

**BOROUGH OF BROWNSVILLE
FAYETTE COUNTY PENNSYLVANIA
OCTOBER 9, 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, Kasandra Ward, and Tracy Sheehan Zivkovich. Also present were Mayor Ross H. Swords, Jr., Solicitor Christian Sesek, and Borough Secretary/Treasurer Melissa S. O'Brien.

RECOGNITION OF VISITORS

ASHLEY KYBER, Rivers of Steel. Ashley Kyber is here to discuss placement of the replica book mural that was originally on the American Legion building. They would like to place this replica on a building in town, and are looking for input on the location and size.

Mark Smith, Mon Valley Academy for the Arts. Mark Smith is in attendance to discuss the electrical box and liability. MVAA is redoing the side of the building now, and they plan to replace windows and the back entrance in the future. There are four breaker boxes, which at least one is Borough-owned, and they are requesting review and clarification for liability purposes. MVAA is requesting a COI naming them as an additional insured. James Lawver clarified the wiring is only installed for special events. Mike Walters noted he disconnects them after special events, and also noted his electrician is providing an estimate to move the Borough's breaker box off of the MVAA building to avoid future issues and potential liability. Mike Walters noted he shuts the box off when there are no special events. Mark Smith stated he does not have a problem with the box being there, but his concern is more with the aesthetics and how the building looks when wires are left there. James Lawver asked if Mr. Smith could set up a meeting with Mike Walters to further discuss the matter.

Connie Gore, 131 Front Street. Connie Gore is in attendance today to discuss the status of 128 Market Street. James Lawver noted our Code Officer was not in attendance to respond.

AGENDA

Motion by Shane Ronzio, second by Jackie Jackson to approve the October Agenda. All in favor. Motion carried.

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

Mayor Swords reported for the month of September that there were 72 calls for service (54 Borough, 9 Township, 9 out of town), 20 citations (18 Borough, 2 Township, 0 out of town), 17 incidents (16 Borough, 1 Township, 0 out of town), 4 arrest, and 0 prisoner transports. A total of 606 miles were put on the police vehicles last month.

Mayor Ross H. Swords, Jr. noted the fines for the month of September were \$1,042.89 from the Magistrate and \$40.48 from the County, for a total of \$1,083.37.

Mayor Ross H. Swords, Jr. asked to table the naming of the pedestrian bridge at this time.

FINANCE & ADMINISTRATION – Mike Walters

Michael Walters noted that the total non-restricted funds at this time are \$338,899.94 and restricted funds total \$192,087.13. Deposits for the month total \$153,460.06. Monthly bills paid were \$114,823.03.

Motion by Mike Walters, second by Kasandra Ward to pay the general fund bills in the amount of \$1,907.46. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carries.

Motion by Mike Walters, second by Kasandra Ward to pay the payroll bills in the amount of \$2,438.87. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carries.

Mike Walters discussed the budget and noted revenues and expenses are on track, as budgeted.

BUILDINGS & GROUNDS – Mike Walters

Michael Walters noted he met with Shane Ronzio at the Iron Bridge Tap House to look at an elevated view of the project.

PennDOT has agreed to the Borough keeping the stone that is placed for the Cast Iron Bridge project.

Motion by Mike Walters, second by Tracy Sheehan Zivkovich to approve a grant application via collaborative effort with the Perennial Project for a \$30,000 Laurel Highlands Visitors Bureau grant with a match requirement of 25%. However, 12.5% of this match will be covered via in-kind services, leaving a 12.5% cash match from the Borough totaling \$3,750. Ashley Kyber noted the Rivers of Steel may be able to help with that match, possibly leaving the Borough with a \$0 liability.

Shane Ronzio asked for clarification on the Perennial Project's involvement, which Mike Walters noted as a 501(c)(3), the Perennial Project is able to apply for this grant and work with the engineering group at Pitt. If the ROS contributes as noted above, the Borough's contribution will be \$0. Tonight's request is for the Perennial Project to write the grant. The Pitt students are absorbing \$60,000 of the estimated \$90,000 total cost of this project. There are 22 parking spots in this plan. Shane Ronzio asked if this would be Borough property when completed, which Mike Walters noted this is already Borough property.

Kasandra Ward noted if ROS does not come through with the \$3,750 the Borough should cover it. Mike Walters offered to personally cover this cost through a donation if ROS or the Borough were unable to fund it, as we are getting so much at a minimal cost on this project that he will not let it fall through over \$3,750. Mike Walters clarified that tonight's vote is not to build the parking lot, but instead was for the Perennial Project to apply for the grant and the Borough agree to it. Kasandra Ward again stated the Borough really should take on this responsibility, which Shane Ronzio asked if we had to vote on. James Lawver asked for a vote on the motion, as stated. **Roll Call:** James Lawver, yes; Shane Ronzio, yes; Brian Brashear, yes; Jackie Jackson, yes; Mike Walters, yes; Kasandra Ward, yes; Tracy Sheehan Zivkovich, yes. Votes are unanimous. Motion carried.

Mike Walters noted the mini-split for the police stations is in, and we are on the HVAC company's list for installation.

Tracy Sheehan Zivkovich asked where the proposed budget stood. Mike Walters noted he would work with Melissa O'Brien on developing the budget, as in the past, with input from each committee.

ECONOMIC DEVELOPMENT – Shane Ronzio

Shane Ronzio noted at the September planning meeting, Muriel Nuttall suggested he talk with Jackie Jackson and Mike Walters for the LSA wish list for June. The lighting and electrical at the Commons needs updated. Tracy Sheehan Zivkovich asked about grant writing, which Shane Ronzio noted K2 would be the grant writer. Mike Walters mentioned the MVAA electrical could also be added to this grant. Connie Gore noted a truck did damage to a wall at the Commons, so there is also repair work that needs done.

Shane Ronzio noted he will be meeting with K2 next Tuesday to discuss the Borough's future Economic Development plan.

Shane Ronzio mentioned Ashley Kyber's request for the replica banner to be placed somewhere in the Borough, which Council discussed briefly. Under the Coca Cola mural, the building at Hope Park, and the Union Station building were all considered. Solicitor, Christian Sesek recommended the Tap House, which Mike Walters noted the owner's plan is to put a deck on the side of that building which will have glass garage doors and a retractable sunshade, which would not allow space for this replica.

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

Brian Brashear noted the fines for the month of September were \$146.19 from the Magistrate.

Motion by Brian Brashear, second by Shane Ronzio to extend a conditional offer of employment letter to the three full-time candidates interviewed. Tracy Sheehan Zivkovich asked for the

names and resumes of the candidates, which Brian Brashear noted the candidates names are Stanley, Pirl, and Rhoden. Brian Brashear also noted the terms listed in the conditional offer letter. Tracy Sheehan Zivkovich stated that a conditional offer is a contract and an offer, so the Borough is making an offer to three candidates but only has a budget for two full-time positions. Solicitor, Christian Sesek confirmed that this is a commitment to hire all three. Mayor Ross H. Swords, Jr. expressed the same concern in that we are extending three conditional offers, but only have two vacancies. Chief John Brant would like to have them take the civil service test first and then move forward. At this time, the motion was withdrawn.

Motion by Shane Ronzio, second by Mike Walters to amend the agenda to clarify two full-time offers. Tracy Sheehan Zivkovich asked which two candidates we are offering a position to. Chief John Brant noted that we have to do civil service testing first. At this time, the motion was withdrawn.

Motion by Brian Brashear, second by Mike Walters to approve civil service testing for one part-time and three full-time candidates. Solicitor, Christian Sesek recommended the motion be postponed until next month's meeting, and that the motion contain the names of the candidates. Tracy Sheehan Zivkovich asked about civil service testing, which James Lawver noted the civil service commission would handle. All in favor. Motion carried.

Brian Brashear noted the code report for the month of September shows a total of 22 complaints filed, 33 re-inspections, 4 high grass postings, 33 citations, and 5 SWEEP tickets issued.

EJ Petcheny from K2 was in attendance to discuss their engineering report for the month of September.

FIRE – Brian Brashear

Brian Brashear noted that for the month of September, Northside responded to 10 fires, 11 rescue and emergency medical services, 5 service calls, and 1 good intent call. Southside did not provide a report.

LIBRARY – Brian Brashear

The library will be seeking a new internet provider. They are also switching to winter hours soon.

PARKS & RECREATION – Jackie Jackson

Jackie Jackson noted she has a DCNR meeting at the end of this month to discuss the playground project. Tracy Sheehan Zivkovich asked about the donated mulch for the Northside, which James Lawver noted was at the Borough garage.

PUBLIC WORKS – Kasandra Ward

The Brown Street Pipeline Project does not have a start date yet, but a street opening has been called in. Kasandra Ward noted she would like to do Seneca at this time, as it connects to Brown Street.

The Cemetery Road project update is noted on K2s report. The preliminary field work is complete at this time. The work will more than likely be started in the spring.

The temporary parking/loading zone topic was covered by K2, and we have to choose an option from their recommendation. EJ Petcheny noted his suggestion was to go with the "No Parking/Loading Zone" option. James Lawver noted would like to see a time limit included. K2 will prepare the Resolution and present it at next month's meeting.

Kasandra Ward noted she is working with the Conservation District on a grant to fund the stormwater project on Mill Road.

PUBLIC UTILITIES – Tracy Sheehan Zivkovich

Tracy Sheehan Zivkovich noted she met with West Penn Power and the primary topic was double poles in the Borough that should be removed. Other connections need to be removed from the poles, such as Verizon, Comcast, etc.

They looked at the Cast Iron Bridge project and will connect with PennDOT on that bridge.

Our Atlantic Broadband contract is ending and Tracy Sheehan Zivkovich noted she will be meeting with them to review options.

SOLICITOR'S REPORT – Peacock Keller

Solicitor, Christian Seseek noted he had a conversation with the AGs office on the status report that is due at the end of this month, and will coordinate with Melissa S. O'Brien to get everything together to the AG by Monday.

The letter to I-65 Transport regarding damages at Second, Hollow, and Joiner, should be out this week.

OLD BUSINESS

James Lawver noted he would meet with Mayor Ross H. Swords, Jr. and call the body shop on the police vehicle damages.

NEW BUSINESS

Motion by Shane Ronzio, second by Mike Walters to accept the resignation of Muriel Nuttall as a public representative to the Planning Commission Board, effective 10/09/24. All in favor. Motion carried.

Motion by Shane Ronzio, second by Brian Brashear to appoint Kris Ann Bakewell as a public representative to the Planning Commission Board for a term commencing 10/09/24 and ending 12/31/26. All in favor. Motion carried.

The DEP has sent an Ordinance recommendation on burning and air pollution. James Lawver noted we currently have an ordinance in place. Mayor Ross H. Swords, Jr. noted the recommended DEP ordinance could lead to more dumping in the Borough.

FAYETTE COUNTY – James Lawver

There are 2 assessments, 3 abandoned appeals, and one hearing notice included.

CORRESPONDENCE – James Lawver

Brownsville Municipal Authority minutes, the TCBA meeting notice, and minutes from the Planning Commission are included.

Jackie Jackson asked Brian Brashear what we were doing about the dumping in the Borough, which she noted she filed a complaint with PMIS, but it continues and is affecting property values.

Kasandra Ward discussed the four grants that were noted on K2s reports. Tracy Sheehan Zivkovich asked if the grants were submitted yet, which K2 noted will be done by the November due date. The blight study and paving grant applications were both submitted.

MEETING ADJOURNMENT

Motion by Jackie Jackson, second by Shane Ronzio to adjourn the meeting at 7:43 p.m. All in favor. Motion carried.



Melissa S. O'Brien, Office Manager/Treasurer



TREASURER'S REPORT		
October 2024		
CHECKING ACCOUNTS (adjusted through October 4, 2024)		
General Fund		\$ 219,379.78
Payroll		\$ 8,060.73
Petty Cash		\$ 386.27
PLGIT		\$ 111,073.16
	TOTAL General/Liquid Fuel Funds	\$ 338,899.94
Act 13		\$ 32,762.86
ARPA Grant Fund		\$ 20,498.83
Charles Street Bridge Grant Fund		\$ 48,443.73
Fenwick Park		\$ 30,336.44
Fire Escrow		\$ 16.75
Insurance Claims		\$ 52,388.72
K-9 Fund		\$ 5,659.74
Parking Authority		\$ 1,980.06
	TOTAL Restricted Funds	\$ 192,087.13
DEPOSITS (adjusted through October 4, 2024)		
Mayor Ross H. Swords, Jr.	Fines & Fees	\$ 1,042.89
Fayette County	Fines & Fees	\$ 40.48
Brownsville Police	Police Reports	\$ 30.00
Brownsville Police	Parking Violations	\$ 100.00
MDJ	Code Fines & Fees	\$ 146.19
Various	No Lien Letters	\$ 150.00
Various	SWEEP Fines	\$ 50.00
Fayette County Tax Claim	Delinquent Taxes	\$ 21,513.70
Commonwealth of PA	Fire Relief Tax	\$ 9,269.24
Commonwealth of PA	Pension State Aid	\$ 56,623.99
Commonwealth of PA	Liquor License Fee	\$ 850.00
Commonwealth of PA	PURTA Revenue	\$ 584.97
Recorder of Deeds	Real Estate Transfer Tax	\$ 880.41
SWRTB	Taxes	\$ 11,371.15
Banks	Interest	\$ 1,529.75
Various	General Donations	\$ 30.00
Various	Refunds	\$ 50,085.18
Various	Street Openings	\$ 205.00
	TOTAL Deposits	\$ 153,460.06

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS PAID - October 2024				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance/B&G	Amazon	Office Supplies	\$ 69.42	
	Breezeline	Internet	\$ 323.46	
	Brownsville Library	Donation	\$ 8,000.00	
	Brownsville Municipal	Sewage	\$ 141.90	
	DeLage	Copier Lease	\$ 345.09	
	EMC Insurance	Insurances	\$ 5,181.70	
	Ford Office Technologies	Phone & Fax	\$ 206.83	
	Guardian Life	BEO Insurance	\$ 24.92	
	IRS	Federal Income Tax	\$ 4,217.43	
	Microsoft	Office 365	\$ 50.00	
	PA American Water	Water	\$ 388.22	
	PA Department of Revenue	PA Taxes	\$ 625.92	
	PA UC Fund	Unemployment Insurance	\$ 43.52	
	Peacock Keller	Retainer	\$ 1,000.00	
	Peacock Keller	Solicitor Fees - additional	\$ 845.00	
	PSAB MRT	Pension	\$ 1,200.00	
	PSAB MRT	Pension MMO	\$ 4,995.99	
	PSAB UC Plan	Unemployment Insurance	\$ 125.93	
	R&D Watters	Port a Jon rental	\$ 176.00	
	Somerset Trust	Bank service fees	\$ 16.19	
	SWRTB	EIT	\$ 630.61	
	Terminix	Pest Control	\$ 74.00	
	Uline	Fenwick Park Benches & Tables	\$ 642.88	Reimbursable
	UPMC	M/D/V Insurance	\$ 6,136.83	
	Walmart	hand soap	\$ 17.98	
	West Penn Power	Electric	\$ 6,462.60	
				\$ 41,942.42
Code Enf.	Hoffman Kennels	Animal Control	\$ 150.00	
	PMIS	Code Enforcement	\$ 825.00	
				\$ 975.00
Police	Amazon	Supplies	\$ 63.43	
	AT&T	Cell Phone	\$ 62.52	
	Local 491	Union Dues	\$ 73.00	
	Postmaster	Postage	\$ 10.40	
	PSAB MRT	Pension	\$ 735.08	
	PSAB MRT	MMO	\$ 51,628.00	
	S&D Calibration	Vascar Certification	\$ 64.00	
				\$ 52,636.43
Streets	BNY Mellon	Pension	\$ 2,889.60	
	JG Service	Gas	\$ 160.83	
	Lacey's	Repairs	\$ 407.12	PLGIT
	Local 373	Union Dues	\$ 84.00	
	Luzerne Township	Grass Cutting	\$ 650.00	
	Luzerne Township	Pond Stocking	\$ 1,000.00	
	A. McCann	Uniform Reimbursement	\$ 298.66	
	PA One Call	Street Digs	\$ 2.34	
	Sherwin Williams	Road Paint	\$ 258.97	PLGIT
	TNT Weed Control	Weed spraying	\$ 2,165.00	
	Tractor Supply	Supplies	2.11	
				\$ 7,918.63
Fire	Center Independent	Gas		
	Fire Relief	VFRA Reimbursement	\$ 9,269.24	
	PA American Water	Hydrants	\$ 1,497.31	
	SWIF	Workers' Comp	\$ 584.00	
				\$ 11,350.55
	TOTAL BILLS PAID			\$ 114,823.03
BOROUGH OF BROWNSVILLE				
MONTHLY BILLS DUE THIS MONTH - October 2024				
General Fund	Bevard	Police Gas	\$ 223.73	
	Bevard	Street Gas	\$ 175.00	
	Center Independent	Fire Gas	\$ 525.31	
	McMillen	Charles St. Bridge	\$ 207.00	
	McMillen	Fenwick Park	\$ 293.00	
	McMillen	Wharf	\$ 119.50	
	PA American Water	water bills	\$ 363.92	
				\$ 1,907.46
Payroll	IRS	Federal Income Tax	\$ 2,122.84	
	PA Department of Revenue	PA Taxes	\$ 316.03	
				\$ 2,438.87
	TOTAL INVOICES DUE THIS MONTH			\$ 4,346.33
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	\$ 14,075.75	
	Northeast Products	Wharf	\$ 64,065.00	
				\$ 229,161.43
	TOTAL INVOICES DUE - Various Dates			\$ 229,161.43