

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
JULY 13, 2022**

The Regular meeting of the Council of the Borough of Brownsville was held this evening at the Borough building 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.

The following members were present: Council Vice President Paul Synuria, Beth Bock, Jackie Jackson, Barbara Pepper, Kasandra Ward and Mike Walters. Also present were Mayor Ross H. Swords, Jr., Solicitor Mitch Mitchell, and Borough Secretary/Treasurer Melissa S. O'Brien. Council President Tracy Sheehan Zivkovich was not present.

RECOGNITION OF VISITORS

Connie Gore. Ms. Gore was present to ask about the tree quotes. The Borough did not receive any quotes at this time. She asked Michael Walters if he was still seeking quotes, which Mr. Walters responded in the affirmative. Ms. Gore also noted that, under the new Sunshine Act, even though something is not on the Agenda, it can still be discussed if it was previously discussed and on a prior Agenda.

MINUTES

No motion was made to approve the minutes from June 8, 2022.

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

The police fines for the month totaled \$624.22 from the MDJ and \$178.82 from the County.

There were 97 calls for service, 55 citations, 8 incidents, and 5 arrests. 0 prisoner transports were reported. A total of 725 miles were put on the vehicles last month.

Community Day Festival, and BARC's Ducky Race are still planned for August 6.

The PennDOT right-of-way offer was taken care of. A new PennDOT packet came in regarding property at Central Park and a few Bank Street lots. PennDOT is supposed to send a representative down to discuss this one with Council.

The police car is still in production, waiting on a computer chip.

Lieutenant Brant was present to report that June was a busy month, and July is starting out the same way for our officers.

FINANCE & ADMINISTRATION – Mike Walters

Mike Walters reported the total funds at this time are \$485,600.43 including General Fund \$277,394.92, Payroll \$3,857.74, Petty Cash \$479.82, Act 13 \$32,514.94, K-9 Fund \$5,446.07, Fire Escrow \$1.00, Parking Authority \$1,920.59, PLGIT \$53,269.00, ARPA Grant Fund \$108,716.11, and Comprehensive Plan Fund \$2,000.24.

Monthly bills paid were \$55,549.37. Bills that still need paid total \$1,262.67 from the General Fund, \$0 from the ARPA Grant Fund, \$0 from PLGIT, \$29,888.75 from various other grants, \$20,000 to the TAN loan, and \$18,000 to the fire stations. Deposits this month totaled \$93,045.63.

Motion by Mike Walters to accept the Treasurer's Report and pay the \$1,262.67 from the General Fund. Second by Beth Bock. **Roll Call:** Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Barbara Pepper, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

BUILDINGS & GROUNDS – Mike Walters

The 149 High Street demolition is still on hold.

Borough parking lot signage needs to be discussed by Council.

Lee's Plumbing has been contacted to come in and evaluate the toilet and sink issues in the building.

Riverfest is scheduled for August 12-13. There are over 25 vendors to include food and drink. There is a boat parade, fireworks and bands scheduled for Saturday. There are new vendors

added daily. Michael Walters noted that there is no charge to vendors for this years' event, but in the future they will have a fee for vendors and for electricity, that could then be turned over to the Borough for expenses incurred.

The concrete will be poured on Friday at Hope Park for the movie screen, which should be up by the 25th. The arch footers will be going in by the end of the month.

Beth Bock asked if Riverfest was a Borough event or if we had docks in, which Mike Walters noted would be run through the Chamber and not a Borough event, nor would we have docks ready.

Paul Synuria noted that Riverfest is not a Borough event, but it is Borough-approved. Kasandra Ward asked how electricity was handled at the square, which Paul Synuria noted that the Recreational Committee needs to discuss this and have something in place for all events in the Borough. Beth Bock feels there are several things that need to be changed with Borough events. Mike Walters noted that all proceeds from Riverfest every year would be put back into the community in one way or another. They are discussing using the proceeds towards grant matches. Riverfest will hopefully be its own non-profit next year, at which time, they (Riverfest) can donate to the non-profit of their choice, whether it be the Borough or the Perennial Project. Riverfest is responsible for a gentleman who flew here on Tuesday from Arizona, wrote a check, and bought a building. This event is a community outreach program. Solicitor, Mitch Mitchell noted that the donor can earmark funds for a particular purpose if they choose to do so.

Melissa S. O'Brien noted that the second round of ARPA funding should be coming into the Borough in the next few weeks. The DCED municipal audit starts on Monday, July 15. And the pension audits are still ongoing.

CODE ENFORCEMENT – Paul Synuria

There were 19 complaints answered this month, 0 house inspections, 5 court hearings, 53 citations, and 15 letters issued. Monies collected at the MDJ were \$431.99.

Paul Synuria read Woody's resignation letter to Council. Motion by Beth Bock to accept the resignation. Second by Jackie Jackson. All in favor. Motion carries.

Paul Synuria is in the process of finding a new code enforcement officer. Woody noted that he would assist in any way needed. Motion by Mike Walters to hire Woody back on a part-time basis. Second by Jackie Jackson. **Roll Call:** Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Barbara Pfeffer, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Beth Bock to advertise for a code officer. Second by Mike Walters. All in favor. Motion carries.

Tickets are being printed for the SWEEP Program. There are three applicants for the SWEEP Board, which Paul Synuria would like to appoint tonight, and then find alternates.

Motion by Mike Walters to appoint Joe Barantovich to the SWEEP Board. Second by Jackie Jackson. All in favor. Motion carries. Motion by Beth Bock to appoint Jason Novak to the SWEEP Board. Second by Mike Walters. All in favor. Motion carries. Motion by Beth Bock to appoint Kim Brashear to the SWEEP Board. Second by Jackie Jackson. All in favor. Motion carries.

FIRE – Paul Synuria

Northside reported for the month of June, the following: 2 fires; 11 rescue and EMS; 2 hazardous conditions; 2 service calls; 7 good intent calls; and 2 false alarms, for a total of 26 incidents.

Paul Synuria would like to discuss the false alarms. Solicitor, Mitch Mitchell noted this is criminal and falls under the crimes code. There are Ordinances in place at this time in the Borough where we can charge for false alarms, and where the fire companies can charge for services. Paul Synuria would like everyone to look at them and discuss the enforcement of these Ordinances.

ECONOMIC DEVELOPMENT – Barbara Pfeffer

Barbara Pfeffer spoke to a healthcare representative regarding an urgent care facility in the Borough, which would be a welcome addition to the community. Barbara Pfeffer excused herself from the meeting at 6:30 p.m.

LIBRARY – Paul Synuria

The library director reports that there is a book reading and workshop with Ron Barry and Cameron Walters on July 15 from 12-2 pm. Paul Synuria would like to see the community show their support to our local author and artist. A pre-teen book reading and meet the author on July 23 for Annie's Appalachian Adventures. The teen summer reading starts July 20 from 1-2 pm. The second annual teen horror short story contest will be starting soon. There will be a \$50 award for the winning story, which will be awarded in October.

PUBLIC RELATIONS – Beth Bock

Nothing to report.

PUBLIC WORKS – Kasandra Ward

Our street department worker is back to work, but another is on vacation, so we are still running with one person. Hopefully next week we can get back to normal.

We have a 2019 dump truck, 2011 pickup truck, and a 2011 hi-lift. We are seeing some costs for maintenance and repairs. Our hi-lift went down, and CAT was estimating \$500 just to come on site to look at it. Heavy equipment should last, but since we are seeing issues, Kasandra Ward would like to go on record as saying we have aging equipment and we need to establish a way to maintain or find funding.

We are hoping to get the Aubrey Lane sign installed in the next week or two and remove the barriers.

We are having issues trying to keep up with street issues, as they are very bad.

Kasandra Ward came up with a list of all street signs within the Borough, but that does not include public safety signs. She feels that Public Safety should evaluate these signs and come up with a cost.

The Northside playground will be discussed with Jackie Jackson, head of Recreation.

Kasandra Ward noted that she has been working on the new Street Opening Ordinance with Melissa S. O'Brien and Lew Hosler. She would like to meet with Paul Synuria and Mike Walters to be sure everyone is on the same page. Ms. O'Brien will send the Ordinance to the Public Works Committee and Solicitor, Mitch Mitchell to review prior to that meeting. Kasandra Ward noted that there are nine digs with Columbia Gas and none of them have been repaired to Ordinance. If we agree to their opening of other streets, how can we be sure they will do it correctly. Lew Hosler is taking pictures of all digs now to be sure they are being done.

Paul Synuria would like it on record that if Columbia Gas cannot do the job according to our Ordinance, and if they cannot pay us for their digs and repair them to Ordinance, they should not be allowed to do any new work, other than emergency work. Kasandra Ward notes that there was a recent dig that is clearly not done correctly. Mike Walters asked if the pictures would be sent to Columbia Gas to show them things are not done correctly, to which Kasandra Ward noted they would. We are in no hurry to allow them to start a new project considering these issues.

Street paving, sidewalks, curbs. Kasandra Ward has gone through the Borough and identified all storm drains and culverts within the Borough. There are issues, grass growing through them, water bypassing the drains, gravel running into the drains. There was recently a serious issue of someone hydroplaning while going up High Street because of the drain issues. Water flows down High Street like Niagara Falls. There are collapsed and crushed pipes, ditches that are full of debris, and several other issues. We will more than likely need an Engineer to come in and work with us to fix these issues. There are several streets in the Borough that have no storm drains at all. Gravel flows down High Street and gathers in front of the Borough Building. At minimum we need to clean the drains out. We do not have the labor to do this. There are 201 drains within the Borough that were identified, but probably several more that have not been identified.

Mike Walters asked if this is something that we need to subcontract. Mayor Ross H. Swords, Jr. noted that in the past PennDOT would vacuum our drains, in exchange for us cutting their cloverleaf. Kasandra Ward stated that PennDOT will not sign an agility agreement with us, nor will they take responsibility for cleaning any of the drains on their roads. Paul Synuria feels that we should stop cutting the cloverleaf if they will not take care of their property. Kasandra Ward has been looking into this and PennDOT is denying responsibility for the drains on their roads.

RECREATION – Jackie Jackson

DCNR added an additional \$20k to the grant and they are looking for a match. She will be applying for an LSA grant to do so, plus using \$3k from the Water Street Park Group towards the match. The kids have already picked out equipment that they want at the playground.

Motion by Jackie Jackson to do a farmers market fundraiser at the end of August to raise money for Fenwick Park. Second by Kasandra Ward. All in favor. Motion carries.

TAX BUREAU – Paul Synuria

There is a zoning hearing notice included in everyone's packet. Solicitor, Mitch Mitchell noted that the proposals can be reviewed at the zoning office. If there are any objections, then he can go and object for the Borough. Mike Walters noted that a fence, garage, etc. encroaches on the setback, then a zoning variance is required. The Borough does not normally attend zoning hearings.

SOLICITOR'S REPORT – Mitch Mitchell

Nothing to report.

OLD BUSINESS

Paul Synuria emailed a food truck Ordinance to everyone to review. He would like to enact an Ordinance where food trucks have to provide the Borough information. Kasandra Ward asked if the food truck in question was owned by people of color. Paul Synuria noted that he was unaware of that, and that he was simply stating that food trucks should be held to some standard, similar to those of our brick and mortar food establishments. We have restaurants in town that pay taxes and have insurances and he feels that food trucks should have to do something. Beth Bock asked if we were going to try to use the same language as the Ordinance that Paul Synuria shared, as it was pretty strict. Paul Synuria feels that we should have a per visit fee. Mike Walters noted that the folks he sees selling food should have to provide the Borough with insurance and that they should have to have a permit. They also should not be able to sell what is already in town, in the same lot where a restaurant is currently established.

Solicitor, Mitch Mitchell noted that Mike Walters's considerations are valid. The things you can look, such as the health, safety, and welfare, are obviously important, so the Borough has a duty to do that. Solicitor, Mitch Mitchell noted that the Borough is not checking restaurants to see if they are insured. Mike Walters feels that a food truck should be held to the same standard as a brick and mortar restaurant.

Connie Gore asked to speak on this matter. Vice President Paul Synuria did not permit additional discussion.

NEW BUSINESS

The Resolution for the \$660k Multimodal Transportation Fund is included in everyone's packet. We are applying for this grant, through McMillen Engineering.

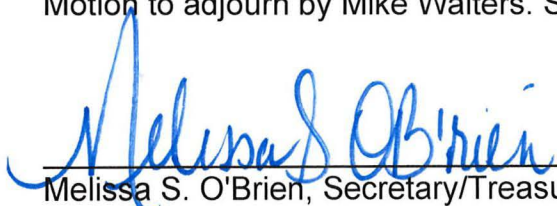
CORRESPONDENCE – Tracy Sheehan Zivkovich

There is a letter from the DEP to Pennsylvania American Water Company regarding their approval of the water line replacement project on Second Street.

The County Hauling fuel surcharge increase that the Borough was notified of last month is written into the contract that we have with them, and we do not have the ability to say no. This increase of \$0.96 per month is based upon the increased fuel costs.

MEETING ADJOURNMENT

Motion to adjourn by Mike Walters. Second by Jackie Jackson. All in favor. Motion carries.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

July 2022

BANK ACCOUNTS (adjusted through July 13, 2022)

General Fund	\$	277,394.92
Payroll	\$	3,857.74
Petty Cash	\$	479.82
Act 13	\$	32,514.94
K-9 Fund	\$	5,446.07
Fire Escrow	\$	1.00
Parking Authority	\$	1,920.59
PLGIT	\$	53,269.00
ARPA Grant Fund	\$	108,716.11
Comprehensive Plan Fund	\$	2,000.24
TOTAL	\$	485,600.43

DEPOSITS (adjusted through July 13, 2022)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	624.22
Clerk of Courts	Fines & Fees	\$	178.82
Brownsville Police	Police Reports	\$	30.00
Brownsville Police	Parking Violations	\$	75.00
Brownsville Township	Police Protection	\$	3,750.00
Drug Task Force	Police Protection	\$	128.00
MDJ	Code Fines & Fees	\$	431.99
Various	No Lien Letters	\$	30.00
Fayette County	Delinquent Real Estate Taxes	\$	8,004.66
Fayette County	Delinquent Fire Hydrant Taxes	\$	403.06
Fayette County	Delinquent Street Light Taxes	\$	1,243.12
Commonwealth of PA	Act 13 Share	\$	11,083.34
Tena Congelio	Real Estate Taxes	\$	31,853.80
Tena Congelio	Fire Hydrant Taxes	\$	1,500.00
Tena Congelio	Per Capita Taxes	\$	360.00
Tena Congelio	Street Light Taxes	\$	3,000.00
Recorder of Deeds	Real Estate Transfer Tax	\$	1,373.05
SWRTB	Local Service Tax	\$	430.20
SWRTB	Earned Income Tax	\$	16,341.22
Columbia Gas	Street Digs	\$	177.00
Tena Congelio	Phone Bill	\$	178.47
First National Bank	Interest	\$	177.57
Housing Authority	PILOT Taxes	\$	10,731.11
Lapisardi	Rent	\$	150.00
PAWC	Street Digs	\$	791.00
TOTAL		\$	93,045.63

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - July 2022				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	DeLage	Copier Lease	\$ 165.76	
	First National Bank	TAN Loan Payment	\$ 10,000.00	
	First National Bank	Interest Payment	\$ 96.54	
	Guardian Life	BEO Insurance	\$ 42.16	
	IRS	Federal Income Tax	\$ 3,379.03	
	IRS	Federal UE	\$ 2.48	
	Microsoft	Office 365	\$ 37.50	
	Mitch Mitchell	Solicitor Fees	\$ 1,000.00	
	PA Department of Revenue	PA Taxes	\$ 533.61	
	PSAB	Pension	\$ 1,050.00	
	PSAB UC Plan	Unemployment Insurance	\$ 194.56	
	Quickbooks	Payroll	\$ 61.48	
	Quill	Office Supplies	\$ 35.98	
	SWRTB	EIC	\$ 738.35	
	UPMC	Medical Insurance	\$ 7,880.12	
	UPMC	Dental/Vision Insurance	\$ 338.73	
				\$ 25,556.30
Buildings	All Around Fence	Fenwick Park Repair	\$ 1,043.00	
	Amazon	Window AC	\$ 313.87	
	Brownsville Municipal	Sewage	\$ 149.60	
	Columbia Gas	Gas Bill	\$ 41.63	
	PA American Water	Building	\$ 52.21	
	Geo. Smalley Co.	parking lot lighting repair	\$ 163.45	
	Terminix	Pest Control	\$ 66.00	
	West Penn Power	Electric	\$ 920.04	
				\$ 2,749.80
Code Enf.	Amazon	IPMC Book	\$ 54.59	
				\$ 54.59
Police	Bevard	Gas	\$ 372.81	
	FNB Equipment Finance	Lease Payment	\$ 7,429.38	
	Local 491	Union Dues	\$ 112.00	
	PSAB	Pension	\$ 755.00	
	Quill	Paper & file folders	\$ 36.83	
	S&D Calibration	Vascar Certification	\$ 64.00	
	Verizon Wireless	Police Phone	\$ 40.01	
				\$ 8,810.03
Streets	Bevard	Gas	\$ 149.32	
	Brownsville Ace Hardware	Supplies	\$ 7.99	
	Brownsville Ace Hardware	Supplies	\$ 95.95	PLGIT
	Brownsville Township	Sweeper Rental Parts	\$ 463.15	PLGIT
	JG Services	Gas	\$ 126.27	
	LCFOWPA	Pension	\$ 1,590.00	
	LH	Uniform Reimbursement	\$ 2,776.96	
	Local 373	Union Dues	\$ 40.00	
	NAPA	Supplies	\$ 130.00	PLGIT
	PA American Water	Water	\$ 23.07	
	Quill	Supplies	\$ 3.00	
	State Chemical Solutions	Weed Killer	\$ 343.44	PLGIT
	US Municipal	Repair & Maintenance	\$ 37.85	PLGIT
	West Penn Power	Street Lights	\$ 9,331.62	
	West Penn Power	Traffic Lights	\$ 328.95	
				\$ 15,447.57
Fire	Center Independent	Gas	\$ 623.99	
	PA American Water	Hydrants	\$ 1,154.83	
	SWIF	Workers' Comp	\$ 1,156.00	
	West Penn Power	Fire Whistle	\$ 50.85	
				\$ 2,985.67
	TOTAL BILLS PAID			\$ 55,549.37
BOROUGH OF BROWNSVILLE				
BILLS DUE - July 2022				
	Bills paid this month total	\$ 55,549.37		
The following bills are also due:				
The following bills are due from the General Fund:				
	Microsoft	Office 365	\$ 37.50	
	PA Water	Hydrant Water	\$ 1,154.83	
	PA Water	B&G	\$ 70.34	
				\$ 1,262.67
The following bills are due from Various Grant Funds:				
	McMillen Engineering	149 High Street	\$ 3,371.50	
	McMillen Engineering	Charles St. Bridge	\$ 1,059.25	
	McMillen Engineering	Fenwick Park	\$ 19,413.00	
	McMillen Engineering	Wharf Grant	\$ 6,045.00	
				\$ 29,888.75
	TOTAL BILLS DUE THIS MONTH			\$ 31,151.42
The following bills are due before year-end:				
	Brownsville Fire Co. #1	Donation Request	\$ 9,000.00	
	S. Brownsville Fire Co. #1	Donation Request	\$ 9,000.00	
				\$ 9,000.00
	TOTAL BILLS DUE BY EOY			\$ 9,000.00