

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
February 10, 2021**

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.

A moment of silence was taken for Art McClelland, a long-time fireman, who passed away.

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 Peffer (virtually), Jackie Jackson, and Beth Bock.

RECOGNITION OF VISITORS

Destiny Bock, Water Street Park Group

Ms. Bock, representing the Water Street Park Group, would like to hold a fundraiser sometime in the spring. They are seeking funding to cover the cost of their insurance. They are considering a food truck, some games, possibly a game of soccer or baseball for the local kids. She would like to hold the fundraiser at the park, but they do not have a date yet. They are asking Council for approval to host the fundraiser at the Park. Tracy Sheehan Zivkovich and Council agreed that use of the Park would be granted when Ms. Bock has a date in mind.

Joe Barantovich, Perennial Project

Flowers have been ordered for spring planting, through a donation from Bill and Jim Ashton. They do not have a date yet. The Portal Project is moving along, and the buildings can be recreated virtually. They are working with 14 students and 4 teachers at the high school making prototypes. They are going to recreate Brownsville Kennywood day, as well as the Union Station building. They are anticipating a considerable grant. Mark Dietrich, Pitt professor, is using the Union Station building as a senior project for 4 of his senior engineering students. Professor John Sebastian, was instrumental in the engineering project at the Union Station building in Washington, DC, and is involved in our building as well. BAHS students interested in engineering are going to be involved in this project. They have permission from Andrew French to do so. There will be several hundred thousand dollars worth of analysis work being done on the Union Station Building, essentially for free, by the students of the high school and Pitt's engineering program. They are looking for structural soundness, the cost to clear it out, etc. There will be no cost to the Borough for this project.

Beth Bock asked if they would be cleaning out the building, to which Mr. Barantovich responded in the negative.

Erik Pilgreen, 8 Aubrey Lane

Paul Synuria read a letter from Mr. Pilgreen. He had a complaint about his street never being plowed. Mr. Pilgreen stated that the plow truck drives by them but does not plow. He is requesting that the street department plow their street. Mr. Pilgreen also has a second request, for the Borough to prepare the deed for the property that he purchased from us in the summer. Jack Lawver noted that Cadwallader Street is difficult to plow, as the plow truck cannot make the turn if any cars are parked there. Paul Synuria noted that the street has a large drop off on it and believes it will damage our truck if we plow it. Paul Synuria believes this street should be closed.

The Solicitor noted that the Deed was to be prepared by the prior Solicitor, but it was not. Solicitor recommends that for future purchases, maybe put the Deed prep on the buyer so the Borough is not responsible for the preparation or the costs.

MINUTES

Tracy Sheehan Zivkovich presented the January 13, 2021 minutes. Motion to approve by Paul Synuria, second by Lester Ward. All in favor. Motion carries.

MAYOR'S REPORT

Mayor Ross H. Swords, Jr. presented the Mayor's Report, stating the revenue was \$1,501.70.

FINANCE & ADMINISTRATION

Lester Ward noted the bank balances at this time total \$108,315.09, including General Fund \$15,992.58, Payroll \$11,324.92, Money Market \$42.49, Act 13 \$18,623.80, K-9 Fund \$3,879.30, Fire Escrow \$17,800, Northside Park Project \$0, and PLGIT \$40,652.00.

The investment accounts total \$524,442.18, including \$452,664.32 in Mass Mutual and \$71,777.86 in BB&T.

Monthly bills paid this month were \$21,149.65. Bills that still need paid total \$28,841.90. Deposits this month totaled \$11,021.74.

Motion by Lester Ward to pay bills due in the amount of \$28,841.90. Second by Jack Lawver. 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.

Lester Ward and Tracy Sheehan Zivkovich signed the papers for the Tax Anticipation Loan on Thursday, and we were awarded \$100,000. Lester would like to thank Melissa O'Brien, Russel Bernd, and Mitch Mitchell for their work getting the loan documentation handled in a quick manner.

Tracy Sheehan Zivkovich noted that the BB&T bank questions sent to the Auditor General and BB&T still remain unanswered.

There is a copy and scan project at the Borough office to get the Ordinances and Resolutions all scanned. There are 14 local students interested in helping who are coming into the office to do the work. Melissa S. O'Brien noted that any other students interested in helping can call the office and schedule some time to work. Beth Bock asked if the Ordinances and Resolutions would be available on our website once this project is done. It is the future goal, but at this time, our website may not be equipped to handle this much data.

Melissa S. O'Brien discussed the Quickbooks updates and her work with the DCED. The entire system needs to be redone so that our general ledger codes are in line with what the DCED recommends. Ms. O'Brien stated that she is about a third of the way through this project, and hopes to have it completed by the end of February. Lester Ward asked what this project was about, and Tracy Sheehan Zivkovich explained that none of the general ledger codes were all misaligned, which causes them to not match any audit reports, which is a problem.

CODE ENFORCEMENT

There were 24 total complaints this month, 0 home inspections, 12 court hearing, 62 citations, and 8 letters sent to residents. Fines and fees for this month totaled \$310.61.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria noted the hospital is mostly down. The front of the building came down today.

Paul Synuria spoke to a local business owner who asked about hanging a banner advertising their business. Paul Synuria thinks it's a good idea, but if we are going to do this, would recommend adding a charge to the businesses for use of Borough and/or fire department equipment. These would be semi-permanent banners, placed on the telephone poles. Barb Pfeffer noted that the Chamber may be taking over the banners. Jackie Jackson asked if we were soliciting local businesses for this, to which Paul Synuria noted a local business came to us asking if they could do their own advertising. Beth Bock noted that the downtown businesses had no way to point people towards them.

The Radio Tower project has been handled and paid for. Paul Synuria met with Richard Black to discuss future damages and repairs.

The boiler on the police side of the building was an emergency expense. The boiler broke and was not repairable, so it was replaced.

West Penn Power noted that they would be doing brush clearing in the Borough over the next several weeks.

PUBLIC SAFETY – BETH BOCK

Beth Bock noted that for the month of January, the mileage was 1,106 on Unit 1 and 186 on Unit 3, for a total of 1,292 total miles. Additionally, the Police Department had 70 calls for service, 18 total incidents and 52 citations issued. There were 4 arrests and 0 transports.

STREETS – JACK LAWVER

Jack Lawver noted the street department is in the packets for review. We have one truck down, the transfer case is broken and we are awaiting the part to come in.

There is a dumpster on the sidewalk by the bank building. Did anyone approve this? Paul Synuria noted this is in violation of our ordinance. There is a dumpster in the middle of the sidewalk on the backside of the bank building, on Bank Street.

Paul Synuria also noted there is a dumpster on Cadwallader that has been there for several months. Is there is a time limit, or can they stay as long as needed?

Tracy Sheehan Zivkovich noted that Code Enforcement should notify them to move them, or contact the garbage company to have them moved.

Jack Lawver would like to go into executive session at 6:46, second by Jackie Jackson. All in favor. Executive session is to discuss the street department contract proposal and the Northside Project with Columbia Gas.

Council returned from Executive Session at 7:23 p.m. Motion to return made by Jack Lawver. Second by Beth Bock.

RECREATION – JACKIE JACKSON

Jackie Jackson met with Mike Cetera regarding the ballpark project. Jackie Jackson asked if the Borough owned the playground, to which Jack Lawver stated we did, and Larry Lincoski just gifted the parking lot area to us. Jackie Jackson was looking for sponsorships from local businesses for the ballfield and the playground. Mr. Cetera is going to give us the ballpark schedule and is looking for youth volunteers to help out with concessions or clean-up. Mr. Cetera recommended that we take the futuristic drawing from McMillen Engineering and post it at the ballpark so people can see what the future park will look like. Tracy Sheehan Zivkovich asked if we had some 4x4 posts and plywood that we could post the drawing on. Beth Bock noted she could donate a sheet of plywood for the project. Jackie Jackson is working on the playground side of things with Destiny Bock.

Jackie Jackson makes a motion to have Council approve fundraising for the Water Street Project. Second by Jack Lawver. Paul Synuria asked that everyone follow COVID rules and social distancing while working on this project, as this is Borough property. All in favor. Motion carries.

Jack Lawver noted the youth league has not been active for a few years now. They have some interest now, and that league takes care of the field maintenance. The Borough insurance covers the grounds, and the league insurance would cover the contents. Barbara Pepper asked who maintains the concession stand now, and Jack Lawver stated the youth league is responsible for it, but they have not been active. Tracy Sheehan Zivkovich stated that we should review the rules of who is responsible for what. The league will be spending around \$7,000-\$8,000 to bring things current.

ECONOMIC DEVELOPMENT – BARBARA PEPPER

Barbara Pepper is still working with K2 on the property (parcel no. 02-06-014) regarding the survey we contracted them to do. Along with Beth Bock, they met with some investors regarding the Union Station Building. Jeff Hughes and Chuck German have met with some business to generate interest and they were to meet with Andrew French today.

Lester Ward asked if Barbara Pepper heard from Mark Kosak (sp?). He is interested in buying Krause's Furniture building to set up his business. Lester Ward will connect Barbara Pepper and Mark Kosak so they can possibly move forward with this project. Paul Synuria noted that K2 was surveying about two months ago.

LIBRARY – PAUL SYNURIA

Paul Synuria noted the library is still on curbside service. They are hoping to have a grand opening soon. We received a request from the library to plow their lot. Jack Lawver noted he stopped in to talk to them and agrees that the Borough can do this for them.

FIRE DEPARTMENTS – BETH BOCK

Beth Bock noted Northside's total number of incidents for January were 21, which include 16 rescue and emergency medical services, 1 hazardous condition, 1 service call, 2 good intent calls, and 1 false alarm.

Southside did not submit a report for January.

TAX BUREAU

Nothing to report

OLD BUSINESS

Beth Bock noted there is no update on the Civil Service Commission.

Website upgrade has been handled, thanks to Connie Gore.

The pension plans are still being reviewed.

Solicitor Mitch Mitchell recommended changes to the lease for 218 Front Street, which Melissa S. O'Brien will incorporate and send to Paul Synuria.

NEW BUSINESS

Mayor Ross H. Swords, Jr. would like to discuss the new Use of Force Policy and recommends that Council accept this as the new policy. Tracy Sheehan Zivkovich asked if this policy was accordance with the new Federal guidelines.

Motion by Beth Bock to approve the new policy. Second by Jackie Jackson. Lester Ward would like to see the policy. Mayor Ross H. Swords, Jr. will provide the policy to Mr. Ward. All in favor. Motion carries.

Tracy Sheehan Zivkovich noted we have several Board positions open. We received several letters of interest for the sewage authority board, none for the park board, and none for the auditor position. Tracy Sheehan Zivkovich noted letters of interest were received from Kassandra Ward, Keith Ryan, Pandy Phillabaum, James Lawver, Connie Gore, and Will Lippencott. Tracy Sheehan Zivkovich would like to make a motion to appoint Keith Ryan to a 5-year opening and Pandy Phillabaum to Bill Jones remaining 4-year term. Second by Paul Synuria.

Jack Lawver noted that Ms. Phillabaum's letter is addressed to the Luzerne Township Board, which also has an opening. Tracy Sheehan Zivkovich noted she spoke to Ms. Phillabaum and that she is, in fact, interested in the Board position in question. Tracy Sheehan Zivkovich, Paul Synuria, Beth Bock, Barbara Pepper voted yes; Jack Lawver and Lester Ward voted no. Jackie Jackson abstained. Motion carries with a 4-2 vote. Lester Ward asked where the 2 positions came from, to which Tracy Sheehan Zivkovich noted one came from Bill Jones passing away and the other from an expired position. Jack Lawver questioned the incorrectly addressed letter from Ms. Phillabaum. Tracy Sheehan Zivkovich noted she will talk to Ms. Phillabaum to clarify, though she has clarified already.

Barbara Pepper asked if the Board wanted to advertise again for the positions available for auditor and on the park board. Motion to advertise by Paul Synuria, second by Barbara Pepper. 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.

The Chamber of Commerce requested our membership. Beth Bock suggested we table this until next month, considering our financial situation.

Jack Lawver makes a motion to approve Tena's request. Second by Beth Bock. All in favor. Motion carries.

Residential feedback was received.

Other correspondence includes the municipal authority meeting minutes, Luzerne Park's financial report, Tri County Borough Association's meeting notice, Fayette Engineering correspondence, EQT drill notice, and Hill Top Energy correspondence.

Lester Ward has a complaint regarding the Board appointment letters. He feels it was unfair and arbitrary. There was not a letter in all packets for everyone to review, and it was suggested

by Tracy Sheehan Zivkovich who to vote for rather than allowing everyone to review the candidates. The letter not addressed to the Borough should not have been considered. Lester Ward would like his concerns noted on this matter.

Jack Lawver asked if Solicitor, Mitch Mitchell could send a message to Pandy Phillabaum regarding her request being incorrectly addressed.

Tracy Sheehan Zivkovich noted that we approved at the last meeting the advertisement regarding the open seats. Lester Ward acknowledges that it was done legally. Tracy Sheehan Zivkovich stated that they were in the office for everyone to review. Lester Ward again states that he does not agree with how it was handled.

MEETING ADJOURNMENT

Motion to adjourn by Paul Synuria. Second by Beth Bock. Adjournment at 7:55 p.m.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

February 2021

BANK ACCOUNTS (adjusted through February 10, 2020)

General Fund	\$	15,992.58
Payroll	\$	11,324.92
Money Market	\$	42.49
Act 13	\$	18,623.80
K-9 Fund	\$	3,879.30
Fire Escrow	\$	17,800.00
PLGIT	\$	40,652.00
TOTAL	\$	108,315.09

INVESTMENT ACCOUNTS (adjusted through January 31, 2021)

Mass Mutual	\$	452,664.32
BB&T	\$	71,777.86
TOTAL	\$	524,442.18

DEPOSITS (adjusted through February 10, 2020)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	1,501.70
Clerk of Courts	Fines & Fees	\$	310.61
Fayette County	Delinquent Real Estate Taxes	\$	1,482.68
Fayette County	Delinquent Fire Hydrant Taxes	\$	62.18
Fayette County	Delinquent Street Light Taxes	\$	183.90
SWRTB	Local Service Tax	\$	49.66
SWRTB	Per Capita Tax	\$	662.16
SWRTB	Earned Income Tax	\$	6,750.51
First National Bank	Interest	\$	18.34
TOTAL		\$	11,021.74

BROWNSVILLE BOROUGH
MONTHLY BILLS - February 2021

DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Atlantic Broadband	Internet & Phone	\$0.00	
	DeLage Landen Financial	Copier Lease	\$150.98	
	EMC Insurance	Insurances	\$4,230.19	
	First National Bank	TPA Loan Fee	\$84.00	
	Herald Standard	Advertising	\$173.77	
	Legislative Reference Bureau	Publications	\$18.00	
	PA Department of Revenue	PA Taxes	\$346.11	
	PSAB	Borough News Magazine Subsc.	\$40.00	
	Sprowls	Treasurer Bond	\$1,283.00	
	Staples	Quickbooks Annual Subscription	\$399.99	
	Staples	Office Supplies	\$0.99	
	UPMC	Employee Insurance	\$8,512.32	
				\$ 15,239.35
Buildings	Brownsville Hardware	Janitorial Supplies	\$31.92	
	Brownsville Municipal	Sewage	\$91.80	
	Columbia Gas	Gas Bill	\$1,229.41	
	Mills Tree Service	Radio Tower Tree Cutting	\$1,800.00	
	Terminix	Pest Control	\$60.00	
	West Penn Power	Building & Grounds	\$44.42	
	White's Heating & Cooling	Boiler Repair	\$435.00	
				\$3,692.55
Code Enf	Gaydos-Behanna Kennels	Animal Control	\$ -	
				\$0.00
Police	Bevard	Gas	\$361.40	
	NAPA	Police Car Paint	\$75.31	
	S&D Calibration	Vascar Certification	\$32.00	
	Staples	Office Supplies	\$32.41	
	Verizon Wireless	Police Phone	\$40.01	
				\$541.13
Streets	Bevard	Gas	\$397.00	
	Brownsville Hardware	Supplies	\$31.92	
	Local 373	Union Dues	\$78.00	
	NAPA	Supplies	\$16.17	
	Staples	Supplies	\$59.16	
				\$582.25
Fire	PA American Water	Hydrants	\$1,094.37	
				\$1,094.37
	TOTAL BILLS PAID			\$ 21,149.65

BROWNSVILLE BOROUGH

	Bills paid this month total	\$ 21,149.65		
<i>The following bills are due before the end of the month:</i>				
	Tena Congelio	Envelopes	659.42	
	Galls	Evidence Bags	81.33	
	Officer's Store	Ammunition	219.56	
	PA DOL	Workers' Comp	\$1,315.00	
	PAWC	Building Water	\$159.86	
	PAWC	Shed Water	\$23.92	
	Mayor Ross H. Swords, Jr.	Police Car Passenger Mirror	\$67.66	
	Tri County Borough's Assn	Membership Dues	\$25.00	
	West Penn Power	Building & Grounds	\$625.01	
	West Penn Power	Fire Whistle/Radio Tower	\$27.41	
	West Penn Power	Street Lights	\$4,345.39	
	West Penn Power	Traffic Lights	\$139.38	
	White's Heating & Cooling	Boiler Replacement	\$6,000.00	
				\$13,688.94
<i>The following bills are due from the PLGIT Account:</i>				
	KS State Bank	F-550 Payment	\$14,720.79	
	US Municipal	Plow Parts	\$ 432.17	
				\$15,152.96
	TOTAL BILLS DUE			\$28,841.90