

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
December 9, 2020**

The Regular meeting of the Council of the Borough of Brownsville was held this evening at the Sons of Italy in Brownsville. The meeting was called to order by Tracy Sheehan Zivkovich at 6:03 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance.

The following members were present: Mayor Ross H. Swords, Jr., Council President Tracy Sheehan Zivkovich, Council Vice President Paul Synuria, Jack Lawver, Lester Ward, Barbara Pepper, Jackie Jackson, and Beth Bock.

RECOGNITION OF VISITORS

Claude Massey Jr., PO Box 70, Hiller

Mr. Massey and his wife purchased Veteran's banners for two family members, and they would like to have them hung on the telephone poles. Beth Bock informed Mr. Massey that banners would be hung again in late spring and if he got his banners to her, she would be sure to get them up.

CERTIFICATES

Paul Synuria prepared certificates for the students who helped with local projects. We would like to recognize these students in the Water Street Park Group, the Portal Project, and Students in Action. Paul Synuria wanted to invite the students to the Council meeting, but with the health risks, he thought it best to do a virtual recognition. Tracy Sheehan Zivkovich would like to thank the students for their hard work.

MINUTES

Tracy Sheehan Zivkovich presented the November 12, 2020 minutes. Motion to approve by Lester Ward, second by Paul Synuria. Beth Bock would like to amend the LERTA ordinance to show a 0% tax rate. All in favor. Motion carries.

MAYOR'S REPORT

No report was issued by the Magistrate's office.

FINANCE & ADMINISTRATION

Lester Ward noted the bank balances at this time total \$151,826.10, including General Fund \$78,70.00, Payroll \$721.29, Money Market \$42.49, Act 13 \$18,615.36, K-9 Fund \$3,877.69, Fire Escrow \$17,800, Northside Park Project \$0, and PLGIT \$32,062.27.

The investment accounts total \$524,440.99, including \$452,664.32 in Mass Mutual and \$71,776.67 in BB&T. Monthly bills paid this month were \$46,950.57. Bills that still need paid total \$14,452.76. Deposits this month totaled \$11,012.26.

Motion by Lester Ward to pay bills due in the amount of \$14,452.76. Second by Jack Lawver. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carries.

CODE ENFORCEMENT

There were 28 total complaints this month, 1 home inspection, 1 court hearing, 70 citations, and 7 letters sent to residents. Fines and fees were not received yet this month.

The Tax Anticipation Loan requires a 2019 audit, a tentative budget, and a Resolution. Lester Ward noted that we are still waiting on these things. Solicitor would prepare the letter when we were ready for it.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria noted that the demo project is moving as quickly as it can. Solicitor noted that the traffic signal quote is over budget, and we are waiting on other quotes, and may possibly have to bid it out. Additionally, we called for pest control for the building, as mice were found this week.

PUBLIC SAFETY – BETH BOCK

Beth Bock noted that for the month of November, the mileage was 1429 on Unit 1 and 720 on Unit 3, for a total of 2,149 total miles. Additionally, the Police Department had 85 calls for service, 14 total incidents and 27 citations issued. There were 4 arrests and 0 transports.

Beth Bock discussed the NIMS training and the chain of command for emergency situations.

Also discussed was the demo project. We are in the third phase

Beth Bock made a motion to pay \$75 for Civil Service training through the PSAB. Second by Jackie Jackson. Lester Ward asked if we had a Civil Service Committee yet. Solicitor suggested that the committee should attend training as well. Beth Bock stated that the training was available for one year, and anyone can access it. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pfeffer, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carries.

Beth Bock would like to add two fire extinguishers and two first aid kits to the police cars. Mayor Ross H. Swords, Jr. offered to supply the fire extinguishers and Jack Lawver offered to supply the first aid kits. No cost to the Borough on either.

STREETS – JACK LAWVER

Jack Lawver stated that Mill Street was almost done, just waiting on pipe. Ruth Street is almost where it needs to be according to Liquid Fuel guidelines. Jack Lawver, Barbara Pfeffer, and Melissa S. O'Brien met with Stephanie Whitlatch from PennDOT for an informational meeting to see what can be purchased with those funds and what the proper process was to use LFF monies.

A complaint was received on Ann Street regarding the lack of blacktop and gravel, and overgrown trees. It is an old roadway that used to connect the Borough and the Township that the resident is using as a parking area. The complainant offered to purchase this area if the Borough did not wish to maintain it. Jack Lawver noted that it was never agreed to abandon this street, and Solicitor noted that we could not sell a roadway but we could vacate it. Tracy Sheehan Zivkovich suggested that we Council will draft a letter to the complainant informing him of such.

Tracy Sheehan Zivkovich asked about the Catherine Avenue issues with the PLGIT account and the \$14,675 repayment required. Jack Lawver noted that the issue was a 1.5" overlay that should have been pre-approved (where a 1" overlay would not need pre-approval). The PLGIT account was reimbursed from the General Fund in a check issued today.

Tracy Sheehan Zivkovich noted that Ms. Whitlatch offered her assistance for any bids or projects we had.

Jack Lawver noted that the Union Representative contacted him regarding the Street Department contract. The Union Rep is concerned with the contract date, and wants to add that it will be retroactive to January 1. Solicitor reminded Council that retro pay is a negotiating point, and that contract negotiations could not be discussed in public.

Jack Lawver made the motion to go into executive session to discuss. Tracy Sheehan Zivkovich stated that we have not rejected or agreed to retro pay since we do not yet have a budget. Jack Lawver said the union rep understands this. Tracy Sheehan Zivkovich does not feel the need to go into executive session without a new discussion.

Beth Bock asked if the contract could be discussed once the budget is finalized. Solicitor noted nothing is really stopping us from deciding this or holding off on doing it. She also noted that it is not required that anything be retroactive, it is just past practice.

It is suggested that we place Jersey barriers on Cemetery Road. Jack Lawver suggested Melissa S. O'Brien contact PLGIT regarding LFF for these barriers. Jack Lawver stated they were around \$100 per barrier, and we would probably need 3 of them for the safety of the road.

The stop sign is finally installed on Front Street.

The Northside Project is down to the brick. Columbia Gas still owes us for the street opening fee, which is significant. Lester Ward asked about the agreement and when it would be done. Jack Lawver stated it would happen after all work was done.

Tracy Sheehan Zivkovich asked about the budget and the Columbia Gas bill, and Jack Lawver noted that our street digs were much higher than budgeted.

RECREATION – JACKIE JACKSON

Jackie Jackson noted that we made it through the first round of the park grant she applied for. There are 29 applicants, and she had a zoom "interview" with several people. One of the interviewers gave Jackie Jackson a contact number for additional grants. Tracy Sheehan Zivkovich confirmed that it would be a \$5,000 grant for the water street project.

McMillen Engineering handed out construction costs in the amount of \$240,952 and \$26,158. Tracy Sheehan Zivkovich questioned where the funding would come from, and Jackie Jackson is hoping to find grant money for all of it. It was also noted that McMillen Engineering has done this work pro bono so far.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Barbara Pepper said she has a few people who have expressed interest in Borough properties. There is a K2 survey agreement for the properties discussed last month. The fee would be \$2,500. Barbara Pepper noted we could recoup \$2,000 through the property sales.

Barbara Pepper makes a motion to have K2 finish the survey. Second by Paul Synuria. Paul Synuria asked when they would start, and Barbara Pepper noted it would happen very soon, but needed Council approval first. Beth Bock asked the \$2,500 was estimated or actual. Tracy Sheehan Zivkovich stated that we are only authorizing the \$2,500. Solicitor noted that we should discuss this with K2 to be sure they do not exceed the \$2,500.

Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carries.

Barbara Pepper makes a motion to reject both bids from last month and return them back to the original bidders. Second by Beth Bock. Jack Lawver abstains. All in favor. Motion carries.

LIBRARY – PAUL SYNURIA

Paul Synuria noted the library is nearly complete. Any grand opening will be postponed for now. The library will be closed for cleaning from December 21 through January 4.

FIRE DEPARTMENTS – BETH BOCK

Beth Bock noted Northside's total number of incidents for November were 30, and total alarms for 2020 were 313. Southside's total number of incidents for November were 30.

TAX BUREAU – LESTER WARD

Motion by Beth Bock to approve the tax claim bureau sale contingent upon a contact person within 25 miles of the said property, second by Paul Synuria. Lester Ward asked how we would enforce this. All in favor. Motion carries.

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

Deferred Pension Plan – no discussion. BB&T Account updates were requested by the Solicitor. A letter was also sent to the Auditor General requesting help on the pension funds. Parking lot wall at the Borough building was never fixed. Paul Synuria is working on it.

Solicitor noted that we could review the engineering proposals from both K2 and McMillen and discuss at January's meeting.

NEW BUSINESS

The tentative budget for 2021 is included in the packets. There are several areas that didn't meet their 2020 projected revenues.

Barbara Pepper asked if we still had a website fee. Jack Lawver noted that he and Paul Synuria met to come up with the street department numbers. Tracy Sheehan Zivkovich noted a new line item for a K9 through a grant. Solicitor noted the budget must be advertised for 10 days and then Council would have to meet to finalize. Tracy Sheehan Zivkovich noted the Sweep Program was also added as a new program.

With minimal changes to the tentative budget, it is now in balance at \$1,008,496. Motion to adopt the tentative proposed budget by Lester Ward. Second by Beth Bock. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carries.

Melissa S. O'Brien to advertise the budget once for at least 10 days prior to the next meeting, to be held on Wednesday, December 30, at 6:00 p.m. via Zoom. Jack Lawver would like a budget meeting to review line items prior to the December 30 meeting.

Melissa S. O'Brien discussed the Liquid Fuel audit with Council and explained the payback process and why we had findings. Tracy Sheehan Zivkovich asked for a written action plan so these issues do not happen in the future. Beth Bock stated there was a Liquid Fuels seminar on PSAB. She would find information.

Melissa S. O'Brien stated that we are on day two of the borough audit.

The Beckman's have donated \$500 toward the Fenwick Park project.

Minutes from the Municipal Authority and Luzerne Park are included for everyone's information.

Rental Ordinance has been given to Paul Synuria to prepare for the next meeting.

Jack Lawver recommends that we make Melissa S. O'Brien our RTK officer. All in favor. Motion carries.

Two engineering proposals are included, K2 and McMillen. Jack Lawver makes a motion to move to McMillen effective January 1, with the recommendation that we discuss a percentage of fees coming back to the Borough. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carries.

Beth Bock noted there was police training on February 10-11 and the 24-25 of 2021. There is no cost but just a notice that we would be sending them for the training.

Paul Synuria would like to remind everyone to be careful due to COVID, wear a mask, social distance.

MEETING ADJOURNMENT

Motion to adjourn by Jack Lawver. Second by Jackie Jackson.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT
December 2020

BANK ACCOUNTS (adjusted through December 9, 2020)

General Fund	\$	78,707.00
Payroll	\$	721.29
Money Market	\$	42.49
Act 13	\$	18,615.36
K-9 Fund	\$	3,877.69
Fire Escrow	\$	17,800.00
PLGIT	\$	32,062.27
TOTAL	\$	151,826.10

INVESTMENT ACCOUNTS (adjusted through November 30, 2020)

Mass Mutual	\$	452,664.32
BB&T	\$	71,776.67
TOTAL	\$	524,440.99

DEPOSITS (adjusted through December 9, 2020)

Commonwealth of PA	Fines & Fees	\$	744.97
Brownsville Police	Police Reports	\$	15.00
Recorder of Deeds	Real Estate Transfer Tax	\$	854.00
SWRTB	Local Service Tax	\$	140.88
SWRTB	Earned Income Tax	\$	8,459.38
Fenwick Part Grant	Grant	\$	500.00
First National Bank	Interest	\$	56.13
Lapisardi	Rent	\$	150.00
Nationwide	Insurance Refunds	\$	36.90
Various	Occupancy Permits	\$	40.00
Various	No Lien Letters	\$	15.00
TOTAL		\$	11,012.26

BROWNSVILLE BOROUGH				
MONTHLY BILLS - December 2020				
(for bills paid November 13 - December 9)				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Atlantic Broadband	Internet & Phone	\$1,059.92	
	Brownsville Municipal	Sewage	\$37.31	
	DeLage Landen Financial	Copier Lease	\$150.98	
	Dodaro, Matta & Cambest	Solicitor Fees	\$3,450.00	
	EMC Insurance	Insurances	\$4,108.34	
	Erie Family Life	Life Insurance	\$190.50	
	Herald Standard	Advertising	\$56.58	
	MSO Reimbursement	Picture Frames for Students	\$25.44	
	Microsoft	Office 365	\$37.50	
	Postmaster	Stamps	\$110.00	
	PSAB	Annual Borough Dues	\$297.00	
	PSAB	Website Hosting	\$389.00	
	PSAB Plus	Annual Membership	\$225.00	
	Quickbooks	Payroll	\$33.92	
	UPMC	Employee Insurance	\$8,512.32	
				\$ 18,683.81
Buildings	Columbia Gas	Gas Bill	\$475.67	
	Larson, Jack	Water Pressure Testing	\$150.00	
	MSO Reimbursement	4' Fluorescent Bulbs	\$70.45	
	PA American Water	Building	\$47.01	
	Terminix	Pest Control	\$60.00	
	Traffic Control	Detour and Timers	\$605.00	
	West Penn Power	Shed	\$14.52	
	White's Heating & Cooling	Furnace Repair	\$1,881.00	
				\$3,303.65
Code Enf	Gaydos-Behanna Kennels	Animal Control	\$ 515.00	
				\$515.00
Recreation	West Penn Power	Memorial Lights	\$24.91	
				\$24.91
Police	BB&T	Police Pension		
	Bevard		\$340.86	
	Crimestar	Publications	\$300.00	
	Gianetti Motors	Inspection	\$87.83	
	Local 491	Union Dues	\$182.00	
	S&D Calibration	Vascar	\$60.00	
	Verizon Wireless	Police Phone	\$40.12	
				\$1,010.81
Streets	Bevard	Gas	\$300.91	
	Brownsville Hardware	Supplies	\$42.27	
	LCFOWPA	Pension	\$1,646.40	
	Local 373	Union Dues	\$156.00	
	McCann, Alex	Uniform Reimbursement	\$300.00	
	NAPA	Equipment Repairs	\$392.98	
	NAPA	Parts	\$60.95	
	PA One Call	Street Openings	\$9.10	
	PA Water	Shed	\$20.71	
	PLGIT	Repayment of Paving Project	\$14,675.00	
	West Penn Power	Shed	\$16.00	
	West Penn Power	Street Lights	\$4,561.01	
	West Penn Power	Traffic Lights	\$221.76	
				\$22,403.09
Fire	Center Independent	Gas	\$454.84	
	PA American Water	Hydrants	\$1,094.37	
				\$1,549.21
	TOTAL BILLS PAID			\$ 46,950.57