

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
March 10, 2021**

The Regular meeting of the Council of the Borough of Brownsville was held this evening at the Sons of Italy in Brownsville. The meeting was called to order by Council President, Tracy Sheehan Zivkovich at 6:03 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance.

A moment of silence was taken for Timothy John Sheehan, a long-time fireman, police officer, and Brownsville native, who passed away suddenly on February 11, 2021.

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

RECOGNITION OF VISITORS

Destiny Bock, Water Street Park Group

Ms. Bock, representing the Water Street Park Group, would like to secure the date of June 5, 2021 for her fundraiser. She also asked if the Borough would require her to have insurance for the event. Motion by Paul Synuria, second by Jackie Jackson, for the Borough to waive the insurance requirement, as this is their first event. All in favor. Motion carries.

MINUTES

Tracy Sheehan Zivkovich presented the February 10, 2021 minutes. Motion to approve by Jack Lawver, second by Paul Synuria. All in favor. Motion carries.

MAYOR'S REPORT

Mayor Ross H. Swords, Jr. presented the Mayor's Report, stating the revenue was \$1,036.89.

FINANCE & ADMINISTRATION

Lester Ward noted the bank balances at this time total \$129,885.80, including General Fund \$46,398.53, Payroll \$2,527.78, Act 13 \$18,627.37, K-9 Fund \$3,879.75, Fire Escrow \$17,800.00, and PLGIT \$40,652.37.

The investment accounts total \$524,442.73, including \$452,664.32 in Mass Mutual and \$71,778.41 in BB&T.

Monthly bills paid this month were \$35,861.24. Bills that still need paid total \$40,708.56. Deposits this month totaled \$46,001.75.

Motion by Lester Ward, second by Jack Lawver to pay bills due in the amount of \$40,708.56 duly carried on a roll call vote with all members present voting yes.

Lester Ward noted that the Tax Anticipation Loan was borrowed against, in the amount of \$10,000.00 to cover bills and payroll.

Tracy Sheehan Zivkovich noted that the BB&T audit questions are still unanswered by both the auditor general and the bank.

Tracy Sheehan Zivkovich noted the scanning project is hoping to continue to work with students from California and also now from Brownsville, after speaking with the Superintendent.

CODE ENFORCEMENT

There were 36 total complaints this month, 1 home inspection, 8 court hearing, 63 citations, and 14 letters sent to residents. Fines and fees for this month totaled \$151.64.

Beth Bock questioned occupancy permits and how they are handled if approved and no one moves directly, and whether the permit remains approved. Lester Ward responded that once approved, they can move in. Beth Bock noted that her question was geared towards construction performed after a permit was approved. Lester Ward noted that once approved, they can move in.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria presented Council with the Lease for 218 Front Street. The Historical Society has a list of questions and items they would like to address, which Paul Synuria asked Solicitor, Mitch

Mitchell to review. Paul Synuria and Solicitor, Mitch Mitchell discussed the term of the lease to which Solicitor, Mitch Mitchell suggested Council come to an agreement. Solicitor, Mitch Mitchell and Paul Synuria agree this the requested changes are in good faith.

The building located at 149 High Street, across from the Borough Building, is pushing out on the front of the structure. Paul Synuria recommends that we block off the front of the building to avoid potential injury. Jack Lawver agrees that we can do this through the street department.

PUBLIC SAFETY – BETH BOCK

Beth Bock noted that for the month of February, the mileage was 435 on Unit 1 and 915 on Unit 3, for a total of 1,350 total miles. Additionally, the Police Department had 60 calls for service, 20 total incidents and 73 citations issued. There were 5 arrests and 0 transports.

STREETS – JACK LAWVER

Jack Lawver noted that there is a wall on Second Street that fell during the last heavy rain. Jack Lawver does not believe this is Borough property.

An arrangement was made with Brownsville Townships to work on Mill Street.

Jack Lawver did find brick. He is unsure that it is enough to do what needs done on Third Street, but he did find the same brick.

Tracy Sheehan Zivkovich asked if the Street Department can do the cleanout work on drains. She would like them to set up a plan of how they would get this done. Jack Lawver noted that he would like the department to do this as well. Tracy Sheehan Zivkovich would like to have a plan available so that the community can be made aware of it as well.

Jack Lawver made a motion to go into Executive Session. Second by Paul Synuria. Council entered Executive Session at 6:28 p.m. Motion by Jack Lawver to return from Executive Session at 6:42 p.m. Second by Paul Synuria.

RECREATION – JACKIE JACKSON

Jackie Jackson spoke with Mike Cetera and he will provide her with the schedule so we know when fundraisers can be held. Jackie Jackson questioned the ownership of the field, and asked why if the Borough owned the property, why we had to coordinate with the baseball teams. Paul Synuria explained that the baseball schedule was set ahead of time and we would not interfere or alter that for our fundraising events.

Tracy Sheehan Zivkovich would like to see a written agreement for the use of the ballfield, and if we do not have a written agreement, this is the perfect time to get a written agreement or lease. In the past things were done in good faith, but at this point in time, we may want to move forward with written documentation so we are all in agreement on how things work.

Jack Lawver stated that he does not believe there is a written agreement, but there may be something out there. Tracy Sheehan Zivkovich noted that this is just to gain clarity on the use of the field, not for any other reason. Solicitor, Mitch Mitchell noted that Mike Cetera is aware of the familiarity of these types of things, and will be easy to work with so that we can clarify the purpose.

Tracy Sheehan Zivkovich noted that she was contacted by text regarding the organization of a little league parade, which she will pass on to Mayor Ross H. Swords, Jr. to plan and coordinate.

Beth Bock asked if there was a written agreement in place, would it automatically roll over, to which Solicitor, Mitch Mitchell noted a new agreement would be best, whether we incorporate the old one with new points, or just create an entirely new one. Either way, the best interest of the parties involved is the outcome we are looking for.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Barbara Pepper noted that K2 was asked to finish the Shady Avenue survey. K2 did reach out to Barbara Pepper with what seemed like an incomplete survey, so she forwarded it over to Solicitor, Mitch Mitchell to review.

Barbara Pepper noted the Pilgreen deed was received by the prior solicitor, and we just need the parties to come together and sign them so we can finalize those sales.

LIBRARY – PAUL SYNURIA

Paul Synuria noted the library will be partnering with WQED, with an official launch date in June. This will open up more connections for our library and community to connect with others.

FIRE DEPARTMENTS – BETH BOCK

Beth Bock noted Northside's total number of incidents for February were 17, which includes 1 fire, 13 rescue and emergency medical services, 2 service calls, and 1 good intent call.

South Brownsville's total number of incidents for February were 16, which include 2 fires, 12 rescue and emergency medical services, and 2 service calls.

TAX BUREAU

Nothing to report

OLD BUSINESS

Beth Bock noted there is no update on the Civil Service Commission, but we can start taking applications from those interested.

The pension plans are still being reviewed. Tracy Sheehan Zivkovich hopes that by next meeting we will have an RFP draft to send out asking for different vendors to apply to update our uniformed and non-uniformed pension plans.

Mayor Ross H. Swords, Jr. would like to thank Mlaker for repairing the damages to Car 1. He would like the Borough to send a thank you letter to them for doing so.

Beth Bock noted that police training would be done in April.

Tracy Sheehan Zivkovich noted that we applied for a \$300,000 blight grant. All indications are that the first meeting will be around April. She is hoping we have information on this by the May meeting. Our planning grant is at the top of the funding, but in the same timeline, so we are hoping to hear on that within the next 30 to 60 days as well.

NEW BUSINESS

Paul Synuria makes a motion to advertise for contract proposals for garbage and cable services. Second by Beth Bock. Melissa S. O'Brien to advertise and place on the Borough website.

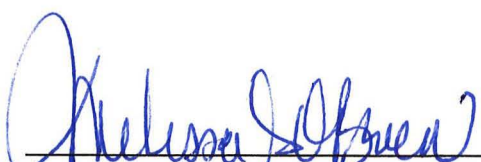
Paul Synuria makes a motion to create an Anti-Nepotism Policy for sitting on paid Boards. Paul Synuria noted that last month we could have ended up with three paid family members on a board consisting of only five people. Grandfathered board members would not be affected by this. Second by Beth Bock. Lester Ward asked why this motion would only apply to paid boards. Paul Synuria noted he would be fine with applying this to all Boards. Lester Ward feels if we do this, do it across all Boards. Paul Synuria agrees. Paul Synuria wanted it to be known that this is not directed towards anyone specific, but just in general considering 3/5 of the board could have been related. Jack Lawver stated the Borough Code defines family, and we should follow the state's definition. Barbara Pepper noted that we have a difficult time filling board positions, and this will make it more difficult. Lester Ward noted that the Borough employs family members. Jack Lawver noted that immediate family should include parents, spouses, siblings, and children.

Lester Ward feels that this Policy should apply to board members and Borough staff. Tracy Sheehan Zivkovich noted we will create the Policy and bring it back for the next meeting.

Tracy Sheehan Zivkovich noted there is a meeting at the Fayette County Housing Authority at 9 am this Friday regarding Snowdon Square and upgrades to the facility regarding improvements. Tracy Sheehan Zivkovich asked Mayor Ross H. Swords, Jr. to lead the meeting.

MEETING ADJOURNMENT

Motion to adjourn by Jack Lawver. Second by Lester Ward. Meeting adjourned at 7:11 p.m.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

March 2021

BANK ACCOUNTS (adjusted through March 10, 2021)

General Fund	\$	46,398.53
Payroll	\$	2,527.78
Act 13	\$	18,627.37
K-9 Fund	\$	3,879.75
Fire Escrow	\$	17,800.00
PLGIT	\$	40,652.37
TOTAL	\$	129,885.80

INVESTMENT ACCOUNTS (adjusted through February 28, 2021)

Mass Mutual	\$	452,664.32
BB&T	\$	71,778.41
TOTAL	\$	524,442.73

DEPOSITS (adjusted through March 10, 2021)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	1,188.53
MDJ	Code Fines & Fees	\$	151.64
Fayette County	Fines & Fees	\$	566.76
Fayette County	Delinquent Real Estate Taxes	\$	3,893.35
Fayette County	Delinquent Fire Hydrant Taxes	\$	240.04
Fayette County	Delinquent Street Light Taxes	\$	732.21
Fayette County Housing Authority	PILOT Tax	\$	13,533.31
Recorder of Deeds	Real Estate Transfer Tax	\$	950.83
SWRTB	Local Service Tax	\$	128.53
SWRTB	Per Capita Tax	\$	200.99
SWRTB	Earned Income Tax	\$	11,082.58
First National Bank	Interest	\$	4.63
Atantic Broadband	Cable Franchise Fee	\$	4,061.00
EMC Insurance	Insurance Claim	\$	3,332.35
Lapisardi	Rent	\$	300.00
Lexis Nexis	Police Reports	\$	30.00
PennDOT	Road Turnback	\$	5,520.00
Various	Occupancy Permits	\$	40.00
Various	No Lien Letters	\$	45.00
TOTAL		\$	46,001.75

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS - March 2021				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Auditors	Auditory Pay	\$140.00	
	Tena Congelio	Envelopes	\$659.42	
	Erie Family Life	Life Insurance	\$190.50	
	Guardian Life	BEO Insurance	\$12.98	
	IRS	Federal Income Tax	\$3,755.97	
	IRS	2020 Final UE Report	\$374.45	
	Microsoft	Office 365	\$37.50	
	Mitch Mitchell	Solicitor Fees	\$1,000.00	
	PSAB UC Plan	Unemployment Insurance	\$252.27	
	Tri County Borough Assn	Membership Dues	\$25.00	
	UPMC	Employee Insurance	\$8,512.32	
				\$ 14,960.41
Building	EMC Insurance	Property Insurance	\$243.26	
	PA American Water	Building	\$159.86	
	West Penn Power	Building & Grounds	\$661.40	
	White's Heating & Cooling	Boiler Replacement	\$6,000.00	
				\$7,064.52
Police	Galls	Evidence Bags	\$81.33	
	Michael Garlowich	Taser Training	\$20.00	
	Giannetti Motors	Oil Change	\$52.02	
	RHS	Police Car Passenger Mirror	\$67.66	
	Van Divner Towing	Police Car Repairs	\$3,296.62	
	Verizon Wireless	Police Phone	\$40.01	
				\$3,557.64
Streets	LCFOWPA	Pension	\$4,292.40	
	Local 373	Union Dues	\$78.00	
	NAPA	Supplies	\$53.29	
	PA Water	Shed	\$23.92	
	West Penn Power	Street Lights	\$4,345.39	
	West Penn Power	Traffic Lights	\$143.26	
				\$8,936.26
Fire	SWIF	Workers Comp Insurance	\$1,315.00	
	West Penn Power	Fire Whistle	\$27.41	
				\$1,342.41
	TOTAL BILLS PAID			\$ 35,861.24
BOROUGH OF BROWNSVILLE				
Monthly Bills DUE				
	Bills paid this month total	\$	35,861.24	
<i>The following bills are due before the end of the month:</i>				
	Atlantic Broadband	Telephone & Internet	\$537.76	
	Bevard	Police Fuel	\$390.46	
	Bevard	Streets Fuel	\$1,186.52	
	Brownsville Municipal Auth	Sewage	\$103.20	
	Center Independent	Fire Gas & Oil	\$341.46	
	Columbia Gas	Building	\$1,444.28	
	DeLage Landen	Copier Lease	\$150.98	
	EMC	Liability Insurance	\$3,302.00	
	Galls	Evidence Bags	\$29.98	
	Gillespie Coal Yard	Coal	\$137.00	
	JG Service Station	Gas	\$67.22	
	Microsoft	Office 365 Subscription	\$37.50	
	MSO	Minute Book Reimbursement	\$174.97	
	NAPA	Street Supplies	\$11.40	
	PAWC	Fire Hydrants	\$1,094.37	
	SWIF	Workers Comp	\$1,315.00	
	Terminix	Pest Control	\$60.00	
	Traffice Control Equipment	Traffic Light Replacement	\$25,211.50	
	West Penn Power	Building & Grounds	\$585.08	
	West Penn Power	Fire Whistle/Radio Tower	\$22.31	
	West Penn Power	Street Lights	\$4,378.76	
	West Penn Power	Traffic Lights	\$126.81	
				\$40,708.56
<i>The following bills are due from the PLGIT Account:</i>				
	N/A			\$0.00
	TOTAL BILLS DUE			\$40,708.56