

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
November 12, 2020**

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 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. (via phone), Council President Tracy Sheehan Zivkovich, Council Vice President Paul Synuria, Jack Lawver, Lester Ward, Barbara Pepper, and Beth Bock. Jackie Jackson was not feeling well, and therefore, not in attendance.

RECOGNITION OF VISITORS

PAMELA URBAN, 233 Prospect Street

Discussion on 231 Prospect Street house. She spoke with Woody about this abandoned house near her mother's house. The slate from the roof is falling off due to the pitch of the roof. The corner of the foundation is crumbling towards her parents house. The Code Officer informed her the Borough didn't have a budget for things like this. Her parents are dealing with rodents and termites from the abandoned house. Home is owned by William Carmichael. Ms. Urban would like to know what can be done with this house. Tracy Sheehan Zivkovich informed Ms. Urban that we would check with our Code Officer to see what action has been taken so far. Blight remediation is in our sight, through LERTA. As far as today, Tracy Sheehan Zivkovich noted that we will have to try to get access to the home, but we cannot do anything since we don't own the property. We can continue to cite the owner, but that is all we can do at this time. Ms. Urban said the deceased owner's mother and children have no interest in it, and have stated the Borough can "have" it. Ms. Urban will be satisfied if we at least look into what can be done. Tracy Sheehan Zivkovich noted we will do what we can to remove the danger.

MINUTES

Tracy Sheehan Zivkovich presented the October 7, 2020 minutes. Motion to approve by Jack Lawver, second by Lester Ward. All in favor. Motion carries.

MAYOR'S REPORT

The police fines last month total \$891.67. Nothing else to report at this time.

Mayor Ross H. Swords, Jr. issued two declarations regarding unsafe properties. Those Declarations ordered the property owner, the RACF, to immediately take action. Mayor Ross H. Swords, Jr. then took action with another emergency declaration on the adjoining buildings to get them down too. In the last week, the County has moved forward with the demolition of those buildings. Because of the imminent danger, detours and road blocks were put in place. Tracy Sheehan Zivkovich would like to thank everyone including Council and our first responders for stepping up in this emergency and keeping everything running smoothly. This was an emotional decision due to the uniqueness and age of these buildings. These buildings were being watched for over a year and Tracy Sheehan Zivkovich is pleased with everyone's work. The Redevelopment Authority paid for this project, not the Borough. The County offered emergency funds for this demolition. There were daily emergency meetings for this project until the imminent danger was gone. Once the buildings were razed, that danger was gone.

The LERTA Ordinance is for incoming businesses to offer a tax freeze for new businesses.

Motion to approve an amended Ordinance for 5-years rather than 11 years by Beth Bock. Second by Paul Synuria. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Roll call vote was unanimous. Motion carries.

Beth Bock asked about the 11-year schedule in the Ordinance, and also noted that the 0% tax rate should be included. Tracy Sheehan Zivkovich noted we would update the Ordinance to show only a 5-year tax freeze at 0%.

The Civil Service Ordinance was presented at the last meeting and Tracy Sheehan Zivkovich asked Council to approve. Motion to approve the Ordinance by Jack Lawver. Second by Lester Ward. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Roll call vote was unanimous. Motion carries.

EXECUTIVE SESSION

Jack Lawver makes a motion to go into Executive Session at 6:19 p.m. regarding a personnel matter and a legal matter. Second by Lester Ward.

Beth Bock makes a motion to resume regular session at 7:11 p.m., second by Jack Lawver.

FINANCE & ADMINISTRATION

Lester Ward noted the bank balances at this time total \$190,682.21, including General Fund \$118,497.23, Payroll \$1,879.84, Money Market \$42.49, Act 13 \$18,613.91, K-9 Fund \$3,877.69, Fire Escrow \$0, Northside Park Project \$0, and PLGIT \$47,771.05.

The investment accounts total \$526,861.44, including \$455,085.3 in Mass Mutual and \$71,776.41 in BB&T.

Monthly bills paid this month were \$77,316.51.

Bills that still need paid total \$14,185.05.

Motion by Lester Ward to pay bills due in the amount of \$14,185.05. Second by Barbara Pepper. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes; Roll call vote was unanimous. Motion carries.

Lester Ward noted the updated budget reports are included in the packets. Lester Ward noted he would be meeting with Melissa S. O'Brien tomorrow to discuss the budget.

Tracy Sheehan Zivkovich asked Melissa S. O'Brien about open audits. Melissa S. O'Brien noted that the Liquid Fuel Fund Audit and the Borough audit with elected officials are both open audits. Ms. O'Brien noted she would take any help offered to get the information together for these audits.

CODE ENFORCEMENT

There were 31 total complaints this month, 5 home inspections, 11 court hearings, 68 citations, and 10 letters sent to residents. Fines and fees totaled \$165.04.

Paul Synuria noted that he has not had an opportunity to meet with Woody Nicholson to break the citations down further. He will do so next week. Paul Synuria asked the Solicitor about the house that Pam Urban spoke about, if the code officer could continuously fine the property owner. Beth Bock noted that Woody does cite some properties continuously. Solicitor noted that with a deceased homeowner and the possibility that no estate has been opened, there is really no one to cite or take to the magistrate. Paul Synuria stated that the house is a danger to other properties. What is the best way to handle this issue – Solicitor noted that grant money or the Army Corps of Engineers could be the best options, which we would have to get an emergency demolition order from. If it goes to the free and clear sale, Lester Ward noted the Borough could buy it at the upset sale. Solicitor noted that whomever owns it through the estate would have to go through the process of opening an estate and then transferring it to the Borough.

The Tax Anticipation Loan requires a 2019 audit, a tentative budget, and a Resolution. Lester Ward noted that the worked with First National Bank last year for this loan and the bank representative will help to make the process easier for us this year and not add any additional requirements to the list. A letter from the Borough and an opinion from the solicitor are also required.

Motion by Paul Synuria to pass Resolution R-07-2020, second by Lester Ward. Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Beth Bock, yes; Barbara Pepper, yes. Roll call vote was unanimous. Motion carries.

Lester Ward would like to discuss the website design with Connie Gore. The PSAB currently handles our website, but Ms. Gore does the updates. Ms. Gore noted that when she started doing work for the Borough, the PSAB web design was the best option. Ms. Gore noted that she does updates and PSAB does the backdoor updates, which happens possibly once or twice a month. PSAB went to Ms. Gore and suggested an update to the website. Ms. Gore noted that there are additional options available to add to the website, and she believes a redesign would allow us to take the website back and handle it internally.

Ms. Gore viewed some the PSAB options and they have some really nice options to upgrade to. Gerard, Langhorn, Pine Grove, Blawnox, and Rankin Boroughs. The Borough of Brownsville facebook page can be linked to the website now with this new option. Ms. Gore noted we have 6.5 hours to use by end of this year. This should not be a personal blog, but rather an official page.

Jack Lawver noted that Ms. Gore was originally asked to help because there were too many people involved and it did not look professional. Tracy Sheehan Zivkovich noted that we would look into it.

Motion by Jack Lawver to have the Solicitor send a letter to BB&T Bank requesting an audit of the account. Second by Lester Ward. All in favor. Motion carries.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria noted that on January 9, 2020, the building between Eckerd buckled. Paul Synuria took pictures at that time and informed Council. Paul Synuria and Beth Bock talked to K2 Engineering and were told that the buildings could come down. On October 25, 2020, bricks from the building landed on the sidewalk and Paul Synuria immediately informed Council. At that time Mayor Ross H. Swords, Jr. and Jack Lawver started working on the issue. PennDOT shut the streets down, K2 agreed that demo would have to take place. They also noted that other buildings would most likely come down with it. Once the demo started with the initial building, the collapse of the others was imminent.

In the next couple of days, Market Street should open. Brownsville Avenue will most likely remain closed for a bit longer, possibly into mid-December.

PUBLIC SAFETY – BETH BOCK

Beth Bock noted that for the month of October, the mileage was 860 on Unit 1 and 645 on Unit 3, for a total of 1,505 total miles. Additionally, the Police Department had 116 calls for service, 16 total incidents and 55 citations issued. There were 8 arrests and 1 transport.

STREETS – JACK LAWVER

Jack Lawver noted he did not have a street department report at this time.

Contract proposals are in progress for Mill Street, Ruth and Rebecca Streets and Cemetery Road.

Northside Project, Alyssa from the gas company did call Jack Lawver, and noted that they have not found brick for the road yet.

Paul Synuria asked about the stop sign, and Jack Lawver noted it is still not permanent and he will contact them tomorrow.

Beth Bock noted that the “over so many tons” and the “no trucks” are both down on Hollow Road. Jack Lawver noted a truck hit them and took them out.

RECREATION – JACKIE JACKSON

Jackie Jackson was unable to attend.

ECONOMIC DEVELOPMENT – BARBARA PEFFER

Barbara Pepper is speaking with Laura Patterson of Exquisite Design to come up with some different renderings of what could be in the demo site spaces so a future site is visible to any prospective investors.

Barbara Pepper noted that we received two bids on the property placed up for bid last month 02-06-0124-01. Barbara Pepper would like to table this bid until more research can be done. The bids are from Mlaker and Ronald Beckman.

Motion by Barbara Pepper to table the bids. Second by Paul Synuria. All in favor. Motion carries.

Barbara Pepper noted that last year there was a property put up for bid, 02-06-0031, on Prospect Street. Council accepted the bid at that time, but there was a dispute over Spice Lane [?]. Council agreed to sell the property at that time, but the process was never completed.

Barbara Pepper would like to complete this transfer. Beth Bock noted that Council voted on it and accepted the bid, never followed through with it. The bidder attempted to purchase all properties. Paul Synuria noted the Cadwallader property purchasers still have not received their deed.

LIBRARY – PAUL SYNURIA

Paul Synuria noted that the Students in Action teams are moving along nicely, placing bricks on the front. Hopefully in the next month or so it will be completed.

FIRE DEPARTMENTS – BETH BOCK

Beth Bock noted Northside's total number of incidents for September were 45, and total alarms for 2020 were 283. There were 12 fires, 17 rescue and emergency medical service calls, 3 hazardous conditions, 5 service calls, 5 good intent calls, and 3 false alarms.

Southside did not submit a report.

Beth Bock would like to commend everyone involved with the emergency demolition that is currently taking place. She also noted that the fire departments can use donations, so please remember them.

TAX BUREAU – LESTER WARD

Solicitor noted that they attended the St. Mary's hearing. It was an eye-opener for the Solicitor as they were hard on the church. They were not offered tax exempt status. The reduction was offered temporarily due to the second floor not being finished and them not charging a rental fee. Melissa S. O'Brien disputed this fact, and noted that she rented it in August and paid a rental fee of \$750. Solicitor asked for receipts. Melissa S. O'Brien will provide them to Solicitor.

Tracy Sheehan Zivkovich confirmed that the Church is trying to get complete tax exempt status, and the Solicitor confirmed this. Solicitor noted that once the building is complete they will be reassessed.

Lester Ward noted the Church is dissatisfied, to which Tracy Sheehan Zivkovich agreed.

CORRESPONDENCE

Nothing to report.

OLD BUSINESS

Deferred Pension Plan – no discussion.

BB&T Account must be remedied.

Stop sign repair was discussed earlier.

NEW BUSINESS

The Borough of Brownsville, Pennsylvania Facebook page will be designated as the official Borough page. Amended motion by Jack Lawver to NOT delete any comments. Second by Paul Synuria. All in favor. Motion carries.

Jack Lawver asked who would be putting information out there. Tracy Sheehan Zivkovich noted that Mayor Ross H. Swords, Jr., Tracy Sheehan Zivkovich and Melissa S. O'Brien would be the administrators of this page.

Lester Ward asked what would be posted on this page. Tracy Sheehan Zivkovich stated it would be official business only. This will not replace the public notices, but it would be in addition to. Solicitor noted comments cannot be deleted unless we have a specific rule. Paul Synuria recommends not allowing comments. Connie Gore suggests the same. We will turn the comments off on this page based on these recommendations.

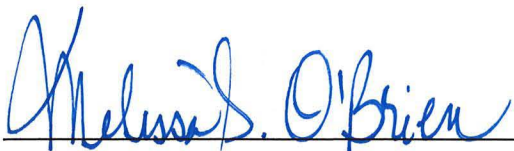
Individual department budgets are due to Melissa S. O'Brien by noon on November 20, 2020. Jack Lawver noted we would have to have a meeting to adopt the tentative budget. Tracy Sheehan Zivkovich noted that department budgets must balance when they are provided. Tracy Sheehan Zivkovich noted our EIT was considerably lower than expected.

Minutes from the Tri County Borough's Association and the Township are included in the packets. Paul Synuria thought we also asked for minutes from the Park. Starting next year, he would like to request that when our committees have meetings, Council should have copies. Tracy Sheehan Zivkovich agreed.

Tracy Sheehan Zivkovich would like to show a video received from Laura Patterson. Barbara Pepper noted that we were fortunate in the way Laura scanned this projection. Paul Synuria stated that imaging will help recreate the original façade which can now be done with 3D printing. Beth Bock noted that she took a truckload of artifacts from the demolition site.

MEETING ADJOURNMENT

Motion to adjourn by Jack Lawver. Second by Jackie Jackson.



Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

November 2020

BANK ACCOUNTS (adjusted through November 12, 2020)

General Fund	\$	118,497.23
Payroll	\$	1,879.84
Money Market	\$	42.49
Act 13	\$	18,613.91
K-9 Fund	\$	3,877.69
Fire Escrow	\$	-
Northside Park Project	\$	-
PLGIT	\$	47,771.05
TOTAL	\$	190,682.21

INVESTMENT ACCOUNTS (adjusted through October 31, 2020)

Mass Mutual	\$	455,085.03
BB&T	\$	71,776.41
TOTAL	\$	526,861.44

DEPOSITS (adjusted through November 12, 2020)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	891.67
Clerk of Courts	Fines & Fees	\$	29.68
Code Enforcement	Fines & Fees	\$	165.04
Commonwealth of PA	Fines & Fees	\$	29.68
Fayette County	Fines & Fees	\$	165.04
Brownsville Police	Police Reports	\$	45.00
Brownsville Police	Parking Violations	\$	-
Brownsville Township	Police Protection	\$	-
Fayette County	Judicial Sale	\$	3,058.26
Fayette County	Delinquent Real Estate Taxes	\$	2,347.52
Fayette County	Delinquent Fire Hydrant Taxes	\$	236.88
Fayette County	Delinquent Street Light Taxes	\$	743.73
Tena Congelio	Real Estate Taxes	\$	3,910.56
Tena Congelio	Fire Hydrant Taxes	\$	193.60
Tena Congelio	Per Capita Taxes	\$	105.00
Tena Congelio	Street Light Taxes	\$	296.80
Recorder of Deeds	Real Estate Transfer Tax	\$	843.57
SWRTB	Local Service Tax	\$	115.14
SWRTB	Per Capita Tax	\$	-
SWRTB	Earned Income Tax	\$	8,335.17
First National Bank	Interest	\$	57.66
Atantic Broadband	Cable Franchise Fee	\$	3,955.00
Brownsville Township	Equipment repair (split cost)	\$	152.39
Lapisardi	Rent	\$	-
Tena Congelio	Phone Bill	\$	178.47
Various	Sale of Assets/Properties	\$	-
Various	Street Digs	\$	-
Various	Mechanical Devices	\$	-
Various	Occupancy Permits	\$	160.00
Various	No Lien Letters	\$	-
TOTAL		\$	26,015.86

BROWNSVILLE BOROUGH				
MONTHLY BILLS - November 2020				
(for bills paid October 8 - November 12)				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Atlantic Broadband	Internet & Phone	\$511.76	
	Brownsville Free Public Library	Donation	\$8,000.00	
	DeLage Landen Financial	Copier Lease	\$150.98	
	EMC Insurance	Insurances	\$4,108.43	
	Guardian	BEOP Insurance	\$73.80	
	Guardian	Employee Insurance	\$113.50	
	Herald Standard	Advertising	\$283.97	
	Microsoft	Office 365	\$37.50	
	Staples	Office Supplies	\$36.04	
	UPMC	Employee Insurance	\$7,973.19	
				\$ 21,289.17
Buildings	Brownsville Hardware	Supplies		
	Columbia Gas	Gas Bill	\$67.04	
	Larson, Jack	Water Pressure Testing	\$150.00	
	PA American Water	Water Bill	\$281.53	
	Terminix	Pest Control	\$120.00	
	Waste Management	Dumpster	\$0.00	
	West Penn Power	Street Lights	\$4,680.53	
				\$5,299.10
Code Enf	Gaydos-Behanna Kennels	Animal Control	\$ -	\$0.00
Recreation	West Penn Power	Memorial Lights	\$18.68	\$18.68
Police	BB&T	Police Pension	\$39,594.00	
	Bevard	Gas	\$369.28	
	Gianetti Motors	Inspection	\$40.00	
	Gianetti Motors	Tires	\$549.16	
	Local 491	Union Dues	\$157.00	
	S&D Calibration	Vascar	\$60.00	
	Verizon Wireless	Police Phone	\$40.02	
	West Penn Power	Traffic Lights	\$390.39	
				\$41,199.85
Streets	Bevard	Gas	\$282.51	
	Brownsville Hardware	Supplies	\$66.16	
	Hosler, Lew	Uniforms	\$99.94	
	JG Services	Gas & Oil	\$207.37	
	LCFOWPA	Pension	\$6,422.14	
	Local 373	Union Dues	\$78.00	
	PA One Call	Street Openings	\$18.20	
	PA Water	Water Bill	\$19.25	
	West Penn Power	Electric Bill	\$14.52	
				\$7,208.09
Fire	Center Independent	Gas	\$267.22	
	DOL	Workers Comp	\$943.00	
	PA American Water	Hydrants	\$1,094.37	
	West Penn Power	Fire Whistle	\$15.71	
				\$2,320.30
TOTAL BILLS PAID				\$ 77,316.51
BROWNSVILLE BOROUGH				
FINANCIAL REPORT - November 2020				
Bills paid this month total		\$	77,316.51	
The following bills are due before the end of the month:				
	Dodaro, Matta & Cambest	Solicitor Fees	\$3,450.00	
	Nypaver, Myron	Code	\$286.00	
	PAWC	Hydrants	\$1,094.37	
	PAWC	Building Water	\$47.01	
	PAWC	Shed Water	\$20.71	
	PSAB	Website Renewal	\$389.00	
	PSAB	PLUS Training (half price)	\$225.00	
	PSAB	Borough Membership	\$297.00	
	PSMA	Mayor Annual Dues	\$60.00	
	Traffic Control	Detour time adjustment	\$302.50	
	West Penn Power	Fire Whistle	\$24.91	
	West Penn Power	Shed Water	\$16.00	
	West Penn Power	Street Lights	\$4,561.01	
	West Penn Power	Traffic Lights	\$265.54	
	White's Heating & Cooling	Furnace Repair @ Building	\$1,881.00	
				\$12,920.05
The following bills are due from the PLGIT Account:				
	State Pipe Services	Sanitar Sewer Cleaning	\$ 1,265.00	
				\$1,265.00
TOTAL BILLS DUE				\$14,185.05