

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
February 9, 2022**

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 Vice President, Paul Synuria at 6:00 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance.

A moment of silence was taken for the following recently deceased Borough workers and volunteers: Danny Turosik who worked for the Street Department, Bear Sealy who was a Northside firefighter, and Clarence Harvey Bower who was a Police officer.

The following members were present: Council Vice President Paul Synuria, Jackie Jackson, Kasandra Ward, Mike Walters, Beth Bock, and Mayor Ross H. Swords, Jr. Not present were Tracy Sheehan Zivkovich and Barbara Peffer.

RECOGNITION OF VISITORS

Connie Gore, 131 Front Street, Brownsville. Ms. Gore emailed all of Council an arborist's report on the tree, which is a Borough tree. She has documentation from the Borough from 2013 also stating it is a Borough tree. Ms. Gore is asking for the Borough to hire a licensed and insured contractor to remove the diseased tree. She is asking for a resolution on this matter tonight.

Mike Walters noted that he did get the zoning information from McMillen, which does state the tree is on Borough property. Michael Walters spoke with a tree cutting service for a quote, and he is asking if the Borough truck can be used, as the tree service needs a smaller truck to give a quote. Ms. Gore asked if it could be taken down to about 1 foot and then treated, to which Michael Walters responded that they would take it down as far as possible, which would probably be about that height.

Paul Synuria heard the discussion, and feels that even if it is on Borough property, Council needs to discuss the removal. Ms. Gore stated she has provided a letter stating it is on Borough property, and also the arborists report stating it is a threat to her property. Paul Synuria stated that Council must discuss and come to a decision as far as what needs to be done with the tree.

MINUTES

Motion by Jackie Jackson approve the minutes from January 12, 2002. Second by Kasandra Ward. All in favor. Motion carries.

MAYOR'S REPORT – MAYOR ROSS H. SWORDS, JR.

The Mayor noted that the police fines for the month totaled \$1,441.08 from the MDJ, and \$112.89 from the County court.

There were 96 calls for service, 20 citations, 16 incidents, and 3 arrests.

FINANCE & ADMINISTRATION – MIKE WALTERS

Mike Walters reported the total funds at this time are \$182,636.70, including General Fund \$5,427.95, Payroll \$1,167.80, Petty Cash \$457.51, Act 13 \$21,394.21, K-9 Fund \$5,440.81, Fire Escrow \$1.00, Parking Authority \$1,920.59, PLGIT \$6,529.60, ARPA Grant Fund \$116,392.16, and Comprehensive Plan Fund \$23,905.07.

The investment account balances were \$562,329.72.

Monthly bills paid were \$35,377.67. Bills that still need paid total \$43,682.85 from the General Fund, \$0 from the Comprehensive Plan Fund, and \$6,301.62 from PLGIT, for a grand total of \$49,984.47. Deposits this month totaled \$13,873.66.

Motion by Mike Walters to pay payroll. Second by Jackie Jackson. Roll call vote: Paul Synuria, yes; Mike Walters, yes; Kasandra Ward, yes; Jackie Jackson, yes; Beth Bock, yes. Votes are unanimous. Motion carries.

Motion by Kasandra Ward to pay bills once the TAN loan money arrives. Roll call vote: Paul Synuria, yes; Mike Walters, yes; Kasandra Ward, yes; Jackie Jackson, yes; Beth Bock, yes. Votes are unanimous. Motion carries.

BUILDINGS & GROUNDS – MIKE WALTERS

Mike Walters discussed the parking lots and missing signage. There were commercial vehicles in the parking lot next to Pickers, which belonged to a company working with the railroad to cut trees. The company was unaware of the “no commercial vehicles” due to the fact that nothing is posted. Michael Walters asked Council if we could get signage stating “no commercial vehicle parking” for the Borough-owned lots. Mayor Ross H. Swords, Jr. stated our Ordinance states there is no overnight parking, and the police did tag the commercial vehicle stating it would be towed in three days if not removed. Michael Walters noted he did see in the ordinance that no overnight parking was allowed, but did not see anything regarding commercial vehicles. Our Ordinance applies to all vehicles, not just commercial vehicles. The tree company was understanding but they did ask how they were supposed to know that they could not park there, which we could clarify with signage.

Paul Synuria recommends looking into signs and pricing regarding overnight parking, commercial vehicle parking, and Borough is not responsible for vehicles. Michael Walters feels that a lot of time would be saved in the future if we just had signs up stating these things. Beth Bock asked if we should look into a prior discussion about parking and a tagging system.

Paul Synuria does not like the parking issues in town. Kasandra Ward noted she discussed with Mayor Ross H. Swords, Jr. the possibility of some type of toll system. Mike Walters asked if it would be possible to lease spaces. The lot by the new auto garage has no signage that states it is a public lot. The issue with parking lots is that everyone wants to use them until they need maintenance. Mike Walters brought up the possibility of leasing spaces to area businesses or residents. This would give the Borough money to care for the lots. Beth Bock noted we looked into maybe a kiosk or coming to the Borough and purchasing a spot.

We are still waiting for the go ahead and funding from the County to demolish the 149 High Street building.

We are still waiting for Fiddles on the concrete posts.

Motion by Mike Walters to use the Borough’s bucket truck to cut tree down, with the street department driving it. Second by Beth Bock. All in favor. Motion carries. Liability insurance and workers’ comp insurance would be needed. Beth Bock asked who would be driving the truck, which Council stated it would have to be our street crew.

CODE ENFORCEMENT – KASANDRA WARD

Kasandra Ward noted has been busy learning the duties of her Chair position. Ms. Ward attended a Boot Camp for newly elected officials. She also met with Woody Nicholson regarding residential code, and hopes to meet with Myron Nypaver soon regarding commercial code.

Kasandra Ward has also been researching a rental program and a sweep program.

There were 26 complaints answered this month, 0 house inspections, 2 court hearings, 28 citations, and 3 letters issued. Monies collected at the MDJ were \$303.80. Paul Synuria asked if the fines could be distributed as well.

PUBLIC SAFETY / FIRE – KASANDRA WARD

Under public safety, we have fire and ambulance at this time, and the police realignment is not yet defined. Ms. Ward met with the fire chiefs.

For the month of January, Northside responded to 29 total calls, including 2 fires, 12 rescue and EMS calls, 2 hazardous conditions, 4 service calls, 4 good intent calls, and 5 false alarms.

Kasandra Ward met with Chiefs Jordan Sealy and Ron Barry and discussed how she could be a liaison for them and what she could do for them. Chief Jordan Sealy discussed plans he has and things he has done. Chief Jordan noted their reorganization of committees was done. They moved forward with a medical doctor through the Department of Health so that they can help with medical assistance until the ambulance arrives. They are filing for state grants for vehicle equipment. Fundraising is a big deal for fire stations as they have several expenses to cover on their own.

For the month of January, South Brownsville responded to 35 total calls, including 5 fires, 17 rescue and EMS calls, 1 hazardous condition, 2 service calls, 0 good intent calls, and 10 false alarms.

Ms. Ward would like to call attention to the false alarm calls for both stations, as some are repetitive and they take a toll on staffing and they are very costly to the Borough. Please be reminded that our firemen are not paid, they are all volunteers, and we owe them respect for what they do.

Paul Synuria asked Kasandra Ward to speak to the fire stations to schedule a clean-up after flooding.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Nothing to report.

LIBRARY – PAUL SYNURIA

The library is open, so please stop in.

PUBLIC RELATIONS – BETH BOCK

This is a new committee within the Borough. Beth Bock makes a motion to make herself an administrator on the Borough website. Second by Kasandra Ward. All in favor. Motion carries.

After speaking with community members, there are some out there who do not have social media. Beth Bock would like to do a quarterly update of what was done in the prior months and what is coming up in the next few months. These would be hard copies that would be printed out and placed at public locations for the community.

Motion by Beth Bock to do a monthly newsletter/press release with information that the committee chairmen get to her. Second by Jackie Jackson. All in favor. Motion carries.

Beth Bock asked if all chair heads could send her what they have coming up, she can then put it into the newsletter. She would also prepare Press Releases for all matters.

Beth Bock asked for access to the Facebook page, which Mayor Ross H. Swords, Jr. noted he would add any information to the page, rather than give access due. Solicitor Mitch Mitchell noted there is liability regarding administration of pages, so knowledge and understanding of what you can and cannot do is imperative. Kasandra Ward voiced her opinion regarding the committee chair not having control of the Facebook page.

PUBLIC WORKS – PAUL SYNURIA

Aubrey Lane has been temporarily closed down. There is a sign recommendation for the LaFayette sign to be placed at the bottom of Front Street. The group is now requesting a \$1,000 donation. Paul Synuria feels the location is good, as it is across from the Flatiron Building and museum.

Motion by Beth Bock to place the LaFayette sign at the corner of Front and Market Streets, across from the Flatiron Building. Second by Mike Walters. All in favor. Motion carries.

We need to put a light pole in the area where the buildings were demolished. Beth Bock asked who owned the property and if a crosswalk would be put in. The RACF owns the property and the crosswalk will be in sometime this summer. Kasandra Ward asked if the Borough was doing work there and taking any liability. Mike Walters noted the archway would be insured and erected by his company, Americon. Solicitor, Mitch Mitchell responded to the liability question, that the railroad owns their property and the RACF owns the lot. This is a public safety issue, as far as crossing the street, but the empty lot would remain with the RACF.

We are holding off on the sled riding ordinance for this month.

The parking spaces on Cadwallader for Ms. Costantino have changed again. The Borough approved two spots, but the person is now deceased. Paul Synuria recommends putting a handicapped spot on the road, which would be a public spot. Ms. Costantino wants to cut the sidewalk and park there, but that is not allowable within the Borough.

Motion by Mike Walters to put a handicap spot on Cadwallader. Second by Jackie Jackson. Beth Bock asked if there was enough room for a spot there, which Paul Synuria noted there is. Adding two handicap spots would take up too much space for regular parking on that street. All in favor. Motion carries.

We are still waiting on stage rental and dog cleanup signs.

Street openings – nothing to discuss at this time.

Solicitor, Mitch Mitchell received correspondence from the water company to obtain authorization to gate 17th Street. Solicitor requested advertising for a public meeting before March's meeting. All adjacent property owners must be notified. Solicitor asked the water company to send us the proposed ordinance and that the Borough would take care of the advertisement.

Motion by Mike Walters to advertise the petition to vacate 17th Street and River Road, with the cost of advertising being absorbed and the Ordinance being prepared by the Water Company. Beth Bock asked if we could do the meeting at next month's meeting, which Solicitor stated in the affirmative. Solicitor noted again that adjacent property owners must receive a personal notice. Second by Beth Bock. All in favor. Motion carries.

RECREATION – JACKIE JACKSON

Jackie Jackson received a letter from Andrew French notifying her that the Borough of Brownsville has been selected to receive funding from the LSA account. The county Commissioners will hold a formal ceremony in April notifying the Borough of the grant.

Jackie Jackson makes a motion to apply for a Greenways Trial grant. Second by Beth Bock. All in favor. Motion carries. Melissa S. O'Brien asked if it was a matching grant, and Jackie Jackson is unsure at this time.

Jackie Jackson noted that the Fenwick Park transfer has not been done yet. She is unsure what the holdup is, but she will reach out to Mr. Lincoski again.

Jackie Jackson received a call from the resident across from Pixels. The resident wants to add a salon and an apartment. Paul Synuria and Beth Bock instructed her to call the County zoning board.

TAX BUREAU – PAUL SYNURIA

Melissa S. O'Brien noted that we sent a letter asking for a local agent, and we have not heard back from them yet. Mayor Ross H. Swords, Jr. noted the school district is denying them as well when they are out of state. Council discussed the difficulty in trying to locate owners who did not have local agents, and the continued issues that are possible when they do not maintain their properties. Motion by Beth Bock to withhold consent to sell property from the repository sale, due to non-response from the owner. Second by Jackie Jackson. All in favor. Motion carries.

SOLICITOR'S REPORT – MITCH MITCHELL

Solicitor, Mitch Mitchell discussed the PAWC matter regarding vacating the road earlier tonight.

Solicitor, Mitch Mitchell prepared a few deeds over the past month for Barbara Pfeffer. The fourth Beckman/Shady Avenue property deed was finalized.

Solicitor, Mitch Mitchell met with Harry Brownfield regarding our LERTA ordinance. His recommendation is that the Borough meet with the county to clarify and revise.

There was an issue relating to the ownership status of the wharf, which is not deeded. Solicitor, Mitch Mitchell was asked to provide an opinion that the wharf belongs to the Borough. Andrew French was involved, as the RACF did some wharf work in the past. Solicitor is looking for something that shows Borough ownership or use approval of the wharf area.

Solicitor, Mitch Mitchell met with the tax claim bureau regarding repository sales if the borough wants to purchase any properties at a \$50 cost.

EXECUTIVE SESSION

Motion by Beth Bock to go into Executive Session at 7:43 p.m. Second by Mike Walters. All in favor. Motion carries.

Motion by Mike Walters to return from Executive Session at 8:23 p.m. Second by Jackie Jackson. All in favor. Motion carries.

OLD BUSINESS – PAUL SYNURIA

Paul Synuria noted we have a letter of interest from a resident wishing to purchase a lot on Cadwallader Street. Paul Synuria suggests we split the lot and try to sell the grassy area. Mayor Ross H. Swords, Jr. noted this may be a burial ground. Paul Synuria recommends tabling this until the next meeting.

We have a letter from Durce Jackson for a position on the Sewage Board. Motion by Kasandra Ward to appoint Durce Jackson to the Board. All in favor. Jackie Jackson abstains. Motion carries.

Kasandra Ward and Beth Bock briefly discussed the Civil Service Commission, which will be discussed in more detail next month.

The Borough is still seeking board members for several seats. Paul Synuria noted if Lew Hosler wants to stay on the Board, he can do so and it will be discussed at next month's meeting.

Paul Synuria would like Council to confirm their committees at this time. Beth Bock asked if both committees are under one chair or are they separate. Paul Synuria recommends discussing issues with Tracy Sheehan Zivkovich to resolve them as soon as possible. Please get your committees straightened out before the next meeting.

Jackie Jackson is waiting for the grants to be finalized for Fenwick Park.

No report on laptop grants.

No report on litter fees.

No report on LSA Grant.

No report on paperless office.

No report on Snowdon Place.

Please review the committee responsibility list and let Melissa S. O'Brien or Tracy Sheehan Zivkovich know if you have any changes or issues.

Jackie Jackson would like to discuss the quad ordinance and the noise nuisance ordinance. Beth Bock noted that she would get Jackie Jackson the information on both ordinances.

Paul Synuria read correspondence regarding the Wharf Grant. The estimate is \$120,100 for the work. The DCNR Grant requires a 50% match. There is another grant available that we can use for the match, which would bring our match down to 15%. Jackie Jackson noted there was an outdoor recreation grant. McMillen Engineering is working on this grant for us, and she is looking into other grants to use for the match.

NEW BUSINESS – PAUL SYNURIA

No report on the Columbia Gas Permit Fee.

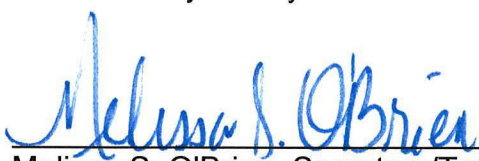
Beth Bock asked if the Borough worked with the Perennial Project for the wharf project. Ms. Bock suggests working with the Perennial Project more closely so that we do not apply for the same grants.

Paul Synuria suggests calling McMillen and asking what the Rivers of Steel Grant invoice for \$3,200 is for, as Jackie Jackson did not work with McMillen on this grant.

Kasandra Ward asked if the train station was leased, which Paul Synuria confirmed that it is.

MEETING ADJOURNMENT

Motion to adjourn by Jackie Jackson. Second by Beth Bock.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

February 2022

BANK ACCOUNTS (adjusted through February 9, 2022)

General Fund	\$	5,427.95
Payroll	\$	1,167.80
Petty Cash	\$	457.51
Act 13	\$	21,394.21
K-9 Fund	\$	5,440.81
Fire Escrow	\$	1.00
Parking Authority	\$	1,920.59
PLGIT	\$	6,529.60
ARPA Grant Fund	\$	116,392.16
Comprehensive Plan Fund	\$	23,905.07
TOTAL	\$	182,636.70

INVESTMENT ACCOUNTS (adjusted through January 31, 2022)

PSAB Police Municipal Retirement Trust	\$	562,329.72
TOTAL	\$	562,329.72

DEPOSITS (adjusted through February 9, 2022)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	1,441.08
Clerk of Courts	Fines & Fees	\$	112.89
Brownsville Police	Police Reports	\$	15.00
Brownsville Police	Parking Violations	\$	150.00
Brownsville Police	Light Bar	\$	200.00
MDJ	Code Fines & Fees	\$	303.80
Various	No Lien Letters	\$	30.00
Fayette County	Delinquent Real Estate Taxes	\$	2,183.74
Fayette County	Delinquent Fire Hydrant Taxes	\$	103.97
Fayette County	Delinquent Street Light Taxes	\$	287.36
Recorder of Deeds	Real Estate Transfer Tax	\$	41.71
SWRTB	Local Service Tax	\$	64.21
SWRTB	Per Capita Tax	\$	352.94
SWRTB	Earned Income Tax	\$	6,895.11
First National Bank	Interest	\$	9.85
PAWC	Street Digs	\$	1,055.00
Various	Building Permits	\$	627.00
TOTAL		\$	13,873.66

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - February 2022				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	AMPB	Dues		
	Atlantic Broadband	Phone & Internet Services	\$ 537.76	
	DeLage	Copier Lease	\$ 158.02	
	Fire Escrow Payment	Insurances	\$ 15,584.68	Fire Escrow
	IRS	Federal Income Tax	\$ 4,206.13	
	Martinak Planning	2nd payment	\$ 3,438.24	Grant Fund
	Microsoft	Office 365	\$ 37.50	
	PA Department of Revenue	PA Taxes	\$ 715.65	
	Postmaster	stamps	\$ 116.00	
	PSAB UC Plan	Unemployment Insurance	\$ 89.60	
	SWRTB	EIC	\$ 651.14	
				\$ 25,534.72
Buildings	PA American Water	Building	\$ 119.29	
	West Penn Power	Building & Grounds	\$ 408.56	
				\$ 527.85
Streets	LCFOWPA	Pension	\$ 2,398.96	
	PA American Water	Water	\$ 18.25	
	West Penn Power	Street Lights	\$ 4,652.22	
	West Penn Power	Traffic Lights	\$ 141.51	
	Zoresco Equipment	Repair & Maintenance	\$ 927.47	
				\$ 8,138.41
Fire	PA American Water	Hydrants	\$ 1,154.83	
	West Penn Power	Fire Whistle	\$ 21.86	
				\$ 1,176.69
	TOTAL BILLS PAID			\$ 35,377.67
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE - February 2022				
	Bills paid this month total	\$ 35,377.67		
The following bills are due this month:				
	Bevard	Streets Fuel	\$ 1,494.31	
	Bevard	Police Fuel	\$ 473.65	
	Brownsville Hardware	Street Supplies	\$ 59.94	
	Brownsville Municipal Auth	Sewage	\$ 136.00	
	Center Independent	Fire Gas & Oil	\$ 44.54	
	Columbia Gas	Building	\$ 1,821.63	
	DeLage	Copier Lease	\$ 158.02	
	FNB Equipment Finance	Car Payment	\$ 7,676.05	
	Guardian Life	BEO Insurance	\$ 42.16	
	Herald Standard	Advertisements	\$ 153.21	
	IRS	Federal Taxes	\$ 2,251.60	
	JG Services	gas	\$ 117.05	
	LCFOWPA	Street Pension	\$ 2,433.28	
	Microsoft	Office 365 Subscription	\$ 37.50	
	NAPA	Police supplies	\$ 18.54	
	NAPA	Street Supplies	\$ 161.33	
	PA Department of Revenue	PA Taxes	\$ 377.91	
	PA One Call	Digs	\$ 13.86	
	PA Water	Borough Water	\$ 165.31	
	PA Water	Shed Water	\$ 28.83	
	PA Water	Hydrant Water	\$ 1,154.83	
	Penn National	Bond	\$ 363.50	
	PSAB	Membership	\$ 40.00	
	PSAB	Boot Camp	\$ 62.50	
	PSAB-MRT	Pension	\$ 2,274.54	
	Quill	Office Supplies	\$ 49.97	
	Solicitor	Retainer	\$ 1,750.00	
	SWIF	Workers Comp	\$ 568.00	
	Terminix	Pest Control	\$ 63.00	
	TNC	Envelopes	\$ 524.80	
	Tri Star	Down Payment	\$ 5,000.00	
	Union Dues	Police	\$ 160.00	
	Union Dues	Streets	\$ 80.00	
	UPMC	Employee Insurance	\$ 8,206.41	
	Verizon Wireless	Police Cell	\$ 40.05	
	West Penn Power	Electric	\$ 5,680.53	
	TOTAL BILLS DUE			\$ 43,682.85
The following bills are due from the PLGIT Account:				
	American Rock Salt	Salt	\$ 4,293.65	
	Push n Pull	Equipment R&M	\$ 404.94	
	US Municipal	Equipment R&M	\$ 1,603.03	
				\$ 1,603.03
	TOTAL BILLS DUE THIS MONTH			\$ 45,285.88