

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
FEBRUARY 15, 2023**

The Regular meeting of the Council of the Borough of Brownsville was held this evening at the Borough Building in Brownsville. The meeting was called to order by President, Tracy Sheehan Zivkovich at 6:00 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance.

The following members were present: Council President, Tracy Sheehan Zivkovich, Council Vice President, Paul Synuria, Beth Bock, Jackie Jackson, Kasandra Ward, and Mike Walters. Also present were Solicitor Mitch Mitchell, and Borough Secretary/Treasurer Melissa S. O'Brien. Councilman Barbara Pepper and Mayor Ross H. Swords, Jr. were not in attendance.

Tracy Sheehan Zivkovich started off by discussing the importance of following the Agenda and the rules surrounding such.

RECOGNITION OF VISITORS

Mark Smith, MVAA Executive Director. Mr. Smith would like to thank everyone for welcoming him to the Borough. The MVAA is looking at a March 1 opening. The building will be called the Peter J. Daley conference center. They are a non-profit and will be offering music lessons once they're open.

Connie Gore, 131 Front Street. Ms. Gore asked Mike Walters if he received any quotes on the tree that she has been asking about for nearly two years. Mike Walters noted that he did not receive any quotes.

Ms. Gore stated that it is common knowledge that Barbara Pepper resigned, and also noted that it was not announced at the last meeting. Ms. Gore would like to submit a letter of interest for Ms. Pepper's position on Council.

Brian Brashear, 300 Front Street. Brian Brashear would like to address Ordinances and the historic district. Mr. Brashear is following up on his question from last months' meeting regarding the historic district. Was there any action taken to enact ordinances or to preserve the historic district since he last asked? Mr. Brashear read from the Historic District Act. He is hoping that a Board of Architectural Review can be established by Council. Tracy Sheehan Zivkovich noted that, in response to his questions, we have not located anything.

Jamie Bogol, 300 Front Street. Ms. Bogol spoke on police and historic preservation. Ms. Bogol would like to see an historical committee, but after reviewing the comprehensive plan it seems it is in the works. Ms. Bogol asked again about out-of-state landlords. On January 14 she reported a crime to the PSP and they did not respond for 12 hours. When Brownsville Police came on duty, they did respond. She asked the question "what happens when no one comes?" Tracy Sheehan Zivkovich noted that all calls have to be routed through 911. If we have an officer on duty, that officer will be dispatched. There is no direct dial to the police, other than through 911. Chief Brant responded to Ms. Vogel noting that her call was made to 911 and the state police did not respond; this is not something the Borough can control when we do not have someone on duty. When our officer came on duty until 5 pm, he immediately responded to the call. But it is specifically noted that PSP were responsible for responding until we were on duty at 5 p.m. Chief Brant noted that we have an agreement with the state police to handle calls when we are not on duty, and there is nothing the Borough can do when the state police do not respond. Paul Synuria noted that 911 should always be called. He himself has had issues with the state police and that is why we want 24/7 coverage in the Borough. Tracy Sheehan Zivkovich noted this is an economic issue as well as a workforce issue as we do not get applicants.

Kim Rhodes, 320 Front Street. Ms. Rhodes spoke on the preservation of the historic buildings. She is hoping with committees being formed we have up-to-date Ordinances that can protect the historic buildings in our community. She asked if we have hired a third police officer yet, and also if we still have a code enforcement officer. Tracy Sheehan Zivkovich noted that we do not yet have a third full-time officer, and our code officer has just resigned. There is a large hole in front of Novak's funeral home that has been there for a few weeks. Kasandra Ward noted that these things must be reported to the Borough office. And finally, a few weeks ago her son called 911 regarding a drug deal on Brashear Street. The police light fixture was moved to that residence, but it has since been tampered with. Tracy Sheehan Zivkovich noted that we are in the process of purchasing additional cameras. Chief Brant noted that he is aware of the wires being cut on the light pole. She noted the Code Officer was working on the issue of the RV next

door to her, and is asking for an update on that. Ms. Rhodes noted the owner of the RV is going around town with a petition to keep it there. Paul Synuria noted that we should never assume someone else already made the phone call, because it often happens that it was not made.

Shane Ronzio, 217 Front Street. Mr. Ronzio spoke on the Commons and the Lights. Mr. Ronzio spoke to an electrician, Markowitz Electric, regarding the lights at the Commons and he offered some really affordable solutions. He passed that information on to Council.

MINUTES

Motion by Jackie Jackson to approve the January minutes. Second by Mike Walters. All in favor. Motion carries.

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

The police fines for the month totaled \$42.34 from the County and \$655.01 from the MDJ.

There were 118 calls for service, 24 citations, 17 incidents, and 7 arrests. 0 prisoner transports were reported. A total of 1,178 miles were put on the police vehicles last month.

Chief Brant confirmed that a department cell phone is now being used, which allows all calls that come in to the Borough to be forwarded directly to the cell phone.

The police car has a projected production date for February, so we hope to have something by next month.

FINANCE & ADMINISTRATION – Mike Walters

Budget reports were included in Council's folders. The total funds at this time are \$352,563.73, including General Fund \$62,338.05, Payroll \$1,442.003, Petty Cash \$721.72, Act 13 \$23,189.98, ARPA Grant Fund \$217,800.22, Comprehensive Plan Fund \$1,244.10, Fenwick Park \$3,001.00, Fire Escrow \$1.00, Insurance Claims \$7,463.75, K-9 Fund \$5,466.26, Parking Authority \$1,920.59, and PLGIT \$27,975.03.

Monthly bills paid were \$141,172.53. Bills that still need paid total \$13,439.44 from the General Fund, \$2,632.70 from the Payroll Fund, \$0.00 from the ARPA Grant Fund, \$0.00 from PLGIT, and \$27,741.25 for engineering. Deposits this month totaled \$55,751.26.

Motion by Mike Walters, second by Jackie Jackson to pay the general fund bills. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Mike Walters, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Jackie Jackson to pay the payroll bills. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Mike Walters, yes. Votes are unanimous. Motion carries.

Michael Walters pointed out our demolition line item shows \$5,000 budgeted, but a total payment in the amount of \$50,940. This is money the RACF will reimburse, as it is for the demolition of 149 High Street.

BUILDINGS & GROUNDS – Mike Walters

Nothing to report.

CODE ENFORCEMENT – Paul Synuria

Code fines for the month totaled \$244.67.

The Code Officer reported that for the month of February he filed 10 complaints, 2 inspected houses, 2 court hearings attended, 22 magistrate citations issued, 0 follow-up inspections, and 0 letters sent.

Paul Synuria noted that our Code Officer resigned, effective February 14, 2023 and he is working on filling that position.

Motion by Paul Synuria to purchase a carport for the police car using Act 13 funds. Second by Jackie Jackson. Vote of 5-1 with Beth Bock being the only NO vote. Motion carries.

FIRE

For the month of January, Northside had 5 fires, 15 rescue and emergency calls, 4 hazardous conditions, 4 service calls, 1 good intent calls, and 1 false alarm.

For the month of January, Southside had 4 fires, 14 rescue and emergency calls, 1 hazardous condition, 2 service calls, 1 good intent call, 5 false alarms, and 1 special incident.

Motion by Paul Synuria to pass Ordinance O-02-2023 regarding SWEEP appeals. Second by Jackie Jackson. All in favor. Motion carries.

Motion by Paul Synuria to pass Resolution R-01-2023 regarding Hazard Mitigation. Second by Jackie Jackson. All in favor. Motion carries.

Paul Synuria noted that we have to come up with a value on properties that we recently demolished. The County assessment is over \$20k for the empty lot. Beth Bock suggested using the lot size to assess the value. Paul Synuria stated he would work on something using suggestions from tonight's meeting.

ECONOMIC DEVELOPMENT – Barbara Peffer

Nothing to report.

LIBRARY – Paul Synuria

The library will go back to regular story time hours on March 1.

PUBLIC RELATIONS – Beth Bock

Beth Bock had nothing to report.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward spoke to Ms. Rhodes about the a pothole she discussed earlier, which is located in the 500 block of Front Street. Kasandra Ward reminded residents to please call the Borough office when they see things so we are aware of them.

PAWC sent a Get the Lead Out flyer to all residents. They are asking for assistance from residents.

The street department is working to take care of potholes in the Borough. This is a long process and can only be done when the temperatures are high enough.

Michael Walters noted he has metal roofing that was removed from a property that he is donating to the Borough for the Public Works building.

RECREATION – Jackie Jackson

Jackie Jackson had nothing to report. Tracy Sheehan Zivkovich noted that McMillen Engineering quoted \$5,000 to make changes, and we had an offer from a member of Rivers of Steel to do the work for \$500.

Motion by Paul Synuria to approve \$500 for Rivers of Steel to make the changes. Second by Jackie Jackson. **Roll Call**: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Mike Walters, yes. Votes are unanimous. Motion carries.

There is an empty board seat at Luzerne Park, if anyone is interested.

SOLICITOR'S REPORT – Mitch Mitchell

Solicitor, Mitch Mitchell had nothing new to report.

TAX BUREAU – Tracy Sheehan Zivkovich

Judicial sale information is in the packets.

OLD BUSINESS

We are asking the state for the additional \$350k that we are short on the Charles Street Bridge project.

We discussed the Comprehensive Plan at an earlier meeting tonight and heard public comment. Connie Gore submitted written concerns regarding the plan. Mark Smith had questions on both a Front Street address and the new MVAA location. Overall blight was discussed as well. Motion by Kasandra Ward to approve the Comprehensive Plan pending tonight's requested changes. Second by Paul Synuria. All in favor. Motion carries.

Paul Synuria noted that we are not approving the Comprehensive Plan as it is, but with the recommended changes from tonight's meeting. Tracy Sheehan Zivkovich reminded everyone that this is a living document. The list of blighted properties in the Comp Plan is just a start and can and will be added to.

Beth Bock asked for clarification that we are passing the plan but will make the recommended changes, which Tracy Sheehan Zivkovich noted in the affirmative.

NEW BUSINESS – Tracy Sheehan Zivkovich

Mitch Mitchell will remain our solicitor for 2023.

McMillen will remain our engineer for 2023.

CORRESPONDENCE – Tracy Sheehan Zivkovich

Motion by Paul Synuria to reappoint Phil 'Chip' Giannetti to the Brownsville Municipal Authority board. Second by Beth Bock. All in favor. Motion carries.

Motion by Paul Synuria to advertise all open seats before appointing anyone. Second by Jackie Jackson. Melissa S. O'Brien asked for clarification on the type of advertising Mr. Synuria is referring to. Solicitor Mitch Mitchell noted we are essentially creating a Resolution with this motion, as the Code does not require advertising for board seats. Paul Synuria amends the motion to advertise all seats in a manner that is legally acceptable.

Beth Bock asked for clarification that we are creating a Resolution to legally advertise on social media for any open positions before they are filled. Paul Synuria stated he recommends this so we do not hold up filling vacant seats in the future. Solicitor Mitch Mitchell noted we could announce them at public meetings, rather than spending money on newspaper advertisements. Melissa S. O'Brien noted the cost to advertise would be at least \$80 per vacancy. Paul Synuria feels it is unfair to fill seats without advertising them. Solicitor noted there is nothing in the Code that requires this. Paul Synuria would like to table the motion at this time.

Motion by Paul Synuria to accept the resignation of Barbara Pfeffer. Second by Jackie Jackson. All in favor. Motion carries.

Tracy Sheehan Zivkovich noted that we received letters of interest from Shane Ronzio and Connie Gore for council. Beth Bock asked if Council could discuss the matter in private. Solicitor, Mitch Mitchell noted that we have 30 days to appoint a new council member. Tracy Sheehan Zivkovich asked for clarification, that we have 30 days to appoint after acceptance of a resignation.

Motion by Paul Synuria to appoint Shane Ronzio. Second by Tracy Sheehan Zivkovich. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, no; Kasandra Ward, no; Mike Walters, yes. 4 Yes, 2 No. Motion carries.

Jackie Jackson questioned why we could not vote for either Shane Ronzio or Connie Gore. Tracy Sheehan Zivkovich noted we have a motion on the floor for Shane Ronzio at this time and a vote must be cast. Paul Synuria reminded everyone that this is an election year and there are four seats up.

Somerset Trust has invited everyone to the Sons of Italy on March 2, 2023 for a free presentation on protecting your accounts. We are currently working with Somerset Trust to establish a location for a drive-up ATM.

South Brownsville has invited Council to their annual banquet on February 25, 2023.

Statements of Financial Interest are due, and everyone is required to submit this form.

TCBA meeting notice is included.

MEETING ADJOURNMENT

Motion to adjourn by Jackie Jackson. Second by Paul Synuria. All in favor. Motion carries. Meeting adjourned at 7:06 p.m.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT		
February 2023		
BANK ACCOUNTS (adjusted through February 14, 2023)		
General Fund		\$ 62,338.05
Payroll		\$ 1,442.03
Petty Cash		\$ 721.72
Act 13		\$ 23,189.98
ARPA Grant Fund		\$ 217,800.22
Comprehensive Plan Fund		\$ 1,244.10
Fenwick Park		\$ 3,001.00
Fire Escrow		\$ 1.00
Insurance Claims		\$ 7,463.75
K-9 Fund		\$ 5,466.26
Parking Authority		\$ 1,920.59
PLGIT		\$ 27,975.03
	TOTAL	\$ 352,563.73
DEPOSITS (adjusted through February 14, 2023)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 655.01
Clerk of Courts	Fines & Fees	\$ 42.34
Brownsville Police	Police Reports	\$ 30.00
MDJ	Code Fines & Fees	\$ 244.67
Various	Dumpster Permit	\$ 20.00
McMillen	Building Permits	\$ 240.00
Various	Amusement Permits	\$ 2,400.00
Various	SWEEP Fines	\$ 100.00
Various	No Lien Letters	\$ 60.00
Various	Occupancy Permit	\$ 80.00
Fayette County	Delinquent Taxes	\$ 1,208.09
Tena Congelio	Real Estate Taxes	\$ 17,174.46
Recorder of Deeds	Real Estate Transfer Tax	\$ 378.19
SWRTB	Taxes	\$ 6,457.40
Atlantic Broadband	Cable Franchise Fee	\$ 3,215.00
First National Bank	Interest	\$ 302.98
First National Bank	Refund	\$ 6.13
Misc	Street Digs	\$ 22,667.00
Various	Insurance Claim	\$ 469.99
	TOTAL	\$ 55,751.26

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - February 2023				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Amazon	Office Supplies	\$ 170.19	
	Breezeline	Cable & Internet	\$ 314.16	
	T. Congelio	Envelope Reimbursement	\$ 562.20	
	DeLage	Copier Lease	\$ 331.52	
	EMC Insurance	Insurances	\$ 8,592.87	
	Fayette Chamber of Commerce	Annual Membership	\$ 200.00	
	First National Bank	Interest Payment	\$ 3.99	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 38.98	
	Herald Standard	Advertising	\$ 562.18	
	<i>Herald Standard</i>	<i>Advertising</i>	<i>\$ 756.14</i>	<i>Comp Plan</i>
	IRS	Federal Income Tax	\$ 4,048.17	
	Lowe's	Signage	\$ 34.16	
	McMillen Engineering	149 High Street Demo	\$ 15,049.50	
	Microsoft	Office 365	\$ 50.00	
	Mitch Mitchell	Solicitor Fees	\$ 2,000.00	
	PA Department of Revenue	PA Taxes	\$ 686.11	
	PA UC Fund	Unemployment Insurance	\$ 161.32	
	PAN	Notary Renewal	\$ 416.85	
	Postmaster	Postage	\$ 10.20	
	PSAB	Website	\$ 597.00	
	PSAB - MRT	Pension	\$ 1,291.67	
	PSAB UC Plan	Unemployment Insurance	\$ 583.39	
	Quickbooks	Desktop Pro Annual Subscription	\$ 474.00	
	Quickbooks	Payroll Annual Subscription	\$ 502.44	
	Quickbooks	Payroll	\$ 174.90	
	Quill	Office Supplies	\$ 209.31	
	Sprowls	Treasurer Bond	\$ 1,283.00	
	SWRTB	EIT	\$ 650.73	
	UPMC	Medical Insurance	\$ 6,603.13	
	UPMC	Dental/Vision Insurance	\$ 290.43	
	UPMC	Deductibles	\$ 121.75	
	West Penn Power	Electric	\$ 5,788.61	
				\$ 52,765.73
Buildings	Brownsville Municipal	Sewage	\$ 136.00	
	Columbia Gas	Gas Bill	\$ 1,974.30	
	<i>Hunters Excavation</i>	<i>149 High Street</i>	<i>\$ 50,940.00</i>	<i>RACF</i>
	PA American Water	Building	\$ 129.90	
	Terminix	Pest Control	\$ 66.00	
				\$ 53,246.20
Code Enf.	Hoffman Kennels	animal control	\$ 150.00	
				\$ 150.00
Police	AT&T	Cell Phone Case & Holder	\$ 63.00	
	Bevard	Gas	\$ 1,052.92	
	<i>FNB Equipment Finance</i>	<i>Lease Payment</i>	<i>\$ 7,676.05</i>	<i>ARPA</i>
	<i>M. Laclair</i>	<i>Carport</i>	<i>\$ 2,200.00</i>	<i>Act 13</i>
	Local 491	Union Dues	\$ 54.00	
	PSAB	Pension	\$ 947.40	
	S&D Calibration	Vascar Certification	\$ 64.00	
	Trapuzzano's Uniforms	Vests	\$ 159.00	Act 13
	Verizon Wireless	Police Phone	\$ 40.01	
				\$ 12,256.38
Streets	<i>American Rock Salt</i>	<i>Salt</i>	<i>\$ 5,286.81</i>	<i>PLGIT</i>
	Bevard	Gas	\$ 629.50	
	<i>Coolspring Stone Supply</i>	<i>Aggregate</i>	<i>\$ 707.60</i>	<i>PLGIT</i>
	<i>Deere & Company</i>	<i>Tractor</i>	<i>\$ 9,007.25</i>	<i>PLGIT</i>
	Gillespie Coal	Coal	\$ 147.00	
	JG Services	Gas	\$ 66.30	
	LCFOWPA	Pension	\$ 5,497.20	
	Local 373	Union Dues	\$ 82.00	
	PA American Water	Water	\$ 22.22	
	PA One Call	Street Digs	\$ 23.04	
				\$ 21,468.92
Fire	Center Independent	Gas	\$ 280.47	
	PA American Water	Hydrants	\$ 1,154.83	
				\$ 1,435.30
	TOTAL BILLS PAID			\$ 141,172.53
BOROUGH OF BROWNSVILLE				
BILLS DUE - February 2023				
	Bills paid this month total	\$ 141,172.53		
The following bills are due from the General Fund:				
	EMC	Insurance	\$ 4,328.88	
	First Net	Police Cell Phone	\$ 33.90	
	Ford Office Technologies	Phone Charges	\$ 206.83	
	Herald Standard	Advertising	\$ 56.25	
	PAWC	water	\$ 1,319.09	
	SWIF	Workers' Comp	\$ 1,156.00	
	West Penn Power	electric	\$ 6,338.49	
				\$ 13,439.44
The following bills are due from the Payroll Fund:				
	IRS	Federal 940	\$ 9.16	
	IRS	Federal 941	\$ 2,250.30	
	PA Withholding	payroll tax	\$ 373.24	
				\$ 2,632.70
	TOTAL BILLS DUE THIS MONTH			\$ 16,072.14