

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY
COMMONWEALTH OF PENNSYLVANIA
JANUARY 8, 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, 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. Councilman Jackie Jackson was not present.

MINUTES & AGENDA

Motion by Kasandra Ward, second by Mike Walters to approve the November 13, 2024 regular meeting minutes. All in favor. Motion carried.

Motion by Kasandra Ward, second by Mike Walters to approve the December 11, 2024 regular meeting minutes. All in favor. Motion carried.

Motion by Brian Brashear, second by Shane Ronzio to approve the January 8, 2025 agenda. All in favor. Motion carried.

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

Mayor Swords reported the month of December had 86 calls for service (69 Borough, 7 Township, 10 out of town), 24 citations (19 Borough, 5 Township, 0 out of town), 13 incidents (12 Borough, 1 Township, 0 out of town), 3 arrests, and 0 prisoner transports. A total of 811 miles were put on the police vehicles last month.

Mayor Swords reported the totals for 2024 showed 1,202 calls for service (895 Borough, 142 Township, 165 out of town), 351 citations (299 Borough, 52 Township, 0 out of town), 188 incidents (163 Borough, 22 Township, 3 out of town), and 51 arrests. A total of 11,365 miles were put on the police vehicles in 2024.

Fines for the month were not available.

Chief John Brant reminded Council that we have been understaffed since 2023, despite advertising for two additional officers, and even though this has been the case, the department was still very high functioning, as noted in the annual reports.

Brian Brashear noted he would like to look into advertising options for new police officers, and suggests advertising through Facebook. Melissa S. O'Brien noted LinkedIn may have free advertising that we can also look into.

Motion by Brian Brashear, second by Mike Walters to advertise on Facebook with a maximum budget of \$300. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Mayor Ross H. Swords, Jr. noted we could possibly look at the next graduating class to see if there are any interested candidates.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total non-restricted funds at this time are \$260,754.33 and restricted funds total \$139,365.87. Deposits for the month total \$31,327.24. Monthly bills paid were \$37,761.40.

Motion by Mike Walters, second by Kasandra Ward to pay the General Fund bills in the amount of \$2,018.12. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, 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 bills in the amount of \$10,524.78. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike

Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carries.

Mike Walters reported on the 2024 budget, and noted there was nothing to report yet for 2025.

Motion by Mike Walters, second by Kasandra Ward to approve Ordinance O-01-2025 to Set the Tax Rate. All in favor. Motion carried.

BUILDINGS & GROUNDS – Mike Walters

The mini-split for the police station should be installed tomorrow.

The docks at the wharf are out of the water and stored until spring.

ECONOMIC DEVELOPMENT – Shane Ronzio

The 250th anniversary celebration will be held in 2026 and a graphic is included for marketing. Shane Ronzio asked Council's opinion on the Cast Iron Bridge, and once it is fixed, should we consider advertising.

Kasandra Ward asked about the marketing plan for now, during construction of the Cast Iron Bridge, which Shane Ronzio noted there was no plan for now, but it was up for discussion. It was also noted that there is a huge push for tourism during the anniversary celebration in 2026.

Mike Walters asked if we could use the website to advertise the schedule of events. Tracy Sheehan Zivkovich noted the chamber lists all the events, with Brownsville highlighted.

Shane Ronzio noted he would get some advertising options together to report on at next month's meeting.

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

Brian Brashear met with Kasandra Ward and Chief Brant regarding the traffic detour, to discuss the concerns of local businesses. The main concern is speeding on Seneca and Charles Streets and he suggested adding a "Yield" or "Pedestrian Crossing" sign to slow down vehicle traffic for safety. The detour signs before the high-level bridge may need to be moved for more visibility.

The fingerprint system at the library is back up and running. They also have a book sale coming up. Detour concerns were discussed.

No fire reports were provided.

Myron Nypaver reported on the code complaints for the month.

K2 Engineering submitted a monthly report for Council's review.

PARKS & RECREATION – Jackie Jackson

Nothing to report.

PUBLIC WORKS – Kasandra Ward

The street department has been working to keep the streets clean and clear, which is a priority in the Borough. Kasandra Ward spoke about a complaint that came in regarding sidewalks, and noted that there are only two people and the streets are a priority. Once the streets are clear, sidewalks and parking lots can be looked at.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Nothing to report.

SOLICITOR'S REPORT – Peacock Keller

Solicitor, Christian Sesek noted he was in contact with the school district regarding the tax appeal that was filed. James Lawver noted he also spoke with Rocky Brashear regarding the appeal to see if the district was going to dispute the appeal.

OLD BUSINESS – James Lawver

James Lawver noted that he would meet with Chief Brant regarding the damages to the police vehicle.

NEW BUSINESS – James Lawver

Motion by Shane Ronzio, second by Brian Brashear to advertise the 2025 Planning Commission meeting dates. Kasandra Ward asked about the cost to advertise, which Melissa S. O'Brien noted should be under \$100. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carries.

Motion by Shane Ronzio, second by Kasandra Ward to appoint Jamie Bogol as a public representative to the Blight Taskforce for a term commencing 1/1/25 and ending 12/31/27. All in favor, with the exception of Brian Brashear, who abstained due to his relationship with Ms. Bogol. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to appoint Lew Hosler as a public representative to the Emergency Management Board for a term commencing 1/1/25 and ending 12/31/26.

Motion by Mike Walters, second by Shane Ronzio to appoint Steve Rockocy as a public representative to the Patsy Hillman Park Board for a term commencing 1/1/25 and ending 12/31/29. All in favor. Motion carried.

Motion Shane Ronzio, second by Mike Walters to appoint Pandoria Phillabaum as a public representative to the Municipal Authority Board for a term commencing 1/1/25 and ending 12/31/29. All in favor. Motion carried.

Motion by Brian Brashear, second by Mike Walters to appoint Connie Gore as a public representative to the Planning Commission for a term commencing 1/1/25 and ending 12/31/28. All in favor. Motion carried.

Motion by Mike Walters, second by Shane Ronzio to appoint Tami Sealy as a public representative to the Planning Commission for a term commencing 1/1/25 and ending 12/31/28. All in favor. Motion carried.

Motion by Brian Brashear, second by Shane Ronzio to appoint Kimberly Kishel Rhodes as a public representative to the Planning Commission for a term commencing 1/1/25 and ending 12/31/28. All in favor. Motion carried.

Motion by Mike Walters, second by Shane Ronzio to appoint Lester Ward as a public representative to the Shade Tree Committee for a term commencing 1/1/25 and ending 12/31/26. All in favor, with the exception of Kasandra Ward, who abstained due to her relationship with Mr. Ward. Motion carried.

Motion by Mike Walters, second by Shane Ronzio to appoint Jason Novak as a public representative to the SWEEP/IPMC Appeals Board for a term commencing 1/1/25 and ending 12/31/27. All in favor. Motion carried.

Motion by Mike Walters, second by Shane Ronzio to appoint Wallace Bakewell as a public representative to the Vacancy Board for a term commencing 1/1/25 and ending 12/31/26. All in favor. Motion carried.

FAYETTE COUNTY – James Lawver

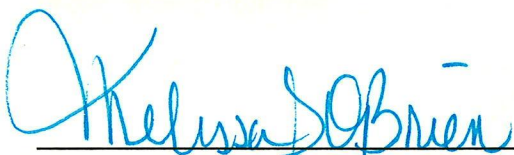
Nothing to report.

CORRESPONDENCE – James Lawver

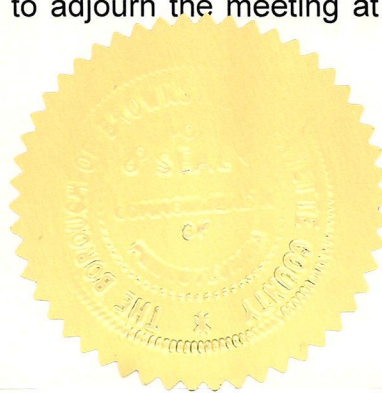
Brownsville Municipal Authority minutes are included for Council's review. Also, the Statements of Financial Interest are included for Council; please complete and return to the office by the February council meeting.

MEETING ADJOURNMENT

Motion by Shane Ronzio, second by Mike Walters to adjourn the meeting at 6:37 p.m. All in favor. Motion carried.



Melissa S. O'Brien, Office Manager/Treasurer



BOROUGH OF BROWNSVILLE		
TREASURER'S REPORT		
January		
CHECKING ACCOUNTS (adjusted through January 3, 2025)		
General Fund		\$ 207,857.29
Payroll		\$ 1,480.69
Petty Cash		\$ 309.94
PLGIT		\$ 51,106.41
	TOTAL General/Liquid Fuel Funds	\$ 260,754.33
Act 13		\$ 33,022.96
ARPA Grant Fund		\$ 36.04
Charles Street Bridge Grant Fund		\$ 15,201.56
Fenwick Park		\$ 30,577.28
Fire Escrow		\$ 23.75
Insurance Claims		\$ 52,803.83
K-9 Fund		\$ 5,704.67
Parking Authority		\$ 1,995.78
	TOTAL Restricted Funds	\$ 139,365.87
DEPOSITS (adjusted through January 3, 2025)		
Brownsville Township	Police Protection	\$ 4,500.00
Various	No Lien Letters	\$ 80.00
SWRTB	Taxes	\$ 25,374.35
Banks	Interest	\$ 1,372.89
	TOTAL Deposits	\$ 31,327.24

BOROUGH OF BROWNSVILLE

MONTHLY BILLS PAID

January

DEPT	VENDOR	FOR	AMT.	TOTAL
Finance/ B&G	Amazon	Office supplies	\$ 91.85	
	Breezeline	Internet	\$ 161.73	
	Brownsville Municipal	Sewage	\$ 128.37	
	DeLage	Copier Lease	\$ 227.53	
	Erie Family Life	Insurances	\$ 348.00	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 24.92	
	Herald Standard	Advertising	\$ 143.93	
	IRS	Federal Income Tax	\$ 2,853.85	
	K2	Grant Writing	\$ 2,150.00	
	Lowe's	Keys	\$ 40.07	
	Microsoft	Office 365	\$ 50.00	
	Misc	Deductibles	\$ 794.50	
	J. Onisko	Dock removal & storage	\$ 2,750.00	
	PA American Water	Water	\$ 1,726.86	
	PA Department of Revenue	PA Taxes	\$ 426.99	
	Peacock Keller	Solicitor Fees - additional	\$ 2,048.00	
	PSAB MRT	Pension	\$ 1,200.00	
	Terminix	Pest Control	\$ 74.00	
	UPMC	M/D/V Insurance	\$ 6,377.12	
	Walmart	Supplies	\$ 60.07	
	West Penn Power	Electric	\$ 8,942.33	
				\$ 30,826.95
Code	PMIS	Code Enforcement	\$ 693.00	
				\$ 693.00
Police	AT&T	Cell Phone	\$ 62.55	
	Local 491	Union Dues	\$ 73.00	
	PSAB MRT	Pension	\$ 750.74	
				\$ 886.29
Streets	BNY Mellon	Pension	\$ 4,403.20	
	Coolspring Stone Supply	Aggregate	\$ 574.77	PLGIT
	Gillespie Coal	Coal	\$ 161.00	
	L. Hosler	Uniform Reimbursement	\$ 105.57	
	Local 373	Union Dues	\$ 84.00	
	NAPA	Supplies	\$ 18.04	PLGIT
	PA One Call	Street Digs	\$ 8.58	
				\$ 5,355.16
	TOTAL BILLS PAID			\$ 37,761.40

BOROUGH OF BROWNSVILLE
MONTHLY BILLS DUE THIS MONTH

Gen'l Fund	Columbia Gas	Utilities	\$ 1,737.67	
	Lexis Nexis	Subscription	\$ 126.63	
	Sirchie	Supplies	\$ 153.82	
				\$ 2,018.12
Payroll	BNY Mellon	Pension	\$ 1,513.60	
	IRS	Federal Income Tax	\$ 4,707.60	
	PA Department of Revenue	PA Taxes	\$ 686.73	
	PA UC Fund	Unemployment Taxes	\$ 169.45	
	PSAB UC Plan	Unemployment Taxes	\$ 1,723.70	
	SWRTB	Local Taxes	\$ 1,723.70	
				\$ 10,524.78
	TOTAL Monthly Bills Due this Month			\$ 12,542.90

MONTHLY BILLS DUE / VARIOUS DATES

Grant Funds	Mar-Allen	Charles Street Bridge	\$ 35,211.74	
	McMillen Engineering	Fenwick Park	\$ 10,041.00	
	McMillen Engineering	Wharf	\$ 15,820.25	
				\$ 61,072.99
	TOTAL Monthly Bills Due on Various Dates			\$ 61,072.99