

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
AUGUST 14, 2024**

The regular monthly meeting of the Council of the Borough of Brownsville was held this evening at the Borough Building located at 200 Second Street in Brownsville. The meeting was called to order by President, James Lawver at 6:00 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance.

The following members were present: Council President, James Lawver, Council Vice President Shane Ronzio, Councilmen Brian Brashear, Jackie Jackson, Mike Walters, Kasandra Ward, and Tracy Sheehan Zivkovich. Also present were Solicitor Christian Sesek and Borough Secretary/Treasurer Melissa S. O'Brien. Mayor Ross H. Swords, Jr. was absent from tonight's meeting.

RECOGNITION OF VISITORS

CONNIE GORE, 131 Front Street. Ms. Gore is in attendance to discuss the cleanup of 128 Market Street. James Lawver stated we are looking for the funds. The RACF offered to reimburse the Borough for the demolition expenses to date.

JANICE STITCHICK, Antiques on Broad. Ms. Stitchick is in attendance to discuss a loading zone permit, as they are unable to do so in front of her store or in the back because of the steps. Due to the size of the trucks, the only location would be on the side. Some of her vendors have been ticketed and she is looking for some advice. James Lawver stated that PennDOT will be closing that road when the Cast Iron Bridge work starts. Ms. Stitchick noted that small items can be unloaded from the parking lot, but most cannot. Shane Ronzio asked if there was a certain time of the day that would work. Kasandra Ward suggested a 15-20 minute loading on Bank Street. The store is open 11-5, so somewhere between these hours would be ideal. Mike Walters asked about the installation of 15-minute loading zone signage. He also noted that turning Central Park into a parking lot would be beneficial in this situation. James Lawver noted this would have to be done by Ordinance. K2 noted they would be willing to review the location and situation and get back to us in the next few days. Ms. Stitchick noted that that Antiques on Broad has been nominated for the 7th year in a row as an outstanding business.

MINUTES

Motion by Kasandra Ward, second by Mike Walters to approve the June 12 minutes. All in favor. Motion carried.

Motion by Kasandra Ward, second by Mike Walters to approve the July 10 minutes. All in favor. Motion carried.

AGENDA

Motion by Brian Brashear, second by Shane Ronzio to amend the agenda to include the ratification of the emergency declaration for the church clean-up and demolition and the ratification of the burn ban. Tracy Sheehan Zivkovich asked why these motions were not added when the office asked for input on agenda items. This is the agenda that was advertised. Last month and this month, there were requests to make changes to advertised agendas. When Council gets the agenda the week prior to the meeting, they need to add or remove things then, not when we are at the council meeting. This motion to amend asks us to do something different than what the Sunshine Act requires, and therefore we should move forward with the agenda, as is. Solicitor, Christian Sesek noted that you have to ratify an emergency declaration by statute. James Lawver noted we can ratify it next month. Motion withdrawn.

Motion by Shane Ronzio, second by Jackie Jackson to approve the August 14, 2024 agenda. All in favor. Motion carried.

MAYOR'S REPORT – Brian Brashear

In Mayor Ross H. Swords, Jr.'s absence, Brian Brashear reported for the month of July that there were 105 calls for service (77 Borough, 14 Township, 14 out of town), 29 citations (26 Borough, 3 Township, 0 out of town), 24 incidents (23 Borough, 1 Township, 0 out of town), 4 arrests, and 1 prisoner transport. A total of 856 miles were put on the police vehicles last month.

Brian Brashear noted the fines for the month of July were \$687.87 from the Magistrate.

Brian Brashear noted that Council would like to extend a conditional offer of employment to Mason Stanley. Chief John Brant noted that he spent approximately two hours with Mason Stanley when he inquired about the position. He is in the academy now. Chief Brant noted he could reach out now if Council agreed. James Lawver and Brian Brashear noted in the affirmative.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total non-restricted funds at this time are \$465,056.43 and restricted funds total \$193,802.52. Deposits for the month total \$107,853.39. Monthly bills paid were \$49,927.38.

Motion by Mike Walters, second by Tracy Sheehan Zivkovich to pay the General Fund bills in the amount of \$23,121.40. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Motion by Kasandra Ward, second by Tracy Sheehan Zivkovich to pay the Payroll bills in the amount of \$114.79. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Motion by Kasandra Ward, second by Tracy Sheehan Zivkovich to pay the Act 13 bills in the amount of \$4,500.00. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Motion by Kasandra Ward, second by Tracy Sheehan Zivkovich to pay the General Fund bills with various due dates in the amount of \$7,007.50. Tracy Sheehan Zivkovich clarified that the line item for \$140 to J. Lawver is for Auditor Jack Lawver, not Council President James Lawver. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

The Grant Fund invoices were discussed, but it was determined that none were able to be paid at this time.

Mike Walters discussed the budget and noted that as of today's date we are 2/3 of the way through the year and we have collected 72% of our projected revenue. The budget also shows that we have spent \$706,941, or 66% of our expenses. However, line item 454.375 shows that we paid \$64,065 to BoardSafe for the docks and we will be reimbursed for that expense. This will bring us down to \$642,876, or 60% of our budgeted expenses.

Motion by Mike Walters, second by to accept K2s proposal on the Cemetery Road project, which totals \$23,000 for the work, with a 25% deposit required in the amount of \$5,750. As a department, Public Works has only spent 48% of their department budget, so there is money for this required work to be done. Solicitor, Christian Sesek noted concern that this item is not on the agenda and we may have bidding considerations. Kasandra Ward and James Lawver noted that K2 is our engineer and this is a professional service. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Kasandra Ward to change the title of the Borough Secretary/Treasurer to Borough Office Manager/Treasurer. All in favor. Motion carried.

BUILDINGS & GROUNDS – Mike Walters

Michael Walters noted we are waiting for the DCNR and the Fish & Boat Commission to approve spending on the wharf so we can pay BoardSafe the balance we owe them.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio noted the Farmers Market will be held on Saturday, August 31, from 9-4 at Nemaquin Castle.

The members of the Planning Committee have recommended to council that they look into repairing or replacing lights at the Commons, access to council meetings via video, and guidance and research of Ordinances on historic properties and districts. James Lawver asked Robb

Rhodes if he obtaining any estimates, which Robb Rhodes noted he has reached out to Cardello Electric, but has not yet received any estimates.

CODE ENFORCEMENT / PUBLIC SAFETY / NON-PROFITS – Brian Brashear

Brian Brashear noted the burn ban will be lifted, effective today.

The Code report from PMIS shows 22 phone complaints, 7 email complaints, 27 inspections, 15 re-inspections, 12 high grass postings, 55 citations, 34 filed, and 25+ to be filed. Myron Nypaver spoke about the filings and noted that certified mailings are nearly \$10 each, but it is necessary. He also discussed several properties on the code report as well as a code enforcement software program that Fayette County is looking into that the Borough would benefit from in the future.

EJ Petcheny was in attendance from K2 engineering to discuss the permitting for July. One residential permit was issued. Grants were filed under the MTF and the county LSA. The statewide LSA grants open up soon. Tracy Sheehan Zivkovich asked

LIBRARY – Brian Brashear

Brian Brashear noted the Library will be hosting a Harry Potter Tri-Wizard Tournament on August 17, 2024 beginning at noon, and on August 31, they will be hosting a carnival from 11-3.

FIRE STATIONS – Brian Brashear

Nothing to report.

PARKS & RECREATION – Jackie Jackson

Jackie Jackson noted our main contact has changed on the Fenwick grant. A September meeting has been scheduled to discuss the project timeline.

Uniontown Lowe's has offered to donate mulch to the Northside playground. James Lawver offered to pick up the donation. Tracy Sheehan Zivkovich asked if Public Works would lay the mulch, which Jackie Jackson noted we would have to discuss when we have it.

PUBLIC WORKS – Kasandra Ward

Motion by Kasandra Ward, second by Shane Ronzio to sell one Borough-owned 2009 Ford F-550 truck for \$21,100 to Gary Butch, the highest bidder via Municibid, and authorize James Lawver to complete all appropriate measures to accomplish the transaction. All in favor. Motion carried.

Council approved the Professional Services Agreement for K2 regarding the Cemetery Road project. The RACF is covering the costs of the actual work, while the Borough is paying the engineering fees, as the grant will not cover those fees.

Last month, Council discussed combining needs for a statewide LSA grant. Kasandra Ward would like to ask for more money, at least for blight and paving. Tracy Sheehan Zivkovich noted under this grant, the Mayor wanted to add a restroom to the stage area, additional work was needed at the wharf, and our walls need addressed. This is a no-match grant. Myron Nypaver noted there are several things that can be looked at here. Mike Walters asked if the intent was to do one grant with everything combined, and Kasandra Ward noted she thinks it would be a good idea to combine things that go together. Myron Nypaver noted tying things together under one grant is beneficial. Kasandra Ward would like to work with Dana Kendrick at K2 and establish a plan for this grant application.

There is a stormwater workshop coming up on September 17, 2024, which Kasandra Ward will be attending. If anyone else would like to attend, please let her know.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Tracy Sheehan Zivkovich noted she is currently working with utility companies throughout the Borough and working with the street department on identifying vacated poles and get them removed.

SOLICITOR'S REPORT – Peacock Keller

Solicitor, Christian Sesek noted that the mandated training for Council occurred today, and lasted approximately one hour.

OLD BUSINESS

Chief John Brant took the police vehicle in for repair, from damages that occurred during the Albany police chase. James Lawver and Mayor Ross H. Swords, Jr. will meet with the original repairman to resolve the issues.

NEW BUSINESS

Nothing to report

FAYETTE COUNTY – James Lawver

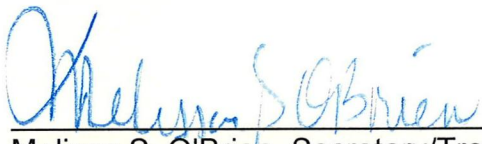
There are a few assessment appeals included in the packets.

CORRESPONDENCE – James Lawver

Included in the correspondence this month are minutes from the Municipal Authority, a flyer for Fayette County Night at the Wild Things stadium, and a letter from GD&F regarding the Mon River waterline crossing. Kasandra Ward noted the waterline crossing raises some concern, as we are not sure if this will affect our streets. EJ Petcheny of K2 spoke on the matter and offered his assistance.

MEETING ADJOURNMENT

Motion by Mike Walters, second by Tracy Sheehan Zivkovich to adjourn the meeting at 7:00 p.m.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT		
August 2024		
CHECKING ACCOUNTS (adjusted through August 9, 2024)		
General Fund		\$ 346,019.69
Payroll		\$ 7,629.85
Petty Cash		\$ 363.65
PLGIT		\$ 111,043.24
	TOTAL General/Liquid Fuel Funds	\$ 465,056.43
Act 13		\$ 37,081.78
ARPA Grant Fund		\$ 20,390.08
Charles Street Bridge Grant Fund		\$ 48,707.02
Fenwick Park		\$ 30,175.49
Fire Escrow		\$ 18.75
Insurance Claims		\$ 49,830.14
K-9 Fund		\$ 5,629.71
Parking Authority		\$ 1,969.55
	TOTAL Restricted Funds	\$ 193,802.52
DEPOSITS (adjusted through August 9, 2024)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 687.87
Commonwealth of PA	State Police Fines & Fees	\$ 867.92
Brownsville Police	Police Reports	\$ 15.00
Brownsville Police	Parking Violations	\$ 175.00
MDJ	Code Fines & Fees	\$ 62.25
Various	No Lien Letters	\$ 40.00
Various	Occupancy Permits	\$ 80.00
K2	Permits	\$ 190.00
Fayette County Tax Claim	Delinquent Taxes	\$ 6,949.26
Tena Congelio	Real Estate Taxes	\$ 46,952.18
Recorder of Deeds	Real Estate Transfer Tax	\$ 565.21
SWRTB	Taxes	\$ 17,953.89
Banks	Interest	\$ 1,985.86
Breezeline	Cable Franchise Fee	\$ 2,959.00
Westmoreland Sanitary Landfill	Garbage Franchise Fee	\$ 2,396.07
Various	Personal Property Sale	\$ 21,092.00
Various	Refunds	\$ 4,890.75
Various	Street Openings	\$ 679.00
	TOTAL Deposits	\$ 107,853.39

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - August 2024				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance/B&G	Amazon	Office Supplies	\$ 34.70	
	B&M Electric	Repairs	\$ 260.00	
	Breezeline	Cable & Internet	\$ 161.73	
	Brownsville Municipal	Sewage	\$ 129.00	
	Columbia Gas	Gas Bill	\$ 39.84	
	DeLage	Copier Lease	\$ 212.53	
	EMC Insurance	Insurances	\$ 5,015.70	
	Fidas	Title transfer	\$ 10.00	
	Ford Office Technologies	Phone & Fax	\$ 413.66	
	Guardian Life	BEO Insurance	\$ 24.92	
	IRS	Federal Income Tax	\$ 4,842.68	
	McMillen Engineering	Charles Street Bridge	\$ 327.50	Grant Fund
	McMillen Engineering	Fenwick Park	\$ 3,129.00	
	Microsoft	Office 365	\$ 50.00	
	PA American Water	Water	\$ 105.55	
	PA Department of Revenue	PA Taxes	\$ 745.02	
	PAMA	Dues	\$ 60.00	
	Peacock Keller	Retainer	\$ 500.00	
	PSAB MRT	Pension	\$ 1,200.00	
	Terminix	Pest Control	\$ 74.00	
UPMC	M/D/V Insurance	\$ 5,693.16		
	West Penn Power	Electric	\$ 6,272.49	
				\$ 29,301.48
Code Enf.	PMIS	Code Enforcement	\$ 1,650.00	
				\$ 1,650.00
Police	AT&T	Cell Phone	\$ 62.52	
	Bevard	Gas	\$ 716.13	
	Ford of Uniontown	Repairs	\$ 570.24	
	Local 491	Union Dues	\$ 214.00	
	NAPA	supplies	\$ 25.47	
	PSAB	Pension	\$ 988.86	
	S&D Calibration	Vascar Certification	\$ 64.00	
	Swaney Auto Body	Repairs	\$ 8,115.32	Ins. Claims
	Trapuzzano's	Uniforms	\$ 147.50	
				\$ 10,904.04
Streets	Bevard	Gas	\$ 1,039.71	
	BNY Mellon	Pension	\$ 2,930.02	
	Local 373	Union Dues	\$ 84.00	
	NAPA	Supplies	\$ 22.27	
	PA American Water	Water	\$ 22.30	
	Sherwin Williams	Road Paint	\$ 128.33	PLGIT
	US Municipal	Signage	\$ 58.16	PLGIT
				\$ 4,284.79
Fire	Center Independent	Gas	\$ 1,261.15	
	PA American Water	Hydrants	\$ 1,357.92	
	SWIF	Workers' Comp	\$ 1,168.00	
				\$ 3,787.07
	TOTAL BILLS PAID			\$ 49,927.38
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - August 2024				
General Fund	AT&T	cellular	\$ 62.52	
	Brownsville Fire Co. #1	Fire Contribution	\$ 6,750.00	
	EZ Pass	vehicle EZ pass purchase	\$ 38.00	
	Fayette Chamber	Annual Membership	\$ 100.00	
	Hoffman's	animal control	\$ 150.00	
	PAWC	hydrant water	\$ 1,357.92	
	PAWC	borough water	\$ 105.55	
	PAWC	shed water	\$ 24.00	
	Peacock Keller	July retainer	\$ 500.00	
	R&D Watters	Port a jon	\$ 176.00	
	South Brownsville Fire Co. #1	Fire Contribution	\$ 6,750.00	
	SWIF	Fire workers comp	\$ 584.00	
	West Penn Power	Electric	\$ 6,523.41	
				\$ 23,121.40
Payroll	PA Unemployment	Unemployment	\$ 114.79	
				\$ 114.79
Act 13	Brownsville Fire Co. #1	Fire Contribution	\$ 2,250.00	
	South Brownsville Fire Co. #1	Fire Contribution	\$ 2,250.00	
				\$ 4,500.00
	TOTAL INVOICES DUE THIS MONTH			\$ 27,736.19
MONTHLY BILLS DUE / VARIOUS DUE DATES				
General Fund	J. Lawver	Auditor Pay	\$ 140.00	
	K2	DCED MTF Grant Application Fee	\$ 2,100.00	
	M. Klamerus	Auditor Pay	\$ 125.00	
	McMillen	Charles St. Bridge	\$ 521.25	
	McMillen	Fenwick Park	\$ 368.25	
	Peacock Keller	June invoices	\$ 2,822.00	
	Peacock Keller	July invoices	\$ 821.00	
	D. Silbaugh	Auditor Pay	\$ 110.00	
				\$ 7,007.50
Var Grant Funds	Mar-Allen	Charles Street Bridge	\$ 140,979.68	
	McMillen Engineering	Fenwick Park	\$ 10,041.00	
	McMillen Engineering	Wharf	\$ 14,075.75	
	Northeast Products	Wharf	\$ 64,065.00	
				\$ 229,161.43
	TOTAL INVOICES DUE - Various Dates			\$ 236,168.93