

**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING
APRIL 11, 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
David Baldonieri, Council Member
Dan Dimond, Council Member
Todd Hipwell, Council Member
Thomas Kosmala, Council Member

Others in attendance:

Kate Diersen, Solicitor
Erin Huber, Borough Manager

Official(s) absent were:

Jennifer Griffin, Council Member

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to approve the March 14, 2022 amended meeting minutes passed with Ms. Griffin abstaining because she was not present. Motion carried.

PUBLIC COMMENTS REGARDING AGENDA

None.

EXECUTIVE SESSION

Personnel and Legal matters.

POLLUTANT REDUCTION PLAN (PRP) UPDATE

Mr. Valinsky from Lennon, Smith Souleret Engineering (LSSE) gave an overview of the annual MS4 tasks for Stormwater Management, PADEP compliance evaluation and the PRP Plan. He reported that there are two water sheds in Bradford Woods, Brush Creek and Pine Creek, which are stream restoration projects currently underway. The main scope for improvement to these areas will be minor grading and plantings to create a greenspace and stabilize the soil. Mr. Valinsky stated that permits were submitted to DEP for review of the two projects and LSSE is currently addressing the comments received to move forward to the next step.

MAYOR'S REPORT

Mayor Marsico announced there will be an Earth Day Celebration at the Reserve on Saturday, April 23rd from 11 - 2. He added that he was quoted in the Tribune Review regarding the celebration.

MANAGER'S REPORT

Ms. Huber stated that there is going to be a new gas line project. She called 811 and verified the project but no details were given. She will reach out to Columbia Gas next week.

Ms. Huber reported that the general audit with Maher Duessel has been completed. She also stated that all information had been submitted for the AM Trust Worker's Comp audit. She is waiting to hear back from them.

Ms. Huber shared that the Waste Management contract is up for renewal; bids will be due in August. She highlighted that glass recycling will be an option with the new contract, as they have partnered with a new vendor for glass recycling. Ms. Huber stated that the new contract will include full automated pick up for both solid waste and recycling and to expect a cost increase of 30% or more.

Ms. Huber highlighted the savings from the 2021 Roadway and Storm Sewer bid. The original bid was \$353,428, and due to a change order the actual out of pocket was \$312,649 a savings of \$40,779.23.

PUBLIC WORKS REPORT

Ms. Huber reported that road patching and maintenance will begin soon. Jake Turner, from Public Works attended the 2022 Roadway and Storm Sewer bid and worked with Councilman Dave Baldonieri on the bid results. Mr. Turner will orchestrate a meeting with LSSE and Columbia Gas regarding paving.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)

Mr. Valinsky from Lennon, Smith Souleret Engineering gave an update and progress report on MS4 and the PDP Program at the beginning of the meeting.

SOLICITOR'S REPORT

Ms. Diersen reported that she will be meeting with the Planning Commission in May.

COMMITTEE REPORTS

FINANCE

Mr. Hipwell reported on the March check register, stating the 5 largest payments were Northern Regional Police Department for \$23,541, Bradford Wood VFC for four months of lease payments in the amount of \$14,318, Allegheny League of Municipalities (ALOM)/Public Partner for the interim Manager in the amount of \$10,198, Maher Duessel for audit, \$5,900 and Morton Salt in the amount of \$4,987. Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pay and ratify payments for March 2022 passed unanimously. Motion carried.

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

Mr. Hipwell shared the March revenue and expense report with a total revenue of \$31,878, total expense of \$77,526, cash balance of \$603,841 (not including PLGIT).

SAFETY

Police

Lieutenant Jones reviewed the March 2022 calls for service: 13 calls; 19 traffic warnings, 2 citations. Year to date calls for service: 48 calls; 35 traffic warnings; 3 citations.

Lt. Jones stated that the NRPD is conducting a passive and active survey with radar near the Bradford Woods Community Church to analyze what is needed for speeding in that area.

Lt. Jones reported that the Northern Regional Police Department and the Bradford Woods VFD had a collaborative conversation with regards to the missing person, and what forms of communication and resources they have to better assist the Borough in time of need.

Fire

Fire Chief Vince Cannella reported that there have been seven calls so far this year with no calls since the last meeting.

ROADS

Mr. Baldonieri stated that Shield Asphalt Paving won the 2022 Roadway and Storm Sewer Bid. He reviewed the bid results and gave his recommendations, which were discussed with Council.

Motion made by Mr. Baldonieri, seconded by Mr. Rhule, to accept the base bid at \$200,775 including alternates 19, 20, 22, and 23, plus Glenmore Road between Bellaire and Delmar at an estimated total cost of \$314,920 passed unanimously. Motion carried.

Mr. Baldonieri discussed the possibility of coordinating the Columbia Gas paving project with the 2022 Road Program awarded to Shields Asphalt Paving to provide a consistent and cost-effective result. Solicitor Diersen stated that this work should have been included in the original bid package to provide equality in the bid process; however, it may be possible to have Shields Paving work directly with Columbia Gas. Ms. Diersen will investigate the matter for continued discussion.

Ms. Pongrace stated that line painting is needed and inquired if that is included with the paving project. Mr. Baldonieri stated it can be added to the list. Lt. Jones asked if that could include Vascar lines as well.

Mr. Baldonieri stated that he received a complaint regarding topsoil washing into a residents catch basin at the end of Edgewood. This issue is in conjunction with the 2021 road paving project. He stated that he and Jake Turner, from Public Works, will look into it.

PLANNING

In her absence, Ms. Griffin included a report in the packet. The report stated Ms. Diersen will attend the Planning Commission meeting on May 5th at 6 p.m. It also outlined the purpose of the amendment to Ordinance 467.

PUBLIC HEARING FOR ORDINANCE 467

Ms. Diersen opened the Public Hearing inviting public comment. Mr. Muhlenkamp asked for clarification of the amended language “*from public/private right-of-way*” after “*Minimum Front Yard*” to Table 1 of the Ordinance. Ms. Diersen stated that this requirement already exists in the Ordinance, it will now be included in the Table. Ms. Diersen closed the Public Hearing.

Motion was made by Mr. Baldonieri, seconded by Mr. Kosmala, to enact Ordinance 467 as amended passed unanimously. Motion carried.

PERSONNEL

Mr. Dimond stated that he met with Erin Huber, Manager, and Jake Turner, from Public Works.

Mr. Dimond reported that from his discussion with Ms. Huber, she had finished her training with QuickBooks and would like to use the remaining funds dedicated to that training to pursue hiring an accountant on an as needed basis to bring all the accounts in QuickBooks up to date. Ms. Huber stated that the recommendation came from the Director of NHCOC, Lynn Eckland, who uses this person as well. Ms. Huber met with Susan Williams from the accounting firm Cotton Mathers, located on McKnight Road, and in three hours she had updated all accounts and taxes. Ms. Williams fee is \$135 an hour.

Motion was made by Mr. Hipwell, seconded by Mr. Dimond, to approve using the balance of the funds delegated for finance services and bookkeeping to hire Susan Williams of Cotton Mathers Accounting Firm passed unanimously. Motion carried.

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

Mr. Kosmala NHCOC report:

- A salt clumping issue this year caused the NHCOC to get salt from other sources. He also reported that on September 1st the price of salt will increase to \$75 a ton.
- Armstrong negotiations are lagging
- Harmar Township is interested in joining the NHCOC

Mr. Kosmala announced events and news of the library:

- April 23rd is the Garden Gala library fundraiser
- Circulation for January 2022 is 100,445, which is 17% over January of 2021
- Library Newsletter is interactive
- Post -Gazette article regarding push for free book loans with no overdue charges
- Junior Board Member applications will be available at the schools
- Library Board online Retreat to clarify roles and responsibilities as Board members

ENVIRONMENT

Mr. Rhule reported that a new nursery was found to supply most of the trees for the tree sale at better pricing. Mr. Rhule will be picking the trees up and delivering them personally.

A nursery that supplied 2-foot Norways is on board again this year. The price is \$8.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

No report at this time. The meeting is on June 2nd in Millvale.

OLD BUSINESS

Ms. Pongrace reminded Council to complete their Statement of Financial Interests (SOFI) and return them to the manager, as they are due by May 1, 2022.

Ms. Pongrace mentioned that the Newsletter is in the works.

NEW BUSINESS

No new business.

ACKNOWLEDGEMENTS

Ms. Pongrace stated that she and Erin Huber attended the ALOM Conference and shared the certificate naming the Bradford Woods as a Banner Community. This is the first time to receive this recognition.

ADJOURN

Motion made by Mr. Kosmala, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 8:44 p.m. passed unanimously. Motion carried.

Motion made by Mr. Baldonieri, seconded by Mr. Dimond, to adjourn the public meeting at 9:12 p.m. passed unanimously. Motion carried.