BOROUGH OF BROWNSVILLE
FAYETTE COUNTY
COMMONWEALTH OF PENNSYLVANIA
DECEMBER 11, 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, and Kasandra Ward. Also present were Mayor Ross H. Swords, Jr., Solicitor Christian Sesek, and Borough Office Manager/Treasurer Melissa S. O'Brien. Councilman Tracy Sheehan Zivkovich was not in attendance.

RECOGNITION OF VISITORS

Paul Synuria, Address.
Paul Synuria was in attendance representing the Library, and to discuss the Cast Iron Bridge detour and the speeding vehicles, truckers, and others disobeying traffic laws and the detour. The Library has experienced some damages as a result of this and they are asking for speed bumps, or fines, or some type of help to deter these things. Kasandra Ward noted there have been several discussions already with PennDOT and Allison Park, but feels that Public Safety may need to address these issues. Brian Brashear noted he would look into it.

Brownsville Fire Company #1 and South Brownsville Fire Company #1. Jack Lawver, Jordan Sealy, and D. Clark Sealy were in attendance representing Brownsville Fire Company #1 and Ron Barry was in attendance representing South Brownsville Fire Company #1, each to discuss the fire department consolidation committee noted on tonight's Agenda. Members from each department asked to be involved in any discussions going forward regarding a possible consolidation.

Mayor Ross H. Swords, Jr. responded to questions and noted he has been approached by members of both fire stations regarding consolidating and suggested forming a committee at the request of those members. James Lawver asked Brian Brashear to get together with members from both departments, form the consolidation committee, and gather information from the state needed to consolidate.

MINUTES & AGENDA

Motion by Shane Ronzio, second by Jackie Jackson to approve the October 9 regular meeting minutes. All in favor. Motion carried.

Motion by Shane Ronzio, second by Mike Walters to approve November 26 special meeting minutes. All in favor. Motion carried.

Motion by Shane Ronzio, second by Mike Walters to approve the December 11 regular meeting minutes. All in favor. Motion carried.

MAYOR'S REPORT – Mayor Ross H. Swords, Jr.

For the month of November, there were 74 calls for service (65 Borough, 4 Township, 5 out of town), 35 citations (31 Borough, 4 Township, 0 out of town), 14 incidents (12 Borough, 2 Township, 0 out of town), 2 arrests, and 0 prisoner transports. A total of 556 miles were put on the police vehicles last month.

Motion by Brian Brashear, second by Shane Ronzio to extend an offer of employment to Lori Lewis as a part-time patrolman, effective immediately. All in favor. Motion carried.

Motion by Brian Brashear, second by Shane Ronzio to rescind the offer of employment to Mason Stanley as a full-time police officer, effective immediately. All in favor. Motion carried.

Fines for the month of November were $552.29 from the State Police, $1,023.39 from the Magistrate and $0 from the County.

Chief Brant spoke on the Cast Iron Bridge detour and noted that we have had discussions with Public Works and PennDOT to work through issues.

FINANCE & ADMINISTRATION – Mike Walters
The total non-restricted funds at this time are $301,297.55 and restricted funds total $140,219.05. Deposits for the month total $33,657.54. Monthly bills paid were $139,463.90.

Motion by Mike Walters, second by Jackie Jackson to pay the General Fund bills in the amount of $11,426.03. ***Roll Call***: James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Brian Brashear to pay the Payroll bills in the amount of $4,457.73. ***Roll Call***: James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

We collected 92% of our budgeted revenue and spent 80% of our budgeted expenses for 2024.

Motion by Mike Walters, second by Shane Ronzio to adopt the 2025 budget as advertised. All in favor. Motion carried.

Motion by Mike Walters, second by Jackie Jackson to pay $2,750 to Johnny Onisko for removal and storage of the docks from line item 409.110. ***Roll Call***: James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Kasandra Ward to advertise Ordinance O-xx-2024 to Set the Tax Rate. ***Roll Call***: James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

BUILDINGS & GROUNDS – Mike Walters
The mini-split for the police station will be installed soon.

The docks at the wharf will be removed in the next few weeks and put back in around May 2025.

ECONOMIC DEVELOPMENT – Shane Ronzio
Shane Ronzio met with Somerset Trust and confirmed things are moving forward.

CODE ENFORCEMENT / PUBLIC SAFETY / NON-PROFITS – Brian Brashear
Fines for the month of November were $221.36 from the Magistrate.

One building permit was issued for signage.

No fire reports were provided.

The library is concerned with the detour. They are also still having internet issues. A coat drive is currently taking place.

The code report from PMIS notes 5 phone and 2 email complaints, 11 complaint inspections, 12 re-inspections, 2 high grass postings, 6 non-traffic citations, and 34 SWEEP tickets issued.

Brian Brashear also noted the Engineer's Report is included in everyone's packet for review.

PARKS & RECREATION – Jackie Jackson
The Brownsville Municipal Authority has agreed to provide 12 hours of in-kind services at Fenwick park, with an estimated value of $1,308.24.

PUBLIC WORKS – Kasandra Ward
The Brown Street project is ongoing.

Several discussions regarding the Cast Iron Bridge detour have taken place with PennDOT and Allison Park.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich
Nothing to report, as Tracy Sheehan Zivkovich was not in attendance.

SOLICITOR'S REPORT – Peacock Keller
Solicitor, Christian Sesek discussed the extensive work done on a right to know appeal that was filed and subsequently dismissed by the office of open records.

OLD BUSINESS – James Lawver

James Lawver noted he would get together with Mayor Ross H. Swords, Jr. regarding the police car damages.

NEW BUSINESS – James Lawver

Motion by Shane Ronzio, second by Brian Brashear to advertise the 2025 meeting dates. ***Roll Call***: James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Shane Ronzio, second by Mike Walters to approve a four-year Contract Agreement between the Borough of Brownsville and the General Laborers Local Union 373. James Lawver noted the changes in this contract are a $75 increase, per person, in uniform allowance, and $2 per hour increase in wages for the first year and $1 per hour each following year. Sick days will remain at 15 per year, with the only change being five days will provided up front. All in favor. Motion carried.

FAYETTE COUNTY – James Lawver

One assessment is included for Council's review.

CORRESPONDENCE – James Lawver

Brownsville Municipal Authority minutes and the Planning Commission minutes are included for review.

MEETING ADJOURNMENT

Motion by Shane Ronzio, second by Brian Brashear to adjourn the meeting at 7:40 p.m.

Melissa S. O'Brien, Office Manager/Treasurer

TREASURER'S REPORT			
December 2024			
CHECKING ACCOUNTS (adjusted through December 6, 2024)			
General Fund		$	242,624.82
Payroll		$	2,580.73
Petty Cash		$	410.08
PLGIT		$	55,681.92
	TOTAL General/Liquid Fuel Funds	**$**	**301,297.55**
Act 13		$	32,935.09
ARPA Grant Fund		$	7,676.05
Charles Street Bridge Grant Fund		$	8,744.96
Fenwick Park		$	30,495.92
Fire Escrow		$	23.75
Insurance Claims		$	52,663.32
K-9 Fund		$	5,689.49
Parking Authority		$	1,990.47
	TOTAL Restricted Funds	**$**	**140,219.05**
DEPOSITS (adjusted through December 6, 2024)			
Mayor Ross H. Swords, Jr.	Fines & Fees	$	1,011.11
Commonwealth of PA	State Police Fines & Fees	$	552.29
Fayette County	Fines & Fees	$	12.28
Brownsville Police	Parking Violations	$	25.00
Brownsville Police	SWEEP Fines	$	50.00
MDJ	Code Fines & Fees	$	221.36
Various	No Lien Letters	$	40.00
PMIS	SWEEP Fines	$	50.00
Fayette County Tax Claim	Delinquent Taxes	$	2,144.67
Tena Congelio	Real Estate Taxes	$	6,303.48
Recorder of Deeds	Real Estate Transfer Tax	$	1,117.69
SWRTB	Taxes	$	11,598.22
Banks	Interest	$	1,542.55
Various	Reimbursements	$	10,000.00
	TOTAL Deposits	**$**	**33,657.54**

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - December 2024				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance/B&G	Breezeline	Internet	$ 161.73	
	Brownsville Municipal	Sewage	$ 146.84	
	Columbia Gas	Gas Bill	$ 454.85	
	DeLage	Copier Lease	$ 212.53	
	EMC Insurance	Insurances	$ 5,181.67	
	FayCo Recorder of Deeds	Deed Filings	$ 103.25	
	FayCo Tax Claim	Repository Purchases	$ 25.00	
	Ford Office Technologies	Phone & Fax	$ 413.66	
	Guardian Life	BEO Insurance	$ 24.92	
	Herald Standard	Advertising	$ 162.14	
	IRS	Federal Income Tax	$ 6,767.25	
	K2	Meeting attendance	$ 150.00	
	Mar Allen Concrete	*Charles Street Bridge*	*$ 12,930.54*	*ARPA*
	Mar Allen Concrete	*Charles Street Bridge*	*$ 39,953.43*	*Grant Fund*
	McMillen Engineering	Fenwick Park	$ 432.00	
	Microsoft	Office 365	$ 50.00	
	Misc	Deductibles	$ 200.00	
	PA American Water	Water	$ 135.80	
	PA Department of Revenue	PA Taxes	$ 994.85	
	Peacock Keller	Retainer	$ 1,000.00	
	Peacock Keller	Solicitor Fees - additional	$ 2,499.00	
	PSAB	Training	$ 75.00	
	PSAB	Council Membership	$ 40.00	
	PSAB	PSAB Plus Training	$ 450.00	
	PSAB MRT	Pension	$ 1,200.00	
	R&D Watters	Port a Jon rental	$ 176.00	
	Terminix	Pest Control	$ 74.00	
	UPMC	M/D/V Insurance	$ 6,377.15	
	Walmart	Supplies	$ 18.95	
	West Penn Power	Electric	$ 6,262.46	
				$ 86,673.02
Code Enf.	Hoffman Kennels	Animal Control	$ 150.00	
	PMIS	Code Enforcement	$ 825.00	
				$ 975.00
Police	Active 911	Subscription	$ 31.50	
	AT&T	Cell Phone	$ 62.55	
	Bevard	Gas	$ 227.32	
	FNB Equipment Finance	*Police car payment*	*$ 7,676.05*	*ARPA*
	Local 491	Union Dues	$ 73.00	
	PSAB MRT	Pension	$ 755.70	
	S&D Calibration	Vascar Certification	$ 64.00	
				$ 8,890.12
Streets	*American Rock Salt*	*Salt*	*$ 3,819.11*	*PLGIT*
	Bevard	Gas	$ 370.00	
	BNY Mellon	Pension	$ 3,027.20	
	FNB Equipment Finance	*Truck Lease payment*	*$ 18,410.64*	*PLGIT*
	FNB Equipment Finance	*Document Fee*	*$ 650.00*	*PLGIT*
	Lee's Plumbing	*Sink hole repair*	*$ 2,875.00*	*PLGIT*
	Local 373	Union Dues	$ 84.00	
	Luzerne Township	Grass Cutting	$ 3,500.00	
	Mlaker	*Tires*	*$ 2,467.01*	*PLGIT*
	PA One Call	Street Digs	$ 17.94	
	Tractor Supply	Supplies	$ 131.95	
	US Municipal	*Signage*	*$ 305.29*	*PLGIT*
	US Municipal	*Plow edges*	*$ 429.56*	*PLGIT*
	Walmart	Supplies	$ 53.71	
				$ 36,141.41
Fire	Center Independent	Gas	$ 343.73	
	PA American Water	Hydrants	$ 1,531.62	
	SWIF	Workers' Comp	$ 4,909.00	
				$ 6,784.35
	TOTAL BILLS PAID			**$ 139,463.90**

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - December 2024				
General Fund	Breezeline	Internet	$ 161.73	
	K2	Blight grant prep fee	$ 1,600.00	
	K2	Hollow Road grant prep fee	$ 550.00	
	PA American Water	water bills	$ 1,707.56	
	Peacock Keller	RTK appeal	$ 2,048.00	
	West Penn Power	Electric	$ 5,358.74	
				$ 11,426.03
Payroll	BNY Mellon	Pension	$ 2,167.20	
	IRS	Federal Income Tax	$ 1,990.63	
	PA Department of Revenue	PA Taxes	$ 299.90	
				$ 4,457.73
	TOTAL INVOICES DUE THIS MONTH			**$ 15,883.76**

MONTHLY BILLS DUE / VARIOUS DUE DATES				
Var Grant Funds	Mar-Allen	Charles Street Bridge	$ 88,095.71	
	McMillen Engineering	Fenwick Park	$ 10,041.00	
	McMillen Engineering	Wharf	$ 15,820.25	
				$ 113,956.96
	TOTAL INVOICES DUE - Various Dates			**$ 113,956.96**