

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
NOVEMBER 9, 2022**

SPECIAL MEETING

A Special 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 5:45 p.m.

A Special Meeting was held regarding an intermunicipal liquor license transfer from another municipality into the Borough of Brownsville. Mr. Michael Brown was in attendance via zoom to request the transfer. Tracy Sheehan Zivkovich noted that Mr. Brown submitted a request to Council for consideration for a public hearing in order to approve the transfer.

Mr. Brown indicated that he wanted to open a restaurant and bar at his Market Street building. He is from Brownsville and ready to come back home and

Mr. Ron Clistner (sp?) asked the name of the business, which Tracy Sheehan Zivkovich noted Iron Bridge Tap House, serving food, liquor, and beer, and will be for all ages. No additional comments from the audience at this time. Paul Synuria asked when the projected open date would be, which Mr. Brown stated depends on several things, including the bridge and construction, but his goal is to be open for business by the end of 2023, prior to bridge construction. Tracy Sheehan Zivkovich noted that Act 141 under the PLCB requires that the Borough advertise, which Melissa S. O'Brien noted it was advertised. Beth Bock noted that a copy of the Resolution was not in the packets, which Tracy Sheehan Zivkovich responded that the information was just discussed. Mr. Brown noted that he is looking forward to coming back to Brownsville, as he is currently in Phoenix. Motion to adjourn by Jackie Jackson. Second by Barbara Pepper. All in favor. Motion carries.

REGULAR MEETING

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

SPECIAL MEETING – RESOLUTION ADOPTION

Motion by Paul Synuria to pass Resolution No. R-07-2022 regarding the Intermunicipal Liquor License transfer. Motion by Paul Synuria. Second by Jackie Jackson. Tracy Sheehan Zivkovich noted that this is the first license coming back to Brownsville in a long time. 1 Market Street is the last building before crossing over the Cast Iron Bridge, known as the Bush Furniture Building. Michael Brown is the new owner of that building. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Barbara Pepper, yes. Votes are unanimous. Motion carries.

RECOGNITION OF VISITORS

Connie Gore, 131 Front Street. Ms. Gore is asking for direction regarding the corner of Fifth and Market. She would like to know what community group is taking care of it. The grass and weeds are done, but there is still debris there. Tracy Sheehan Zivkovich noted that there are multiple groups working up there, and she will discuss it with them. Ms. Gore is asking if the pile of wood and junk could be cleaned up, and she is willing to go to the groups to get it done. Ms. Gore noted that other residents are not happy with this area, and Tracy Sheehan Zivkovich asked what other residents and who she was here representing. Ms. Gore noted she representing herself at this time, but was willing to come back with a petition from other residents. Tracy Sheehan Zivkovich will discuss it with Ms. Gore after the meeting.

The other subject is the tree. The Gazalie Building owners have reached out to Mike Walters regarding the damages at Albany and Market Street. Ms. Gore would like to know when that will be fixed.

And finally, Ms. Gore asked if the public would have an opportunity to see the Comprehensive Plan before adoption, which Tracy Sheehan Zivkovich noted the public would have the opportunity to see it before it was adopted.

Mara Sim, 303 Catherine Avenue. Ms. Sim arrived at 6:27 p.m. after going to the wrong location first. She stated that she was at the meeting to speak on behalf of Lucinda Fields, who was unable to attend due to her health conditions. Council had no objections to Ms. Sim speaking at this time. Ms. Sim asked if the Chief of Police was an elected or appointed position, at which time Tracy Sheehan Zivkovich informed her that this is not a Q&A session, but rather a time for public comment. Ms. Sim noted that there was a break-in on Catherine Avenue and Brownsville Borough was scheduled to work, but the state police responded instead. She was unsure as to why no one on Catherine Avenue had been questioned yet on this matter. Tracy Sheehan Zivkovich asked if she filed a complaint with the police, which she stated she had. Mayor Ross H. Swords, Jr. acknowledged that he received a complaint in the mail two days ago, but has not yet reviewed or made any decisions on it. Ms. Sim noted that prior to the break-in, Chief Brant responded to another matter in a Redstone vehicle, which she did not understand. The Mayor noted if the state police were there and handling it, it would not be a matter for Brownsville Borough. Tracy Sheehan Zivkovich informed Ms. Sim that the process for police matters starts with the Chief, then goes on to the Mayor. Council does not get involved in these matters. Ms. Sim asked what does Council do, which Tracy Sheehan Zivkovich noted Council oversees the entire Borough. Ms. Sim then asked who would oversee the police department, which Tracy Sheehan Zivkovich noted that would be the Mayor, who then reports to Council. Council hires Borough employees, sets the salaries, duties, and responsibilities. Ms. Sim then asked if Redstone had jurisdiction in the Borough, which Ms. Zivkovich noted they would as our local police all work together. We do not have 24/7 coverage, and if no one is available, the state police are called. It is not uncommon for Redstone to respond to calls for service within the Borough. The Borough also does not prohibit or officers from working at other locations, therefore, it is also not uncommon to see our officers in other vehicles. Ms. Sim asked when it would be a good time to return to the meeting, which Tracy Sheehan Zivkovich noted that time would be after an investigation was complete or after she receives a response. Tracy Sheehan Zivkovich also noted that for everyone's safety, we do not publicize when our officers are on or off duty. Ms. Sim then asked Mayor Ross H. Swords, Jr. if he agreed with his department violating Civil Rights. Mayor Ross H. Swords, Jr. responded that there was no documentation of that, only what was listed, which Ms. Sim clarified was a complaint from Lucinda Fields, not herself. Tracy Sheehan Zivkovich noted that the Borough does not tolerate any type of violations and requires that everyone operates within the law, and we conduct business in the manner required by law.

MINUTES

Motion by Beth Bock to approve the September and October minutes. Second by Barbara Pepper. All in favor. Motion carries.

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

The police fines for the month totaled \$359.46 from the County and \$730.57 from the MDJ.

There were 65 calls for service, 16 citations, 13 incidents, and 4 arrests. 0 prisoner transports were reported. A total of 779 miles were put on the police vehicles last month.

Mayor Swords is getting quotes on a department cell phone so our officers are able to use a Borough phone rather than their personal phones. With new laws being enforced, cell phones can be taken as part of evidence, and we do not want to see any personal phones used for evidence going forward.

The toy drive is now through December 10, 2022, so please drop off any donations before then.

Light up night is Friday, November 25, 2022. Hiller VFD is sponsoring light up night this year, but all activities will be at Snowdon Square as in the past. We will also have a bus there for toy drive donations.

FINANCE & ADMINISTRATION – Tracy Sheehan Zivkovich

Mike Walters was not present to report on finances.

Motion by Paul Synuria to pay the general fund and payroll bills in the amount of \$3,915.54. Second by Barbara Pepper. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Barbara Pepper, yes. Votes are unanimous. Motion carries.

Tracy Sheehan Zivkovich spoke on the 2023 budget, which everyone should have a copy of. The difference between this year and last year is that we took all grants and liquid fuel monies out of the budget. This only contains general fund monies, with revenue and expenses totaling \$1,022,216. Council will not be raising taxes. There may be a few modifications to the budget, but the majority of requests are included. Motion by Paul Synuria to advertise the budget. Second by Jackie Jackson. All in favor. Motion carries.

BUILDINGS & GROUNDS – Tracy Sheehan Zivkovich

The furnace repair will start tomorrow. We are no longer looking at a new furnace, but rather a part, and we are expecting the cost to be approximately considerably less than the \$16,000 we originally expected.

Melissa S. O'Brien noted that one audit was completed in the past month, and six audits would occur between now and year end.

Tracy Sheehan Zivkovich noted that there was approval to move forward in hiring clerical staff. Motion by Kasandra Ward to hire Lyssa Mauk as a part-time clerical person at a rate of \$11 per hour with no benefits. She will be assisting Melissa S. O'Brien by answering phones and filing. Second by Paul Synuria. Beth Bock asked if we had multiple applicants, which Tracy Sheehan Zivkovich noted we did. Beth Bock also asked if this person was a grant writer, which it was noted she is just clerical. Jackie Jackson asked if we would be hiring a grant writer, which Tracy Sheehan Zivkovich noted we were working on it. Beth Bock asked if this person needed to be licensed and bonded, which it was noted she would not be handling cash or checks, therefore, she would not need to be bonded. Tracy Sheehan Zivkovich again stated that the clerical person would be answering phones, copying, and filing. Beth Bock then asked if there was a background check, which Tracy Sheehan Zivkovich noted there was. Paul Synuria asked if Ms. Mauk's duties would be assigned by Melissa S. O'Brien, which Tracy Sheehan Zivkovich noted yes, her work assignments will come from Ms. O'Brien as she was hired to assist with clerical duties so that Ms. O'Brien can spend time on bigger projects. Barbara Pepper asked if she would need a computer, which Tracy Sheehan Zivkovich noted she would not, as Ms. Mauk cleaned up the existing computer and it is running better. Beth Bock then asked if she started already, which Tracy Sheehan Zivkovich noted that she started last week, as was already mentioned in the email that was sent to Council. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Barbara Pepper, yes; Kasandra Ward, yes. Votes are unanimous. Motion carries.

CODE ENFORCEMENT – Paul Synuria

Code fines for the month totaled \$543.62.

Our code officer reported 10 complaints, 1 inspected house, 1 court hearing attended, 6 citations issued, 10 follow-up inspections, and 6 letters sent.

Paul Synuria will be meeting with the Code Officer so that we can get his responsibilities written down and out to the community. This is a new position. We approved the SWEEP program for this officer to enforce.

125 High Street, 502 High Street, and 509 Baltimore Street are in the process of being demolished.

149 High Street is in the process of getting paperwork together and hoping to start soon.

FIRE – Paul Synuria

Northside did not submit a report for the month of September.

For the month of September, Southside had 5 fires, 17 rescue and emergency calls, 3 hazardous condition, 3 service calls, 0 good intent calls, and 5 false alarms.

Paul Synuria informed Council that that the gas company had all four entrances to Cadwallader Street closed for construction, which left them vulnerable if there was an emergency. It has since been re-opened, but he would like to be sure it does not happen in the future. Motion by Paul Synuria to send a letter to the utility companies for street openings reminding them of everyone's safety. Second by Barbara Pepper. Tracy Sheehan Zivkovich would like to add that all street openings must have steel plates so that emergency vehicles can get through. If a resident needs through, they can use the same method. We require these steel plates because of public safety. Public Works and Public Safety are notified when digs happen. Paul Synuria noted that he was

directed to a closed street during the last construction and had to turn around. Barbara Pepper asked if those steel plates could be asphalted when they're on hills. Beth Bock noted they are supposed to be doing this. All in favor. Motion carries.

ECONOMIC DEVELOPMENT – Barbara Pepper

Nothing to report.

LIBRARY – Paul Synuria

The library has an abundance of COVID tests available if anyone is in need. Stop in and the library will provide them to you free of charge.

Horror at the Library's second annual contest is over, and three winners were chosen based on Most Original, Best Story, and Most Horrific. The Newsletter is now available at the library and the three winning stories are included. Jonathan Janz, a horror writer, was gracious enough to announce the winners.

PUBLIC RELATIONS – Beth Bock

Beth Bock is working on a few things, but nothing to report on tonight.

PUBLIC WORKS – Kasandra Ward

Kasandra Ward noted that the public works department is having issues with the current mower, and therefore makes a motion to purchase a zero-turn at a cost of \$9,007.25 plus trade of our existing mower, valued at \$4,300. The total value of the zero-turn is \$13,307.25. Second by Paul Synuria. Tracy Sheehan Zivkovich asked if there was money in the budget for this purchase, which Kasandra Ward noted that it was already budgeted. Barbara Pepper asked if there was a warranty, which Kasandra Ward confirmed there was. It was also noted that it was a Costars purchase. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Barbara Pepper, yes. Votes are unanimous. Motion carries.

RECREATION – Jackie Jackson

Jackie Jackson reached out to Amy at Rivers of Steel for the December grant, and would like to make a motion to apply for a Rivers of Steel grant in the amount of \$50,000 for Fenwick Park, Phase 2. Second by Barbara Pepper. Paul Synuria asked who would prepare the grant, Beth Bock asked what the cost would be, and Jackie Jackson noted Art Capella would prepare it at no cost to the Borough.

Rivers of Steel started a pilot program in Monongahela, and Brownsville is next! Chris McManus is heading this project.

Motion by Jackie Jackson to approve the \$118k purchase through MRC for playground equipment for Fenwick Park. Second by Paul Synuria. Paul Synuria asked where this money would come from, which Tracy Sheehan Zivkovich noted the DCNR grant would cover the costs, and it is completely funded. We also have money from the county taxation grant and the LSA grant. The \$118k covers several pieces of equipment, site prep, and installation. Paul Synuria asked if the equipment layout could be distributed to Council, which Tracy Sheehan Zivkovich noted she would send to everyone. **Roll Call:** Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Barbara Pepper, yes. Votes are unanimous. Motion carries.

TAX BUREAU – Tracy Sheehan Zivkovich

Assessment Appeals and Upset Sale information are included in the packets.

SOLICITOR'S REPORT – Mitch Mitchell

Nothing to report.

OLD BUSINESS

The Charles Street Bridge construction will hopefully start in the spring, though we did not receive any bids.

The Comprehensive Plan draft documents are on their way and will be available for final consideration next month.

FNB has given the Borough a line of credit for these up-front grant fees. We are also applying for the TAN through FNB as a safety net.

The McMillen invoices are all tied to a particular budget. Beth Bock asked if we paid them yet, which Tracy Sheehan Zivkovich noted we did not. We will try to do so before the end of the year.

There is nothing new on the Union Station Building.

NEW BUSINESS

The two Ordinances for per capita taxes and failure to receive real estate tax notices will be tabled until next month, pending solicitor and Council review.

Next on the agenda is Resolution R-08-2022 regarding the DCED \$521,950 grant, which is due November 14, 2022 and requires the Borough to commit to a match in the amount of \$146,000. Tracy Sheehan Zivkovich stated this is for a community rehab program for new streets, sidewalks, and signage to clean up the town. It will also recognize blight. This would be for work on the Southside. Motion by Paul Synuria to apply for the grant. Second by Kasandra Ward. Paul Synuria asked where the money would come from, which Tracy Sheehan Zivkovich noted we could tie other grants together for that match. Paul Synuria reminded Council that the wharf match that we committed to was found in other grants. **Roll Call**: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Beth Bock, yes; Jackie Jackson, yes; Kasandra Ward, yes; Barbara Pfeffer, yes. Votes are unanimous. Motion carries.

CORRESPONDENCE – Tracy Sheehan Zivkovich

BMA minutes and a TCBA meeting notice are included in the packets.

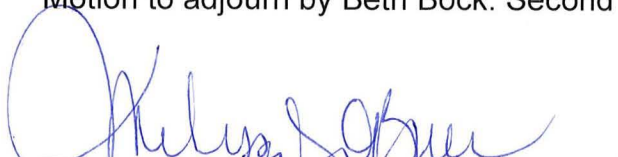
Kasandra Ward noted that the gas company is starting the Bull Run Road Project, and she has a meeting with them on Thursday, November 17, 2022 at 10 a.m. to discuss it. They are looking at properties from Angle Street toward Luzerne Township, so there will be street issues to deal with for residents. If anyone wants to attend that meeting, please do so.

Tracy Sheehan Zivkovich would like to commend Mayor Ross H. Swords, Jr. and Melissa S. O'Brien for applying for the PCCD grant in the amount of \$75,000 for police and security equipment.

We should hear something by next month's meeting regarding the Hollow Road grant request. We are looking at approximately \$660k to fix that road.

MEETING ADJOURNMENT

Motion to adjourn by Beth Bock. Second by Paul Synuria. Meeting adjourned at 7:00 p.m.



Melissa S. O'Brien, Secretary/Treasurer

TREASURER'S REPORT		
November 2022		
BANK ACCOUNTS (adjusted through November 9, 2022)		
General Fund		\$ 176,690.46
Payroll		\$ 10,187.08
Petty Cash		\$ 353.73
Act 13		\$ 28,203.78
K-9 Fund		\$ 5,457.31
Fenwick Park		\$ 3,000.00
Fire Escrow		\$ 6,667.00
Parking Authority		\$ 1,920.59
PLGIT		\$ 58,001.30
ARPA Grant Fund		\$ 225,476.27
Comprehensive Plan Fund		\$ 2,000.24
	TOTAL	\$ 517,957.76
DEPOSITS (adjusted through November 9, 2022)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 730.57
Clerk of Courts	Fines & Fees	\$ 359.46
Brownsville Police	Police Reports	\$ 60.00
Brownsville Township	Police Protection	\$ 3,750.00
MDJ	Code Fines & Fees	\$ 543.62
Various	No Lien Letters	\$ 30.00
Various	Occupancy Permit	\$ 200.00
Various	Dumpster Permit	\$ 20.00
Fayette County	Tax Claim Sales	\$ 197.48
Fayette County	Delinquent Real Estate Taxes	\$ 10,986.83
Fayette County	Delinquent Fire Hydrant Taxes	\$ 610.17
Fayette County	Delinquent Street Light Taxes	\$ 1,827.65
Tena Congelio	Real Estate Taxes	\$ 4,298.56
Tena Congelio	Fire Hydrant Taxes	\$ 231.00
Tena Congelio	Per Capita Taxes	\$ 416.68
Tena Congelio	Street Light Taxes	\$ 462.00
Recorder of Deeds	Real Estate Transfer Tax	\$ 3,479.00
SWRTB	Local Service Tax	\$ 110.97
SWRTB	Earned Income Tax	\$ 8,873.97
Tena Congelio	Phone Bill	\$ 190.22
First National Bank	Interest	\$ 325.71
First National Bank	Refund	\$ 82.43
Various	Street Digs	\$ 2,922.50
	TOTAL	\$ 40,708.82

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - November 2022				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	AMBP	Annual Dues	\$ 60.00	
	Breezeline	Cable & Internet	\$ 172.96	
	DeLage	Copier Lease	\$ 165.76	
	EMC Insurance	Insurances	\$ 5,216.09	
	Erie Family Life	Insurances	\$ 376.50	
	Fayette Chamber of Commerce	Annual Membership Meeting	\$ 75.00	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 38.98	
	Herald Standard	Advertising	\$ 288.00	
	IRS	Federal Income Tax	\$ 5,275.14	
	IRS	Federal UE	\$ 5.30	
	Microsoft	Office 365	\$ 75.00	
	PA Department of Revenue	PA Taxes	\$ 812.99	
	PA UC Fund	Unemployment Insurance	\$ 32.35	
	PSAB	Annual Membership	\$ 327.00	
	PSAB - MRT	Pension	\$ 1,552.36	
	Recorder of Deeds	Property Purchases	\$ 384.75	
	SWRTB	EIT	\$ 555.15	
	UPMC	Medical Insurance	\$ 4,137.28	
	UPMC	Dental/Vision Insurance	\$ 212.01	
	US Land Records	Deed Copies	\$ 1.50	
	West Penn Power	Electric	\$ 11,216.24	
				\$ 31,187.19
Buildings	Amazon	space heaters	\$ 178.96	
	Brownsville Municipal	Sewage	\$ 149.60	
	Columbia Gas	Gas Bill	\$ 147.95	
	J. Larson	Annual Certification	\$ 319.80	
	PA American Water	Building	\$ 51.96	
	Terminix	Pest Control	\$ 66.00	
				\$ 914.27
Police	Bevard	Gas	\$ 320.16	
	Crimestar	Subscription	\$ 350.00	
	Flower's Auto	Parts	\$ 400.00	
	Local 491	Union Dues	\$ 54.00	
	Trapuzzano's Uniforms	Uniforms	\$ 220.00	
	Verizon Wireless	Police Phone	\$ 40.03	
				\$ 1,384.19
Streets	Bevard	Gas	\$ 266.82	
	Brownsville Ace Hardware	Supplies	\$ 55.96	
	Brownsville Ace Hardware	Drill	\$ 64.99	PLGIT
	G&G Landscaping	Landscaping	\$ 350.00	
	JG Services	Gas	\$ 52.00	
	KVC Lawn	Landscaping	\$ 2,500.00	
	Lacey's Auto	Truck Repair	\$ 2,876.79	PLGIT
	LCFOWPA	Pension	\$ 1,186.96	
	Local 373	Union Dues	\$ 80.00	
	A. McCann	Uniform Allowance	\$ 297.40	
	NAPA	Street Supplies	\$ 25.32	
	NAPA	Supplies	\$ 153.30	PLGIT
	PA American Water	Water	\$ 19.15	
	PA One Call	Street Digs	\$ 62.04	
	State Chemical	Herbicide	\$ 19.65	PLGIT
	Traffic Control	LED replacement	\$ 827.50	PLGIT
				\$ 8,837.88
Fire	Center Independent	Gas	\$ 968.89	
	PA American Water	Hydrants	\$ 1,154.83	
				\$ 2,123.72
	TOTAL BILLS PAID			\$ 44,447.25
BOROUGH OF BROWNSVILLE				
BILLS DUE - November 2022				
	Bills paid this month total	\$ 44,447.25		
The following bills are due from the General Fund:				
	PAWC	water	\$ 1,237.85	
				\$ 1,237.85
The following bills are due from the Payroll Fund:				
	IRS	Federal 940	\$ 2,677.69	
				\$ 2,677.69
The following bills are due from Various Grant Funds:				
	McMillen Engineering	149 High Street	\$ 13,860.00	
	McMillen Engineering	Charles St. Bridge/Second Street	\$ 13,061.50	
	McMillen Engineering	Fenwick (DCNR)	\$ 7,840.50	
		Fenwick (General Engineering)	\$ 16,465.50	
	McMillen Engineering	Hollow Road	\$ 2,021.50	
	McMillen Engineering	Wharf (DCNR)	\$ 953.00	
		Wharf (Fish & Game)	\$ 3,981.25	
		Wharf (CFA)	\$ 2,078.25	
				\$ 60,261.50
	TOTAL BILLS DUE THIS MONTH			\$ 62,939.19