

**BRIDGEVILLE BOROUGH
COUNCIL MEETING MINUTES
February 8, 2021
7:00 PM**

The meeting was held virtually on the website www.zoom.us and teleconference.

ROLL CALL – Roll was called at 7:00 PM with the following present:

Council President, William Henderson
Council Vice President, Nino Petrocelli, Sr.
Councilman, Bruce Ghelarducci
Councilman, Joseph Colosimo
Councilman, Joseph Verduci
Councilwoman, Virginia Schneider
Councilman, Nicholas Ciesielski

Mayor Betty Copeland, Solicitor Thomas McDermott, Borough Engineer Kevin Brett, Borough Manager Joseph Kauer, Police Chief Chad King, Fire Chief Ray Costain and EMS Director Miller

ABSENT: None

COMMENTS FROM THE FLOOR - None

BUSINESS

1. A motion to approve the January 11, 2021 Regular Meeting Minutes as submitted was made by Mr. Colosimo, seconded by Mrs. Schneider; motion carried unanimously.
2. A motion to approve the February 2021 Bill List was made by Mr. Verduci, seconded by Mr. Ciesielski; motion carried unanimously.
3. A motion to approve the February 12, 19, 26 and March 5, 2021 payrolls was made by Mr. Ghelarducci, seconded by Mr. Verduci; motion carried unanimously.
4. A motion to ratify the purchase of 2021 Ford F-350 Service Body Truck from Laurel Auto Group at the SHACOG Purchasing Alliance Bid of \$43,350 was made by Mr. Ghelarducci, seconded by Mrs. Schneider; Mr. Verduci questioned the \$3,000 charge. Manager Kauer explained that the charge is for an extended service warranty on the vehicle. Motion carried unanimously.
5. A motion to promote Gregory Allott to the position of Assistant Public Works Foreman per the terms of the Public Works Employees Collective Bargaining Agreement, effective February 13, 2021 was made by Mr. Colosimo, seconded by Mr. Ghelarducci; motion carried unanimously.

6. A motion to offer employment to Michael Meglen as a Public Works Laborer, contingent to successfully passing preemployment background investigation, drug test and physical examination was made by Mr. Ciesielski, seconded by Mr. Colosimo; motion carried unanimously.
7. A motion to schedule and authorize advertisement of a public hearing on Monday, March 8, 2021, 6:30PM, held virtually on Zoom, for a Conditional Use Application received for the property at 621 McLaughlin Run Road was made by Mr. Ghelarducci, seconded by Mr. Verduci; motion carried unanimously.
8. A motion to approve the Commercial Street Plan of Lots Subdivision as recommended by the Bridgeville Planning Commission, contingent the applicant complete and secure approval from the Pennsylvania Department of Environmental Protection of a Sewage Planning Module was made by Mr. Ghelarducci, seconded by Mr. Colosimo. Mr. Henderson stated that the plan will subdivide parcel 255-G-255, 368 Commercial Street, into two independent lots, and the application has been reviewed and recommended for approval by the Borough Engineer. Mr. Verduci questioned the plans for the lot's development. Manager Kauer stated that it is currently not known. Motion carried unanimously.
9. A motion to authorize the Engineer to prepare construction specifications and advertise for bids the 2021 Road Program as recommended by the Road Committee was made by Mr. Colosimo, seconded by Mrs. Schneider; motion carried unanimously.
10. A motion to adopt Resolution No. 2021-1, a Resolution of the Borough of Bridgeville adopting, and enacting policy identified as the Bridgeville Borough Non-Uniform Employee Handbook was made by Mrs. Schneider, seconded by Mr. Colosimo; motion carried unanimously.
11. A motion to adopt Resolution No. 2021-2, a Resolution of the Borough of Bridgeville, County of Allegheny, Commonwealth of Pennsylvania, establishing fees for the filing of applications, permits and licenses for the Borough was made by Mr. Verduci, seconded by Mr. Ciesielski. Mr. Henderson stated that this fee amendment creates a \$5 duplicate tax bill fee. Motion carried unanimously.
12. A motion to adopt Resolution No. 2021-3, a Resolution of the Borough of Bridgeville, County of Allegheny, Commonwealth of Pennsylvania, authorizing filing a grant application seeking a Community, Infrastructure, Tourism Funding grant for the Chartiers Park Exercise Trail Project was made by Mrs. Schneider, seconded by Mr. Colosimo; motion carried unanimously.

13. A motion to approve Change Order No. 4 for the McLaughlin Run Park Improvements Project that authorizes the contract completion date be extended by 171 calendar days to accommodate delays as result of winter weather conditions was made by Mr. Ghelarducci, seconded by Mrs. Schneider; motion carried unanimously.
14. A motion to approve Change Order No. 1 for the Bower Hill Road Stormwater Improvements Project that resulted in a contract increase of \$5,480.07 to remove and realign 24 linear feet of storm sewer due to a conflict and adjusting an existing manhole two feet to grade was made by Mr. Colosimo, seconded by Mr. Ghelarducci; motion carried unanimously.
15. A motion to approve Change Order No. 1 for the McLaughlin Run Park Flood Project that authorizes the contract completion date be extended by 124 calendar days to accommodate delays as a result of winter weather conditions was made by Mr. Colosimo, seconded by Mrs. Schneider; motion carried unanimously.
16. A motion to authorize AGX, Inc. to complete an Environmental Assessment of the Municipal Building Roof Replacement project at a cost not to exceed \$950.00 was made by Mr. Colosimo, seconded by Mr. Ciesielski. Mr. Verduci questioned the need for this. Borough Engineer Brett stated that it is needed to determine if there is any asbestos in the roof or patch materials up front to avoid any unpredicted change order costs when under contract. Motion carried unanimously.
17. A motion to adopt Job Descriptions for the following positions: Assistant to the Borough Manager, Office Clerk, Police Secretary, Public Works Foreman, Public Works Assistant Foreman, and Public Works Laborer was made by Mrs. Schneider, seconded by Mr. Colosimo; motion carried unanimously. Mr. Henderson thanked the Manager, staff, and Administration Committee for their work to prepare the handbook and job descriptions.
18. A motion to authorize the Solicitor to prepare an Ordinance and advertise such, that would amend Chapter 1, Part 3, Article A, Section 301 (Planning Commission) of the Bridgeville Borough Code that would reduce the composition of the Planning Commission from seven members to five members was made by Mr. Verduci, seconded by Mr. Colosimo; motion carried unanimously.
19. A motion to appoint Deb Colosimo as the Vacancy Board Chairman to a term that would expire January 3, 2022 was made by Mr. Ciesielski, seconded by Mr. Henderson; motion carried unanimously.
20. A motion to accept and pay any commission due – January 2020 Real Estate Tax Collector Report was made by Mr. Ghelarducci, seconded by Mr. Verduci; motion carried unanimously.

21. A motion to acknowledge receipt of the December 2020 Treasurer’s Report was made by Mr. Verduci, seconded by Mr. Ciesielski; motion carried unanimously.
22. A motion to accept the January 2021 Police Report was made by Mr. Ghelarducci, seconded by Mr. Ciesielski; motion carried unanimously.

COMMITTEE REPORTS

ADMINISTRATION, VIRGINIA SCHNEIDER – Mrs. Schneider reported that the project to upgrade the Borough Building Phone System has been completed. She stated that the phones are installed and in-service. The new system has many new features such as voicemail to email. Please note that extension numbers have changed for the various offices, so please listen to the prompts when calling in.

Mrs. Schneider also reported that the Borough Building Community Message Boards – outside LED sign has been installed. Final work outstanding include some metal trim work, painting of the inside frame and additional computer programming. We also now have a smart TV in the lobby that runs looped information on community programs and events. She stated that the 2021 Newsletter has been completed and is to be mailed by February 15. We will have extra copies to pass out here at the Borough Building, with new resident packets and a digital copy will be posted to the website.

Lastly, she thanked the Borough Manager and staff for their efforts to complete the new Employee Handbook.

FINANCE, JOSEPH VERDUCI – Mr. Verduci reported that the 2020 Audit is underway, started today. He also reported that the annual finance reports completed and distributed including tax filings, W2s, 1099s and annual state reports. Regarding insurance claims, there were two claims this past month: 1) Chartiers Park – a tree fell and damaged the fence and electrical system at the small baseball field. A claim has been entered to repair the fence and lighting. DPW removed the tree. Estimates received total \$6,000 and the insurance company gave approval to proceed with the repairs. Work is to be completed by the end of March. 2) On 1/14/21, a car struck one of our ornamental streetlight poles on Washington Avenue. Damages were \$7,265. Our insurance company will seek reimbursement from the motorist’s insurance.

Lastly, Mr. Verduci stated that this past month our Rock Salt bill was very high and that our annual insurance premium has been paid.

PARKS & RECREATION, JOSEPH COLOSIMO – Mr. Colosimo reported that the Public Works Department constructed a storage bin for infield dirt at Chartiers Park. He also stated that the American Legion will be having the Memorial Day Parade on May 31st at 10AM. Lastly, he reported that security cameras have been installed at Chartiers Park. He stated that he is glad to see this project completed and that this has been in waiting for a very long time.

PUBLIC WORKS/BUILDINGS, NINO PETROCELLI, SR. – Mr. Colosimo reported the following from the Public Works Department:

- Treated roads and sidewalks for snow and ice multiple times.
 - Salt orders of 353 tons have been placed and received this past month.
 - We will be exceeding salt contract limits this month, additional costs may be charged on future orders over 150% of contract. Manager is currently working with the supplier to continue deliveries.
- Business District Maintenance:
 - Washington Ave. Streetlights - Crew repaired the wiring and replaced a light pole that was completely damaged in a vehicle accident on 1/13/21.
 - Took down and stored Christmas decorations.
- Borough Building Maintenance:
 - Repainted restrooms, rear hallway, left-stairwell, conference room and office corridor.
 - Upgraded the lighting in the restrooms to LED fixtures.
 - Installed cabinetry in Police garage, finished renovations to the sally port.
 - Installed AED cabinet box and front message center (TV) in lobby.
- Equipment Maintenance:
 - Radio installed in Truck 8.
 - Snowplow blades replaced and truck maintenance completed after each snow event.
 - Old Truck 2 (Chevy Pickup) and Car 5 have been stripped of equipment, markings and posted by the Manager to public auction site, www.municibid.com
- Repaired a small sinkhole in the middle of Dewey Avenue on 1/28/21.
- Park Maintenance:
 - Removed graffiti from playground equipment in Chartiers Park on 1/22/21 (minor incident)
 - Constructed precast concrete storage bin for infield dirt at Chartiers Park.
 - Tree removal / trimming:
 - Chartiers Park – cut up and removed large tree that damaged the fence and field lighting on the little field. Insurance company gave us approval for the fence and lighting to be repaired, damages cost \$6,000.
 - Cook School Park - with the assistance of the Bridgeville VFD Ladder Truck trimmed dead limbs out of the front pine trees on 1/14/21.
- Litter pickup around town was completed.
 - Sign maintenance is on-going, replacing missing signs and repairing damaged locations.
 - McMillan Street Fire Lane signage installed 1/19/21.
 - Ongoing maintenance has been dedicated to filling potholes and repairs to multiple streets and alleys.
 - Crew sanitizes the Borough office and lobby each morning.
 - Cleaned catch basins and swales throughout town on rainy days.
 - Foreman responded, marked, and reported multiple PA-One Call requests.

PUBLIC SAFETY, BRUCE GHELARDUCCI – No report.

MAYOR, BETTY COPELAND – No report.

POLICE CHIEF, CHAD KING – Chief King reported that the Department continues to monitor the new fire lane on McMillen Street. He stated that six written warnings have been issued along with multiple verbal warnings. The Chief stated that regarding the vehicle accident involving the light pole on Washington Avenue, the driver who caused the damage drove away from the scene and was caught via security cameras in this vicinity. He stated that he is appreciative for the new cameras in Chartiers Park and stated that cameras have been an excellent tool investigating crimes in the Borough.

SOLICITOR, THOMAS MCDERMOTT – Solicitor McDermott stated that he submitted a written report to Council and can answer any questions. He congratulated Council on the completion and adoption of the new Employee Handbook.

BOROUGH ENGINEER, KEVIN BRETT – Engineer Brett reported that he submitted a written report to Council dated February 4th. Mr. Ghelarducci questioned the Engineer as to why the contractor was planting grass seed today at McLaughlin Run Park. The Engineer stated that it is a requirement from the Conservation District to apply temporary seed.

FIRE CHIEF, RAY COSTAIN – Chief Costain reported that the Department responded to 27 calls for service this past month and that includes five working structure fires. The Chief stated that he will be facilitating a meeting at Goodwill Villa and Manor on February 18th to address multiple fire safety concerns with their staff and residents.

Chief Costain reported that the Department will be having fish fries on February 17, March 5, 19, and April 2 – drive through / take out food only, no dine-in due to the pandemic. He stated that the annual Cash Bash has been cancelled as well as result of the pandemic restrictions.

SOUTHBRIDGE EMS, DAN MILLER – No report.

BRIDGEVILLE HISTORICAL SOCIETY, MARY WEISE – No report.

BRIDGEVILLE LIBRARY REPRESENTATIVE – Library Director Ben Hornfeck, reported that the Library will be reopening for in-person service starting today. He stated that 5,000 items were circulated from the Library in January. Mr. Verduci informed the Library Director that the Rotary Club will be financially supporting the Library’s upcoming Story Board Project within one of our parks.

BRIDGEVILLE PARKING AUTHORITY REPRESENTATIVE – No report.

BRIDGEVILLE PLANNING COMMISSION REPRESENTATIVE – Ms. Cimarolli reported that the Commission approved the Commercial Street Subdivision Plan and that they tabled action on the application for a Conditional Use Permit for 621 McLaughlin Run Road. It will be reconsidered at the February 22nd meeting. Mr. Tolmer reported that the Commission reorganized, and Ms. Cimarolli has been elected as the Chair, Tim Nath as Vice Chair, and himself as Secretary. He thanked Mr. Livingston for his service as their past Chairman.

BOROUGH MANAGER, JOSEPH KAUER – the Manager reported that through the Council of

Governments, our grant application to replace catch-basins on Station Street and Darby Way has been awarded in the amount of \$23,000. He also reported that the two GEDF Flood Grant Projects at both McLaughlin Run Park and Jane Way, right now are \$44,000 under the total grant award of \$425,000. A request has been made to the County to use the remaining \$44,000 of grant funds to make repairs to the asphalt at McLaughlin Run Park that was damaged by the excavation equipment; they have approved this request. The Engineer is currently working on a strategy to how to best use those funds.

The Manager thanked the members of the Public Works Committee and those who have applied and interviewed for the Laborer’s position. He stated that he looks forward to welcoming Mr. Meglen to our team.

Lastly, the Borough Manager reported on the Comprehensive Plan Project – six proposals have been received. We will be distributing the proposals to the Planning Commission and Committee this week to start the selection process. While this is going on, we will be submitting a grant application to the State to consider funding this planning project as well.

OLD BUSINESS: Mr. Henderson reported that the Council met in Executive Session on February 4th to get the Solicitor’s legal opinion on personnel and legal matters.

NEW BUSINESS: Mr. Verduci stated that the Chamber of Commerce will be having a webinar with our State Representatives and Senators on February 11th. He stated that its anticipated to be very informative and thanks the Chamber for bringing such a program to our community.

ADJOURNMENT

A motion was made by Mr. Ghelarducci, seconded by Mr. Colosimo, and carried to adjourn the meeting at 7:32 PM. All in favor, motion passed 7-0.

Respectfully submitted,

Joseph Kauer
Borough Manager / Secretary