



**BRADFORD WOODS BOROUGH COUNCIL
COUNCIL MEETING- *Approved*
February 13, 2023**

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

Others in attendance:

Jacob Leyland, Solicitor
Lt. Jeffrey Jones, NRPD
Ben Titus, Fire Chief

Appointed Officials in attendance:

Rusti Null, Borough Manager

CALL TO ORDER

Pledge of Allegiance

Roll Call

MINUTES

- Motion made by Mr. Rhule, seconded by Mr. Dimond, to approve the January 9, 2023 meeting minutes. Passed unanimously. Motion carried.

EXECUTIVE SESSION

President Pongrace announced an executive session following the public portion of this evening's meeting to discuss Legal matters.

PUBLIC COMMENTS REGARDING AGENDA

None

RESOLUTIONS AND OTHER MOTIONS REQUIRED

- Motion to approve Municipal Police Cooperative Agreement for 2023. Motion made by Mr. Rhule, seconded by Mr. Kosmala. Passed unanimously. Motion carried.
- Motion to adopt Resolution No. 2 of 2023 authorizing execution of Armstrong Cable Franchise Agreement. Mr. Hipwell stated that the cable lines on the poles along Forest Road have been removed by Armstrong. Consolidated Communications must remove the phone lines and then the poles can be removed. Motion made by Mr. Baldonieri, seconded by Ms. Griffin. Passed unanimously. Motion carried.
- Motion to adopt Resolution No. 3 of 2023 authorizing disposition of records. Motion made by Mr. Dimond, seconded by Mr. Kosmala. Passed unanimously. Motion carried.

- Motion to adopt Resolution No. 4 of 2023 adjusting building permit fees. Ms. Null explained that after Council approved the outsourcing of building permit approvals and inspections to Professional Code Services, the permit review and inspection fees in the Borough Fee Ordinance no longer align with the fees charged by the inspector. Approval of this resolution will allow the Borough to amend the Ordinance to reflect the fee schedule of Professional Code Services. Motion made by Ms. Griffin, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to adopt Resolution No. 5 of 2023 recognizing Local Government Week, April 9-15, 2023. Motion made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to adopt Resolution No. 6 of 2023 requesting a PRP grant of \$396,000. The original resolution requesting this grant, Resolution No. 9 of 2022, referenced a grant amount of \$70,000. This resolution is to correct the amount of the grant to \$396,000. The \$70,000 represents the required matching funds. Motion made by Mr. Rhule, seconded by Mr. Baldonieri. Passed unanimously. Motion carried.
- Motion to approve advertising of bids for used skid steer. The 2023 budget includes \$50,000 for the purchase of a skid steer. New skid steers can cost up to \$100,000, so given the budgeted amount, the Borough must purchase a used skid steer and is seeking approval to advertise for the purchase. Motion made by Mr. Hipwell, seconded by Mr. Dimond. Passed unanimously. Motion carried.
- Motion to approve Ms. Pongrace and Ms. Null attending the ALOM conference April 13-16, 2023. Motion made by Mr. Baldonieri, seconded by Mr. Rhule. Passed unanimously. Motion carried.
- Motion to approve Ms. Null attending PSAB training May 30 – 31, 2023. Motion made by Mr. Dimond, seconded by Mr. Rhule. Passed unanimously. Motion carried.

MAYOR'S REPORT

Mayor Marsico had nothing to report.

MANAGER'S REPORT

Ms. Null reported the following:

- The Borough applied for a US Bank purchasing card offered through a COSTARS contract. It has a rebate of greater than 2% per year and will save the Borough almost \$1000 per year in fees being charged by the existing credit card programs in the Borough. The card will be accepted anywhere that accepts MasterCard.
- Ms. Null stated that she is transferring funds from the WesBanco Money Market account, which are earning 0.16% interest, to the Borough's PLGIT Prime account with a current yield of 4.66%. If interest rates remain at current levels, this will provide an additional \$15,000 interest income to the Borough in 2023. The equivalent of one month of expenditures would be retained in the WesBanco account.
- Impact Teen Drivers would like to use Council chambers to provide a Teen Safe Driving Program to residents and non-residents. They propose to hold the program at 7:00 pm on May 9, August 8, and November 7. Fire Chief Titus stated that there is a conflict with a BWVFC meeting on November 7. Ms. Null agreed to work with the program sponsor to find a different day or time that is mutually agreeable for the November program. Ms. Null stated that she would attend the presentations to provide a Borough presence.

SOLICITOR'S REPORT

UNFINISHED BUSINESS

- **SOFI forms are due to the Borough Office by May 1, 2023.**
- **MFPAA Update**

Ms. Null reported that she has been meeting with managers from McCandless, Franklin Park, Marshall, and Pine as well as Chief Chris Dell to discuss the McCandless Franklin Park Ambulance Authority. The Ambulance Authority is requesting funding from the three municipalities in its service area who currently do not provide financial support (Pine, Marshall, and Bradford Woods). Last year, Pine, Marshall and McCandless commissioned the consulting firm Strategic Solutions to review the MFPAA's operations and finances. Based on the outcome of the Strategic Solutions review, all of the municipal managers would like to see many of the issues addressed prior to requesting financial resources from their Boards/Councils. The five municipal managers are meeting regularly with Chief Dell to assess progress made on the concerns from the review. Funding, if approved, would likely start in the 2024 budget year. Marshall and Pine are both in agreement that they should begin supporting the MFPAA financially. In return, they want an agreement similar to that with the NRPD, Libraries and Fire Companies whereby the municipalities approve the annual budget and any requests for capital funding, and the municipalities have representation at the board level.

NEW BUSINESS

- No new business.

FINANCE REPORT

Mr. Hipwell presented the January check detail report, stating there were 21 electronic check payments, 16 paper checks. The 5 largest payments were \$24,158 to Northern Regional Police Department, \$11,832 to Morton Salt, \$4,000 to North Hills Council of Governments for annual membership dues, \$3,579 to Bradford Woods Volunteer Fire Company, \$1,926 to LSSE for engineering services. Motion made by Mr. Hipwell, seconded by Mr. Kosmala, to pay and ratify checks/payments for January 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the pre-ratify checklist for February/March 2023 (10 vendors) for Council approval. Motion made by Mr. Hipwell, seconded by Mr. Dimond, to pre-ratify bills for February/March 2023. Passed unanimously. Motion carried.

Mr. Hipwell reviewed the Financial Reports for January 2023. Total Revenue: \$22,058 (the majority of which was Earned Income Tax of \$11,883). Expenses; \$60,884 and Total Fund Balance; \$889,470. Mr. Hipwell then reviewed the amended Financial Reports for December 2022. Total Revenue for 2022; \$1,129,658. This was \$65,000 over budget due to higher-than-expected Earned Income Tax. Expenses; \$1,028,000, Total Fund Balance; \$934,979.

MONTHLY REPORTS

SAFETY:

- **POLICE**

Lt. Jones reviewed the January calls for service: 15 calls, 3 traffic citations, and 11 traffic warnings. There were 2 traffic offenses, separate from the citations and warnings, which were reported by residents and investigated. NRPD total calls, all municipalities; 631 for January. The NRPD is recruiting new officers now for training starting in March and active duty beginning in June. Officer Stephenson attended a 300-hour course on K-9 training. He is partnered with K-9 officer Theo, a black lab who is trained in bomb/explosive detection as well as human tracking.

- **FIRE**

Fire Chief, Ben Titus reported there were 5 calls in January. Three were false alarms, one tree down on Washington Road, and a mutual aid call for a residential fire in Marshall Township. Chief Titus reported that the Fire Company plans facility improvements this year, including A/V upgrades in the Council Chambers,

insulation and a new furnace in the Public Works garage, and an update to the Borough office restroom. The Fire Company is also working to review the North Allegheny School District Emergency Plan.

MS4

Ms. Pongrace is coordinating a meeting with Village Homeowner's Association Board to discuss possible joint PRP project related to the drained large pond in the Village of Bradford Woods common area. The meeting is tentatively scheduled for the first week of March.

Roads

Mr. Baldonieri reported the following.

- LSSE Engineers has compiled the bid package for the 2023 Road Improvement Project. Cost estimates are slightly higher than expected. The Borough would like to get an early start on the patching program for Bradford Road near Elm and Washington Road so that the repairs can be completed in the spring and not delayed until the fall. Mr. Turner has met with the patching company to review the areas to repair.

Public Works

- Public Works truck repairs are complete, and the truck borrowed from Pine Township has been returned. Insurance covered the cost of the repair aside from the \$250 deductible and an additional \$110. The repair shop also performed a warranty repair on the fuel pump and a safety recall on a rear brake hose.
- The borough has less than 50 tons left to meet the minimum order on the NHCOG salt contract.

Planning

- Ms. Griffin reported that the Planning Commission met last week to discuss the International Property Management Code. The Planning Commission reviewed the property management issues that the Borough has experienced in the last few years and the current ordinances that address those issues. Additionally, they reviewed the Borough's effectiveness at enforcing the current ordinances relating to property management. The evaluation process is ongoing. When complete, the Planning Commission will make recommendations to Council regarding possible adoption of some or all of the IPMC to address gaps in the current Borough Code.
- Next scheduled meeting is Monday, February 6, 2023.

Zoning Permits

No permits issued in January.

PERSONNEL

Ms. Pongrace reported that she is very happy to have Ms. Null in the Borough Manager position.

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

NHCOG:

Mr. Kosmala reported that the NHCOG met on January 19. The status of the salt contract was discussed. The North Hills Police Special Response Team is seeking funding for replacement body armor. Body armor expires and must be replaced every five years. The NHCOG is helping with the fundraising efforts. Total funding needed is \$116,000. The NHCOG obtained a lease for the compost sight at North Park. The next meeting will be March 16.

LIBRARY:

Mr. Kosmala reported that Library Board met on January 24. Mr. Kosmala was elected Board President. The Board approved the construction of the new library entrance. The project will cost \$1.56 million and will require 2-3 years to complete. Alexis McKinley was hired for the open position on the Library Foundation. The fundraising gala will be on April 26, and all are invited to attend. The library is currently hosting an exhibit of artwork by local artists.

ENVIRONMENT

Mr. Rhule reported that EPAC met on January 17.

- Mr. Ned Jenkins was introduced as a new member of EPAC.
- The committee discussed possible plantings in the Reserve. They discussed the need for fencing for newly planted trees. A 20' x 20' area was identified for the new plantings. The Conservancy will be consulted to determine the type of trees that should be planted.
- EPAC and the Conservancy met to walk through the Reserve. They found English Ivy climbing and choking some trees, which needs to be removed. They also identified a significant amount of poison ivy that will need to be removed.
- EPAC decided to perform an annual walk-through of both the Reserve and the Lake Loop to identify any maintenance needs prior to the Borough budgeting process.
- The next EPAC meeting will be February 21.

ALLEGHENY COUNTY BOROUGH ASSOCIATION (ACBA)

Ms. Pongrace attended the January 19, 2023 Legislative Reception at the Grand Concourse. Many local and state officials were in attendance. She also attended the Annual Banquet for the ACBA on February 4, 2023 at the Rivers Casino. There were about 350 in attendance. All Council members are welcome to attend these events in the future.

OTHER BUSINESS

A member of the public, Mr. Matt Brungo, requested to speak. He is running for district magistrate. He has been an attorney in the local area for over 10 years. He is experienced in Zoning and legislation at the local municipal level.

ACKNOWLEDGEMENTS

ADJOURN

Motion made by Ms. Griffin, seconded by Mr. Rhule, to adjourn the public meeting and go into executive session at 8:15 p.m. Passed unanimously. Motion carried.

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

Respectfully Submitted,



 Rachelle Null, Secretary

February 15, 2023

 Date