

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY, COMMONWEALTH OF PENNSYLVANIA
REGULAR MONTHLY MEETING MINUTES
MAY 8, 2024**

The Regular monthly meeting of the Council of the Borough of Brownsville was held this evening at the Borough Building located at 200 Second Street in Brownsville. The meeting was called to order by President, James Lawver at 6:00 p.m. by reciting the Lord's Prayer and the Pledge of Allegiance. A moment of silence was held for the passing of former Councilman and Mayor, Norma Ryan.

The following members were present: Council President, James Lawver, Council Vice President Shane Ronzio, Councilmen Brian Brashear, Mike Walters, Kasandra Ward, and Tracy Sheehan Zivkovich. Also present were Mayor Ross H. Swords, Jr., Solicitor Rachel Lozosky, and Solicitor Christian Sesek. Borough Secretary/Treasurer Melissa S. O'Brien arrived at 6:15 after being delayed due to a road closure. Councilman Jackie Jackson was not present.

RECOGNITION OF VISITORS

CONNIE GORE, 131 Front Street. Ms. Gore was in attendance to discuss 128 Market Street. Ms. Gore provided photos of the building's current condition and asked for an update. Brian Brashear reported that they met with PMIS and the church is a priority.

AGENDA

Motion by Shane Ronzio, second by Brian Brashear to approve the May 8, 2024 regular meeting agenda.

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

Mayor Swords reported for the month of April there were 111 calls for service (81 Borough, 15 Township, 15 out of town), 29 citations (26 Borough, 3 Township, 0 out of town), 18 incidents (13 Borough, 4 Township, 1 out of town), 3 arrests, and 1 prisoner transport. A total of 1,226 miles were put on the police vehicles last month.

Applications are out for a few candidates for a patrolman. Mayor Ross H. Swords, Jr. asked James Lawver if we were using Civil Service for the hiring process, which James Lawver noted in the affirmative. Mayor Ross H. Swords, Jr. asked why we would pay for this when we only have two patrolmen, and cited Borough code which states Civil Service is only required for three or more patrolmen. James Lawver noted he would like to discuss it further with Mayor Ross H. Swords, Jr.

Mayor Swords noted the fines for the month of April totaled \$808.70 from the Magistrate and \$85.56 from the County, for a total of \$894.26.

Mayor Swords discussed damages to the police vehicle, which was involved in a pursuit and went to a local garage for repair last year. The vehicle was recently taken to Ford of Uniontown for another service, and Ford informed us that the vehicle was damaged by the garage that did the work; parts were installed incorrectly, holes were drilled in the wrong places, parts were missing, etc. The damages are extensive. Ford recommended we return the car back to the original garage and have them fix it, so the car was taken back to the original garage where it sat for three weeks and we were told it was fixed, but Ford confirmed that it was not. Also, the push bar was never installed. The insurance company suggested this matter go to the Solicitor at this point for civil action.

Chief Brant noted it was a busy month as noted by the reports.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total non-restricted funds at this time are \$176,771.33 and restricted funds total \$268,026.52. Deposits for the month total \$35,859.93. Monthly bills paid were \$124,518.69.

Motion by Mike Walters, second by Kasandra Ward to pay the General Fund bills in the amount of \$7,711.49. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Motion by Mike Walters, second by Tracy Sheehan Zivkovich to pay the Payroll bills in the amount of \$5,005.45. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Motion by Mike Walters, second by Kasandra Ward to pay the McMillen invoices in the amount of \$561.00. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Mike Walters discussed the budget. He noted that the Street and Police Department expenses are on target, and pointed out line item 454.435 for Grant Expenses, which is a reimbursable line item, and it will balance out once the reimbursements are received. We are at 34% on our expenses, which is exactly where we should be at this point in the year.

Melissa S. O'Brien reported on the liquid fuels audit, the \$2M ARPA Community Facilities grant that the Borough applied for, and April's RTK requests.

Motion by Mike Walters, second by Kasandra Ward to hire Kim Brashear as a part-time secretary at the rate of \$11 per hour with no benefits. Votes are 4-2 with Tracy Sheehan Zivkovich being the only "no" vote and Brian Brashear abstaining due to Ms. Brashear being a family member. Motion carried.

BUILDINGS & GROUNDS – Mike Walters

The damages at Albany and Market is scheduled to be completed hopefully by the end of the month. James Lawver asked Chief Brant if the sidewalk damage happened with the recent accident, which Mike Walters and Chief Brant noted it was from the prior accident.

Nothing to report on signage.

We are still waiting on the SLLA for the wharf.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio discussed the Dunlap Creek project in detail and provided a handout for Council to review. So far, there has been no charge to the Borough for any of the work that's been done on this project. If we aim for tourism, this will not cost much to clean up our streams, especially if we are working through grants. If we could tie things into the Sheepskin Trail, that would be amazing. Shane Ronzio noted he has spoken to the Commissioners and the people at FayPenn about some ideas.

CODE ENFORCEMENT / PUBLIC SAFETY / NON-PROFITS – Brian Brashear

Code fines collected for the month were \$67.02 from the Magistrate and \$75.30 from the County, for a total of \$142.32.

Brian Brashear noted that he met with PMIS to determine the blighted areas that need addressed. Tracy Sheehan Zivkovich asked how they would determine these areas, which Brian Brashear noted they reviewed the Borough's tax maps and discussed properties.

Motion by Brian Brashear, second by Shane Ronzio to advertise Ordinance O-xx-2024 to Control Domestic Animals. All in favor. Motion carried.

FIRE – Brian Brashear

No fire reports were provided.

LIBRARY – Brian Brashear

Brian Brashear noted the library hours during the summer will remain close to the same. The library is hosting a vendor show during Pike Days. There is a library fundraiser through the Washington Wild Things, and tickets can be purchased through the library's Facebook page.

PARKS & RECREATION – Jackie Jackson

James Lawver noted that Jackie Jackson is moving forward with Fenwick Park, and that Mike Walters is helping with the in-kind services.

PUBLIC WORKS – Kasandra Ward

Motion by Kasandra Ward, second by Tracy Sheehan Zivkovich to adopt Resolution R-02-2024 as attached, authorizing the advertisement and sale of one Borough-owned Ford F-550, by

sealed bid, and conducted pursuant to the parameters ascribed therein. Mayor Ross H. Swords, Jr. asked if the reserve price was \$21k, which Kasandra Ward noted in the affirmative. All in favor. Motion carried.

Motion by Kasandra Ward, second by Shane Ronzio, to ratify the purchase of one 2023 Ford F-550 truck, acquired pursuant to the Commonwealth Procurement Code, 62 Pa. C.S. § 1902, from C. Harper Auto Group, COSTAR ID No. 025-E23-58. Tracy Sheehan Zivkovich asked if this was in the budget, which Kasandra Ward noted it was, and it was also previously approved over a year ago, but it has taken this long to get it. All in favor. Motion carried.

On April 25, 2024, the RACF did an open bid process for the paving of the Cemetery Road complex. We are unsure of the timeline or start date, but the road will remain closed until after the paving is completed.

There is no update on Century Bridge.

The Charles Street Bridge final inspection has been completed, but we have not heard back from PennDOT on that yet. The bridge is now open. Kasandra Ward noted that she has a meeting this week with K2 Engineering and their grant writer to find some grants for the retaining walls that are collapsing in town. There are sidewalk issues all over town and we need to figure out how to repair them. The meeting with K2 is to come up with a plan and see what grants are out there to go after.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Nothing to report.

SOLICITOR’S REPORT – Peacock Keller

Solicitor, Christian Sesek reported there is no activity on the Commonwealth of Pa v. Brownsville Borough docket.

Additionally, it was noted that there were several Right to Know requests responded to in April that were well into their 30-day extension period from March.

OLD BUSINESS

Nothing to discuss.

NEW BUSINESS

Motion by Shane Ronzio, second by Mike Walters to advertise Ordinance O-xx-2024 (Amended Fire Escrow). All in favor. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to accept the resignation of Larry Franks as a public representative to the Planning Commission Board. All in favor. Motion carried.

James Lawver noted that he reached out to Kelly Hosler via Facebook and asked her to reach out to the office with her contact information, but she has yet to do so. Ms. Hosler is on the Planning Commission, but it appears she is not interested. James Lawver asked Council how they would like to proceed. Tracy Sheehan Zivkovich stated she did not believe Ms. Hosler could be removed, and the Planning Commission should just schedule their meetings and move forward, even if Ms. Hosler does not participate. James Lawver noted he would try to reach out to her again.

Motion by Kasandra Ward, second by Shane Ronzio to advertise Planning Commission meetings the third Monday of each month at 6 pm at the Borough building. Tracy Sheehan Zivkovich clarified that these are open public meetings, and anyone can attend. All in favor. Motion carried.

FAYETTE COUNTY – James Lawver

There are several property value changes this month, which the Borough will see an \$80,170 loss in value for.

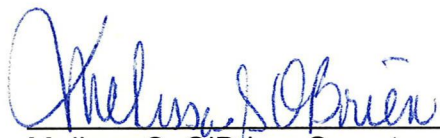
CORRESPONDENCE – James Lawver

Correspondence from Brownsville Municipal Authority Minutes and Patsy Hillman Park for Bigfoot Day and Jeep Fest are included. Tracy Sheehan Zivkovich noted the BMA signed a labor contract, and asked if we could have a copy of it. James Lawver noted we did not receive it, but he will ask for it.

Connie Gore asked if we would be able to advertise for the Planning Commission meeting for May, and James Lawver responded that the first meeting should be held in June, to be sure we meet the advertising deadlines.

MEETING ADJOURNMENT

Motion by Tracy Sheehan Zivkovich, second by Shane Ronzio to adjourn the meeting at 7:02 p.m. All in favor. Motion carried.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT		
June 2024		
CHECKING ACCOUNTS (adjusted through June 7, 2024)		
General Fund		\$ 368,390.34
Payroll		\$ 9,017.23
Petty Cash		\$ 682.24
PLGIT		\$ 111,342.39
	TOTAL General/Liquid Fuel Funds	\$ 489,432.20
Act 13		\$ 30,020.38
ARPA Grant Fund		\$ 20,281.76
Charles Street Bridge Grant Fund		\$ 48,723.28
Fenwick Park		\$ 27,922.88
Fire Escrow		\$ 20.75
Insurance Claims		\$ 50,049.67
K-9 Fund		\$ 5,599.80
Parking Authority		\$ 1,959.09
	TOTAL Restricted Funds	\$ 184,577.61
DEPOSITS (adjusted through June 7, 2024)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 1,019.08
Common Pleas Court	Fines & Fees	\$ 4.69
Fayette County	Fines & Fees	\$ 657.92
Brownsville Police	Parking Violations	\$ 75.00
Clerk of Courts	Code Fines	\$ 149.12
Various	No Lien Letters	\$ 40.00
Various	Dumpster Permits	\$ 20.00
Various	Golf Cart Permits	\$ 25.00
Fayette County Tax Claim	Delinquent Taxes	\$ 6,685.73
Tena Congelio	Real Estate Taxes	\$ 272,991.56
Recorder of Deeds	Real Estate Transfer Tax	\$ 1,044.65
SWRTB	Taxes	\$ 766.35
Banks	Interest	\$ 2,477.26
Breezeline	Cable Franchise Fee	\$ 2,858.00
Various	Rental Fees	\$ 50.00
Various	Reimbursements	\$ 160,411.00
	TOTAL Deposits	\$ 449,275.36

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - June 2024				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance/B&G	Breezeline	Cable & Internet	\$ 161.73	
	Brownsville Municipal	Sewage	\$ 270.90	
	Columbia Gas	Gas Bill	\$ 535.58	
	DeLage	Copier Lease	\$ 212.53	
	EMC Insurance	Insurances	\$ 5,015.71	
	FayCo Tax Claim	Repository Purchases	\$ 150.00	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 49.84	
	Herald Standard	Advertising	\$ 494.30	
	IRS	Federal Income Tax	\$ 10,160.44	
	Legislative Reference Bureau	Borough Code Updates	\$ 24.00	
	McMillen Engineering	Charles Street Bridge	\$ 750.00	
	Microsoft	Office 365	\$ 50.00	
	PA American Water	Water	\$ 73.65	
	PA Department of Revenue	PA Taxes	\$ 1,366.72	
	Peacock Keller	Solicitor fees	\$ 1,000.00	
	PSAB	BEOP Renewal	\$ 25.00	
	PSAB MRT	Pension	\$ 2,400.00	
	Quill	Paper	\$ 235.95	
	Somerest Trust	Wire Transfer Fee	\$ 8.00	
	Terminix	Pest Control	\$ 74.00	
	Trend Micro	Antivirus software	\$ 149.42	
	UPMC	M/D/V Insurance	\$ 6,580.56	
	West Penn Power	Electric	\$ 6,391.70	
				\$ 36,386.86
Code Enf.	Hoffman Kennels	Animal Control	\$ 300.00	
	PMIS	Code Work (April 18-May 31)	\$ 1,221.00	
				\$ 1,521.00
Police	AT&T	Cell Phone	\$ 62.49	
	Bevard	Gas	\$ 433.83	
	Brownsville Ambulance	CPR/First Aid Training	\$ 70.00	
	Local 491	Union Dues	\$ 282.00	
	PSAB	Pension	\$ 2,125.72	
	Quill	Paper	\$ 38.99	
	S&D Calibration	Vascar Certification	\$ 32.00	
				\$ 3,045.03
Streets	Bevard	Gas	\$ 634.39	
	BNY Mellon	Pension	\$ 3,027.20	
	Coulsons	Repairs	\$ 364.50	PLGIT
	Coulsons	Blower	\$ 370.88	PLGIT
	Hei-Way	Aggregate	\$ 2,797.29	PLGIT
	JG Service	Gas	\$ 103.88	
	Local 373	Union Dues	\$ 168.00	
	NAPA	Supplies	\$ 18.38	
	PA American Water	Water	\$ 21.95	
	Sherwin Williams	Road Paint	\$ 189.41	PLGIT
	Slusarczyk Excavating	Clean inlets	\$ 2,200.00	PLGIT
	US Municipal	Signage	\$ 279.00	PLGIT
				\$ 10,174.88
Fire	Center Independent	Gas	\$ 1,890.52	
	PA American Water	Hydrants	\$ 1,357.92	
	SWIF	Workers' Comp	\$ 584.00	
				\$ 3,832.44
	TOTAL BILLS PAID			\$ 54,960.21
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - June 2024				
General Fund	West Penn Power	Electric bills	\$ 11,305.94	
				\$ 11,305.94
Payroll	BNY Mellon	Pension	\$ 1,582.40	
	IRS	Federal tax	\$ 2,275.42	
	PA Unemployment	Unemployment	\$ 368.86	
				\$ 4,226.68
Grant Fund	Mar-Allen Concrete Products	Charles St. Bridge	\$ 244,728.47	
				\$ 244,728.47
	TOTAL INVOICES DUE THIS MONTH			\$ 260,261.09
MONTHLY BILLS DUE / VARIOUS DUE DATES				
The following invoices are due from the General Fund:				
	FCIB	Interest Payment	\$ 733.86	
	Peacock Keller	Legal fees re: other matters	\$ 4,128.00	
				\$ 4,861.86
The following invoices are due from various Grant Funds (REIMBURSABLE):				
	McMillen Engineering	Fenwick Park	\$ 10,041.00	
	McMillen Engineering	Wharf	\$ 8,554.25	
				\$ 18,595.25
The following McMILLEN invoices are due from various Grant Funds (NON-REIMBURSABLE):				
	McMillen Engineering	Fenwick Park	\$ 2,751.00	
				\$ 2,751.00
	TOTAL INVOICES DUE - Various Dates			\$ 26,208.11