

**BROWNSVILLE BOROUGH
FAYETTE COUNTY PENNSYLVANIA
September 8, 2021**

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: Council President Tracy Sheehan Zivkovich, Council Vice President Paul Synuria, Jack Lawver, Lester Ward, Jackie Jackson, Barbara Pfeffer, and Beth Bock. Mayor Ross H. Swords, Jr. was not present for tonight's meeting.

RECOGNITION OF VISITORS

No visitors were present at tonight's meeting.

MINUTES

Motion by Jack Lawver to approve the minutes. Second by Lester Ward. All in favor. Motion carries.

MAYOR'S REPORT

The Mayor was unavailable to give the Mayor's Report this month. Magisterial fines totaled \$1,521.79.

FINANCE & ADMINISTRATION

Lester Ward reported the total funds at this time are \$350,536.68, including General Fund \$83,460.12, Payroll \$1,873.17, Petty Cash \$137.53, Act 13 \$21,381.68, K-9 Fund \$3,923.53, Fire Escrow \$0.00, Parking Authority \$1,893.59, PLGIT \$110,475.65, ARPA Grant Fund \$116,392.16, and Comprehensive Plan Fund \$10,999.25.

The investment account balances for August were \$513,079.65, including \$430,318.33 in Mass Mutual and \$82,761.32 in BB&T.

Monthly bills paid in August were \$57,693.27. Bills that still need paid total \$58,532.94, including \$11,846.19 from the General Fund and \$46,686.75 from PLGIT. Deposits this month totaled \$27,108.85.

Motion by Lester Ward to pay the remaining bills. Second by Jack Lawver. Paul Synuria asked about the McMillen invoices, which are for grant writing, and wanted to clarify that the grant writer has a total of ~40 hours at \$72 per hour. Is she currently working on more grants and whether or not we will see a return. Tracy Sheehan Zivkovich clarified that the Charles Street Bridge will be under one of the grants, and the other is the Keystone grant for the construction of streets. It started at \$2.9M and we were asked to scale it back, which we are in the process of doing. This grant will most definitely see more billable charges, as it has to be revised to show a lesser amount.

Melissa S. O'Brien asked if they were to be paid now, rather than wait for the grant money, to which Tracy Sheehan Zivkovich stated in the affirmative. Tracy Sheehan Zivkovich stated that the Multimodal Grant does not have a match, so we have \$500k to spend. The Keystone Grant does not require a match if we ask for a lesser amount. These are for infrastructure, including roads already identified as Hollow Road, Water Street, and Second Street. Tracy Sheehan Zivkovich recommend that we pay them if we have the money, and if not, hold them and she will contact McMillen to discuss.

Melissa S. O'Brien asked about the animal control invoice. We do not have a contract and the invoice is \$50 over the standard rate due to evening/weekend calls. Melissa S. O'Brien is asking for clarification from animal control such as who called, what address, etc. Paul Synuria agrees that we need more information on the invoices. Lester Ward asked why we do not have a contract to which Paul Synuria commented that he has tried unsuccessfully to get information from other humane officers, but is not having any luck. Lester Ward asked where the quarterly fee came from if we do not have a contract, to which Melissa S. O'Brien responded that the fees are based on the fees from the last contract.

Melissa S. O'Brien asked if the PLGIT charges listed on the Monthly Bills Due were both payable from the PLGIT account, to which Jack Lawver responded we received clarification from Stephanie at PennDOT.

Tracy Sheehan Zivkovich noted that there are two new grant fund accounts, as shown on the finance reports. The ARPA grant is very limited as to what it can be spent on, and we are awaiting clarification. Jack Lawver stated sometime in the next few months we should have a better idea of what we can spend it on.

Tracy Sheehan Zivkovich noted the ARPA Grant had to be applied for, and since it is very limited as to what it can be spent on, we placed it in a separate account so it cannot be used under General Fund monies, but rather will be held until we have clarification.

Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Jackie Jackson, yes. Votes are unanimous. Motion carries.

Lester Ward met with Melissa S. O'Brien to review the current budget. Mr. Ward would like to meet with each Chairman to review the final quarter of the budget and set the budget for 2022. Lester Ward will contact each Chairman to schedule the meetings.

CODE ENFORCEMENT

There were 28 total complaints this month, 3 home inspections, 0 court hearing, 68 citations, and 5 letters sent to residents. Fines and fees for this month totaled \$211.01.

BUILDINGS & GROUNDS – PAUL SYNURIA

Paul Synuria noted we are in the process of starting to get bids for the work needed on the 149 High Street building.

Atlantic Broadband is still an issue, as far as customer service goes. We spend days and weeks without phone service, and hours on hold to get assistance. We met with three different companies over the past few months to get pricing on new phone services. The recommended move forward is with Ford Business Services, offering us the same equipment that we now have at a much lower cost. The quotes that we received for phone services are as follows:

- Segra – \$749.91 per month with no one-time or up-front fees
- David Davis Communications – \$285.00 per month, plus a one-time fee of \$1,349
- Ford Business Machines – \$244.93 per month, plus a one-time fee of \$665.12 (if we do not want the conference phone, the one-time fee drops to \$199.79)

Jack Lawver asked if this replaced all of our phones, which it does. Tracy Sheehan Zivkovich noted all phones in the entire Borough building and the street shed would be replaced. Beth Bock asked what the difference would be, if we made this change. Melissa S. O'Brien commented that customer service would be a priority and we have issues with Atlantic Broadband, and the cost would be much lower, saving the Borough at least \$100 per month. Ford will assess the existing lines and see if anything needs to be replaced. Beth Bock asked what the warranty would be on the new phones.

Roll call vote: Tracy Sheehan Zivkovich, yes; Paul Synuria, yes; Jack Lawver, yes; Lester Ward, yes; Beth Bock, abstain; Barbara Pepper, yes; Jackie Jackson, yes. 6 yes; 1 abstain. Motion carries.

Paul Synuria noted that there used to be a streetlight on Market Street where the demo happened, and we need that light back. West Penn Power quoted a cost of approximately \$8 per month if we add this light, which we need. Paul Synuria will check into this and get more details. Jack Lawver noted we should check to see if they could add an updated LED light.

Paul Synuria noted there are several old metal poles that will be taken down soon and replaced with new poles. Also, the Christmas lights use a line from pole-to-pole, which West Penn Power asked us to remove by January so they can replace these poles. Jack Lawver noted he would discuss this with our electrician, who volunteers his time.

Paul Synuria will discuss the Cadwallader lot at next month's meeting.

Lester Ward asked what would happen to the phone lines when they are replacing the poles, to which Paul Synuria noted that the lines coming down is only temporary until the new poles are in place.

Paul Synuria discussed parking on Cadwallader. There is a resident asked for a handicapped parking space. Paul Synuria, Lester Ward, and Jackie Jackson agreed that we could provide her with this space, possibly where the existing gravel is. Tracy Sheehan Zivkovich asked if we were going to designate a specific parking space to this homeowner, which Paul Synuria stated in the affirmative. Paul Synuria would recommend to the homeowner that she remove the sidewalk at her expense, so that she could access the parking space more easily. Additionally, this would not be a "handicapped parking only" space, but rather a "private parking" space for the homeowner; this way other handicapped drivers will not think they can park there. Jack Lawver noted he encountered a similar situation years ago, and the situation required the property owner to purchase all signage, so the Borough did not incur any expenses. Tracy Sheehan Zivkovich clarified that as long as the homeowner purchased all signage, we could do this. If residents were to walk in the street, they have a sidewalk on the other side. Also, this is not a heavy-traffic area.

Motion by Paul Synuria to allow this parking space. Second by Jackie Jackson. Barbara Pepper asked if we had to have something in writing. Solicitor noted for clarification purposes, we could provide something in writing. Lester Ward noted there is no sidewalk to the right of this property, and Paul Synuria confirmed that the sidewalk does end here. All in favor. Motion carries.

Lester Ward stated that recycling was not picked up the last two months. Additionally, the paving is still going on and making it difficult to pass through the streets. Paul Synuria noted garbage bills and calendars would be sent out soon.

PUBLIC SAFETY – BETH BOCK

There were 69 calls for service, 45 citations, 22 total incidents, 10 arrests and 0 transports. Car 1 ran 662 miles and Car 3 ran 776 miles, for a total of 1,438 miles.

Tracy Sheehan Zivkovich asked for a status on the Hazmat Grant, to which Beth Bock noted we just had to sign and confirm the same info we had on the grant from past years.

Lt. John Brant was in attendance and noted he had no additional information to add.

STREETS – JACK LAWVER

Department reports are included in the monthly packets. The streets that we put out for bid are all paved. We had an emergency with a collapsed catch basin. We contacted PennDOT and followed all guidelines to have it repaired. Melissa S. O'Brien put info out for quotes and we received bids in the amount of \$4,500, \$5,800, and \$11,000. The bid was awarded to GeoTech in the amount of \$4,500, and they replaced the catch basin that Friday, and the paving company finished their paving shortly after.

Nothing new to report on street openings. We are just making sure they are being repaired according to code.

Motion by Jack Lawver to take the old street sweeper to the scrap yard and get whatever we can out of it. It weighs approximately 2-3 tons, and it does not run. Second by Lester Ward. Jack Lawver noted it is valued at less than \$1,500. Tracy Sheehan Zivkovich noted we had to follow Borough Code to dispose of property. Melissa S. O'Brien questioned the age. Jack Lawver stated it is a 1980 model. All in favor. Motion carries.

RECREATION – JACKIE JACKSON

Jackie Jackson noted the LSA grant was completed and sent, and she is currently working on the Rivers of Steel Grant.

Jackie Jackson found a recycling grant that she would like to work on. Paul Synuria offered help on some projects.

ECONOMIC DEVELOPMENT – BARBARA PEPPER

The mobile medical unit was in town during Community Days and said they had a great turnout. Barbara Pepper was trying to get a bid from the RACF on the Union Station building.

LIBRARY – PAUL SYNURIA

The library is sponsoring a short horror story contest for ages 12-18. Rules must be followed precisely and can be found online.

FIRE DEPARTMENTS – BETH BOCK

Northside's total number of incidents for the month of July were 42, which includes 4 fires, 17 rescue and emergency medical services, 3 hazardous conditions, 15 service calls, 1 good intent call, 1 false alarm, and 1 special incident.

Northside's total number of incidents for the month of August were 26, which includes 2 fires, 10 rescue and emergency medical services, 4 hazardous conditions, 4 service calls, 2 good intent calls, and 4 false alarms.

Southside's total number of incidents for the month of August were 33, which includes 3 fires, 13 rescue and emergency medical services, 9 hazardous conditions, 1 service call, and 7 false alarms.

TAX BUREAU

The County sent a list of properties in the repository sale for Council to review.

There is a public hearing on September 15 regarding a property located on High Street.

SOLICITOR'S REPORT – MITCH MITCHELL

Regarding the transfer of property to Ron Beckman and Brownsville Township. We have a Resolution to transfer 4 separate properties to Mr. Beckman, and 1 property to the Township. K2 provided a corrected site survey regarding these properties. Solicitor will create deeds to do the transfers.

OLD BUSINESS

Tracy Sheehan Zivkovich asked if we received any letters of interest for the Auditor position, which we did not.

The Market Street property has been transferred to the Borough. The butterfly garden is there for aesthetics, but that property is for sale.

Illegal Dumping Grant, Litter Fees, Fenwick Park Resolutions Speed Safety Corridors in Town, Updated Responsibility Lists for Chairpersons, and Video Policy for Citizens will all be discussed at next month's meeting.

Paul Synuria noted we are having issues with people not cleaning up after their pets in the stage area and other public areas. There is a \$300 fine associated with this. Barbara Pepper noted she has witnessed this.

NEW BUSINESS

Melissa S. O'Brien reported the Liquid Fuel Audit is done, and we had one fining, which was discussed in a prior meeting. Tracy Sheehan Zivkovich asked if we sent any correspondence asking for clarification on this, which we did by acknowledging the finding in a letter sent out on August 10. We requested a payment plan for a prior year, and also made a payment, neither of which were acknowledged by the state. We did pay the 2019 finding in full. We will receive a finding notice in the next few months for the 2020 finding.

One of our Auditor's resigned. Without another auditor, we cannot finish our audit. It is imperative that we find someone soon. Motion by Jack Lawver to accept the letter of resignation from Mark Hatfield, current auditor, as of September 15. Second by Beth Bock. Lester Ward asked if Mr. Hatfield participated in the audit this year, which he did not. All in favor. Motion carries.

Tracy Sheehan Zivkovich recommends advertising for the auditor position. Jack Lawver noted there are 4 years left on this term. Motion to approve advertising for a new auditor by Lester Ward. Second by Beth Bock. Jack Lawver noted that the appointment must be made within 30 days. All in favor, motion carries.

The Veteran's organization is doing a great job with the banners. Jackie Jackson noted someone came to her asking about a banner fee. Tracy Sheehan Zivkovich responded that was an old discussion that is no longer happening.

Tracy Sheehan Zivkovich discussed the Cast Iron Bridge construction. We met with the contractor and are scheduling a tentative meeting on October 6 at 3:00 p.m. They will hold a presentation for the public as well as one for Council.

Tracy Sheehan Zivkovich and Paul Synuria met with Columbia Gas to discuss 2022 projects. They have two major projects coming up. We also asked Columbia Gas for payment, which they would like to come to an agreement on. The maps from Columbia Gas are at the Borough building, for anyone who would like to see what they have planned.

Motion by Beth Bock to approve the Multi-Modal Grant Resolution #R-03-2021, second by Jackie Jackson. All in favor, motion carries. Tracy Sheehan Zivkovich noted this is a \$500k non-matching grant.

We received West Brownsville Borough's 1/3 contribution towards the Comprehensive Plan. Melissa S. O'Brien noted she just applied for state funding for the match. We should have something within the next month or so.

Nothing new to report on the K9 fund at this time.

Tracy Sheehan Zivkovich noted the Northside demolition has been completed. This property is for sale. Jack Lawver noted we received a few complaints about the machines used in the process, where residents claimed property damage. Tracy Sheehan Zivkovich noted that it was very loud.

Motion by Jack Lawver to approve the Police Pension Ordinance #O-05-2021, second by Lester Ward. All in favor, motion carries.

Tracy Sheehan Zivkovich asked about the stage utilization. If someone wants to use the stage, they must complete an Events Packet from the Borough. Paul Synuria would like signage at the stage area so they know how to rent or use it. Paul Synuria stated that we asked to order signs in the past. Melissa S. O'Brien will check with the street department on the status. Solicitor noted event insurance should be provided whenever someone uses the stage, which Beth Bock replied we do request in our Events Pack.

Paul Synuria read aloud a Press Release from Mayor Ross H. Swords, Jr. regarding the Coca-Cola mural. This is a great thing for Brownsville, as the mural will be visible to everyone crossing over the inter-county bridge.

CORRESPONDENCE

Minutes from the Municipal Authority are included for everyone's review.

Complaint received from Connie Gore, 131 Front Street, regarding a dead tree causing damage to her property. Jack Lawver noted this is not Borough property, but we did cut branches on the tree in the past. As it is not Borough property, this is not our responsibility.

Complaint received from Connie Gore, 131 Front Street, regarding the church below her property including weeds, trees and the support wall, which is causing damage to her foundation. Paul Synuria noted our Code officer stated there was no structural danger to any properties. Jack Lawver noted there was a lawsuit in the past with the surveys.

Paul Synuria would like to thank Connie Gore for all of her work on the website over the years.

Tracy Sheehan Zivkovich noted she and Melissa S. O'Brien would draft responses to Ms. Gore's complaints.

Lester Ward asked if we made the library donation yet. We need to sit down and see if we can afford to make a donation this year and then make a decision.

Lester Ward just found out about the Policeman's Ball, and why did Council not notify us. Barbara Pepper noted it was not Council's events.

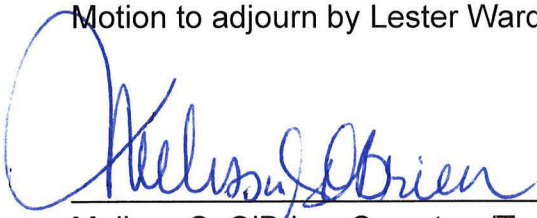
Melissa S. O'Brien noted we received an invoice from K2, which was on the bills to pay list.

Trick-or-Treating will be held on October 30 from 4-6, followed by a parade at 7.

The Police Benevolence Fund is starting back up and will handle all police fundraising, as it has in the past.

MEETING ADJOURNMENT

Motion to adjourn by Lester Ward. Second by Jack Lawver. Meeting adjourned.


Melissa S. O'Brien, Secretary/Treasurer



TREASURER'S REPORT

September 2021

BANK ACCOUNTS (adjusted through September 8, 2021)

General Fund	\$	83,460.12
Payroll	\$	1,873.17
Petty Cash	\$	137.53
Act 13	\$	21,381.68
K-9 Fund	\$	3,923.53
Fire Escrow	\$	-
Parking Authority	\$	1,893.59
PLGIT	\$	110,475.65
ARPA Grant Fund	\$	116,392.16
Comprehensive Plan Fund	\$	10,999.25
TOTAL	\$	350,536.68

INVESTMENT ACCOUNTS (adjusted through August 31, 2021)

Mass Mutual	\$	430,318.33
BB&T	\$	82,761.32
TOTAL	\$	513,079.65

DEPOSITS (adjusted through September 8, 2021)

Mayor Ross H. Swords, Jr.	Fines & Fees	\$	1,521.79
Clerk of Courts	Fines & Fees	\$	199.06
Brownsville Police	Police Reports	\$	15.00
MDJ	Code Fines & Fees	\$	211.01
Fayette County	Delinquent Real Estate Taxes	\$	4,727.85
Fayette County	Delinquent Fire Hydrant Taxes	\$	266.49
Fayette County	Delinquent Street Light Taxes	\$	822.02
Tena Congelio	Real Estate Taxes	\$	2,289.15
Tena Congelio	Fire Hydrant Taxes	\$	121.00
Tena Congelio	Per Capita Taxes	\$	105.00
Tena Congelio	Street Light Taxes	\$	373.00
Recorder of Deeds	Real Estate Transfer Tax	\$	2,793.85
SWRTB	Local Service Tax	\$	266.92
SWRTB	Per Capita Tax	\$	21.36
SWRTB	Earned Income Tax	\$	10,616.16
Chamber of Commerce	Bucket Truck Fee	\$	255.00
Columbia Gas	Street Digs	\$	2,028.00
First National Bank	Interest	\$	22.19
PAWC	Street Digs	\$	314.00
Various	Occupancy Permits	\$	80.00
Various	No Lien Letters	\$	60.00
TOTAL		\$	27,108.85

BOROUGH OF BROWNSVILLE				
MONTHLY BILLS - September 2021				
DEPARTMENT	VENDOR	FOR	AMT.	TOTAL
Finance	Atlantic Broadband	Phone & Internet Services	\$ 537.76	
	Chamber of Commerce	Membership	\$ 100.00	
	EMC Insurance	Insurances	\$ 4,363.28	
	Erie Family Life	Life Insurance	\$ 226.50	
	First National Bank	TAP Loan Final Payment	\$ 2,631.35	
	Guardian Life	BEO Insurance	\$ 42.16	
	IRS	Federal Income Tax	\$ 4,022.66	
	Microsoft	Office 365	\$ 37.50	
	Mitch Mitchell	Solicitor Fees	\$ 1,000.00	
	PA Department of Revenue	PA Taxes	\$ 687.66	
	PLGIT	Repayment of 2019 Audit	\$ 18,349.92	
	Postmaster	Stamps	\$ 110.00	
	Quickbooks	Payroll	\$ 31.80	
	Quill	Office Supplies	\$ 93.35	
	UPMC	Employee Insurance	\$ 8,512.32	
				\$ 40,746.26
Buildings	Brownsville Municipal	Sewage	\$ 136.00	
	Columbia Gas	Gas Bill	\$ 33.18	
	PA American Water	Building	\$ 70.99	
	Terminix	Pest Control	\$ 63.00	
	West Penn Power	Building & Grounds	\$ 968.51	
				\$ 1,271.68
Code Enf.	Quill	Office Supplies	\$ 15.79	
				\$ 15.79
Police	Bevard	Gas	\$ 511.49	
	Giannetti Motors	Police Car Repairs	\$ 309.75	
	Local 491	Union Dues	\$ 160.00	
	PA Turnpike	Tolls	\$ 4.70	
	Verizon Wireless	Police Phone	\$ 40.01	
				\$ 1,025.95
Streets	Bevard	Gas	\$ 323.18	
	Brownsville Hardware	Supplies	\$ 209.97	
	JG Services	Gas	\$ 72.10	
	Local 373	Union Dues	\$ 78.00	
	NAPA	Supplies	\$ 205.54	
	PA One Call	Street Openings	\$ 35.04	
	West Penn Power	Street Lights	\$ 9,239.28	
	West Penn Power	Traffic Lights	\$ 289.38	
				\$ 10,452.49
Fire	Center Independent	Gas	\$ 368.63	
	PA American Water	Hydrants	\$ 1,154.83	
	SWIF	Workers' Comp	\$ 2,630.00	
	West Penn Power	Fire Whistle	\$ 43.43	
				\$ 4,196.89
	TOTAL BILLS PAID			\$ 57,693.27
BOROUGH OF BROWNSVILLE				
Monthly Bills DUE				
	Bills paid this month total	\$ 57,693.27		
The following bills are due this month:				
	Atlantic Broadband	Telephone & Internet	\$ 537.76	
	Coulson's Sales & Service	2 Weed Wackers & Pole Saw	\$ 1,109.95	
	K2 Engineering	Site Survey	\$ 750.00	
	McMillen Engineering	CFA Multi-Modal Grant Fee	\$ 3,617.75	
	McMillen Engineering	CFA Multi Modal Grant Fee	\$ 277.50	
	McMillen Engineering	Keystone Communities Grant Fee	\$ 1,272.00	
	Microsoft	Office 365 Subscription	\$ 37.50	
	PAWC	Fire Hydrants	\$ 1,154.83	
	PAWC	Building Water	\$ 73.90	
	First National Bank	TAP Loan	\$ 2,500.00	
	Who Rescued Who	Animal Control	\$ 515.00	
	TOTAL BILLS DUE			\$ 11,846.19
The following bills are due from the PLGIT Account:				
	Geo Energy Tech Services	Collapsed Catch Basin	\$ 4,500.00	
	Redstone Excavating	Milling & Paving 3 Roads	\$ 46,686.75	
				\$ 46,686.75
	TOTAL BILLS DUE THIS MONTH			\$ 58,532.94