

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
January 13, 2021**

The Regular meeting of the Council of the Borough of Brownsville was held this evening, virtually. The meeting was called to order by Tracy Sheehan Zivkovich at 6:00 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

Brianne Bayer Mitchell

Last night West Brownsville Borough had their council meeting and wanted to offer Brownsville Borough the opportunity to place their banners in West Brownsville.

MOTIONS

Motion by Beth Bock to hire Mitch Mitchell as the new Borough solicitor. Second by Jackie Jackson. Lester Ward questioned whether the current solicitor was notified, and Tracy Sheehan Zivkovich said there was a discussion and she would notify her after tonight's vote. 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.

Mitch Mitchell spoke and was honored to be a part of our Council and looks forward to working with the Borough. Paul Synuria would like to thank the prior Solicitor and her firm for assisting us over the last several years.

Motion by Jack Lawver to appoint McMillen Engineering as the new Borough engineer. Second by Barbara Pepper. Last month we discussed McMillen adding a 30% fee to the Borough for all engineering services they perform. 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.

Motion by Jack Lawver to follow Robert's Rules of Order. Second by Lester Ward. All in favor. Motion carries.

MINUTES

Tracy Sheehan Zivkovich presented the December 9 and December 30 minutes. Motion by Paul Synuria. Second by Lester Ward. All in favor. Motion carries.

MAYOR'S REPORT

Mayor Ross H. Swords, Jr. reported November's police fines were \$1,056.92 and December's fines were \$639.64, for a total of \$1,696.56.

FINANCE & ADMINISTRATION

Lester Ward noted the bank balances at this time total \$111,592.80, including General Fund \$40,542.92, Payroll \$2,245.22, Money Market \$42.49, Act 13 \$18,615.36, K-9 Fund \$3,877.69, Fire Escrow \$17,800.00, and PLGIT \$287,469.12.

The investment accounts total \$524,441.57, including \$452,664.32 in Mass Mutual and \$71,777.25 in BB&T. Monthly bills paid this month were \$64,501.96. Bills that still need paid total \$0.00. Deposits this month totaled \$51,764.00.

Motion by Lester Ward to approve the Treasurer's Report. 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.

CODE ENFORCEMENT

There were 337 total complaints for 2020, 29 home inspections, 55 court hearings, 730 citations issued, and 76 letters sent to residents.

There were 33 total complaints this month, 1 home inspection, 0 court hearing, 60 citations, and 9 letters sent to residents. Of the 60 citations issued, 28 were for weeds, 9 for unsafe structures, 2 no occupancy permits, 16 garbage, 4 drainage, and 1 swimming pool. November's fines were \$108.02 and December's were \$136.83, for a total of \$244.85.

We have sent in the final letter for our Tax Anticipation Loan. They will need a letter from the solicitor, and that should be everything the bank needs to get moving. We are asking our new Solicitor to prepare the letter.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria presented the Historical Society lease and asked Council to review and recommend any changes they have. Once reviewed, we can send to the Solicitor for final review and approval.

Paul Synuria noted that the hospital demo has started. He also noted that that the streetlight bids are in and we should see the replacement of the traffic signal soon.

Paul Synuria discussed the radio tower damages. The tree damage was bid out by the fire station and the Borough received this bid and was asked to pay the \$1,000 deductible. There are two additional bids for damages to a fence and to a roof. Lester Ward noted that the Borough should have some input on these things.

Jack Lawver informed Council that the radio tower is owned by the Borough. Tracy Sheehan Zivkovich noted that the tree damage was already cleared and cut. The damage to the fence and the roof has not yet been done, nor do we have more than one bid for each repair. Lester Ward questioned how many deductible we would have to pay on this accident. Paul Synuria suggests that going forward, we should sit down with Richard Black and someone from the Southside Department and Council to discuss how bids and claims should be handled moving forward.

Tracy Sheehan Zivkovich asked Melissa S. O'Brien about the \$1,800 tree cutting invoice. Does Council want to pay the invoice and then discuss things with the Fire Departments, or pay the invoice now and meet with the departments immediately.

Motion by Paul Synuria to pay the Miller Tree Service invoice in the amount of \$1,800. Jack Lawver noted that the fire whistle site is the Borough's property also, and should be discussed at that time as well.

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.

Tracy Sheehan Zivkovich asked if Paul Synuria could discuss the traffic light invoices. The invoices were not available to Paul Synuria at this time, so we will discuss it at next month's meeting. Paul Synuria asked about sealed bids and the traffic signal, and if the standard Borough process should have been used for the traffic signal. Paul Synuria noted there is not a company around here that does this type of work, and he contacted the only place he knew that has done it here before. Paul Synuria was not aware that he had to get 3 bids for this. Solicitor believes that the emergency situation on the traffic light justified the call for repair, without going through the normal process of getting three sealed bids. Jack Lawver noted that the insurance company requested the three quotes (not sealed bids).

PUBLIC SAFETY – BETH BOCK

Beth Bock noted that for the month of December, the mileage was 823 on Unit 1 and 563 on Unit 3, for a total of 1,386 total miles. Additionally, the Police Department had 78 calls for service, 23 total citations issued, and 16 total incidents. There was 1 arrest and 0 transports.

For 2020, the total mileage was 7,125 on Unit 1 and 9,604 on Unit 3, for a total of 16,729 total miles. Additionally, the Police Department had 1,042 calls for service, 483 total citations issued, and 191 total incidents. There were 55 arrests and 4 prisoner transports.

Beth Bock noted that we need to purchase ammunition to the officers.

STREETS – JACK LAWVER

Jack Lawver noted the street department report is in the packets showing the work they did.

Jack Lawver asked about the contract, to which Tracy Sheehan Zivkovich replied a committee meeting would be the next step. Jack Lawver asked the Solicitor if he would be willing to attend that meeting to discuss with everyone.

Tracy Sheehan Zivkovich asked if an accident report was filed after the plow truck damaged the police vehicle. Paul Synuria noted that the Chief of Police would prepare the report. Paul Synuria suggested that anytime there is property damage involving our employees and/or equipment, an incident report should be filed. In this case, there was no conflict in stories. Jack Lawver stated that there is typically an incident report filed when things happen. Tracy Sheehan Zivkovich asked if Melissa S. O'Brien was informed by either driver, which she was not. Tracy Sheehan Zivkovich stated that in the future we should be proactive in that our incidents should be handled better.

Paul Synuria discussed the Borough secretary not having a contract or pension. Tracy Sheehan Zivkovich asked him to table it until a later time.

Jack Lawver noted that we discussed placing Jersey barriers on Cemetery Road with PennDOT. Mill, Ruth and Rebecca Streets are also being worked on.

Jack Lawver noted that the total digs for 2020 were 165. Private property and state road digs, which we cannot bill for, were 77. For 2021, there are six street openings in process.

Mayor Ross H. Swords, Jr. stated that the stop sign on Sixth is still not fixed. Jack Lawver noted he would take care of it.

RECREATION – JACKIE JACKSON

Jackie Jackson is working on grants. There is some type of issue regarding the North Side playground from a past Council possibly. Jackie Jackson asked Destiny Bock to work with her so that she could involve the local youth. Jack Lawver noted that we lose services there because it took too long, more than three years. All paperwork was sent over to the RACF, and Jackie Jackson should reach out to Andrew French to get the history. The person Jackie Jackson is working with wants assurance that the grant will be used for the playground. Tracy Sheehan Zivkovich reminded Jackie Jackson to let Council know if she needs any help from anyone.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Barbara Peffer worked with Melissa S. O'Brien to send letters out to reject the bids from last month's meeting. Barbara Peffer will re-bid the properties at a later date. Barbara Peffer has noticed new families that have recently moved into the Borough, which is a positive note for redevelopment.

LIBRARY – PAUL SYNURIA

Paul Synuria noted the residents on Cadwallader Street never received their deed from the prior Solicitor. Barbara Peffer noted that she requested it several times and will be speaking with the new Solicitor about it.

Jack Lawver noted that we do not have a Deed for the property that was donated to us.

Paul Synuria noted the library addition is now completed. The library is still closed to the public, but hopefully it will open up sometime soon. Barbara Peffer asked if the library book catalog was available online, which it is.

FIRE DEPARTMENTS – BETH BOCK

Beth Bock noted Northside's total number of incidents for December were 29. Southside's total number of incidents for the month were 34. For 2020, Northside had 342 total and Southside had 349. Beth Bock noted the fire departments were doing a great job and wanted to thank them for their hard work.

TAX BUREAU – TRACY SHEEHAN ZIVKOVICH

There is one property up for sheriff sale on January 21, 2021 at 2:00 p.m. The property is located at 426 Green Street. Motion by Jack Lawver to file a claim against the property if a claim is found to exist. Second by Jackie Jackson. All in favor. Motion carries.

CORRESPONDENCE

A letter was received from James Lawver regarding his interest in running again for the Municipal Authority. Tracy Sheehan Zivkovich noted that Bill Jones seat will also be up. If anyone in the community is interested in sitting on these Boards, they should notify the Borough.

Lester Ward noted that James Lawver has been on the Board and is still interested. Tracy Sheehan Zivkovich noted that when Mr. Lawver was appointed, no one else was given an opportunity. She would like the community to be aware of these Boards and the opportunity.

Lester Ward wants to be sure the process is fair. Jackie Jackson asked if this was going to be in the newspaper. Tracy Sheehan Zivkovich noted it would be advertised in all places. Jackie Jackson did not feel that the appointed position in the past was fair as it was not advertised, rather it was just appointed. Tracy Sheehan Zivkovich noted that any letters of interest should be sent to the Borough before February 3.

Tracy Sheehan Zivkovich clarified that any Board position that Council appoints someone to, is done for a certain term. When those terms end, these positions should be advertised to give everyone an equal opportunity to sit on these boards, and Council will review these letters and make a decision.

At this time, Mr. Lawver's appointed term is expired and Tracy Sheehan Zivkovich believes that he will continue his term until the Borough can advertise and get letters of interest. The Solicitor will research the issue and get back to us.

Jack Lawver suggests that anytime someone wants to continue their terms, Council should check and see how they've handled things in the past, see if they have done what is required of them, had time to do the work, and are doing a good job. Barbara Pepper asked if we had lists of Board positions that are open and/or expired.

Jack Lawver asked if we appointed anyone to the new Civil Service Commission. Beth Bock noted that we have not appointed anyone as of today's date.

Paul Synuria makes a motion to advertise for all positions that we have to fill vacancies on or that have expired as of December 31, 2020. Second by Beth Bock. All in favor. Motion carries.

OLD BUSINESS

Beth Bock noted that we are still seeking Civil Service Board members.

Tracy Sheehan Zivkovich noted that the Borough's Association reminds us that our website needs to be upgraded ASAP.

Jack Lawver makes a motion to have Melissa S. O'Brien work with the Borough's Association on the upgrade to do a complete redesign. Second by Paul Synuria.

Melissa S. O'Brien asked how she could be the primary person on this when she does not know web design or maintenance. Barbara Pepper asked about the cost of this. Paul Synuria suggests possibly going with Option A for now, using the prepaid hours we have.

Jack Lawver noted that 5.5 hours of this redesign would be free. If we go with Option B, it could be excessive. Beth Bock is concerned with the cost. Barbara Pepper is leaning towards Option A since this needs done prior to February 1.

Jack Lawver withdraws his motion, and leaves Connie Gore in charge, moving forward with Option 1A. Second by Paul Synuria. All in favor. Motion carries.

Motion by Beth Bock to advertise Ordinance O-01-2021. Second by Jack Lawver. Lester Ward asked about parking on Prospect Street. Paul Synuria stated that there will not be any new fines, but rather we are just increasing the existing fees.

Beth Bock informed Council of all of the old police equipment that they would like to advertise for sale. She is seeking permission to do so. Motion by Beth Bock to sell old police equipment. Second by Lester Ward. All in favor. Motion carries.

Beth Bock asked if the money from the sale of these items would go back into the police fund or the general fund. Lester Ward agrees that since the money to purchase it came from the police line items, the sale of the items should go back into the same line items.

Jack Lawver makes a motion to change pay dates to pay in arrears, pending conversation with the street department contract. Second by Jackie Jackson. All in favor. Motion carries.

Tracy Sheehan Zivkovich noted that the pension fund would be reviewed by the Solicitor. We will look at this again next month.

NEW BUSINESS

Motion by Beth Bock to keep meeting dates and times the same. Second by Lester Ward. All in favor. Motion carries.

Motion by Jack Lawver to approve Ordinance O-02-2021 to set the tax rates. Second by Barbara Pepper. All in favor. Motion carries.

Tracy Sheehan Zivkovich reminded Council that we only have two elected auditors, which made the audit very difficult this year. Adding a third auditor should help with that issue. Jack Lawver stated that there is an auditor position available for election this year. Tracy Sheehan Zivkovich asked the Solicitor for advice, and we will table this discussion until next month.

Tracy Sheehan Zivkovich clarified that the auditor's could be paid, but not as W-2 employees.

We received an engineering proposal from Pennoni. Tracy Sheehan Zivkovich disclosed that he son works for them.

Minutes from the Municipal Authority and the meeting notice from Tri County are included in the packets.

Mayor Ross H. Swords, Jr. informed Council that he has a request from Haley Zosky to construct a Blessing Box. Mayor is asking Council to give some input on where Ms. Zosky could place the box.

Paul Synuria makes a motion to support the Blessing Box project. Second by Beth Bock. All in favor. Motion carries.

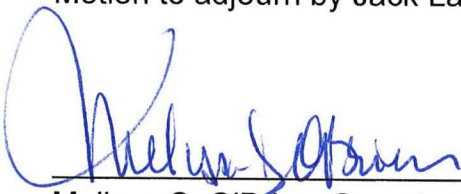
Paul Synuria stated there was library board meeting next week and he would bring up the idea to them to discuss the location of the box.

Jack Lawver stated that section 905 of the Borough Code allows appointment of an auditor. Solicitor noted that Section 901 of the Borough Code should be reviewed as well.

Beth Bock wanted to verify that we would advertise for the vacant board positions, 2021 meetings dates, parking fine ordinance, and tax rate ordinance. Tracy Sheehan Zivkovich confirmed these advertisements.

MEETING ADJOURNMENT

Motion to adjourn by Jack Lawver. Second by Lester Ward.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

January 2021

BANK ACCOUNTS (adjusted through January 13, 2020)

General Fund	\$	40,542.92
Payroll	\$	2,245.22
Money Market	\$	42.49
Act 13	\$	18,615.36
K-9 Fund	\$	3,877.69
Fire Escrow	\$	17,800.00
PLGIT	\$	28,469.12
TOTAL	\$	111,592.80

INVESTMENT ACCOUNTS (adjusted through December 31, 2020)

Mass Mutual	\$	452,664.32
BB&T	\$	71,777.25
TOTAL	\$	524,441.57

DEPOSITS (adjusted through January 13, 2020)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	1,696.56
Clerk of Courts	Fines & Fees	\$	29.92
MDJ	Code Fines & Fees	\$	244.85
Fayette County	Fines & Fees	\$	30.22
Brownsville Township	Police Protection	\$	3,750.00
Fayette County	Delinquent Real Estate Taxes	\$	4,189.33
Fayette County	Delinquent Fire Hydrant Taxes	\$	387.25
Fayette County	Delinquent Street Light Taxes	\$	1,224.68
Tena Congelio	Real Estate Taxes	\$	15,481.76
Tena Congelio	Fire Hydrant Taxes	\$	883.05
Tena Congelio	Per Capita Taxes	\$	199.50
Tena Congelio	Street Light Taxes	\$	2,722.15
Recorder of Deeds	Real Estate Transfer Tax	\$	90.14
SWRTB	Local Service Tax	\$	4.85
SWRTB	Per Capita Tax	\$	96.12
SWRTB	Earned Income Tax	\$	17,552.09
First National Bank	Interest	\$	26.06
Tena Congelio	Phone Bill	\$	178.47
EMC	Radio Tower Claim	\$	800.00
EMC	Insurance Reimbursement	\$	107.00
Lapisardi	Rent	\$	300.00
Various	Street Digs	\$	1,700.00
Various	Occupancy Permits	\$	40.00
Various	No Lien Letters	\$	30.00
TOTAL		\$	51,764.00

BROWNSVILLE BOROUGH				
MONTHLY BILLS - January 2021				
(for bills paid December 10 - January 13)				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Atlantic Broadband	Internet & Phone	\$1,085.92	
	Brownsville Municipal	Sewage	\$58.00	
	DeLage Landen Financial	Copier Lease	\$301.96	
	Dodaro, Matta & Cambest	Solicitor Fees	\$2,113.80	
	EMC Insurance	Insurances	\$4,001.34	
	Herald Standard	Advertising	\$67.60	
	IRS	Federal Income Tax	\$11,093.77	
	Microsoft	Office 365	\$75.00	
	PA Department of Revenue	PA Taxes	\$1,094.55	
	PSAB	Civil Service Training	\$75.00	
	Quickbooks	Payroll	\$76.32	
	Redstone Foundation	Portals Prototype / 3D Renderings	\$10,000.00	
	Staples	Quickbooks Annual Subscription	\$399.99	
	Staples	Office Supplies	\$142.43	
	UPMC	Employee Insurance	\$8,512.32	
				\$ 39,098.00
Buildings	Columbia Gas	Gas Bill	\$1,042.95	
	Kiss My Grass	Landscaping	\$180.00	
	PA American Water	Building	\$223.89	
	Staples	Janitorial Supplies	\$67.53	
	Terminix	Pest Control	\$60.00	
	West Penn Power	Shed	\$15.68	
				\$1,590.05
Code Enf	Gaydos-Behanna Kennels	Animal Control	\$ 515.00	
				\$515.00
Recreation	West Penn Power	Memorial Lights	\$28.80	
				\$28.80
Police	AMBP	Mayor's Association Dues	\$ 60.00	
	Bevard	Gas	\$367.31	
	Brighton, Douglas	Uniform Reimbursement	\$309.95	
	Gall Police Supplies	Supplies	\$38.93	
	Officer's Store	Ammo	\$219.56	
	Staples	Office Supplies	\$39.27	
	Verizon Wireless	Police Phone	\$40.03	
				\$1,075.05
Streets	Bevard	Gas	\$768.01	
	Coolspring	Aggregate	\$3,050.91	
	Gillespie Coal	Coal	\$135.50	
	JG Services	Gas	\$123.21	
	LCFOWPA	Pension	\$2,469.60	
	Local 373	Union Dues	\$156.00	
	NAPA	Supplies	\$201.51	
	PA One Call	Street Openings	\$7.70	
	PA Water	Shed	\$41.71	
	West Penn Power	Shed	\$87.77	
	West Penn Power	Street Lights	\$4,591.86	
	West Penn Power	Traffic Lights	\$4,627.42	
				\$16,261.20
Fire	Center Independent	Gas	\$211.05	
	NAPA	Absorball	\$9.20	
	PA DOL	Workers Comp Insurance	\$4,054.00	
	PA American Water	Hydrants	\$2,188.74	
	West Penn Power	Fire Whistle	\$14.67	
				\$6,477.66
	TOTAL BILLS PAID			\$ 64,501.96
BROWNSVILLE BOROUGH				
	Bills paid this month total	\$ 64,501.96		
The following bills are due before the end of the month:				
		\$ -		
				\$0.00
The following bills are due from the PLGIT Account:				
	N/A	\$ -		
				\$0.00
	TOTAL BILLS DUE			\$0.00