

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
JANUARY 6, 2020**

The Regular meeting of the Council of the Borough of Brownsville was held this evening in the Council room of the Municipal Building. The meeting was called to order by Ross Swords at 6:00 P.M. by reciting the Lord's Prayer and the Pledge of Allegiance to the flag of the United States of America.

The following members were present: Ross Swords Jr., Mayor, Jack Lawver, Lester Ward, Jackie Jackson, Paul Synuria, Tracy Zivkovich, Barbara Pepper and Beth Bock.

Election of officers: Nomination for Council President to be Tracy Zivkovich nominated by Barbara Pepper second by Jackie Jackson- nomination closed. Nomination for Council Vice President to be Paul Synuria nominated by Tracy Zivkovich second by Barbara Pepper – nomination closed. Roll call vote as follows for President: Tracy Zivkovich, yes; Beth Bock, yes; Barb Pepper, yes; Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes. Roll call vote was unanimous. Motion carried. Roll call vote as follows for Vice President: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pepper, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried.

Executive Session: Motion made by Tracy Zivkovich to break for Executive Session regarding personal matters at 6:06P.M. Jack Lawver seconded the motion. Roll Call vote as follows: Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pepper, yes; Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes. Roll call vote was unanimous. Motion carried.

Meeting called back to order by Tracy Zivkovich at 6:36P.M. Jack Lawver second.

Electing a Pro Temp: Tracy states that there needs to be someone there who can run a council meeting when the president and the vice president are not present. Jack Lawver makes a motion to pick the Oldest (length on council) Seated Council Member present at the meeting to be the Pro-Temp. The motion is seconded by Paul Synuria.

Personal Matters: accepting resignations- Paul Synuria makes a motion to accept the resignation of the Borough Secretary effective January 2 2020 at 3:01P.M. Lester Ward seconded the motion. Paul Synuria made a motion seconded by Lester Ward to eliminate the current two part time positions and make one full time position. All were in favor – motion carried. Beth Bock made a motion hire a Temporary-Part Time Finance Treasurer Manager and a Temporary-Part Time Assistant Treasurer, Barbara Pepper seconded the motion. All were in favor – motion carried. To fill the Temporary-Part Time Finance Treasurer Manager, Barbara Pepper made a motion to hire Dianna Pluto at \$15/hour, effective immediately, Beth Bock seconded. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pepper, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried. To fill the Temporary-Part Time Assistant Treasurer, Beth Bock made a motion to hire Morgan Hunchuck at 12/hr, effective immediately, Jackie Jackson seconded the motion. Roll Call vote as follows: Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pepper, yes; Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes. Roll call vote was unanimous. Motion carried. Jack Lawver and Tracy Zivkovich pointed out that Morgan Hunchuck was present during the meeting. Paul Synuria made a motion to create and advertise

for a Full-Time Borough Treasurer position, Beth Bock seconded the motion. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pfeffer, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried. Tracy Zivkovich requests a motion to continue with the Borough Solicitor – Dodaro, Matta & Cambest. Jack Lawver made the motion and was seconded by Lester Ward. Roll Call vote as follows: Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes; Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pfeffer, yes. Roll call vote was unanimous. Motion carried. Tracy Zivkovich requests a motion to continue with the Borough Engineer – K-2 Engineering. Jack Lawver made the motion and was seconded by Lester Ward. Roll Call vote as follows: Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes; Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pfeffer, yes; Paul Synuria, yes. Roll call vote was unanimous. Motion carried. Solicitor: Tracy Zivkovich requests a motion to continue with the Borough Solicitor – Dodaro, Matta & Cambest. Jack Lawver made the motion and was seconded by Lester Ward. Roll Call vote as follows: Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes; Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pfeffer, yes. Roll call vote was unanimous. Motion carried. Engineer: Tracy Zivkovich requests a motion to continue with the Borough Engineer – K-2 Engineering. Jack Lawver made the motion and was seconded by Lester Ward. Roll Call vote as follows: Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes; Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pfeffer, yes; Paul Synuria, yes. Roll call vote was unanimous. Motion carried. Meeting Procedures: Tracy Zivkovich asked for a motion to follow Roberts Rules during the meeting, Barbara Pfeffer made the motion which was seconded by Lester Ward. Paul Synuria requests a pamphlet on what Roberts Rules. Bank: Tracy Zivkovich asked for a motion to retain the Borough banking information at both First National Bank and PLGIT. Lester Ward made the motion and was seconded by Jackie Jackson. anRoll Call vote as follows: Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pfeffer, yes; Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes. Roll call vote was unanimous. Motion carried.

Budget: Tracy Zivkovich states that she needs a motion to re-open the 2020 budget due to the major changes in Personal. Paul Synuria made the motion to re-open the 2020 budget and was seconded by Beth Bock. Tracy stated that by code the new budget will have to done and closed by February 15th. Jack Lawver wanted to comment what was being put into the budget; Tracy stated that it was a line item change. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pfeffer, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried.

Committee Appointments: Tracy Zivkovich appointed the chairmen to the following committees; Finance - Lester Ward, Buildings & Grounds – Paul Synuria, Public Safety & Police – Beth Bock, Streets & Infrastructure – Jack Lawver, Recreation – Jackie Jackson, Economic Development – Barbara Pfeffer. Tracy Zivkovich stated that in addition to the committee that you chair council members were assigned to two other committees. Tracy Zivkovich also asked that when there would be a committee meeting to notify her as well and reminded council that if you have more than three members present you have a potential for a violation unless it has been in the paper or announced.

Other Business: Tracy Zivkovich stated that the current Office hours currently are 7:00a.m. to 3:00p.m. Lester Ward stated that with the personal difference that all eight hours in the day may not be maintained and the hours may be different. Tracy confirmed and also stated that Council Members can assist in the office i.e. answering the phones and opening mail, but should not be

dealing with personal matters or financial matters. Paul Synuria made a motion to change the Hours of Operation from 7:00a.m. to 3:00p.m. and change them to 8:00a.m. to 4:00p.m. The vote was unanimous. Motion carried. Setting regular meeting days and times for 2020: Tracy Zivkovich stated the council is meeting the second Wednesday of each month. Beth Bock made a motion to stay with the current day and time which is the second Wednesday of every month at 6:00p.m. Paul Synuria seconded the motion. It was stated during the meeting by Barbara Pepper that there would be a second meeting the month of January to conduct regular business. The vote was unanimous. Motion carried. Computer Technical Assistance/Computer Access: Tracy Zivkovich stated that with the turnover in the staff – the new staff needs to be able to have access to the computers. She requests that technical services be authorized if needed. Beth Bock made the motion to set aside \$2,000.00 for technical assistance if needed. Barbara Pepper seconded the motion. Question came up if it was just in case it was need. Tracy confirmed – yes. The question also came up as to who the vendor would be. Stated by Tracy it would depend on what the issue would be. Roll Call vote as follows: Lester Ward, yes; Jackie Jackson, yes; Jack Lawver, yes; Tracy Zivkovich, yes; Beth Bock., yes; Barbara Pepper, yes; Paul Synuria, yes. Roll call vote was unanimous. Motion carried. Borough Email: Tracy Zivkovich asked for motion to address email address used for recruitment (brownsvilleborough@yahoo.com) one of the official email addresses for the Borough office since there was an issue getting access to the other email. Barbara Pepper made the motion to use brownsvilleborough@yahoo.com as one of the official recruitment email addresses. Jackie Jackson seconded the motion. All were in favor – motion carried. Security and safety of the office: Tracy asked if all the keys were given back from all persons assigned keys – Beth stated that she didn't believe that they were returned. Lester Ward stated he had some of the keys from the previous council. Paul Synuria made a motion to put new locks on the doors of the Borough building and office for safety reasons. Lester Ward seconded the motion. Paul Synuria made a comment – the re-keying of the building is not against anyone who has left it is just for the safety and security of the office and all persons involved. All were in favor – motion carried. Right to know officer: Tracy asked for a motion to appoint Dodaro, Matta & Cambest as the temporary right-to-know officer. Jack Lawver made a motion to appoint Dodaro, Matta & Cambest as the temporary right-to-know officer. Lester Ward seconded the motion. All were in favor – motion carried. Tracy asked for a motion to be made that a Regular Meeting be held Thursday, January 9th at 6:00p.m. to address regular borough matters. Jack Lawver made the motion and Beth Bock seconded the motion. All were in favor – motion carried. A motion was needed to approve mutual aid for the police, fire and EMS personal. Jack Lawver made the motion and the motion was seconded by Beth Bock. Roll Call vote as follows: Tracy Zivkovich, yes; Beth Bock, yes; Barbara Pepper, yes; Paul Synuria, yes; Jackie Jackson, yes; Lester Ward, yes; Jack Lawver, yes. Roll call vote was unanimous. Motion carried. Motion asked for to name Brownsville Ambulance as the primary ambulance service. Paul Synuria made the motion and the motion was seconded by Lester Ward. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pepper, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried. Motion asked for to appoint a representative and alternate to the Southwest Regional Tax Bureau annual membership meeting. Lester Ward volunteered to be the representative and Beth Bock volunteered to be the alternative. Lester stated that the meeting was once a month in Uniontown. Jack made the motion and Paul seconded the motion. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pepper, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried. Tracy asked for a motion to appoint a vacancy board chair. Jack Lawver made a motion to appoint Jordan Sealy as the vacancy board chair. Beth Bock seconded the motion. Roll Call vote as follows: Beth Bock, yes; Barbara Pepper, yes; Paul Synuria, yes;

Tracy Zivkovich, yes; Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried. Lester Ward made a motion to have new signature cards done due to the change in personal. Paul Synuria seconded the motion. Roll Call vote as follows: Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes; Paul Synuria, yes; Barbara Pfeffer, yes; Beth Bock, yes; Tracy Zivkovich, yes. Roll call vote was unanimous. Motion carried.

Jack Lawver made a motion to adjourn and was seconded by Barbara Pfeffer.



Tracy Sheehan Zivkovich, Council President

