

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
JULY 12, 2023**

The Regular 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, 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, Councilmen Beth Bock, Jackie Jackson, Shane Ronzio, Mike Walters, and Kasandra Ward. Also present was Mayor Ross H. Swords, Jr., Solicitor Mitch Mitchell, and Borough Secretary/Treasurer Melissa S. O'Brien. Council Vice President Paul Synuria was not in attendance.

Tracy Sheehan Zivkovich welcomed everyone and asked for a moment of silence for the passing of Melvin "Mel" Baxter.

RECOGNITION OF VISITORS

Connie Gore, 131 Front Street. Connie Gore is here to speak about miscellaneous topics. Ms. Gore would like to thank everyone for taking care of her tree issue.

A friend of hers found drugs on the street, but when she called the state police they did not come. She would like to know what should be done in a case like this. Tracy Sheehan Zivkovich recommended continuing to call 911 until the police arrive.

She is aware that the code officer is attempting to make contact with the owner of the church, but would like him to be aware that it is collapsing in the back.

Mara Sim, ADDRESS. Mara Sim is here to speak about property. Ms. Sim wanted it to be known that she is recording this meeting. She is here to discuss properties that were previously owned by Liggett, and would like to know who is responsible for caring for that property now. She was instructed to contact the Tax Claim Bureau to see who owns or who is responsible for a certain property on Catherine Avenue near her. There is a spring on said property that is concerning.

Beth Bock asked Mara Sim if she was interested in purchasing a property, which Ms. Sim noted that she only wanted to know who was responsible for it, so it could be taken care of.

MINUTES

Motion by Mike Walters to approve June minutes. Second by Kasandra Ward. All in favor. Motion carries.

MISCELLANEOUS

There is a letter from Vincent M. Tiberi, Esquire, who is interested in being Solicitor for the Planning Commission. Motion by Mike Walters to appoint Vincent Tiberi as assistant Solicitor for the Planning Commission at a rate of \$135 per hour. Second by Jackie Jackson.

Beth Bock asked if Solicitor, Mitch Mitchell was unable to serve as Solicitor of the Planning Commission, which Attorney Mitchell noted it would be a conflict for him to do so since he is a developer in the Borough, and therefore, recommends hiring someone to do that. Beth Bock asked if this was advertised, which Tracy Sheehan Zivkovich noted this is for professional services, which does not require advertising. Shane Ronzio asked when the next planning commission meeting would happen, which Tracy Sheehan Zivkovich noted we expect it to be within the next 30 days. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, no; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are 5-1. Motion carries.

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

Mayor Ross H. Swords, Jr. reported police fines for July in the amount of \$1,106.93 from the MDJ and \$73.10 from the County. There were 121 calls for service (14 Township, 90 Borough, 17 out of town), 24 citations (4 Township, 20 Borough, 0 out of town), 21 incidents (5 Township, 16 Borough, 0 out of town), 4 arrests, and 1 prisoner transport. A total of 2,349 miles were put on the police vehicles last month.

Chief Brant noted that Officer Mickens received a call during his shift one evening that resulted in multiple charges being filed against an individual who was molesting children in the Borough. There could be as many as five other victims in other municipalities that may come forward, all

thanks to one brave little girl who spoke up. Tracy Sheehan Zivkovich thanked Chief Brant and the Department for keeping the community safe.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total funds at this time are \$707,971.52, including General Fund \$368,303.83, Payroll \$8,705.71, Petty Cash \$651.12, Act 13 \$35,210.40, ARPA Grant Fund \$174,318.37, Fenwick Park \$2,501.00, Fire Escrow \$1.00, Insurance Claims \$33,575.97, K-9 Fund \$5,480.89, Parking Authority \$1,920.59, and PLGIT \$77,239.64.

Monthly bills paid were \$64,917.57. Bills that still need paid total \$41,630.02 from the General Fund, \$3,568.57 from the Payroll Fund, \$0 from PLGIT, \$0 from the ARPA Grant Fund, and \$0 from the Comp Plan. Deposits this month totaled \$120,688.78.

Motion by Mike Walters, second by Beth Bock to pay \$41,630.02 due from the general fund. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Beth Bock to pay \$3,568.57 due from the payroll fund. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Jackie Jackson to pay \$400.00 due to McMillen. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Beth Bock asked why the Fenwick bills were not paid, which Mike Walters noted the budget must be approved before any expenses are paid out. Kasandra Ward asked where the income from street digs is noted, which Melissa S. O'Brien noted there were no payments received this month.

Mike Walters noted that as of today's date, we have collected 80% of our income halfway through the year. On the expense side of things, General Government is at 57%, the Mayor and Police department are at 44%, and Public Works is at 44%.

BUILDINGS & GROUNDS – Mike Walters

Change Order #3 from Hunter's is included in packets and needs approved at this time for extra work that was unplanned. All of the sidewalks needed to be replaced and additional fencing needed added. Motion by Mike Walters and second by Jackie Jackson to pay \$7,369.36 for the extra work. Kasandra Ward asked for clarification that the money for this is coming from the RACF. Mayor Ross H. Swords, Jr. asked what the total of the entire project was, which Michael Walters noted he was unsure of the amount but that were are still under budget as far as what the RACF has available for this project. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Mike Walters noted that there was a permit application filed for the wharf, and we are waiting for the DEP to approve that.

We would like to propose renting a port-a-jon for the entire summer, from July through November. It would be centrally located to the Cast Iron Amphitheater, Snowdon Square, and Hope Park area. The cost is \$175 per month. Beth Bock asked what would happen if it was vandalized, which Michael Walters noted this would be covered by the company, not the Borough. Shane Ronzio asked if there was a better rate available, which Michael Walters noted that this was a lower rate than he pays for individual rentals. Mayor Ross H. Swords, Jr. asked if this price also included maintenance/emptying, which it does. Motion by Mike Walters, second by Kasandra Ward to pay one month of the rental cost for the port-a-jon, not to exceed \$175. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

CODE ENFORCEMENT / COMMUNITY / EMA – Paul Synuria

Nothing to report.

FIRE – Paul Synuria

Nothing to report.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio reported that the fourth Farmers Market will be held on Sunday, July 30 from 10-4 at Nemacolin Castle. The Sam Bill Legacy Band will be playing from 1-3, thanks to the MVAA.

Shane Ronzio noted that he is in the process of having some tax maps printed on his own, so that he can catalog and inventory Borough properties. There are a lot of Borough-owned properties and it would be nice to get them marketed. Finding historic information on those properties could raise the value.

LIBRARY – Paul Synuria

Nothing to report.

PUBLIC RELATIONS – Beth Bock

Beth Bock reported that Riverfest will be held this Saturday from 1-10.

Kennywood tickets will be for sale soon, through the Fire Stations.

Community Day will be held in August.

Beth Bock would like to thank Mike Walters for helping with damages to the neighboring property during the demolition at 124 Brownsville Avenue.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward reported that there have been some complaints regarding alleys in the Borough. The Borough allows trash pickup in the alleys, while Luzerne Township does not. When we share alleys, this becomes an issue. A specific complaint from a resident stated that his yard was damaged by the garbage truck. At this time, Kasandra Ward would like to propose that all trash pickup occur on the main roads, and no more alleys. Tracy Sheehan Zivkovich noted that the contract dictates where trash is picked up, so we would need to meet with them to have this discussion.

The Bull Run Project is starting, and Phase 4 is now in the works and scheduled to begin in 2024. This will go from Elm to Angle. Also, the gas company has a project timeline in 2024, where they will run new lines from Market to Brown, then into the Township. We will be able to partner with the gas company to ensure that this entire road gets paved.

Kasandra Ward has bids from both Cole and Tresco to finish the paving downtown after the gas company finishes their repairs. It was just noted that Spice Street is not included, so there may be a few more square yards added to this. Mike Walters asked if this was part of the \$80k that was approved at the last Council meeting, which Kasandra Ward noted this was the entire project, not just part of it, so the costs came in at nearly half of the authorized amount. Tracy Sheehan Zivkovich asked if there were any other bids, which Kasandra Ward noted there were not. Motion by Kasandra Ward, second by Beth Bock, to approve Tresco's bid in the amount of \$41,800, payable from the ARPA funds. Beth Bock asked if Tresco was a reputable company, which Kasandra Ward noted in the affirmative, and also stated that these companies work with the gas company on a regular basis. Mayor Ross H. Swords, Jr. asked how this would tie into the current construction on the Charles Street bridge. Kasandra Ward noted the bridge contractor will be doing the bridge, and the gas company will do Bank Street hill to the intersection, and then down to Market Street. Our intent is to make this a seamless paving job. Mike Walters noted the same would happen on Seneca, as our goal is to provide seamless work. **Roll Call:** Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Tracy Sheehan Zivkovich commended Kasandra Ward for the amount of work and effort that she has put into this project.

Kasandra Ward next discussed the Bull Run Project. In Phase 3, some of our streets will be paved by the gas company, but we can get a lot more done without spending much money. There are several areas that need attention here, and Kasandra Ward plans to get bids to fix these roads, so there will be a need for funding in the future for paving. Tracy Sheehan Zivkovich asked if Ms. Ward knew what roads, which Kasandra Ward noted in the affirmative. There are so many roads that need attention, and without working with the gas company, this would be very difficult to do. As noted earlier, there will also be a Phase 4 in the future.

We have a resident on Albany Road with a storm drain issue. The ditch needs fixed as she gets flooded often. Tracy Sheehan Zivkovich asked if our engineer looked at it, and Kasandra Ward thought maybe an excavating company was a better option so we are not spending engineering money. Mike Walters suggested Lee Excavating take a look at it and give us a quote, which would be free.

The Borough needs to clean out storm drains. We have grass growing out of them and debris in them. She would like to start a cycle getting a few cleaned every year. Mike Walters noted that John Slusarczyk has a vacuum machine to clean out drains, and we can get a bid from him. Mike Walters suggested reaching out to Mr. Slusarczyk for both Albany and the storm drains to see how much it would be. Beth Bock noted they did 33 drains two years ago, and now they need done again.

Kasandra Ward noted there was storm damage on Hummel Street and fallen trees are creating a hazard. Tracy Sheehan Zivkovich asked what line item this would come from, and Kasandra Ward noted we no longer have a line item for trees. Tracy Sheehan Zivkovich asked if there were any objections to approving this without other bids. Mayor Ross H. Swords, Jr. asked if we knew the property owner where these trees are, or if we could turn it into the insurance company. Kasandra Ward would like to establish a budget line item next year for trees, which Mayor Ross H. Swords, Jr. noted we currently have \$2,500 budgeted for weeds and tree trimming under line item 430.368.

Kasandra Ward would like to apply for the Keystone Communities Grant in the amount of \$500k, and will be writing the grant herself. There is a match to this grant, but she is looking for a way to bring it down to 5-10%. This would be for Cemetery Road, and with it being a low-income area, she is hoping to find other grants to use towards the match. Motion by Kasandra Ward to apply for the Keystone Communities Grant for the Cemetery Road Project. Second by Shane Ronzio. Tracy Sheehan Zivkovich noted that they are taking grants from all over and the other part of this grant is saving building facades. Kasandra Ward notes that the match monies can be reduced if it is part of a main street program. All in favor. Motion carries.

RECREATION – Jackie Jackson

Nothing to report.

SOLICITOR'S REPORT – Mitch Mitchell

Nothing to report.

OLD BUSINESS

Brownsville Avenue over Dunlap Creek – we are down to one lane now and the work has started. This is a PennDOT project. Kasandra Ward noted she saw a Pa One Call where Piccolomini was involved in the bridge project, which Solicitor Mitch Mitchell noted that was an engineering report.

The Charles Street Bridge funding came through thanks to Senator Pat Stefano. There are some engineering calls that need to be made, but it is moving forward.

NEW BUSINESS

The FCIB requires Resolution R-06-2023 regarding borrowed funds. Tracy Sheehan Zivkovich noted the Committee recommended not narrowing this money just to the Southside, but rather for the whole community.

Motion by Jackie Jackson to approve Resolution R-06-2023 with the change from "Southside" to "Full Community." Second by Mike Walters. Beth Bock asked what the \$400k overage was for. Tracy Sheehan Zivkovich noted that \$1.5M is the maximum we are asking for on this loan. As we apply for money for projects, overages can and typically do happen. We just saw a \$350k overage on the Charles Street Bridge. This is a Line of Credit that we can access as needed. Mike Walters noted we will have access to \$1.5M, but we will still look for the grant and if it requires a match, we have access to it. Shane Ronzio asked what the interest rate was, which Tracy Sheehan Zivkovich noted the interest rate is not yet set. The FCIB will seek the best rates once they approve all loan applications. This is not a traditional LOC, nor is it a traditional loan. There are no pre-payment penalties, and there is no requirement to take this money if approved. It just gives us the ability to borrow it if we need it. Mike Walters noted this gives us the ability to do things on the spot when things that we did not anticipate happen. Tracy Sheehan Zivkovich noted when we initially applied, listing only Hollow Road and the Southside, it was limiting us to those two things. Changing the Resolution allows us to use the money in the entire Borough.

Roll Call: Tracy Sheehan Zivkovich, yes; Beth Bock, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes, Kasandra Ward, yes. Votes are unanimous. Motion carries.

Tracy Sheehan Zivkovich would like to congratulate Mayor Ross H. Swords, Jr. on his receipt of the Cecil K. Leberknight Award from the PSAB, in recognition of 10 or more years of dedicated service. Congratulations Mayor Swords.

FAYETTE COUNTY – Tracy Sheehan Zivkovich

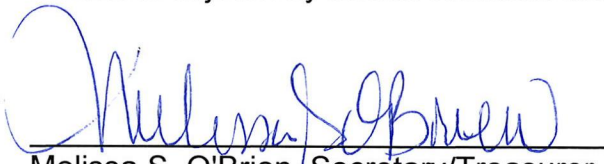
There is a list included in the packets, which lists the new properties that are being added to the repository.

CORRESPONDENCE – Tracy Sheehan Zivkovich

Correspondence was received from: Mackin regarding the Washington County Comprehensive Plan; and from Sucevic, Piccolomini & Kuchar Engineering regarding the Brownsville Avenue Bridge Preservation Project. Kasandra Ward stated that we received this notice as they will have to reroute traffic through the Borough.

MEETING ADJOURNMENT

Motion to adjourn by Jackie Jackson. Meeting adjourned at 7:30 p.m.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT		
July 2023		
BANK ACCOUNTS (adjusted through July 7, 2023)		
General Fund		\$ 368,303.83
Payroll		\$ 8,705.71
Petty Cash		\$ 651.12
Act 13		\$ 35,210.40
ARPA Grant Fund		\$ 174,381.37
Fenwick Park		\$ 2,501.00
Fire Escrow		\$ 1.00
Insurance Claims		\$ 33,575.97
K-9 Fund		\$ 5,480.89
Parking Authority		\$ 1,920.59
PLGIT		\$ 77,239.64
	TOTAL	\$ 707,971.52
DEPOSITS (adjusted through July 7, 2023)		
Brownsville Police	Police Reports	\$ 15.00
Various	No Lien Letters	\$ 135.00
Various	SWEEP Fines	\$ 150.00
Various	Occupancy Permits	\$ 120.00
McMillen	Demolition Permits	\$ 1,176.00
RACF	Refund for Demolitions	\$ 71,564.12
Fayette County	Delinquent Taxes	\$ 10,307.10
Tena Congelio	Real Estate Taxes	\$ 26,002.52
SWRTB	Taxes	\$ 10,568.56
First National Bank	Interest	\$ 650.48
	TOTAL	\$ 120,688.78

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - July 2023				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Breezeline	Cable & Internet	\$ 157.08	
	DeLage	Copier Lease	\$ 181.47	
	EMC Insurance	Insurances	\$ 4,426.81	
	Fayette County Tax Claim	Repository Purchases	\$ 100.00	
	Guardian Life	BEO Insurance	\$ 38.98	
	IRS	Federal Income Tax	\$ 5,580.79	
	Martinak Planning	Comprehensive Plan	\$ 660.31	Comp Plan
	McMillen Engineering	149 High Street Demo	\$ 2,200.00	
	McMillen Engineering	CFA Grant - NOT AWARDED	\$ 2,021.50	
	McMillen Engineering	Charles St. Bridge	\$ 16,105.22	
	McMillen Engineering	Multi-Modal Grant	\$ 2,347.00	
	McMillen Engineering	Wharf Grant	\$ 967.50	
	Microsoft	Office 365	\$ 50.00	
	Mitch Mitchell	Solicitor Fees	\$ 2,000.00	
	PA Department of Revenue	PA Taxes	\$ 912.65	
	PSAB - MRT	Pension	\$ 1,175.00	
	PSAB UC Plan	Unemployment Insurance	\$ 549.56	
	SWRTB	EIT	\$ 968.15	
	UPMC	M/D/V Insurance	\$ 7,692.50	
	West Penn Power	Electric	\$ 17.61	
				\$ 48,152.13
Buildings	Brownsville Municipal	Sewage	\$ 129.00	
	Columbia Gas	Gas Bill	\$ 94.83	
	PA American Water	Building	\$ 66.65	
	Terminix	Pest Control	\$ 70.00	
				\$ 360.48
Code Enf.	Hoffman Kennels	Animal Control	\$ 150.00	
				\$ 150.00
Police	Central PA Truck/3 Echo	Vehicle Decals	\$ 76.93	
	Local 491	Union Dues	\$ 159.00	
	Migs Autobody	Police car repair	\$ 8,062.99	
	PSAB	Pension	\$ 1,428.98	
	Sumeral Tire	Tires	\$ 720.28	
	Trapuzzano's Uniforms	Uniform Allowance	\$ 444.00	
				\$ 10,892.18
Streets	BNY Mellon	Pension	\$ 3,043.36	
	Brownsville Ace Hardware	Supplies	\$ 62.26	PLGIT
	Coulsons	Supplies	\$ 232.40	PLGIT
	Local 373	Union Dues	\$ 82.00	
	PA American Water	Water	\$ 21.84	
	US Municipal	Signage	\$ 560.82	PLGIT
				\$ 4,002.68
Fire	PA American Water	Hydrants	\$ 1,360.10	
				\$ 1,360.10
	TOTAL BILLS PAID			\$ 64,917.57
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - July 2023				
General Fund	Bevard	Gas	\$ 1,251.87	
	Brown's Tree Service	Cut down tree	\$ 1,200.00	
	Center Independent	Gas	\$ 407.57	
	DeLage Landen Financial	Copier lease	\$ 174.28	
	Ford Office Technologies	Phones	\$ 206.83	
	Hunter's Excavating	149 High Street Change Order	\$ 39,802.00	
	PA American Water	Water	\$ 1,446.91	
	Quill	Supplies	\$ 190.78	
	SWIF	Workers' Comp	\$ 578.00	
	West Penn Power	electric	\$ 5,932.92	
				\$ 41,630.02
Payroll	IRS	Federal 941	\$ 2,508.16	
	PA Department of Revenue	PA Taxes	\$ 454.03	
	PA Unemployment	UE Tax	\$ 606.38	
				\$ 3,568.57
	TOTAL INVOICES DUE THIS MONTH			\$ 45,198.59
MONTHLY BILLS DUE / VARIOUS DUE DATES				