

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
June 8, 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 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, 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 Secretary/Treasurer Melissa S. O'Brien.

RECOGNITION OF VISITORS

Joseph R. Zosky, 520 Market Street. Mr. Zosky has submitted a request to the Borough, and had previously discussed with Tracy Sheehan Zivkovich and Mayor Ross H. Swords, Jr., a proposal to consider using ARPA funds to purchase an emergency generator for the fire station. At this time, there is no specific price. The fire station is currently researching price and will get back to the Borough when that is available. Tracy Sheehan Zivkovich noted the letter, signed by Richard C. Black, Assistant Fire Chief & Secretary, and states the fire station is looking to supplement their equipment to fully furnish both units with the most up-to-date equipment to best service the community." Tracy Sheehan Zivkovich asked if this was budgeted through the fire station, which Mr. Zosky stated it was not. Ms. Zivkovich let Mr. Zosky know that the Borough would get back to the fire station once we have our ARPA funds and the fire station provides us with a quote.

Connie Gore, 131 Front Street. Ms. Gore asked if, on month 14, we have a response yet for her regarding her trees, or if we received any bids. Tracy Sheehan Zivkovich asked Ms. Gore if she received a response to her right to know request, and Ms. Gore noted that it was answered and stated that to the best of our ability the written policy was not found. There were also no sealed bids received by the borough. Tracy Sheehan Zivkovich noted that this was not on our agenda, and further discussion would not be had. Paul Synuria would like to add that there were previous votes to not cut the tree down and does not see a reason to continue this monthly. Ms. Gore stated that there was only one vote and that not all of council was not here to vote. Kasandra Ward asked if we could revisit this, which Tracy Sheehan Zivkovich noted we could, but because it was not on the Agenda, we would not do so tonight.

MINUTES

Motion by Paul Synuria to accept the minutes from May 11, 2022. Second by Jackie Jackson. All in favor. Motion carries.

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

The police fines for the month totaled \$944.59 from the MDJ and \$163.82 from the County.

There were 84 calls for service, 32 citations, 18 incidents, and 1 arrest. There was one prisoner transport reported. A total of 792 miles were put on the vehicles last month. Beth Bock noted that one of the arrests was the gentleman who was taking the catalytic converters out of cars.

The Community Days Festival is scheduled for August 6.

Motion by Paul Synuria to give PennDOT the temporary right of way for the traffic pole outside of the building. Second by Barbara Pepper. Beth Bock asked if we got clarification on how long this would be for. Mayor Ross H. Swords, Jr. noted the timeline would be 7 months. All in favor. Motion carries.

Mayor Ross H. Swords, Jr. noted the police car is ordered and awaiting arrival at the dealership.

FINANCE & ADMINISTRATION – MIKE WALTERS

Michael Walters noted that the budgets shows that we have currently collected about 76% of our tax revenue. Licenses and permits are at 51%. Fines and forfeitures are at 45%. Interests are at 83%. State shared revenue at 65%. On the income side of it, we have collected about 60% of our income. Without grant monies, we have a budget of \$1,081,430, and we've collected \$651,538, so we are at about 60%, which is good for being halfway through the year.

On the expense side, general government including mayor, solicitor, and admin, council, we are below 50%, which is good. As far as the tax collector, we are at the tax collector expenses are at 112%, due to the fact that we probably did not factor in an increase in wages when we did the millage increase, since she is paid a percentage of taxes collected.

Mike Walters reported the total funds at this time are \$467,444.00, including General Fund \$271,953.69, Payroll \$1,303.34, Petty Cash \$349.82, Act 13 \$21,415.76, K-9 Fund \$5,444.06, Fire Escrow \$1.00, Parking Authority \$1,920.59, PLGIT \$54,339.39, ARPA Grant Fund \$108,716.11, and Comprehensive Plan Fund \$2,000.24.

Monthly bills paid were \$51,514.19. Bills that still need paid total \$6,350.08 from the General Fund, \$7,429.38 from the ARPA Grant Fund, \$0 from PLGIT, \$29,267.75 from various other grants, and \$30,000 to the TAN loan for a grand total of \$73,047.21. Deposits this month totaled \$38,314.98.

Motion by Mike Walters to pay the bills due from the General Fund. Second by Beth Bock. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Barbara Pepper, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Mike Walters would like to discuss the McMillen invoices at this time. They total \$29,267.75. We discussed last month getting proposals rather than just getting bills, and that has not been done this month. Mike Walters would like to caution everyone that every call to McMillen is billable. Who is authorizing them to keep doing this design work? Paul Synuria stated that he spoke to them regarding the wharf grant and it was voted on prior to. We are getting approximately \$120,000 for the wharf that we should be able to pay for these services from those grants. Tracy Sheehan Zivkovich noted that Fenwick does have \$10,000 in match money for invoices. Charles St. and 149 High street is Tracy Sheehan Zivkovich. Fenwick Park is up to \$19,413. Jackie Jackson has no idea how it got up to that. Mike Walters noted that if we keep calling them asking for work, they are going to keep billing us. Jackie Jackson noted that she did not use McMillen for Rivers of Steel, so we need clarification. Mike Walters noted that we keep getting bills – what if we do not get the grant – who pays the invoices? Mike Walters wants to be clear that everyone understands their grants will be lower because the money from McMillen is coming off the top. Jackie Jackson did not know they were charging. Mike Walters suggests that each committee review their invoices and see if they agree with them. He also requests that we get estimates ahead of time. If Jackie Jackson is not the one calling McMillen, we should not be getting billed. Mike Walters noted that the expenses are adding up. Tracy Sheehan Zivkovich suggests that we get some dates together and get in touch with McMillen to understand these bills.

Paul Synuria makes a motion that anytime anyone applies for a grant for us, we get a proposal of the costs. Second by Mike Walters. All in favor. Motion carries.

It would be helpful for everyone to budget their project to know this in advance. Beth Bock asked if we had any kind of policy for grant writing by anyone other than borough officials. Paul Synuria noted we cannot tell anyone else out there that they cannot apply for the same grant. Tracy Sheehan Zivkovich would like to see everyone in the community come in and present something to us, but they do not have to run things through us. Beth Bock would like to collaborate with everyone else, and keep our lines of communication open. Tracy Sheehan Zivkovich does not think we have the authority to tell anyone out there what they can or cannot do.

BUILDINGS & GROUNDS – MIKE WALTERS

Beth Bock asked when 149 High Street was coming down. Tracy Sheehan Zivkovich noted they money is still at the County level, and we are awaiting the transfer of funds. We do not have a proposed detour yet. Tracy Sheehan Zivkovich is asking for a complete cost breakdown/proposal from McMillen after tonight's discussion.

Nothing on the parking lot signage.

We have a request from County Hauling to increase costs slightly based on the rising cost of gas. Tracy Sheehan Zivkovich asked if Council would like to move on this. Mike Walters asked if it was fair to ask everyone to review this and make a decision next month. Kasandra Ward noted that she reviewed it, and they are asking for \$0.96 per month, which means a \$3 quarterly increase to all residents. It will not go over well with our residents. Tracy Sheehan Zivkovich noted Solicitor, Mitch Mitchell reviewed the contract and nothing requires a response tonight.

Mike Walters would like to reach out and get janitorial costs and come back next month.

The Northside parking lot request for proposal is still on hold.

Stage rental and dog cleanup signs are here and the street department has them. Hopefully we can have them installed soon.

Beth Bock asked if we could get some type of sign regarding open containers.

Mike Walters noted the footers are in and they will be starting soon.

The building at Hope Park is painted and they will be painting the bank soon.

CODE ENFORCEMENT – PAUL SYNURIA

There were 41 complaints answered this month, 2 house inspections, 3 court hearings, 59 citations, and 32 letters issued. Monies collected at the MDJ were \$619.54.

Paul Synuria noted that the SWEEP program needs to start as soon as possible. Woody fines people, and the fines are challenged at the magistrate often, and most of them remain unpaid. Mike Walters

asked how SWEEP would help, and Paul Synuria noted that he would like to have Myron Nypaver explain this in more detail at next month's meeting.

Paul Synuria would like to have the SWEEP program up and running by July or August. Kasandra Ward asked if we could do the presentation another night so we were not at the meeting for an extended period of time. Paul Synuria will discuss it with Myron Nypaver and get a few dates together for Council.

FIRE – PAUL SYNURIA

For the month of March, Northside responded to 34 total calls, including 9 fires, 13 rescue and EMS calls, 2 hazardous conditions, 8 service calls, 0 good intent call, and 2 false alarms. Tracy Sheehan Zivkovich would like to commend the fire stations for the drill they participated in last month.

Southside did not present a report.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Barbara Pepper will be reaching out to the person who does special effects. Nothing else to report at this time.

LIBRARY – PAUL SYNURIA

The IdentiGo is ready to go and must be pre-registered on the IdentiGo website. June 18, 12-2, Chief Ron Barry will be at the library with the firetrucks. A photographer will be there for kids. Summer reading for kids 0-8 will start on June 22, and continue throughout the summer on Wednesdays. The magic show will be on July 6 on the stage from 1-2. Teen summer reading starts July 20, 1-2 and runs on Wednesdays. Storyteller on August 3 with Mysteries of the Deep. New computers and upgraded wi-fi in the process of being installed from a grant.

PUBLIC RELATIONS – BETH BOCK

Beth Bock has been filling out and distributing PAWC flyers. She is working on a summer newsletter for Brownsville to let everyone know what is going on. Council should have information by the end of the week to review. There is a Columbia Gas program out there as well for residents.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward noted that she is down one staff member. They are trying to get things done. Alex will be out tomorrow filling potholes on Cemetery Road and Crosskeys. We have a need to hire a part-time employee for grass cutting. We would like someone to work with Lew and Alex to help. At this time, we have two interested parties.

We have a volunteer to cut the stage area for us on a weekly or as-needed basis.

Joe B will be cutting the grass along the wall coming down High Street. Paul Synuria believes that this was done today.

Kasandra Ward thanked Melissa S. O'Brien for preparing an MOU for us to help a resident move into town.

We had a storm drain backup on Lewis Street that needs to be dealt with.

We received the Agility Program from PennDOT, so we can review that to see what needs to be done.

We met with Columbia Gas last week to redo the Ordinance, and would like to get that out in the next week to everyone. Columbia Gas is requesting for us to give them authorization to start their project based on the proposed new Ordinance. They will be working on 11 Borough streets. Mike Walters noted that the amount is based upon the new proposed Ordinance. Solicitor, Mitch Mitchell suggests they need to give us a proposal. Council needs to discuss this in detail. Tracy Sheehan Zivkovich noted the Front Street issue we have with them is still pending. Solicitor, Mitch Mitchell noted that we can add a caveat to this noting that this has nothing to do with any pending previous matters. Mike Walters would like to simultaneously resolve the existing matter, but come to an agreement on the pending work.

Kasandra Ward would like to make a motion to offer a preliminary permit, with the caveat that the billing procedure in this invoice will not apply to previous invoices. Second by Mike Walters. Barbara Pepper noted that the email states their work would be repaired to PennDOT standards, not Borough Ordinance. Kasandra Ward and Michael Walters noted that in our proposed Ordinance, we are proposing to follow the new PennDOT standards. Michael Walters noted smaller projects would be billed via square foot, and large projects would be based on linear foot. Our minimum charge for small areas in the proposed invoice would be \$100. Restoration projects are different than digs. Tracy Sheehan Zivkovich noted that we talked about an inspector, the thickness, how far, etc. That is included in the PennDOT standards. Mike Walters likes the idea of a third party inspector, but would prefer to keep that money in-house.

Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, no; Beth Bock, yes; Jackie Jackson, yes; Barbara Pepper, yes; Mike Walters, yes; Kasandra Ward, yes. 6-1. Motion carries.

There is a list of all Borough roads within the Borough that will go through a scoring system of 1-5 based on bad to good.

Our street signs are in terrible shape. Some of our signs have already been replaced by 9" reflective signs. Beth Bock asked if we would be ordering one way and stop signs. Kasandra Ward noted that we have them, but she is just looking at street signs right now. Tracy Sheehan Zivkovich asked if there was a ballpark cost, which Kasandra Ward stated approximately \$30,000. Kasandra Ward believes this fits the public safety category and wishes to use the ARPA money.

Mike Walters noted that our ARPA funds can also be used for match money for larger grants. Can we use the remaining funds to do this, by looking for larger grants out there to match. Tracy Sheehan Zivkovich noted we have to consider what the Federal government will allow.

Kasandra Ward would like to have a plan that addresses these things. Mike Walters would like us to stretch those funds as far as possible. If we leverage those funds, we still have it in 2025 and 2026. Tracy Sheehan Zivkovich noted that Kasandra Ward is doing her research on this. Tracy Sheehan Zivkovich asked if we were ready to start talking about a municipal complex where the bank building currently sits. Mike Walters noted that Joe Barantovich is presenting our municipal complex to the Pitt Engineering program. Those students will design and give us a cost estimate on a future project. Beth Bock asked if we already had that. Mike Walters noted that if the Pitt students work on this, we will gain a tremendous amount of knowledge, research & development and design at no cost, and this would be a huge benefit to the Borough.

Beth Bock asked if we would be able to get that information once done. Tracy Sheehan Zivkovich noted that we would, just as we do from the work the students did on the Union Station Building. The demo, cleanup, abatement, new building would all be done for free.

Kasandra Ward is coming up with a plan that will take care of paving, street signs, and infrastructure needs that we have. Attached to her plan will be a sign that will talk about each of these projects. We have infrastructure that is falling apart. We cannot bring business in unless we improve our town. Kasandra Ward asked for Council input on what everyone thinks needs fixed or upgraded.

RECREATION – JACKIE JACKSON

Jackie Jackson noted the Ducky Races are set for August 6.

She received an email from Andrew French on the LSA grant, which needs signed. Jackie Jackson will forward that information to Melissa S. O'Brien for review and completion.

Jackie Jackson noted that the property liens were taken care of on Fenwick Park.

Jackie Jackson spoke with Annette Buffer regarding the lineup of events on Sunday, June 12. There will be a parade at 2:40 p.m., a civil war re-enactment, the girl scouts, and retired veterans. Jackie Jackson will ask Paul Synuria to turn on power for the event. Jackie Jackson would like to see the kids fundraising for Fenwick park at that event.

Jackie Jackson is asking for a motion to reapply for the Rivers of Steel grant, using Art Capella at no cost. A proposal is required prior to application. Second by Barbara Pfeffer. Kasandra Ward asked about park equipment and when we would expect to see some new equipment. Beth Bock noted the kids are fundraising for equipment. Tracy Sheehan Zivkovich noted that Muriel from the Chamber may have some resources to help do that. Phase I of Fenwick Park is just for a parking lot and cleanup. Beth Bock asked how many phases there are, and Jackie Jackson noted there were two more phases in the works. Michael Walters asked if we owe McMillen \$19k for a parking lot, which needs further review.

TAX BUREAU – TRACY SHEEHAN ZIVKOVICH

Assessment appeals and judicial sales are included in everyone's packets for review.

SOLICITOR'S REPORT – MITCH MITCHELL

Solicitor, Mitch Mitchell spoke on the boiler system and Michael Walters confirmed that it was inspected and disconnected as required by the DOL.

The request to exonerate fees for the property at Fenwick is at the school board level, and all letters have been sent out. It has been removed from the tax sale.

We did a walkthrough on the property that was transferred to Mr. Beckman to confirm that all is correct. Solicitor Mitch Mitchell and Michael Walters participated in the walkthrough to be sure there were no issues.

OLD BUSINESS

there is a request from residents asking to purchase a piece of property. Paul Synuria does not believe the Borough can sell this property as there is a partial cemetery under this parcel. It also contains a partial paved parking lot. Motion by Paul Synuria to not sell this property. Second by Jackie Jackson. Beth Bock

asked if we had historical documentation stating there is a cemetery here, which Paul Synuria and Mayor Ross H. Swords, Jr. noted that it is either Indian or Quaker. All in favor. Motion carries.

The Charles Street bridge grant, a multimodal \$500k grant, also includes the cost to do Second Street. Tracy Sheehan Zivkovich will ask the engineers to present something to Council of what that will look like.

We have not received any applicants for the Civil Service Commission, which is still a vacant board.

Motion by Paul Synuria to retain Lew Hosler on the Park Board. Second by Kasandra Ward. Beth Bock asked if we received any other applicants, which we did not. All in favor. Motion carries.

There will be another meeting on June 30 at 6:30 p.m. at St. Mary's to discuss the Comprehensive Plan.

The RFP for the parking lot is on hold.

NEW BUSINESS

Paul Synuria would like to discuss the treatment of our staff by borough officials, borough affiliated volunteers, and other staff members. This is not appropriate for any of our borough or staff. We also need to define the job duties for our secretary/treasurer as she is doing work that is outside the scope of her job.

Tracy Sheehan Zivkovich stated that anyone that comes in needs to be respectful to everyone. We cannot reprimand anyone for this unless they are our own employees. We can call the police if they are being harassed, but it is a public building and all we can do is limit access. We can ask people to leave. We have zero tolerance, and we advise our staff to call the police, write up an incident report, and walk away. We expect respect both ways. We can keep the door locked to chambers for our safety.

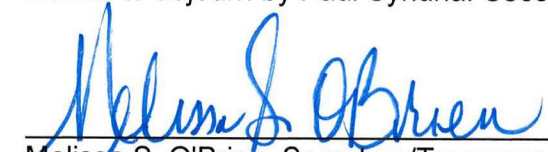
No report on the nuisance ordinance.

CORRESPONDENCE – TRACY SHEEHAN ZIVKOVICH

Please review correspondence, as it is just FYI.

MEETING ADJOURNMENT

Motion to adjourn by Paul Synuria. Second by Barbara Pepper.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

June 2022

BANK ACCOUNTS (adjusted through June 8, 2022)

General Fund	\$	271,953.69
Payroll	\$	1,303.34
Petty Cash	\$	349.82
Act 13	\$	21,415.76
K-9 Fund	\$	5,444.06
Fire Escrow	\$	1.00
Parking Authority	\$	1,920.59
PLGIT	\$	54,339.39
ARPA Grant Fund	\$	108,716.11
Comprehensive Plan Fund	\$	2,000.24
TOTAL	\$	467,444.00

DEPOSITS (adjusted through June 8, 2022)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	944.59
Clerk of Courts	Fines & Fees	\$	163.82
Commonwealth of PA	Fines & Fees	\$	586.64
Brownsville Police	Parking Violations	\$	25.00
MDJ	Code Fines & Fees	\$	619.54
Various	No Lien Letters	\$	45.00
Various	Occupancy Permit	\$	80.00
Fayette County	Delinquent Real Estate Taxes	\$	4,539.00
Fayette County	Delinquent Fire Hydrant Taxes	\$	230.20
Fayette County	Delinquent Street Light Taxes	\$	709.89
Commonwealth of PA	Gas Tax Reimbursement	\$	1,854.37
Tena Congelio	Real Estate Taxes	\$	7,652.11
Tena Congelio	Fire Hydrant Taxes	\$	380.00
Tena Congelio	Per Capita Taxes	\$	220.50
Tena Congelio	Street Light Taxes	\$	760.00
IRS	Refunds	\$	1.10
Recorder of Deeds	Real Estate Transfer Tax	\$	189.26
SWRTB	Local Service Tax	\$	622.18
SWRTB	Per Capita Tax	\$	96.12
SWRTB	Earned Income Tax	\$	13,439.77
Atantic Broadband	Cable Franchise Fee	\$	3,608.00
First National Bank	Interest	\$	67.89
Lapisardi	Rent	\$	150.00
Progressive	Insurance Claim	\$	1,043.00
Various	Solicitor Permit	\$	100.00
Various	Street Digs	\$	187.00
TOTAL		\$	38,314.98

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - June 2022				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	DeLage	Copier Lease	\$ 10.36	
	EMC Insurance	Insurances	\$ 10,285.18	
	Erie Family Life	Life Insurance	\$ 234.00	
	First National Bank	Interest Payment	\$ 111.00	
	Guardian Life	BEO Insurance	\$ 42.16	
	Herald Standard	Advertising	\$ 135.19	
	IRS	Federal Income Tax	\$ 6,421.95	
	<i>Martinak Planning</i>	<i>Comprehensive Plan</i>	\$ 9,619.08	<i>Comp Plan</i>
	Mitch Mitchell	Solicitor Fees	\$ 1,000.00	
	PA Department of Revenue	PA Taxes	\$ 929.55	
	Postmaster	Postage	\$ 153.00	
	PSAB	Council Dues	\$ 25.00	
	PSAB	Pension	\$ 1,050.00	
	Quickbooks	Payroll	\$ 31.80	
	Quickbooks	Annual Payroll Subscription	\$ 349.99	
	UPMC	M/D/V Insurance	\$ 8,231.29	
	UPMC	Deductibles	\$ 1,392.99	
	UPMC	Deductibles		
				\$ 40,022.54
Buildings	Brownsville Municipal	Sewage	\$ 136.00	
	Columbia Gas	Gas Bill	\$ 200.84	
	PA American Water	Building	\$ 74.02	
	PA DOL	Boiler Inspection	\$ 60.33	
	Terminix	Pest Control	\$ 66.00	
	West Penn Power	Electric	\$ 46.31	
	White's	Boiler repair	\$ 165.00	
				\$ 748.50
Police	Bevard	Gas	\$ 345.44	
	Local 491	Union Dues	\$ 112.00	
	PSAB	Pension	\$ 894.36	
	Quill	Flash Drives	\$ 72.92	
	Verizon Wireless	Police Phone	\$ 40.01	
				\$ 1,464.73
Streets	Bevard	Gas	\$ 235.72	
	<i>Hei-Way</i>	<i>Asphalt</i>	\$ 2,520.27	<i>PLGIT</i>
	<i>Herald Standard</i>	<i>Advertising</i>	\$ 141.26	<i>PLGIT</i>
	JG Services	Gas	\$ 506.41	
	LCFOWPA	Pension	\$ 3,158.56	
	Local 373	Union Dues	\$ 80.00	
	PA American Water	Water	\$ 25.98	
	<i>US Municipal</i>	<i>Repair & Maintenance</i>	\$ 80.16	<i>PLGIT</i>
	West Penn Power	Traffic Lights	\$ 18.94	
				\$ 6,767.30
Fire	Center Independent	Gas	\$ 788.29	
	PA American Water	Hydrants	\$ 1,154.83	
	SWIF	Workers' Comp	\$ 568.00	
				\$ 2,511.12
	TOTAL BILLS PAID			\$ 51,514.19
BOROUGH OF BROWNSVILLE				
BILLS DUE - June 2022				
	Bills paid this month total	\$ 51,514.19		
The following bills are also due:				
The following bills are due from the ARPA Grant Account:				
	FNB Equipment Finance	Car Payment	\$ 7,429.38	
				\$ 7,429.38
The following bills are due from the General Fund:				
	Microsoft	Office 365	\$ 37.50	
	PA Water	Hydrant Water	\$ 1,154.83	
	West Penn Power	Electric	\$ 5,157.75	
				\$ 6,350.08
The following bills are due from Various Grant Funds:				
	McMillen Engineering	149 High Street	\$ 2,750.50	
	McMillen Engineering	Charles St. Bridge	\$ 1,059.25	
	McMillen Engineering	Fenwick Park	\$ 19,413.00	
	McMillen Engineering	Wharf Grant	\$ 6,045.00	
				\$ 29,267.75
	TOTAL BILLS DUE THIS MONTH			\$ 43,047.21
The following bills are due before year-end:				
	First National Bank	TAN Loan	\$ 30,000.00	
				\$ 30,000.00
	TOTAL BILLS DUE BY EOY			\$ 73,047.21