Kelly agreed to meet with Mr. Beierle and Borough staff on Tuesday, August 13 to discuss his concerns.

Tom Kosmala expressed concern that the badly deteriorated section of Woodland Road was not repaved after Columbia Gas completed their work on Lake and Woodland Roads. Ms. Null stated that was an oversight on the part of the paving contractor, and it would be addressed when the Oak Road paving project work takes place, likely in September.

RESOLUTIONS AND OTHER MOTIONS REQUIRED

MAYOR'S REPORT

None

MANAGER'S REPORT

Ms. Null reported the following:

- NIMS training for Council and staff scheduled for August 28 has been canceled. It will be rescheduled for early 2025.
- Jordan Tax Service will be at the Borough office to collect Real Estate Tax payments on August 22 from 9:00 to noon.
- The 2025 preliminary budget for the Northland Library includes a \$4,400 reduction in contribution from Bradford Woods. The reduction is a result of reduced usage by Bradford Woods residents.
- The Department of Justice has updated ADA accessibility compliance guidelines for government entities. The Borough's website is not in compliance with the current guidelines. To avoid legal action, Borough must take steps to move toward compliance. CivicPlus offers two solutions for resolving compliance issues. Monsido is hands-on and has a lower cost. AudioEye is continuous and automatic, more expensive. With AudioEye, fixes are layered on top of the existing code, and when a subscription is ended, the website reverts to its original form. Council was in favor of budgeting to include Monsido in 2025.
- There will be a vacancy on the Planning Commission after September, as Barbara Heintz will be moving outside of the Borough. The vacancy will be advertised via email blast and the fall newsletter.

SOLICITOR'S REPORT

None. Ms. Pongrace welcomed Mr. Leyland as the Borough's official solicitor.

UNFINISHED BUSINESS

Founder's Day Planning Update

Ms. Null reported that GRB Law provided a \$1000 sponsorship for the event. Sheetz will provide bottled water. Station No. 5 would like to sell Bradford Woods apparel at the event, for a small profit. There was no objection from Council.

Traffic Study Quotes

- Ms. Null reported that traffic study quotes were received from HRG (\$3,450), Gibson-Thomas (\$7,000), and LSSE (\$11,750). HRG has an office in Cranberry Township and specializes in traffic engineering. Motion to authorize HRG to perform a traffic study on Bradford Road and provide recommendations for reducing speeds if a speeding issue is found for a fee of \$3,450 made by Mr. Dimond, seconded by Mr. Kelly. Passed unanimously. Motion carried. Several residents provided anecdotes about speeding they have witnessed in the Borough.

NEW BUSINESS

None

FINANCE REPORT

Mr. Hipwell presented the July check detail report, stating there were 14 electronic check payments, 2 paper checks. The 5 largest payments were \$24,364 to Northern Regional Police Department, \$7,038 to LSSE, \$3,580 to Bradford Woods Volunteer Fire Company, \$3,810 to US Bank (of which \$1177 was a payment to West View Water), and \$1643 to MEIT. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pay and ratify checks/payments for July 2024. Passed unanimously. Motion carried.

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

Mr. Hipwell reviewed the Financial Reports for July 2024. Total Revenue; \$48,451, Expenses; \$52,671 and Total Fund Balance; \$1,412,109.

MONTHLY REPORTS

SAFETY

- **POLICE**

Lt. Jones reviewed the July calls for service: 35 calls, 2 citations and 9 warnings. NRPD total calls, all municipalities; 841 for July.

- **FIRE**

Chief Titus reported there were 5 calls in July, bringing the total for this year to 35. Of the July calls, 2 were for trees down, 1 was a brush fire, and 2 were false alarms. Volunteer firefighters will provide popsicles to incoming kindergartners at Bradford Woods Elementary on August 18. BWVFC will host a pancake breakfast and bike parade on August 24. On August 28, firefighters will help with Bradford Woods Elementary's Family Fun Night.

- **EMS**

None

MS4

Ms. Null reported that State Representative Rob Mercuri's office is scheduling a meeting with the DEP Dams Division, The Village HOA Board, the Borough, and PVE to discuss the plans for the Village Pond and the DEP requirements.

- Motion to authorize PVE to proceed with civil engineering services for the Bradford Woods Pond Restoration project for an estimated fee of \$20,000 made by Mr. Kelly, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to authorize PVE to proceed with civil engineering services for the Village Pond reclassification for an estimated fee of \$7,500 made by Mr. Kelly, seconded by Mr. Hipwell. Passed unanimously. Motion carried.
- Motion to authorize LSSE to proceed with preparation and bidding documents for two rain gardens for an estimated fee of \$32,500 made by Mr. Hipwell, seconded by Mr. Kelly. Passed unanimously. Motion carried.

Roads

The motion to approve a partial payment request for Youngblood Paving was tabled because no payment request was received.

Public Works

None

Planning

Mr. Rhule reported that the Planning Commission met on August 5 and agreed on changes to the setback requirements in the zoning ordinance. They also agreed that accessory structures should be prohibited in front yards. The next meeting will be Thursday, September 5.

Zoning Permits

Five zoning permits and one building permit were issued in July.

PERSONNEL

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

NHCOG:

None

LIBRARY:

Mr. Kosmala reported that the groundbreaking for the new library entrance will be in early September. The library has several fundraising events in September including adult murder mystery events on the 6th and 7th, and the Children’s Gala on the 21st. Tickets are still available.

ENVIRONMENT

None

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace reported that the ACBA will meet again on September 5, and there will be a mayor’s meeting on September 19. ALOM is sponsoring a Public Works seminar in October.

OTHER BUSINESS

None

ACKNOWLEDGEMENTS

- Ms. Null acknowledged Mr. Titus for cleaning up a fallen tree on Lake Loop trail last week.

ADJOURN

Motion made by Mr. Rhule, seconded by Mr. Hipwell, 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. Dimond, to adjourn the executive session and go back into the public meeting at 8:47 p.m. Passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Dimond, to adjourn the public meeting at 8:47 p.m. Passed unanimously. Motion carried.

Respectfully Submitted,

2024

Rachelle Null, Secretary

August 16.

Date