

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING
October 11, 2022**

The Bradford Woods Borough Council meeting was called to order at 7:00 p.m. by Council President Victoria Pongrace. There were 11 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
Jennifer Griffin, Council Member
Thomas Kosmala, Council Member

Others in attendance:

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

Officials not in attendance:

Todd Hipwell, Council Member

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

Motion made by Mr. Rhule, seconded by Mr. Kosmala, to approve the October 11, 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 and personnel matters.

MCCANDLESS FRANKLIN PARK AMBULANCE AUTHORITY PRESENTATION (MFPAA)

Chief Chris Dell and BOD President Don Huber reported on the operations, equipment, and financial needs of the MFPAA.

PUBLIC COMMENTS REGARDING AGENDA

425 Bellaire Road, George & Alice Henderson expressed concerns about a new pipe that was installed prior to paving, also pointed out sidewalk issue. Mr. Baldonieri stated that he would meet with the residents to review and assist with the issues.

457 Bellaire Road, Polly Rogeri reported that ongoing water flow issues on Bellaire are causing damage, also discussed concern over late paving date and planting. Mr. Baldonieri stated that he would meet with the residents to review water flow issue and that planting would be completed in the spring if the weather does not hold out.

123 Forest Road, Timothy Lezon and 119 Forest Road, Emilee Anrianos inquired about, Lot 44 which is for sale, the requirements for building when there is not access to the property. Ms. Diersen responded that the process would involve the owners of the property submitting proper permits and plans, which would be reviewed to ensure that everything meets the borough and state zoning requirements. She also stated that access issues would be handled by the property owners not the borough.

92 Forest Road, Christi Wilcox announced that she and her husband, Richard, are the new owners of Berry Vine Gifts and welcomed everyone to stop in.

MAYOR'S REPORT

Mayor Marsico had nothing to report at this time.

SOLICITOR'S REPORT

Ms. Diersen gave the following highlights:

Armstrong Agreement Update

- The Armstrong Agreement discussion tabled until next month to allow time to gather information.

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.
- Most municipalities have adopted the IPMC; therefore, it will be familiar to the magistrate and zoning officer.
- The IPMC would be adopted by ordinance.

Paving Ordinance Amendment

- Sample ordinance was provided to Council that addressed the curb-to-curb language
- Ordinance will be drafted for next meeting with motion to advertise

Act 57

- Resolution regarding new legislation requiring waiver of additional charges assessed for unpaid borough real estate taxes.
- New property owners who don't receive tax bills because of timing of purchase can notify the tax collector within a year they can get their penalty and interest waived.

UNFINISHED BUSINESS

Ms. Pongrace stated that the Armstrong Cable Franchise Agreement will be tabled until the November meeting.

Motion made by Mr. Kosmala, seconded by Mr. Baldonieri, to approve the 2023 Northland Public Library Budget passed unanimously. Motion carried.

NEW BUSINESS

Motion made by Mr. Baldonieri, seconded by Ms. Griffin to approve Resolution No. 7 of 2022 establishing requirements for the Borough Tax Collector to waive interest, fees, penalties, and other additional charges owed for unpaid Real Estate Taxes due to the failure to receive a Real Estate Tax Bill passes unanimously. Motion carried.

Motion made by Mr. Dimond, seconded by Mr. Baldonieri to approve Release and Waiver Agreement with Columbia Gas passes unanimously. Motion carried.

Motion made by Mr. Dimond, seconded by Mr. Baldonieri to approve agreement with BWVFC for paving of the fire company parking lot passes unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Ms. Griffin to approve continuation of CPA Accounting Services with Jan Kowalski through December 31, 2022 passes unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Ms. Griffin to transfer the 2021 ARPA Funds in the amount of \$59,713.79 to a separate interest earning account as required by the Department of the Treasury passes unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Kosmala to transfer the 2022 ARPA Funds in the amount of \$59,902.59 to a separate interest earning account as required by the Department of the Treasury passes unanimously. Motion carried.

Motion made by Ms. Griffin, seconded by Mr. Kosmala to approve planting of Donated Magnolia Tree in the Reserve passes unanimously. Motion carried.

Motion made by Mr. Dimond, seconded by Mr. Kosmala to approve the request from Bradford Woods Elementary School for the closure of Glenmore Road on Wednesday, October 19, from 8:30 – 9:30 am for Walk to School Day passes unanimously. Motion carried.

FINANCE REPORT

Ms. Huber reported on the September check register, stating the largest payments were Northern Regional Police Department for \$23,541, Daquelente Paving for \$10,995, Bradford Woods Volunteer Fire Company for \$3,579, and federal payroll tax payment for \$2243, West View Water for \$1,177. Motion made by Mr. Dimond, seconded by Mr. Baldonieri, to pay and ratify payments for September 2022. The motion passed unanimously. Motion carried.

Ms. Huber reviewed the pre-ratify checklist for October/November for Council approval. Motion made by Mr. Baldonieri, seconded by Mr. Kosmala, to pre-ratify bills for October/November. The motion passed unanimously. Motion carried.

Ms. Huber provided the September revenue and expense report with a total revenue of \$379,463. The increase is due to real estate tax collection.

MONTHLY REPORTS

POLICE

Lt. Jones reviewed the September calls for service: 12 calls, 1 traffic citation, and 3 traffic warnings, with year-to-date totals of 138 calls, 24 citations, and 73 warnings. He also stated that police will be involved at the October 19th Walk to School event, as well as Halloween, Monday October 31st.

FIRE

Ms. Huber reported that there was 1 call in September, which brings the YTD total to 22 calls.

MS4

Ms. Huber stated that the 2022 Annual Progress Report has been submitted to DEP.

Mr. Baldonieri stated that converting the existing stormwater detention facility located east of Commons Drive to a Pollution Reduction Plan (PRP) facility does meet project requirements of MS4. The cost range is \$100,000 - \$150,000 to complete. Plans are to meet with the HOA to negotiate a cost sharing of the project. This meets the Brush Creek Watershed requirements.

The Pine Creek Watershed requirements on the East side of Wexford Run Road will consist of rain gardens.

Roads

Mr. Baldonieri reported that the Contractor for Shields Paving, Engineer Dave Kovac, and Jake Turner from Public Works met to establish boundaries for milling and paving. Proposed start date of October 18, 2022.

Mr. Baldonieri stated that he contacted Janel Young to discuss conceptual ideas for Asphalt Art in Bradford Woods. She is interested in the project and will be at the November meeting to do a presentation and provide a proposal for the work. Mr. Baldonieri added that he has a contact with PPG, and they may potentially play a role in the project.

Public Works

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

- Catch basin inspections
- Working with Shields / LSSE / Columbia Gas on paving agreement
- Working with Shields on road prep for paving
- Repaired knocked over sign

Planning

Ms. Griffin reported that the Planning Commission met to discuss roosters as requested by Council. Planning Commission follow up:

- Requesting a list of the complaints received in 2022, to identify if this is an issue borough wide or possibly only a specific location/property.
- Gathering information from rooster owners as to ways they have successfully reduced noise from their rooster.
- Drafted a letter to notify residents that they have been reported for a violation of the noise ordinance.

Zoning Permits

Ms. Huber reported the following zoning permits were approved:

- 418 E Harding Road – Zoning Hearing Board approved side yard variance
- 348 Crystal Springs Road - Building Permit Issued 9/13/22
- 330 Crystal Springs Road – Building Permit Issued 9/13/22

PERSONNEL

No report at this time.

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

NHCOG:

Mr. Kosmala stated the next meeting is October 20, 2022.

LIBRARY:

Mr. Kosmala reported:

- Budget discussion and approval
- Application for Keystone Grant in the amount of \$750,000 is undergoing
- Northland Public Library Sponsored Breakfast, Books, and Beyond, a successful event that received rave reviews.
- The Foundation fundraising: Storybook Palooza \$4,000; ZaRonis sandwich sale \$1,000
- Joint North Pittsburgh Library Association and the Foundation continue work on the governance documents

ENVIRONMENT

Mr. Rhule reported that two members of EPAC attended the Conservancy presentation on air quality. The next meeting is October 18, 2022.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace reported that delegates are invited to attend the November 3rd meeting; they will be voting on district directors. The December 1st is the General Membership meeting where they will appoint the directors and elect the officers for the upcoming year. The Annual Banquet will be February 4, 2023 at the Rivers Casino.

OTHER BUSINESS

Ms. Huber reported:

- Acknowledgement of the receipt of the 2022 Foreign Fire Aid received in the amount of \$9,665.46 and distribution to the Bradford Woods Fire Company Relief Association. A report will be filed with the DCED.
- Fire Relieve Association Audit results - Mayor Marsico stated all issues are being addressed.
- The estimated Liquid Fuels Allocation for 2023 is \$48,306
- CTR Payroll Services to begin October 21st Pay
- Garbage Contract Bid Results received. There is a meeting with the North Hills COG to discuss details. Information will be provided at the November meeting.
- Hiring 3rd Party Code/Zoning Service. Beginning January 2, 2023, Pine Township is no longer providing building permit review and inspection. Operations and fee structure information has been requested from Professional Code Services (PCS), Codesys, and Middle Department Inspection Agency (MDIA). Information received will be provided at the November meeting.

ACKNOWLEDGEMENTS

ADJOURN

Motion made by Mr. Kosmala, seconded by Mr. Dimond, to adjourn the public meeting and go into executive session at 8:49 p.m. passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Dimond, to adjourn the executive meeting and go back into the public meeting at 9:13 p.m. passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Ms. Griffin, to adjourn the public meeting at 9:13 p.m. passed unanimously. Motion carried.

Respectfully Submitted,

Erin Huber, Borough Manager

Date