

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
MAY 10, 2023**

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, Shane Ronzio, Mike Walters, and Kasandra Ward. Also present were Mayor Ross H. Swords, Jr., Solicitor Mitch Mitchell, and Borough Secretary/Treasurer Melissa S. O'Brien. Beth Bock was not present.

RECOGNITION OF VISITORS

Mary Ann Tabak, 300 Pine Street. Mary Ann spoke about Dirt bikes constantly running near her property. Mary Ann noted that this is annoying to deal with. She was here a few years ago to discuss the same issue, and was told by Council that if they are running on their own land, there is nothing we can do about it, however, she found out that they are actually on Borough land. Mary Ann provided Council with tax maps showing where the neighbor's property line is, and where Borough property is. There are trails all through the Borough's property and the trails are being used by multiple dirt bikes and ATVs. Tracy Sheehan Zivkovich asked if the police were every contacted, which Mary Ann stated they were, but at the time she thought they were on private property. Residents moved off of Huron Street because of this behavior and she would like it to stop because they are out there every night for hours. Tracy Sheehan Zivkovich asked if anyone in that area had cameras, which Mary Ann stated she did. Tracy Sheehan Zivkovich stated that the law must be followed. Paul Synuria would like to remind everyone in the Borough that quad riding is only allowed on your own property unless written consent was obtained.

Kim Brashear, 502 Market Street. Kim spoke about the progress of the SWEEP program. Kim did not realize that an alternate was needed for the SWEEP program before it could be enforced. She sent an email for an interested party, which Paul Synuria acknowledged receipt of.

During the Northside cleanup, they came across a "camp" on the other side of the Commons. There are hypodermic needles, and other paraphernalia that is concerning. This area is slightly hidden because of the growth, and the Historical Society is asking for permission to trim the growth in that area so it is no longer appealing. Rocky Brashear noted that someone was trying to clean that area up, and the people camping out there tore it all down. There is no visibility to this area. Shane Ronzio acknowledged that during clean up day it was discouraging to find these things. Tracy Sheehan Zivkovich noted that we will send Code Enforcement to this area to get it cleaned up. Michael Walters asked why we could not just send the police, and Rocky Brashear noted it was very hard to catch them there. He also stated that Chief Brant is there often. Chief Brant spoke on the matter and told everyone to call when they see things. He also stated that if they are on their own property, there is an expectation to privacy, but if they are trespassing we will deal with it when we catch them.

A petition was handed to Council from a visitor, who stated it was to go along with the others that were previously received.

MINUTES

Motion by Paul Synuria to approve the March 8 and March 18 minutes. Second by Mike Walters. All in favor. Motion carries.

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

Mayor Ross H. Swords, Jr. reported police fines for March and April in the amount of \$1,425.64. There were 114 calls for service, 25 citations, 17 incidents, and 6 arrests. 1 prisoner transport was reported. A total of 1,616 miles were put on the police vehicles last month.

Mayor Ross H. Swords, Jr. noted that he attended a meeting with the Housing Authority, along with Kasandra Ward and Paul Synuria. They discussed Cemetery Road, which Kasandra Ward is working to find funding to repair, and also possibly making this a one-way street.

Chief Brant noted the police department was very busy during the month of April, but nothing out of the ordinary.

FINANCE & ADMINISTRATION – Mike Walters

The total funds at this time are \$517,806.94, including General Fund \$175,088.53, Payroll \$772.73, Petty Cash \$537.03, Act 13 \$23,281.77, ARPA Grant Fund \$182,182.22, Comprehensive Plan Fund \$8,722.99, Fenwick Park \$2,501.00, Fire Escrow \$1.00, Insurance Claims \$5,472.01, K-9 Fund \$5,472.01, Parking Authority \$1,920.59, and PLGIT \$109,249.70.

Monthly bills paid were \$103,518.40. Bills that still need paid total \$9,602.70 from the General Fund, \$11,744.57 from the Payroll Fund, \$0.00 from the ARPA Grant Fund, \$3.29 from PLGIT, and \$42,093.36 for engineering. Deposits this month totaled \$212,917.36.

Michael Walters noted the Insurance Claims account balance is money we received for the repairs on Albany Road, so we have to work with the contractors to see what we can get done with the money we have.

Michael Walters asked if the Watson Mundorff invoice should be paid, as we paid them a retainer fee already. Tracy Sheehan Zivkovich asked for clarification on this, which Melissa S. O'Brien noted this was the first invoice we received, but nothing showing the retainer was already spent.

Motion by Mike Walters to pay the General Fund bills in the amount of \$9,223.70 (excluding the \$379 to Watson Mundorff). Second by Paul Synuria. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, 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 the payroll bills in the amount of \$11,744.57. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Michael Walters, second by Shane Ronzio to pay the PLGIT bills in the amount of \$3.29. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Michael Walters, second by Paul Synuria to pay three McMillen invoices for 149 High Street and the Wharf in the amount of \$2,717.50. Tracy Sheehan Zivkovich noted that these invoices are for the demolition of 149 High Street, and to add docks to the wharf. Paul Synuria asked for clarification of the reimbursement process. Michael Walters noted that for every grant McMillen writes, they tell us which invoices are reimbursable from grant funds. Some of the grants require us to pay the fees up front, and then seek reimbursement. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

As far as the Budget, Michael Walters noted that our revenue received to date is \$419,723.64, which is 37.3%. Expenses to date are \$383,074.20, or 34% of the budget. We are on budget at this time. Tracy Sheehan Zivkovich noted that the RACF deposit listed on the Treasurer's Report is a reimbursement for what we have already paid for the demolition at 149 High Street. Michael Walters again stated this is one of the grants that we have to pay the fees up front and then seek reimbursement.

BUILDINGS & GROUNDS – Mike Walters

Mike Walters noted that the Albany money was discussed earlier, but the quotes we received to do that work is more than double what we received from the insurance company. At this time we are working with the contractors to see what we can get done for the money we have.

Michael Walters met with Mayor Ross H. Swords, Jr. and Melissa S. O'Brien to discuss overnight vehicle signage in the parking lots and have looked at a few different things and have some ideas on how to manage Borough-owned parking lots that are shared by the businesses in town, and how to keep overnight parking out so there is enough parking for the business traffic. Paul Synuria noted this is a good problem to have.

The Northside parking lot paving project is still on hold.

As of right now, McMillen is advising us that we will not have boat docks in time for this summer. We have to apply for a new permit, rather than use the one we already have, and this is going to push things out a few months.

Tracy Sheehan Zivkovich asked about building repairs. Michael Walters noted that he, as a contractor, will fix the plumbing and electrical issues in the Borough office at cost. Tracy Sheehan Zivkovich noted this is a continuing problem as this building is not in very good shape. There are issues that occur here daily, based on the age of the building.

CODE ENFORCEMENT / COMMUNITY / EMA – Paul Synuria

Motion by Paul Synuria to add Tena Congelio and Dawn Eilam as alternates to the SWEEP board. Second by Jackie Jackson. Our Code Enforcement Officer notified Paul Synuria that these positions were necessary before SWEEP could get moving, and now we have a full board. All in favor. Motion carries.

Paul Synuria is still working on assessments for Borough-owned property.

For the month of April, Northside had 5 fires, 14 rescue and emergency calls, 2 hazardous conditions, 3 service calls, 0 good intent calls, and 1 false alarm.

For the month of April, Southside had 2 fires, 13 rescue and emergency calls, 6 hazardous condition, 2 service calls, 0 good intent call, and 2 false alarms.

Paul Synuria read from Jordan Sealy's Code report for the month of April. Additionally, Mr. Sealy reported that for the month of April he received 53 phone calls, attended 5 court hearings, sent 3 no lien letters, and attended a training session entitled Zoning Officer Requirements.

Paul Synuria noted that he had a meeting with West Penn Power regarding two poles in the Borough. The first pole is in the parking lot next to Pickers and it will be completely removed, and the other is the pole behind Hope Park, which will have electric added for future events.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio would like to discuss Earth Day Cleanup. He thanked several people who helped with the clean up, as well as the Pizza Plug for providing food for everyone.

Congratulations to the MVAA on their ribbon cutting.

The Farmers Market was a big success. The concession stand sold out and vendors were all happy with the turnout. Several vendors are already interested in the next event.

Nemacolin Castle has several events planned for Pike Days.

Shane Ronzio noted he has been working with BARC to create a Walking and Tour Guide of Historic Brownsville book. This is a free book and will be available to everyone online.

Downtown Market & Movie Night is an event that is for any of the Borough's non-profits. If anyone wants to step up and take this opportunity, please contact Shane Ronzio. This would start around 3 pm and extend into dusk when the movie would start. Melissa S. O'Brien noted the Event Packet would need changed to fit this event, and would work with Shane Ronzio to finalize the form.

LIBRARY – Paul Synuria

Paul Synuria noted that the library is looking for yard sale items for a flea market they are hosting.

There is a Saturday lunchbox for middle school students from July through August, and parents can call the library to register. There will be fun events, including bingo, outdoor games and prizes, and more.

PUBLIC RELATIONS – Beth Bock

Beth Bock was not present.

Tracy Sheehan Zivkovich noted that she has a second newsletter that will be ready to go out this week.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward would like to follow up on the Mayor's discussion regarding the housing authority meeting and informed council that we now have a map from the housing authority's engineer, which shows their plan to work on the streets surrounding their property.

The map that Kasandra Ward included in the packets is her plan with Columbia Gas to get all of the streets paved. There are streets that Columbia Gas is repairing by paving curb-to-curb, but some are only going to be paved curb-to-center. Kasandra Ward would like to do all of the streets on this map curb-to-curb. This cost will be somewhere between \$70-80k, which is not bad considering the large area that will be completed with this project. Tracy Sheehan Zivkovich noted that Borough code requires this amount to be bid out. Solicitor Mitch Mitchell noted this would be over the threshold and will require bids. Kasandra Ward noted that if we use Columbia Gas' paving company since they are already on site, the work will be much cheaper than if we look for three other contractors to submit bids. Kasandra Ward will obtain two bids for the project and report on it by the next meeting. Tracy Sheehan Zivkovich asked what the time frame was, and Kasandra Ward noted the work started today on sidewalks and expects the paving to be at least 4-6 weeks from now. Tracy Sheehan Zivkovich asked what line item we were using to pay for this, and Kasandra Ward would like to ask Council to use ARPA funds for this work. Paul Synuria noted that most residents want to see the streets fixed.

Motion by Kasandra Ward to proceed with the gas company layout of the streets and continue all curb-to-curb paving, obtaining at least two bids, and using ARPA funds not to exceed \$80k. Second by Jackie Jackson. Michael Walters asked if there would be more projects like this, where we go back to the ARPA funds for payment. Kasandra Ward is unsure at this time, but she would like to partner with the gas company on future projects as well, but it will be cost dependent. It depends on what the Borough wants to get done. Michael Walters noted this is a great reward as we are getting this much cheaper this way since the paving company is already here working for Columbia Gas. Kasandra Ward noted from Market to Jackson, Brownsville Avenue, Charles Street, a portion of Seneca. We are maximizing our money this way. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jackie Jackson, yes; Shane Ronzio, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Tracy Sheehan Zivkovich congratulated Kasandra Ward on all of the work she did on getting this project done at a fraction of the cost.

There is an engineering report for Brownsville Avenue over Dunlap Creek, and we have to choose one of the two options they gave us for repairs. We were in touch with PennDOT and we do not have to purchase Jersey barriers, as PennDOT will let us borrow them. This is a huge savings. We do have to pay for signage. Dunlap Creek bridge will be closed in the spring. We will be inconvenienced for nine months, but by this time next year the bridge will hopefully be open.

Century Road over Dunlap Creek has serious issues. The repairs must be completed within six months. We co-own this bridge with Brownsville Township, and Kasandra Ward has been in contact with Homer Yeardie from the Township and they are discussing remediation. Tracy Sheehan Zivkovich asked if the Township was utilizing their ARPA funds for this project, which Kasandra Ward was unsure of. Kasandra Ward noted she would attend the meeting and find out what the options are at that time.

RECREATION – Jackie Jackson

Jackie Jackson noted the Fenwick Park project is not yet finalized. Playground Boss will send a quote to include installation as well as the equipment. Jackie Jackson noted we can go with just the purchase of equipment and have maintenance crews do the installation. Tracy Sheehan Zivkovich asked if the DCNR approved this, which Jackie Jackson responded in the affirmative. Tracy Sheehan Zivkovich asked if we were ready to purchase anything yet, and Jackie Jackson stated we are not ready. A bid from Slusarczyk's has not come in yet. Jackie Jackson has also spoken with Ashley Kyber but nothing has been finalized.

Motion by Paul Synuria to approve Fireworks, Jeep Show, Bigfoot Festival, and Polka Festival, as requested by the Luzerne Park Board, provided that any information requested by our insurance company is provided. Second by Jackie Jackson. Michael Walters asked what the Bigfoot festival was, and Shane Ronzio noted it was a cryptozoological event and Paul Synuria noted it was fun. Tracy Sheehan Zivkovich noted the cost related to any of these events will be the responsibility of the Park Board. All in favor. Motion carries.

SOLICITOR'S REPORT – Mitch Mitchell

Solicitor Mitch Mitchell updated Council on the Municipal Authority valuation, where he spoke to the Borough's special council and they have reached out to a few firms on the Commonwealth's approved list for appraisals of authorities. One firm has responded asking for more specific information, which was forwarded to the Municipal Authority for more information, but the

Municipal Authority sent an incomplete response sending the firm to outside sources for answers. At this time, we do not have any specific information on the Authority, including what the appraisal may cost. If we have to go to different entities to obtain this information, the costs of valuation will more than likely go up.

OLD BUSINESS

We discussed Brownsville Avenue over Dunlap Creek earlier.

The Charles Street Bridge is scheduled to go to construction soon. A pre-construction meeting will happen this week or next week. A huge thank you goes out to Senator Pat Stefano, as he has secured \$350k to finish this bridge. We have notified the engineers that we can now complete the entire project. Also, thanks to the County Commissioners, who were very active in this. Vince Vicites was also making phone calls to help us get this money. This bridge will close during construction. Paul Synuria asked if we would make Brownsville Avenue a two-way street. Mayor Ross H. Swords, Jr. noted he has been discussing this with Public Works.

PennDOT notified us that several of the metal poles downtown will be gone and some of that electric will go to underground power. Kasandra Ward would like the poles for scrap if possible.

We are waiting to hear from Senator Casey’s office on the Union Station building, as that funding will come from the Federal budget. We are also looking at a partnership with the EPA out of West Virginia to get the building cleaned out.

NEW BUSINESS – Tracy Sheehan Zivkovich

There is a Resolution in the packets for the Creative Communities Pilot Initiative that the Rivers of Steel is asking for our support on. Motion by Paul Synuria to approve R-04-2023. Second by Shane Ronzio. All in favor. Motion carries.

FAYETTE COUNTY – Tracy Sheehan Zivkovich

There is a reassessment due to a structure being removed. No action needed. There is a conditional approval of zoning for the Historical Society. No action needed.

CORRESPONDENCE – Tracy Sheehan Zivkovich

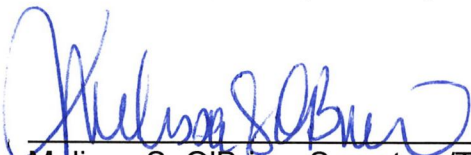
Luzerne Park minutes are included.

Tracy Sheehan Zivkovich noted that we are getting funding notices on a regular basis. There is federal funding out there that all of Council should review to see if we can apply for any of these grants.

Rocky Brashear would like to thank Council for approving the Historical Society’s use of the Commons for Pike Days.

MEETING ADJOURNMENT

Motion to adjourn by Paul Synuria. Meeting adjourned at 6:53 p.m.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT		
May 2023		
BANK ACCOUNTS (adjusted through May 5, 2023)		
General Fund		\$ 175,088.53
Payroll		\$ 772.73
Petty Cash		\$ 537.03
Act 13		\$ 23,281.77
ARPA Grant Fund		\$ 182,182.22
Comprehensive Plan Fund		\$ 8,722.99
Fenwick Park		\$ 2,501.00
Fire Escrow		\$ 1.00
Insurance Claims		\$ 8,077.37
K-9 Fund		\$ 5,472.01
Parking Authority		\$ 1,920.59
PLGIT		\$ 109,249.70
	TOTAL	\$ 517,806.94
DEPOSITS (adjusted through May 5, 2023)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 1,425.64
Clerk of Courts	Fines & Fees	\$ 108.11
Brownsville Police	Police Reports	\$ 15.00
Drug Task Force	Police Protection	\$ 656.00
MDJ	Code Fines & Fees	\$ 2,149.41
Various	No Lien Letters	\$ 60.00
RACF	Refund for Demolitions	\$ 86,989.50
Fayette County	Tax Claim Sales	\$ 5,725.22
Various	Property Sales	\$ 2,000.00
Tena Congelio	Real Estate Taxes	\$ 99,798.58
Recorder of Deeds	Real Estate Transfer Tax	\$ 1,306.17
SWRTB	Taxes	\$ 6,514.68
County Hauling	Garbage Franchise Fee	\$ 1,961.48
First National Bank	Interest	\$ 82.07
Various	Street Digs	\$ 4,125.50
	TOTAL	\$ 212,917.36

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - May 2023				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	AHN	Deductibles	\$ 3,211.93	
	Breezeline	Cable & Internet	\$ 157.08	
	EMC Insurance	Insurances	\$ 4,328.87	
	Ford Office Technologies	Phone & Fax	\$ 413.66	
	Guardian Life	BEO Insurance	\$ 38.98	
	Herald Standard	Advertising	\$ 74.47	
	Hunters Excavation	149 High Street Demo	\$ 25,901.72	
	IRS	Federal Income Tax	\$ 3,182.45	
	McMillen Engineering	Wharf Grant	\$ 3,238.75	
	Microsoft	Office 365	\$ 50.00	
	PA Department of Revenue	PA Taxes	\$ 365.63	
	PA UC Fund	Unemployment Insurance	\$ 1,570.95	
	Penn National	218 Insurance	\$ 242.00	
	Postmaster	Postage	\$ 161.80	
	PSAB	Membership	\$ 25.00	
	PSAB - MRT	Pension	\$ 1,175.00	
	PSAB	Training	\$ 50.00	
	PSAB UC Plan	Unemployment Insurance	\$ 1,525.61	
	Staples	Office Supplies	\$ 117.26	
	SWRTB	EIT	\$ 727.17	
	Trend Micro	Antivirus software	\$ 74.15	
	UPMC	M/D/V Insurance	\$ 6,893.56	
	West Penn Power	Electric	\$ 6,078.23	
				\$ 59,604.27
Buildings	Brownsville Municipal	Sewage	\$ 129.00	
	Columbia Gas	Gas Bill	\$ 577.89	
	PA American Water	Building	\$ 125.12	
				\$ 832.01
Police	AT&T	Cell Phone	\$ 62.12	
	Bevard	Gas	\$ 640.03	
	Lexis Nexis	PA Crimes Codes Updates	\$ 92.07	
	Local 491	Union Dues	\$ 140.00	
	Migs Autobody	Police car repair	\$ 800.00	
	NMS Labs	DUI Blood test	\$ 612.00	
	PSAB	Pension	\$ 1,160.20	
	Trapuzzano's Uniforms	Uniform Allowance	\$ 182.32	
	Tri Star	Police car	\$ 35,618.00	ARPA
				\$ 39,306.74
Streets	Bevard	Gas	\$ 320.00	
	BNY Mellon	Pension	\$ 1,587.84	
	Brownsville Ace Hardware	Supplies	\$ 125.94	PLGIT
	Local 373	Union Dues	\$ 82.00	
	NAPA	Supplies	\$ 8.61	PLGIT
	PA American Water	Water	\$ 26.86	
				\$ 2,151.25
Fire	Center Independent	Gas	\$ 264.03	
	PA American Water	Hydrants	\$ 1,360.10	
				\$ 1,624.13
	TOTAL BILLS PAID			\$ 103,518.40
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE - May 2023				
The following bills are due from the General Fund:				
	Axiom	Deductible	\$ 80.00	
	Bevard	Gas	\$ 1,037.96	
	Breezeline	Internet	\$ 157.08	
	Center Independent	Gas	\$ 410.51	
	DeLage Landen Financial	Copier lease	\$ 165.76	
	Erie Insurance	Life Insurance	\$ 16.50	
	Recorder of Deeds	Bond Filing Fee	\$ 30.00	
	Hoffans	Animal control	\$ 150.00	
	Orthopedic Group	Deductible	\$ 99.41	
	PA American Water	Water	\$ 1,458.61	
	Prothonotary	Signature Recording Fee	\$ 2.50	
	Quill	Supplies	\$ 34.98	
	Terminix	Pest control	\$ 70.00	
	Watson Mundorff	Legal fees	\$ 379.00	
	West Penn Power	electric	\$ 5,510.39	
				\$ 9,602.70
The following bills are due from the Payroll Fund:				
	BNY Mellon	Pension Payment	\$ 2,911.04	
	IRS	Federal 940	\$ 14.35	
	IRS	Federal 941	\$ 7,703.29	
	PA Withholding	payroll tax	\$ 1,115.89	
				\$ 11,744.57
The following bills are due from the PLGIT Account:				
	NAPA	supplies	\$ 3.29	
				\$ 3.29
	TOTAL BILLS DUE THIS MONTH			\$ 21,347.27
The following bills are due from various Grant Funds (REIMBURSABLE):				
	McMillen Engineering	149 High Street Demolition	\$ 1,750.00	
	McMillen Engineering	Charles St. Bridge/Second Street	\$ 15,746.36	
	McMillen Engineering	Fenwick Park	\$ 10,000.00	
	McMillen Engineering	Hollow Road	\$ 2,021.50	
	McMillen Engineering	Wharf (CFA)	\$ 225.00	
	McMillen Engineering	Wharf (DCNR)		
	McMillen Engineering	Wharf (Fish & Boat)	\$ 742.50	
	TOTAL REIMBURSABLE BILLS DUE TO McMILLEN			\$ 30,485.36
The following bills are due from various Grant Funds (NON-REIMBURSABLE):				
	McMillen Engineering	Fenwick Park	\$ 9,261.00	
	McMillen Engineering	MultiModal	\$ 2,347.00	
	TOTAL NON-REIMBURSABLE BILLS DUE TO McMILLEN			\$ 11,608.00
	TOTAL OF ALL BILLS DUE			\$ 63,440.63