

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY
COMMONWEALTH OF PENNSYLVANIA
FEBRUARY 12, 2025**

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 Mayor Ross H. Swords, Jr., Solicitor Christian Sesek, and Borough Office Manager/Treasurer Melissa S. O'Brien.

RECOGNITION OF VISITORS

Jonathan Engel, Rivers of Steel.

Mr. Engel was in attendance to discuss available funding and their desire to help facilitate a grant for a community garden/food forest, and ask for the Borough's support via letter, by March 1, 2025. James Lawver referred him to Shane Ronzio for the letter. Shane Ronzio noted his concern about the Borough's liability if someone were injured on the property.

Eric Snyder/Ed Bohna, National Road.

Ed Bohna from the Park Board spoke on Mr. Snyder's absence regarding a DCNR grant for an ADA-accessible dock at the park.

Rocky Brashear, 309 Middle Street.

Mr. Brashear did not have a comment at this time.

MINUTES

Motion by Kasandra Ward, second by Shane Ronzio to approve January minutes. All in favor. Motion carried.

Motion by Kasandra Ward, second by Shane Ronzio to approve the February agenda. All in favor. Motion carried.

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

Mayor Swords reported for the month of January there were 72 calls for service (57 Borough, 7 Township, 8 out of town), 35 citations (31 Borough, 4 Township, 0 out of town), 7 incidents (6 Borough, 1 Township, 0 out of town), 2 arrests, and 0 prisoner transports. A total of 662 miles were put on the police vehicles last month.

Mayor Ross H. Swords, Jr. noted fines for the month of December were \$1,147.74 from the Magistrate and \$16.44 from the County, for a total of \$1,164.18. Fines for the month of January were \$704.84 from the Magistrate and \$39.71 from the County, for a total of \$744.55.

Mayor Ross H. Swords, Jr. discussed an IT contract for police computer services, and noted a detailed proposal was in Council's packets for review. Chief Brant spoke on the issue and noted this company comes highly recommended by several other municipalities, and our current systems are very outdated. Kasandra Ward felt we should try this because we do not have what is needed to support the police. James Lawver noted he did not want to enter into a long-term contract. Mike Walters noted there is money in the Act 13 account to cover these costs. Brian Brashear asked if there was a quarterly option, which Chief Brant was unsure. The matter was tabled until more details could be gathered.

FINANCE & ADMINISTRATION – Mike Walters

Motion by Mike Walters, second by Tracy Sheehan Zivkovich to appoint MBM Law as Solicitor, effective immediately. Kasandra Ward asked why the Borough did not seek additional proposals, other than those from Peacock and MBM Law. Mike Walters stated the knowledge that MBM Law has regarding RTK matters was a deciding factor for him. The RTK officer at MBM Law is also an instructor. Kasandra Ward noted she felt we should have sought out more proposals. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, no; Mike Walters, yes; Kasandra Ward, no; Tracy Sheehan Zivkovich, yes. Votes are 5-2. Motion carries.

Solicitor, Christian Sesek thanked Council for the last year. Solicitor, Krisha DiMascio thanked Council for the opportunity.

EXECUTIVE SESSION

Motion by Tracy Sheehan Zivkovich to enter into Executive Session at 6:33 p.m. to discuss a personnel matter.

Motion by Tracy Sheehan Zivkovich, second by Kasandra Ward to return from Executive Session at 7:08 p.m. All in favor. Motion carried.

Michael Walters noted that the total non-restricted funds at this time are \$204,675.75 and restricted funds total \$135,995.43. Deposits for the month total \$134,948.37. Monthly bills paid were \$167,687.44.

Motion by Mike Walters, second by Kasandra Ward to pay the General Fund bills in the amount of \$128.28. **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 pay the Payroll Fund bills in the amount of \$6,612.47. **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 Jackie Jackson to pay the Daly Computers invoice from the General Fund in the amount of \$15,238.00, which will be reimbursed from the PCCD Grant. **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 pay the McMillen invoice for Fenwick Park work from the General Fund in the amount of \$1,033.25. **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.

BUILDINGS & GROUNDS – Mike Walters

Michael Walters discussed the Central Park grant and noted that the Perennial Project has received grant funds, and the project is moving forward. There are restrictions regarding turning the space into a parking lot, so we are working to see what can be done as far as parking.

The mini-split for the police department is installed.

We are working with McMillen on the wharf grant.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio noted the banner is ready and will be placed on Market Street soon.

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

Brian Brashear reported fines received from the Magistrate for the months of December and January were \$276.50 and \$186.28, respectively.

Motion by Brian Brashear, second by Kasandra Ward to extend a conditional offer of full-time employment to Grant Johnson. **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 Brian Brashear, second by Kasandra Ward to approve the civil service testing for Grant Johnson at a cost not to exceed \$350, payable to Police Consulting Services for administration of the test, pending solicitor approval. Solicitor, Krisha DiMascio voiced her concerns regarding administering a civil service exam after an offer of employment was already made, and when we are not technically required to, as the Borough has less than three officers, and stated that we would have to administer the test to anyone interested. James Lawver noted we are budgeted for three full-time officers. Solicitor, Krisha DiMascio noted we are not obligated or obligated to administer the civil service test, and requested Council table the testing until she has had an opportunity to review our ordinance. Tracy Sheehan Zivkovich noted in prior meetings we took action and approved a Civil Service committee. Solicitor, Krisha DiMascio

noted she did not feel the expense was necessary, nor is it required under the law. **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.

Brian Brashear discussed a pedestrian crosswalk at the corner of Brownsville Avenue and Seneca Street for safety reasons, to include some metal signage and/or a breakaway sign. Kasandra Ward noted there are other locations in that same area that may benefit from a crosswalk. Kasandra Ward suggested possibly hiring a company to do it professionally, and having the street department maintain it once done.

No code report was provided.

K2 provided a report for Council's review.

Northside Fire Station provided a fire report for the month of January and also for all of 2024.

There was no library meeting in January.

PARKS & RECREATION – Jackie Jackson

Jackie Jackson had nothing to report.

PUBLIC WORKS – Kasandra Ward

Motion by Kasandra Ward, second Shane Ronzio by to accept the proposal from TNT Weed Control in the amount of \$2,235. Mike Walters noted the expense was budgeted and would be paid from 430.368. **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.

NPL is working on the Brown Street project, but no further information is available. Shane Ronzio asked if anyone would be putting any gravel down in that area. Kasandra Ward noted there is a lot going on in that area, and it should be paved by NPL once completed.

We are working with PennDOT and Allison Park on the Cast Iron Bridge project, and we have been asked to reiterate to the students how dangerous it is to move the construction fencing. Mike Walters noted he has already notified them to not enter the construction site.

We should see some movement on the Cemetery Road project by spring.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Nothing to report.

SOLICITOR'S REPORT – MBM Law

The new solicitor was appointed tonight, therefore, no report.

OLD BUSINESS – James Lawver

Motion by Kasandra Ward, second by Mike Walters to approve Resolution R-xx-2025 regarding the Destruction of Certain Tax Records. Brian Brashear asked if this was something we were required to do for 2013 and 2014, and if it was for all properties. James Lawver noted this is for the tax office, not the Borough. All in favor. Motion carried.

Motion by Kasandra Ward, second by Shane Ronzio to approve Resolution R-xx-2025 to Increase the Fee for a Tax Certification, if applicable. Tracy Sheehan Zivkovich asked for more information, which Melissa S. O'Brien noted was a nominal increase from \$15 to \$20. Solicitor, Krisha DiMascio noted this can only be done if there is an existing Ordinance, and would be dependent upon the wording in the Ordinance, as the Resolution cannot be enforced unless the Ordinance exists. **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.

NEW BUSINESS – James Lawver

Nothing to report.

FAYETTE COUNTY – James Lawver

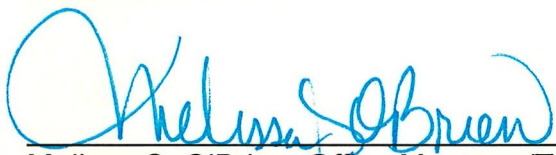
Two tax assessment notices are included.

CORRESPONDENCE – James Lawver

Included in Correspondence are the following: November minutes from the Brownsville Municipal Authority, Notice from EQT regarding drilling, Mid Mon Valley Rapid Readiness Workshop flyer, Letter of Support request from Pa One Call, January minutes from the Planning Commission, Rivers of Steel email, Tri County Borough Association meeting notice, and email from Lester Ward. Mr. Ward's email suggests more information on the Borough's website regarding the development in town. The Mayor and Councilmen can provide information to the office for website updates.

MEETING ADJOURNMENT

Motion by Jackie Jackson, second by Shane Ronzio to adjourn the meeting at 7:46 p.m. All in favor. Motion carried.



Melissa S. O'Brien, Office Manager/Treasurer



BOROUGH OF BROWNSVILLE		
TREASURER'S REPORT		
February		
CHECKING ACCOUNTS (adjusted through February 7, 2025)		
General Fund		\$ 160,019.61
Payroll		\$ 8,751.43
Petty Cash		\$ 813.46
PLGIT		\$ 35,091.25
	TOTAL General/Liquid Fuel Funds	\$ 204,675.75
Act 13		\$ 33,105.98
Charles Street Bridge Grant Fund		\$ 8,882.92
Fenwick Park		\$ 30,654.15
Fire Escrow		\$ 23.75
Insurance Claims		\$ 55,608.82
K-9 Fund		\$ 5,719.01
Parking Authority		\$ 2,000.80
	TOTAL Restricted Funds	\$ 135,995.43
DEPOSITS (adjusted through February 7, 2025)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 1,852.58
Fayette County	Fines & Fees	\$ 56.15
Brownsville Police	Police Reports	\$ 30.00
Brownsville Police	Parking Violations	\$ 25.00
MDJ	Code Fines & Fees	\$ 462.78
Various	No Lien Letters	\$ 680.00
PMIS	SWEEP Fines	\$ 200.00
Various	Amusement Permits	\$ 1,200.00
K2	Permits	\$ 134.00
Fayette County Tax Claim	Delinquent Taxes	\$ 10,376.88
Tena Congelio	Real Estate Taxes	\$ 19,724.54
Recorder of Deeds	Real Estate Transfer Tax	\$ 1,172.08
SWRTB	Taxes	\$ 7,663.04
Banks	Interest	\$ 1,295.39
Breezeline	Cable Franchise Fee	\$ 2,747.00
Commonwealth of PA	Wharf Reimbursement	\$ 73,688.00
Westmoreland Sanitary Landfill	Garbage Franchise Fee	\$ 2,375.43
Various	Street Openings	\$ 11,265.50
	TOTAL Deposits	\$ 134,948.37

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID				
February				
DEPT	VENDOR	FOR	AMT.	TOTAL
Finance/ B&G	Amazon	Office supplies	\$ 140.27	
	Breezeline	Internet	\$ 161.73	
	Brownsville Municipal	Sewage	\$ 129.00	
	Columbia Gas	Gas Bill	\$ 3,971.45	
	T. Congelio	Tax Collector supplies	\$ 672.80	
	Course Vector	Website	\$ 619.20	
	DeLage	Copier Lease	\$ 227.53	
	EMC Insurance	Insurances	\$ 17,338.34	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 24.92	
	Herald Standard	Advertising	\$ 271.44	
	IRS	Federal Income Tax	\$ 4,707.60	
	Mar-Allen	Charles Street Bridge	\$ 88,095.70	
	Microsoft	Office 365	\$ 50.00	
	PA American Water	Water	\$ 277.24	
	PA Department of Revenue	PA Taxes	\$ 686.73	
	PA UC Fund	Unemployment Insurance	\$ 43.82	
	Peacock Keller	Retainer	\$ 500.00	
	Peacock Keller	Solicitor Fees - additional	\$ 54.00	
	Postmaster	Postage	\$ 157.00	
	PSAB MRT	Pension	\$ 1,246.09	
	PSAB UC Plan	Unemployment Insurance	\$ 125.63	
	Somerset Trust	Wire transfer fee	\$ 8.00	
	SWRTB	EIT	\$ 658.71	
	Terminix	Pest Control	\$ 74.00	
	UPMC	M/D/V Insurance	\$ 6,377.09	
	Walmart	Supplies	\$ 5.36	
	West Penn Power	Electric	\$ 12,474.32	
				\$ 139,304.80
Code Enf.	Hoffman Kennels	Animal Control	\$ 300.00	
	PMIS	Code Enforcement	\$ 627.00	
				\$ 927.00
Police	A&S Indoor Pistol Range	Qualifying	\$ 20.12	
	AT&T	Cell Phone	\$ 62.56	
	Bevard	Gas	\$ 424.58	
	EZ Pass	Tolls	\$ 35.00	
	Ford of Uniontown	Repairs	\$ 89.20	
	Lexis Nexis	PA Vehicle Code Updates	\$ 126.63	
	Local 491	Union Dues	\$ 73.00	
	PSAB MRT	Pension	\$ 833.18	
	S&D Calibration	Vascar Certification	\$ 64.00	
	Sirchie	Supplies	\$ 79.42	
				\$ 1,807.69
Streets	Bevard	Gas	\$ 2,308.06	
	BNY Mellon	Pension	\$ 3,164.80	
	CAT	Hi-Lift Repairs	\$ 6,315.25	PLGIT
	Coolspring Stone Supply	Aggregate	\$ 6,087.08	PLGIT
	Lee's Plumbing	Catch basins	\$ 3,800.00	PLGIT
	Local 373	Union Dues	\$ 86.00	
	Lowe's	Supplies	\$ 31.44	
	NAPA	Supplies	\$ 407.57	
	Tractor Supply	Supplies	\$ 59.98	
				\$ 22,260.18
Fire	Center Independent	Gas	\$ 898.15	
	PA American Water	Hydrants	\$ 1,531.62	
	SWIF	Workers' Comp	\$ 958.00	
				\$ 3,387.77
	TOTAL BILLS PAID			\$ 167,687.44
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH				
Gen'l Fund	Amazon	Cleaning supplies	\$ 54.09	
	Amazon	File storage	\$ 74.19	
				\$ 128.28
Payroll	BNY Mellon	Pension		
	IRS	Federal Income Tax	\$ 5,672.67	
	Local 373	Union dues (streets)	\$ 86.00	
	Local 491	Union dues (police)	\$ 73.00	
	PA Department of Revenue	PA Taxes	\$ 780.80	
				\$ 6,612.47
PLGIT				\$ -
Grant Fund	Daly Computers	Toughbooks for vehicles	\$ 15,238.00	
				\$ 15,238.00
	TOTAL Monthly Bills Due this Month			\$ 21,978.75
MONTHLY BILLS DUE / VARIOUS DATES				
General Fund	McMillen Engineering	Fenwick Park	\$ 1,033.25	
				\$ 1,033.25
PLGIT				\$ -
Grant Funds	McMillen Engineering	Fenwick Park	\$ 10,041.00	
	McMillen Engineering	Wharf	\$ 16,036.25	
				\$ 26,077.25
	TOTAL Monthly Bills Due on Various Dates			\$ 27,110.50