

**BRADFORD WOODS BOROUGH COUNCIL  
COUNCIL MEETING  
August 8, 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  
Jennifer Griffin, President Pro Tem  
David Baldonieri, Council Member  
Dan Dimond, Council Member  
Todd Hipwell, Council Member  
Thomas Kosmala, Council Member

Others in attendance:

Kate Diersen, Solicitor  
Lt. Jeffrey Jones

Appointed Official(s) in attendance:

Erin Huber, Borough Manager

**CALL TO ORDER**

Pledge of Allegiance

Roll Call

**FIRE CHIEF & EXECUTIVE DIRECTOR OF MFPAA**

Chris Dell, attended to introduce himself as the new Fire Chief and Executive Director of the McCandless Franklin Park Ambulance Authority. He spoke about his 34 years of experience, the work of the paramedics and ambulance authority and the purchase of a new ambulance.

**NRPD NEW OFFICER INTRODUCTION**

Lt. Jones introduced the three of the new officers hired at the Northern Regional Police Department: Nicholas Posa, Patrick Rooney and Justin Welling. Council welcomed the officers.

**MINUTES**

Motion made by Mr. Baldonieri, seconded by Mr. Kosmala, to approve the June 13, 2022 meeting minutes as amended by Ms. Pongrace. The motion passed unanimously with Ms. Griffin abstaining, as she was not present at the June meeting. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to approve the July 11, 2022 meeting minutes as amended by Ms. Pongrace. The motion passed unanimously with Todd Hipwell abstaining, as he was not present at the July meeting. Motion carried.

## **EXECUTIVE SESSION**

Personnel and Legal matters.

## **PUBLIC COMMENTS REGARDING AGENDA**

Mr. Kent Culley, of 89 Seldom Seen Road, voiced concern over the condition of Seldom Seen Road and the delay with hot patching roads in the borough. He also asserted that the plow truck took out part of his curb last season. Ms. Pongrace stated that Council will take his concerns under advisement and that some concerns may be addressed during the road report.

## **MAYOR'S REPORT**

Nothing to report at this time.

## **MANAGER'S REPORT**

### 2021 Liquid Fuels Audit

The audit was completed and approved.

### Opening a Liquid Fuels Checking Account

Ms. Huber stated after a discussion with the auditors, she is looking for was to have checks and balances in place, as well as providing a cleaner trail of spending.

### Property Maintenance Letter sent to 25 Forest Road / Tall Grass Ordinance Discussion

The borough received a complaint about property maintenance issues at 25 Forest Road. After reviewing the borough code with Solicitor, Kate Diersen it appears that there are no codes specific to maintenance of tall grass.

Ms. Diersen informed Council of the International Property Maintenance Code (IPMC). IPMC is a model code that regulates the minimum maintenance requirements for existing residential and commercial buildings. She will provide a copy of the code for Council to review and discussion at the September meeting.

### Armstrong Franchise Agreement Public Hearings for September Advertised

Cohen Law Group completed all outstanding items and provided the agreement to all municipalities. Solicitor, Kate Diersen, will look into the agreement and report back at the September meeting.

### Municipal Lease Agreement with BWVFC

The Bradford Woods Fire Company is preparing a new lease agreement for the borough.

## **PUBLIC WORKS REPORT**

Items listed were performed in August, in addition to day to day duties:

- Reserve maintenance
- Cold patch continued
- Cleaned catch basins and roadside ditches
- Skid loader repair

## **MS4 UPATE**

Lennon, Smith, Souleret Engineers provided a Year 5 MS4 Outfall Screening. The findings of the report show that Bradford Woods is in good standing and provides follow-up recommendations. Once the follow-up is completed, a summary will be filed in the Annual Progress Report.

## **SOLICITOR'S REPORT**

Ms. Diersen had nothing to report.

## **COMMITTEE REPORTS**

### **FINANCE**

Mr. Hipwell reported on the July check register, stating the 5 largest payments were Goering, Rutter and Boehm for \$2,147, North Hills COG for \$1,500, LSSE for \$1,118 and Westview Water for \$1,177.

Items not showing in QuickBooks were LSSE, for \$1,118, Westview Water \$1,177, Home Depot, for \$129, Consolidated Communications for \$118, and Johnson Controls for \$28.75. Motion made by Mr. Hipwell, seconded by Mr. Rhule, to pay and ratify payments for July 2022 passed unanimously. Motion carried.

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

Mr. Hipwell provided the July revenue and expense report with a total revenue of \$ 20,236.

### **SAFETY**

#### *Police*

Lt. Jones reviewed the June calls for service: 13 calls, 5 traffic citations, and 6 traffic warnings, with year-to-date totals of 98 calls, 19 citations, and 65 warnings.

Lt. Jones reported that North Allegheny School District (NASD) is imposing a closed campus policy for 2022-23 school year. The only visitors permitted on school property are students or persons with school related business. All visitors must report to the office and sign in.

#### *Fire*

Assistant Fire Chief, Ben Titus, reported that there were 2 calls in July, both false alarms, which brings the total calls to 18 so far this.

### **ROADS**

Mr. Baldonieri reported that Columbia Gas performed some hot patching and continues pipe replacement work in the borough. There has been no communication from the engineer as to when the 2022 road paving is to begin. Most likely late August.

As part of the MS4 Pollution Reduction Program, Mr. Baldonieri reported that he and Mr. Turner of Public Works, drafted a list identifying areas conducive to adding rain gardens. He also stated another idea that may meet criteria is the Village Pond.

#### **PLANNING**

Ms. Griffin stated that there have been no meetings.

#### **PERSONNEL**

No report at this time.

#### **ZONING**

There were three zoning permits issued in July:

- BUILDING PERMIT ISSUED 7/13/22 FOR 701 WOODLAND ROAD
- ZONING PERMIT ISSUED 7/21/22 FOR 70 SELDOM SEEN
- ZONING PERMIT ISSUED 7/25/22 FOR 6 SELDOM SEEN

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

##### **NHCOG:**

Mr. Kosmala reported that items discussed at the meeting included ordering salt before the August 31<sup>st</sup> deadline and the Armstrong Agreement.

##### **LIBRARY:**

Mr. Kosmala stated that per the 2023 preliminary budget rates will be going up for municipalities. Another update reported was the Authority and Foundation are making progress and moving forward.

#### **ENVIRONMENT**

Mr. Rhule reported that the borough has contracted with Suburban Whitetail to enact deer control in the reserve again this year. Service will be provided September through January. Mr. Rhule informed Council that Suburban Whitetail will begin charging a fee of \$300 per deer next year.

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

Ms. Pongrace stated that there is no meeting until September 1<sup>st</sup>.

#### **OLD BUSINESS**

Nothing at this time.

## **NEW BUSINESS**

Nothing at this time.

## **ACKNOWLEDGEMENTS**

Nothing at this time.

## **ADJOURN**

Motion made by Mr. Kosmala, seconded by Ms. Griffin, to adjourn the public meeting and go into executive session at 8:18 p.m. passed unanimously. Motion carried.

Motion made by Mr. Kosmala, seconded by Ms. Griffin, to adjourn the executive meeting and go back into the public meeting at 8:42 p.m. passed unanimously. Motion carried.

Motion made by Mr. Rhule, seconded by Mr. Baldonieri, to adjourn the public meeting at 8:42 p.m. passed unanimously. Motion carried.