

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING  
September 12, 2022**

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

Officials in attendance:

Doug Marsico, Mayor  
Victoria Pongrace, Council President  
Kevin Rhule, Vice President (via phone)  
David Baldonieri, Council Member  
Dan Dimond, Council Member  
Todd Hipwell, Council Member  
Thomas Kosmala, Council Member

Others in attendance:

Erin Huber, Borough Manager  
Kate Diersen, Solicitor  
Lt. Jeffrey Jones

Officials not in attendance:

Jennifer Griffin, Council Member

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**MINUTES**

Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to approve the September 12, 2022 meeting minutes. The motion passed unanimously. Motion carried.

**EXECUTIVE SESSION**

President Pongrace announced there will be an executing session following the meeting to discuss Legal matters.

**PUBLIC COMMENTS REGARDING AGENDA**

Karen Fitting of 640 Lincoln Road inquired what the process would be for enacting a rooster ordinance.

Ms. Pongrace asked Ms. Huber to follow-up on a request that was made to the planning commission earlier in the year; to develop a committee/ task force consisting of individuals present at the December 2021 Council meeting and members of the Planning commission to identify potential solutions to the Rooster noise issue.

**MAYOR'S REPORT**

Mayor Marsico stated he was happy to see potholes being taken care of in the borough.

## **SOLICITOR'S REPORT**

Ms. Diersen gave the following highlights:

### Armstrong Agreement Update

- The Armstrong Agreement allows Armstrong to use the Borough's rights-of-way to provide cable to the residents. It is not exclusive; therefore, it does not prevent other companies from providing services to the borough.
- Most surrounding municipalities add a percentage fee (up to 5%) that appears on the cable bill. Bradford Woods does not impose a fee. Is this something that the borough would like to consider.

Council suggested collecting information for next month's meeting regarding removal of old poles on Forest Road and revenue generated to surrounding communities that add a percentage fee for services.

### 2022-23 Bradford Woods Lease Agreement

- The fire company approved the lease at their September 6<sup>th</sup> meeting.
- The lease will continue through December of 2024.
- Addendum added to allowing community groups to use the space.

### International Property Maintenance Code (IPMC)

- Adoption of the IPMC is a way to address exterior property maintenance issues that may come up within the borough.
- IPMC is used by most municipalities.
- The IPMC would be adopted by an ordinance.

Ms. Pongrace suggested discussing the IPMC next month with possible adoption. This would give time for further review of the 65-page document.

## **UNFINISHED BUSINESS**

Motion made by Mr. Kosmala, seconded by Mr. Hipwell, to table Resolution No. 5 of 2022 authorizing Execution of Cable Franchise Agreement with Armstrong Utilities, Inc. The motion passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Dimond, to approve the lease with the Bradford Woods Voluntary Fire Company effective September 12, 2022. The motion passed unanimously. Motion carried.

## **NEW BUSINESS**

Motion made by Mr. Kosmala, seconded by Mr. Rhule, to approve Resolution No. 6 of 2022 Confirming the use the use of the Northland Public Library for fifty (50) years or the useful life of the project to be funded by the grant, whichever is shorter. The motion passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Hipwell, to approve the hiring of CTR Payroll Services to manage borough payroll. The motion passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to approve engagement of Jan Kowalski, CPA, to provide accounting services to the Borough of Bradford Woods. The motion passed unanimously. Motion carried.

## **FINANCE REPORT**

Mr. Hipwell reported on the August check register, stating the largest payments were Northern Regional Police Department for \$23,541, Northland Public Library for \$6,490, Bradford Woods Volunteer Fire Company for \$3,579, and Morton Salt for \$3,388.05. Motion made by Mr. Hipwell, seconded by Mr. Baldonieri, to pay and ratify payments for August 2022. The motion passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for August/September for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pre-ratify bills for August/September. The motion passed unanimously. Motion carried.

Mr. Hipwell provided the August revenue and expense report with a total revenue of \$169,510. The increase is due to real estate tax collection.

## **MONTHLY REPORTS**

### **POLICE**

Lt. Jones reviewed the June calls for service: 28 calls, 4 traffic citations, and 6 traffic warnings, with year-to-date totals of 128 calls, 23 citations, and 69 warnings. He also stated that Officer Wolf and Officer Pampiks enjoyed taking part in the Bradford Woods Bike Parade.

### **FIRE**

Chief Cannella, reported that there were 3 calls in August, which brings the total calls to 21 so far this year.

Chief Cannella stated he would like to plan an Emergency Operating Plan Training with Council sometime in the month of October.

### **MS4**

Mr. Valinsky of Lennon, Smith, Souleret Engineering (LSSE), reviewed the existing stormwater detention facility located east of Commons Drive, to determine the feasibility of converting this facility to a Pollution Reduction Plan (PRP) facility to meet project requirements of MS4.

Council requested that LSSE collect additional information for next month's meeting.

Ms. Pongrace inquired about applying for a waiver application which enables a municipality to opt out of MS4 requirements. Mr. Valinsky stated that he did not believe that the waiver application would be approved, since it has already been denied twice.

### **ROADS**

Mr. Baldonieri reported on the following:

- 2022 road construction and paving are to begin early October.
- Columbia Gas work is ongoing. Mr. Turner, Public Works Department, is working with Columbia Gas on a paving plan.
- Look at Borough Ordinance that states paving repair by utility companies is 1' beyond excavation.

Mr. Baldonieri introduced the idea of Asphalt Art which includes crosswalk art and intersection murals. The artwork is intended to improve safety by increasing visibility of crosswalks and pedestrian spaces, thus, promoting drivers, pedestrians, and cyclist to slow down and be more alert. Councilman Baldonieri spoke with Pittsburgh Artist, Janel Young to discuss conceptual ideas for Bradford Woods.

Motion was made by Mr. Baldonieri, seconded by Mr. Kosmala, to approve adding a motion to the agenda allocating \$500 to Janel Young for a proposal. The motion passed unanimously. Motion carried.

Motion was made by Mr. Baldonieri, seconded by Mr. Kosmala to approve the allocation of \$500 to Janel Young for a proposal. The motion passed unanimously. Motion carried.

### **Public Works**

Ms. Huber stated that in addition to day-to-day duties the following items were completed:

- Edgewood sign repair
- Catch basins inspections for annual MS4 requirements
- Supervised Daquelente Paving hot patching work
- Repaired skid loader
- Placed two salt orders before the August 31 deadline

### **Planning**

Per request of Ms. Griffin, Ms. Huber stated that there would be a Planning meeting October 3<sup>rd</sup>.

### **Zoning Permits**

Ms. Huber reported the following zoning permits were approved:

- Zoning Hearing scheduled for 9/22/22; The applicant Curtis and Deborah Marsh of 418 E Harding Road is seeking a variance from the side yard setback
- Zoning Permit Issued for a Fence on 8/25/22 for 237 Bradford Road
- Zoning Permit Issued for an Addition on 8/25/22 for 330 Crystal Springs Road

### **PERSONNEL**

No report at this time.

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

NHCOG:

Mr. Kosmala stated there was no meeting.

## **LIBRARY:**

Mr. Kosmala reported:

- September is Love Your Library month.
- Northland Public Library is sponsoring Breakfast, Books, and Beyond, a presentation will be given followed by a library tour.
- Work continues on bi-laws and memorandum of understanding with the Foundation.
- Contemplating loss in revenue due to new RAD formula; a larger percentage will go to libraries with greater funding needs
- Junior Board Member was approved
- Applying for \$750,000 Keystone Grant

## **ENVIRONMENT**

Mr. Rhule stated that EPAC will meet Tuesday, September 20 at 7 p.m.

## **ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)**

Ms. Pongrace reported that applications for Borough Official of the Year are being accepted through October 17<sup>th</sup>. Future meeting highlights:

- November 3 is the final meeting of the year
- December 1 is the General Membership meeting where they will appoint the directors and elect the officers for the upcoming year
- February 4, 2023 is the Annual Banquet at the Rivers Casino

## **ACKNOWLEDGEMENTS**

Mr. Dimond recognized Sgt. Michael Dorsch and his Anarchy and Above Award for the bravery and professionalism shown in responding to a potential active shooter call at the Oxford Club.

## **ADJOURN**

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the public meeting and go into executive session at 8:26 p.m. passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Kosmala, to adjourn the executive meeting and go back into the public meeting at 8:53 p.m. passed unanimously. Motion carried.

Motion made by Mr. Dimond, seconded by Mr. Rhule, to adjourn the public meeting at 8:53 p.m. passed unanimously. Motion carried.