

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
MARCH 11, 2020**

The Regular meeting of the Council of the Borough of Brownsville was held this evening in the Council room of the Municipal Building. The meeting was called to order by Tracy Sheehan Zivkovich at 6:00 P.M. by reciting the Lord's Prayer and the Pledge of Allegiance.

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

RECOGNITION OF VISITORS

Mary Beth Sheranek, 501 Green Street: Flooding and speed on the street. Her biggest concern is on Green Street where they filled the drain in, it is flooding and not drivable. She lives in front of it and can't keep gravel in her driveway. The flooding is causing debris to flow into her yard, including hypodermic needles. This is also an area where people speed, which is causing them to slide on the road when the water freezes. She has almost been hit on more than one occasion from speeding cars. She doesn't drive down Green Street anymore due to the road being in such bad shape. (Josh Galloway agrees.) She's been there for 23 three years and it's been really bad since 2013 when they filled it in. It's like a pool there.

Tracy Sheehan Zivkovich asked Jack Lawver what can be done, and both acknowledged that they have discussed this in the past. Jack Lawver stated it's not an easy fix because they have to take the line through neighboring yards and down to the hollow, to alleviate water. Jack Lawver has spoken to the Municipal Authority several times. The other option is to put a line out to High Street. This is a direct result of the sanitary drains and storm drains being separated several years ago. Josh Galloway noted that when the Street Department cleaned the drains out, they didn't have this problem. Jack Lawver noted that the Street Department was there approximately one month ago. Josh Galloway noted that there was blacktop placed near the drain site, which did not help the drainage.

Beth Bock asked, and Jack Lawver acknowledged, that a right of way was needed. Paul Synuria noted that when they are able to fix it, they will have to check the residential drains to be sure all storm/sewer waters are draining where they should be. Tracy Sheehan Zivkovich and Paul Synuria agreed that a plan to resolve the issues needs to be discussed. Mary Beth can be reached at (724) 366-7425 and Josh Galloway can be reached at (724) 880-7594.

Josh Galloway, 506 Green Street: Speeding on Green Street. Mayor Ross H. Swords, Jr. noted that the Borough can paint speed lines up there and have more of a police presence. Josh Galloway stated that cars always run the stop sign.

MAYOR'S REPORT

No Report Available.

Mayor Ross H. Swords, Jr. read a letter from the Students in Action, thanking the Mayor for his support.

MINUTES

Tracy Sheehan Zivkovich presented the January 29, 2020 minutes. Motion to approve by Jack Lawver, second by Paul Synuria. All in favor. Motion passed.

FINANCE & ADMINISTRATION – LESTER WARD

Tax anticipation loan was approved for \$75,000. This doesn't mean we will spend that much, but it will be available to us if needed. Motion made by Lester Ward to pay utility bills as they come in, second by Paul Synuria. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, yes; Barbara Pepper, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried.

Tracy Sheehan Zivkovich questioned the reconciliation of accounts. Ms. O'Brien noted that all accounts that we currently have access to have been reconciled as of February 29, 2020.

Trex reached out to Lester Ward to remind us that payment in the amount of \$7,000 is still due. Jack Lawver suggested that we pay them \$1,000 per month for the next seven months. Motion to approve \$1,000 monthly payments by Jack Lawver, second by Paul Synuria. All in favor. Motion passed.

Lester Ward proposed a resolution to combine the positions of Secretary/Treasurer, and hire Melissa S. O'Brien for that position. Second by Beth Bock. All in favor. Motion passed.

Paul Synuria requested that, in the future, a detailed list of bills paid be included in future meetings. Acknowledged.

CODE ENFORCEMENT – LESTER WARD

Woody Nicholson answered 34 complaints, did 7 inspections, attended 12 court hearings, issued 56 citations, and sent one letter out.

BUILDINGS & GROUNDS – PAUL SYNURIA

HVAC on hold until we hear back about a matching grant. K2 sent a bill for \$27,900 for their work so far. Lester Ward stated that future work should be looked at more closely, rather than just allowing unlimited billing. Beth Bock informed Lester Ward that she and Jack Lawver were involved in the planning and they gave K2 a cap of \$18,000, which was approved by Council. Jack Lawver noted that a phone call to Andrew and Susan ended with Susan stating an HVAC unit would cost the Borough about \$50,000, plus Susan's fee of approximately \$10,000, and K2's fee of approximately \$5-8,000. Electrical updates would increase the costs by approximately \$10,000. Beth Bock does not recall the electrical upgrade. Paul Synuria noted we have a \$40,000 grant and the engineering is costing us nearly \$30,000. Lester Ward again questioned Council approval. Beth Bock again noted that she has brought every aspect of this to Council. Motion by Paul Synuria to pay \$9,000 at this time (half of the original estimate), second by Jackie Jackson. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, yes; Barbara Pfeffer, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried.

Paul Synuria discussed the movie, Rust, and signing the contract. They are paying the Borough \$30,000 for filming from March 23 – June 30. Tracy Sheehan Zivkovich noted we may have traffic disruptions. Solicitor mentioned private security and how the police work would be handled. Mayor Ross H. Swords, Jr. noted that security would sign up as "employees" of the movie production company, and that our police would be paid through the Borough and reimbursed by the production company.

Motion by Paul Synuria to execute contract for the movie, Rust. Second by Beth Bock. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, yes; Barbara Pfeffer, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried.

Market & Church Street inspections, report is not back yet.

Paul Synuria still searching for a volunteer custodian and hoping to have someone by next month. Police station bathroom needs plumber.

Beth Bock received a donation of trash cans and benches from the Fayette County Chamber of Commerce. Trash cans are out, benches will be put out later in the spring.

Paul Synuria noted that the new banners that Mayor Ross H. Swords, Jr. purchased and hung look great, and we are still in need of a flag on the building. The flag pole on top of the building is in need of repair and we need a ladder truck from the fire department to access it. Until that can be done, we will purchase flags for the front of the building that will be put up and taken down daily.

PUBLIC SAFETY – BETH BOCK

The committee did several interviews for a new police officer. Beth Bock made a motion to hire Douglas Brighton as a full-time officer, second by Jack Lawver conditional on Mr. Brighton passing his physical exam, clearances, any other required testing. Starting rate of \$20.38 per hour, effective March 11, 2020. All in favor. Motion carried.

We have a public safety emergency plan in place, and are close to being able to prepare a resolution. Several grants are opening up that we will be going after between now and middle of May.

SOLICITOR – BOBBI JO

Ticket book ordinances show 10 specific violations and eight are covered by the vehicle code. The expired meter is not covered by the vehicle code, nor is specific parking (or "no parking"). A resolution is suggested stating that the Borough follows the vehicle code. Jack Lawver questioned driveway and garage entrance blocking, and noted that he was told a specific towing company was required and a fee must be set. Bobbi Jo acknowledged that this can be included in a new parking ordinance.

Beth Bock received a request for retirement from Officer Mammarella, a part time officer. Motion to accept the retirement (contingent that all Borough property be returned), by Beth Bock, second by Paul Synuria. All in favor. Motion carried.

Police totals were 465 and 508 miles, 54 calls (49 in the Borough, 2 out of town, and 3 Township). 6 citations in Brownsville Township, 47 in the Borough. 12 incidents, 2 arrests.

Paul Synuria noted that the dog catcher contract is up in May. We should consider a new one.

STREETS – JACK LAWVER

Catherine Avenue is a priority. 2 drains on Catherine and 2 on Water Street have collapsed. Jack Lawver noted that prior to blacktopping streets, the drains must be fixed. We could be looking at \$10,000-\$12,000 for this project, which would be reimbursable through the LFF. Motion by Jack Lawver to put out Request for Proposal (RFP) to review, examine and propose a fix to the drains. Second by Jackie Jackson. All in favor. Motion carries.

Tree trimming on upper and lower North Side needs done. We have \$1,500 budgeted towards this. Paul Synuria suggests we do this fairly soon. Jack Lawver suggests getting quotes at least to trim trees in front of store fronts. Motion by Jack Lawver to obtain quotes, second by Jackie Jackson. All in favor. Motion carries.

Jack Lawver and Paul Synuria met with gas company representatives. They did a walkthrough and voiced their concerns. They all came to the same conclusion that the contractor didn't treat them very good on the last project. The gas company will send us a proposal for Front Street. Jack Lawver noted it wasn't Columbia Gas we had an issue with, it was the contractor they used.

Salt contract was renewed for 125 tons per year. This is LFF eligible.

Water street flooding problem. Water and sewage companies seem to be working well together and only digging up roads one time.

Paul Synuria and Tracy Sheehan Zivkovich questioned the dates. Jack Lawver noted it would be weather related, but at this time, there is no blacktop available to get started.

Jack Lawver mentioned the slide on Hollow Road, and that he is hoping to get a 30% grant match on this project. Jack Lawver would like to discuss this project with the Municipal Authority and have them lead the grant process. Beth Bock noted this was about a \$280,000 project.

Motion by Jack Lawver to work with the Municipal Authority to start Hollow Road project, second by Barbara Pepper. All in favor. Motion carries.

No parking signs on Race Street were removed during gas line work and they were never replaced. There is a parking problem here that needs addressed. The Street Department will be replacing these signs in the coming weeks.

Audience member, Jack, noted Hollow Road was bad. Also noted Water Street needed cleaned up.

RECREATION – JACKIE JACKSON

Jackie Jackson and Jack Lawver met with Larry Lincoski and Bobbi Gail Braddock on the Water Street playground project. Lincoski and Braddock would like to donate the property to the Borough, but there are outstanding taxes on the property in the amount of \$614. They suggested sending a letter to county commissioners to ask for a waiver of taxes. Lincoski said they would donate it, provided we keep it as a little league. Jackie Jackson suggested we could maybe contact the Pirate Charities for help. Jack Lawver noted the previous grant on the property was for in-kind services. K2 said they would review the grant for us. Solicitor reminds Council that a title search should be done to be sure there are no liens on it. Lester Ward inquired as to whether or not we would accept the donation, regardless of the tax status. Solicitor noted we will not go further than exploring the costs.

Motion by Jackie Jackson to accept the donation from Lincoski and Braddock, and also to send a letter to the county and the school district asking for tax forgiveness, provided the total cost would be under \$1,200. Second by Barbara Pepper. All in favor. Motion carries.

ECONOMIC DEVELOPMENT – BARBARA PEPPER

We contracted with Dennis Martinak, Martinak Planning, to help with the new Borough Comprehensive Plan. This is required to apply for any of the grants to do any improvements.

Dennis proposed a joint effort with Brownsville Township and West Brownsville Borough, to save on costs. The DCED is more like to support multi-unit approaches.

Paul Synuria stated this would be the perfect use of the monies from the movie, Rust. Tracy Sheehan Zivkovich stated a planning grant would be applied for through this joint effort. We will update our plan. Jack Lawver noted the last grant lasted three years and was a phenomenal effort. Tracy Sheehan Zivkovich noted splitting the cost over this allows us to share costs over a period of more than one year, which is helpful for budgeting. Barbara Pfeffer noted the cost to the Borough would be \$13,433.33. The film company is to pay half up front, which we can use to pay towards these fees.

Motion to approve the multi-municipal proposal from Dennis Martinak by Barbara Pfeffer. Second by Paul Synuria. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, yes; Barbara Pfeffer, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried.

PROPERTY MARKETING – BARBARA PEFFER

Several inquiries for Borough properties have come in. Barbara Pfeffer is referring them to Andrew for the repository list. She has been approached by a few people, and any other interested parties can contact her as well.

LIBRARY – PAUL SYNURIA

The library is currently closed until March 24, 2020 for electrical work. If anyone needs in, they can call the library and they will meet anyone on a case-by-case basis.

Jack Lawver mentioned copies of the stormwater plans are in everyone's folder this month.

FIRE DEPARTMENTS – BETH BOCK

Northside had 19 calls in January, in 26 February and to-date in March. Southside had 18 calls in January, in 29 February and 7 to-date in March. We have about a 98% response rate, which is amazing! The convention hats and shirts are still being worked on.

TAX BUREAU – LESTER WARD

Nothing to report.

OTHER BUSINESS

There is a copy of a complaint in everyone's folder, from a resident. Also included is a letter from the Revitalization Committee.

OLD BUSINESS

Tracy Sheehan Zivkovich noted the planning committee is a critical component. Property issue letter in packets, regarding a property bid, that needs reviewed by Council. Solicitor noted that we need to respond to the BRE with a formal letter.

Tracy Sheehan Zivkovich noted the ordinance regarding dye testing that the Municipal Authority is asking us to adopt must be reviewed as well. Jack Lawver reached out to the Municipal Authority to see how they are handling this, and they said they are drafting a Policy for this situation. Jack Lawver noted there are 30 properties in the Borough not in compliance. Paul Synuria does not want to attend the Municipal Authority meeting and instead, suggests we meet with them one-on-one, rather than at a public meeting.

NEW BUSINESS

Jack Lawver presented the PSAB Borough Elected Officials Program, which allows Council to access their sample ordinances and resolutions, as well as obtain insurance for elected officials. The cost is \$25 annually. Jack Lawver donated the funds to join.

Motion by Jack Lawver to re-join. Second by Lester Ward. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, yes; Barbara Pfeffer, yes; Jackie Jackson, yes. Roll call vote was unanimous. Motion carried.

Motion by Beth Bock to elect Jordan Sealy and Lew Hosler as deputies under Woody Nicholson, so they will be Assistant Emergency Management Coordinators. Second by Paul Synuria. All in favor. Motion carries.

Beth Bock – the CDC statement regarding COVID-19 pandemic is posted at the Borough for all employees, as well as the general public. Beth Bock noted the handout should be posted on our website as well. Handouts were provided to the fire departments and the public.

Paul Synuria stated that we should try to avoid the downtown area on March 23 due to filming getting started, and it may be hectic around here.

MEETING ADJOURNMENT

Motion to adjourn by Beth Bock, seconded by Lester Ward. Motion carried. Meeting adjourned.


Melissa S. O'Brien, Secretary/Treasurer



