

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
NOVEMBER 13, 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.

The following members were present: Council President, James Lawver, Council Vice President Shane Ronzio, Councilmen Brian Brashear, Jackie Jackson, Mike Walters, and Kasandra Ward. Also present were Mayor Ross H. Swords, Jr., Solicitor Christian Sesek, and Borough Secretary/Treasurer Melissa S. O'Brien. Tracy Sheehan Zivkovich was not present.

RECOGNITION OF VISITORS

CONNIE GORE, 131 Front Street. Connie Gore was in attendance tonight to discuss the planning committee and 128 Market Street. Ms. Gore requested a dedicated email address for the planning committee, which James Lawver stated he would look into. Myron Nypaver addressed 128 Market Street and noted that there is a considerable amount of work to be done and it will take time.

MINUTES & AGENDA

Motion by Shane Ronzio, second by Jackie Jackson to approve the September 11, 2024 regular meeting minutes. All in favor. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to approve the October 19, 2024 special meeting minutes. All in favor. Motion carried.

Motion by Shane Ronzio, second by Mike Walters to approve the November 13, 2024 regular meeting agenda. All in favor. Motion carried.

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

Mayor Swords reported for the month of October that there were 80 calls for service (62 Borough, 7 Township, 11 out of town), 32 citations (28 Borough, 4 Township, 0 out of town), 16 incidents (13 Borough, 3 Township, 0 out of town), 3 arrests, and 0 prisoner transports. A total of 728 miles were put on the police vehicles last month.

Brian Brashear spoke on the patrolman hiring status and noted that the civil service test was administered and multiple offers were made to candidates. At this time we have one cadet who has accepted our offer and one officer interested in part-time work.

Mayor Ross H. Swords, Jr. noted the fines for the month of October were \$1,019.10 from the Magistrate and \$4.19 from the County, for a total of \$1,023.29.

Light up night is on Friday, November 29, 2024, with Santa in the square around 7:30 p.m.

Motion by Shane Ronzio, second by Jackie Jackson to approve Rotary's request to add six or more small podiums near the stage for children's books. The costs and maintenance will be covered by Rotary. All in favor. Motion carried.

Chief Brant spoke about the new candidate, noting that he will graduate and take the exam next week. He would like to start training early in December.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total non-restricted funds at this time are \$355,718.07 and restricted funds total \$192,597.78. Deposits for the month total \$116,483.65. Monthly bills paid were \$35,024.07.

Motion by Mike Walters, second by Shane Ronzio to pay the General Fund bills in the amount of \$11,305.94. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Brian Brashear to pay the Payroll bills in the amount of \$5,275.62. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Jackie Jackson to pay the PLGIT invoice in the amount of \$2,875.00. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

Mike Walters discussed the budget with Council and noted that we have collected approximately 90% of our income, and have spent about 75% of our total expenses.

Mike Walters noted the proposed 2025 budget is included for Council's review. Between now and December's regular monthly meeting, any Councilman with any questions on the 2025 budgeted items can reach out to Mike or Melissa, as we plan to approve this budget at the regular monthly meeting in December. James Lawver noted the fire station donations have been reallocated to cover the rising cost of fuel that we saw in 2024's budget.

Melissa S. O'Brien noted we received and responded to three right to know requests and one appeal has been filed.

BUILDINGS & GROUNDS – Mike Walters

Michael Walters noted nothing new on the Albany repairs.

The mini-split should be installed in the police station by the end of the month.

The current docks should be removed soon. The ACOE permit has been issued, and we filed for an extension on the FBC grant through December 2025.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio attended the 250th Anniversary of America meeting today, and noted Brownsville will play a big part in this celebration.

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

Brian Brashear noted code fines for the month of October total \$190.02.

Nothing to report on fire or library.

Myron Nypaver was in attendance and noted 16 complaints were received, 5 high grass postings, 3 non-traffic citations, 12 sweep tickets issued for the month of October. Mr. Nypaver discussed hearings and citations, as well as future needs for code enforcement.

PARKS & RECREATION – Jackie Jackson

Jackie Jackson noted she met with the DCNR on Fenwick Park. Also, Brownsville Municipal Authority has offered to perform in-kind services at Fenwick.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward discussed the Brown Street Pipeline project, which will begin November 18, 2024. The Cast Iron Bridge closure will also happen on November 18, 2024. This closure will affect traffic in the Borough.

Mayor Ross H. Swords, Jr. noted Brownsville Avenue and Charles Street both have "Do Not Enter" signage that needs to be removed or covered, which Kasandra Ward noted PennDOT is handling that.

Kasandra Ward noted the report from K2 outlines the projects for Cemetery Road, Hollow Road, and Blight.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Nothing to report.

SOLICITOR'S REPORT – Peacock Keller

Motion by Shane Ronzio, second by Mike Walters to enter into Executive Session regarding personnel and litigation matters at 6:43 p.m. All in favor. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to return from Executive Session at 6:53 p.m. All in favor. Motion carried.

Jackie Jackson excused herself from the meeting at 6:54 p.m.

OLD BUSINESS

James Lawver noted he would get together with Mayor Ross H. Swords, Jr. to handle the police car repairs.

NEW BUSINESS

Motion by Kasandra Ward, second by Shane Ronzio to approve Resolution R-09-2024 Authorizing the Submission of an Application for Funding for the Statewide LSA grant in the amount of \$406,942.19 to address blight conditions and carryout rehabilitation improvements efforts in the Borough. All in favor. Motion carried.

Motion by Kasandra Ward, second by Mike Walters to approve Resolution R-10-2024 Authorizing the Submission of an Application for Funding for the Statewide LSA grant in the amount of \$750,000.00 to be used for the rehabilitation of Hollow Road in the Borough. All in favor. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to accept the resignation of Sarah Collier from the Planning Committee, effective November 13, 2024. All in favor. Motion carried.

Motion by Shane Ronzio, second by Mike Walters to appoint Barb Peffer as a public representative to the Planning Committee Board for a term commencing 11/13/24 and ending 12/31/26. Kasandra Ward noted a concern in that Barb Peffer did not show up to meetings as a councilman, and now we are appointing her to a committee. James Lawver noted if that happened, action would be taken. He suggested the Planning Committee create bylaws stating if you miss more than three consecutive meetings, you would be removed from the board. Connie Gore was in attendance as a Planning Committee representative, and responded affirmatively to the suggestion. Votes 5-1 with Kasandra Ward being the only "no" vote. Motion carried.

Motion by Kasandra Ward, second by Shane Ronzio to approve a letter of support for Brownsville Township's request to apply for a statewide LSA grant application to purchase a street sweeper for the Township, Borough, and West Brownsville Borough to use. All in favor. Motion carried.

FAYETTE COUNTY – James Lawver

Correspondence on one appeal is included in the packets for review.

CORRESPONDENCE – James Lawver

Brownsville Municipal Authority minutes, Notice of Land Use Appeal, and the TCBA meeting notice are all included for review.

MEETING ADJOURNMENT

Motion by Shane Ronzio, second by Mike Walters to adjourn the meeting at 6:59 p.m. All in favor. Motion carried.



Melissa S. O'Brien, Office Manager/Treasurer



TREASURER'S REPORT		
November 2024		
CHECKING ACCOUNTS (adjusted through November 8, 2024)		
General Fund		\$ 267,096.09
Payroll		\$ 8,574.47
Petty Cash		\$ 392.86
PLGIT		\$ 79,654.65
	TOTAL General/Liquid Fuel Funds	\$ 355,718.07
Act 13		\$ 32,850.27
ARPA Grant Fund		\$ 20,553.52
Charles Street Bridge Grant Fund		\$ 48,572.98
Fenwick Park		\$ 30,417.38
Fire Escrow		\$ 15.75
Insurance Claims		\$ 52,527.70
K-9 Fund		\$ 5,674.84
Parking Authority		\$ 1,985.34
	TOTAL Restricted Funds	\$ 192,597.78
DEPOSITS (adjusted through November 8, 2024)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 1,004.55
Fayette County	Fines & Fees	\$ 18.74
Brownsville Police	Police Reports	\$ 45.00
Brownsville Police	Parking Violations	\$ 50.00
Brownsville Township	Police Protection	\$ 4,500.00
MDJ	Code Fines & Fees	\$ 190.02
Various	No Lien Letters	\$ 90.00
Various	SWEEP Fines	\$ 50.00
Fayette County Tax Claim	Delinquent Taxes	\$ 19,457.20
Tena Congelio	Real Estate Taxes	\$ 9,454.73
Recorder of Deeds	Real Estate Transfer Tax	\$ 2,469.11
SWRTB	Taxes	\$ 20,619.57
Banks	Interest	\$ 1,264.37
Breezeline	Cable Franchise Fee	\$ 2,915.00
Commonwealth of PA	Wharf Reimbursement	\$ 47,790.00
Westmoreland Sanitary Landfill	Garbage Franchise Fee	\$ 2,331.91
Various	Refunds	\$ 5,033.00
Various	Street Openings	\$ 205.00
	TOTAL Deposits	\$ 116,483.65

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - November 2024				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance/B&G	AMBP	Mayor Dues	\$ 60.00	
	Breezeline	Internet	\$ 161.73	
	Brownsville Municipal	Sewage	\$ 129.00	
	Columbia Gas	Gas Bill	\$ 283.80	
	DeLage	Copier Lease	\$ 212.53	
	EMC Insurance	Insurances	\$ 5,181.67	
	Guardian Life	BEO Insurance	\$ 49.84	
	K. Harvey	Backflow Testing	\$ 300.00	
	Herald Standard	Advertising	\$ 81.07	
	IRS	Federal Income Tax	\$ 2,122.84	
	McMillen Engineering	Charles Street Bridge	\$ 207.00	Reimbursable
	McMillen Engineering	Fenwick Park Benches & Tables	\$ 293.00	Reimbursable
	McMillen Engineering	Fenwick Park Benches & Tables	\$ 293.00	Reimbursable
	Microsoft	Office 365	\$ 50.00	
	PA American Water	Water	\$ 450.85	
	PA Department of Revenue	PA Taxes	\$ 316.03	
	Peacock Keller	Monthly Retainer	\$ 500.00	
	Penn Highlands	Deductibles	\$ 149.64	
	PSAB	Dues	\$ 327.00	
	PSAB MRT	Pension	\$ 1,200.00	
	R&D Watters	Port a Jon rental	\$ 352.00	
	Terminix	Pest Control	\$ 74.00	
	UPMC	M/D/V Insurance	\$ 6,136.86	
	Walmart	Supplies	\$ 64.42	
	West Penn Power	Electric	\$ 34.54	
	WVU Health System	Deductibles	\$ 1,591.97	
				\$ 20,622.79
Code Enf.	Hoffman Kennels	Animal Control	\$ 150.00	
	PMIS	Code Enforcement	\$ 825.00	
				\$ 975.00
Police	AT&T	Cell Phone	\$ 62.55	
	Bevard	Gas	\$ 453.80	
	Ford of Uniontown	Repairs	\$ 162.57	
	Local 491	Union Dues	\$ 73.00	
	Police Consulting Services	Civil Service Testing	\$ 374.00	
	PSAB MRT	Pension	\$ 768.92	
	Sumeral	Tires	\$ 800.52	
	Trapuzzano's	Uniforms	\$ 45.45	
				\$ 2,740.81
Streets	Bevard	Gas	\$ 702.72	
	BNY Mellon	Pension	\$ 3,027.20	
	CAT	Hi-Lift Repairs	\$ 2,950.87	
	JG Service	Gas	\$ 160.83	
	Local 373	Union Dues	\$ 84.00	
	PA One Call	Street Digs	\$ 14.04	
	Tractor Supply	Supplies	\$ 10.99	
	US Municipal	Signage	\$ 162.11	PLGIT
				\$ 7,112.76
Fire	Center Independent	Gas	\$ 1,457.09	
	PA American Water	Hydrants	\$ 1,531.62	
	SWIF	Workers' Comp	\$ 584.00	
				\$ 3,572.71
	TOTAL BILLS PAID			\$ 35,024.07
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - November 2024				
General Fund	Fayette County	Deed Recording	\$ 129.39	
	Ford Office Technologies	Phone Charges	\$ 413.66	
	McMillen	Fenwick Park	\$ 432.00	
	PA American Water	water bills	\$ 1,531.62	
	Peacock Keller	2nd & Hollow	\$ 584.00	
	Peacock Keller	AG	\$ 1,915.00	
	PSAB	Training	\$ 75.00	
	West Penn Power	Electric	\$ 6,225.27	
				\$ 11,305.94
Payroll	IRS	Federal Income Tax	\$ 4,598.71	
	PA Department of Revenue	PA Taxes	\$ 676.91	
				\$ 5,275.62
PLGIT	Lees Plumbing & Excavating	311 Pearl Sink Hole	\$ 2,875.00	
				\$ 2,875.00
	TOTAL INVOICES DUE THIS MONTH			\$ 19,456.56
MONTHLY BILLS DUE / VARIOUS DUE DATES				
Var Grant Funds	Mar-Allen	Charles Street Bridge	\$ 140,979.68	
	McMillen Engineering	Fenwick Park	\$ 10,041.00	
	McMillen Engineering	Wharf	\$ 15,820.25	
				\$ 166,840.93
	TOTAL INVOICES DUE - Various Dates			\$ 166,840.93