

**MINUTES
UNION CITY BOROUGH
JANUARY 23, 2018**

VISION STATEMENT: “The Union City area is a thriving rural community of families, businesses and organizations dedicated to encouraging growth while maintaining small town values.”

The meeting of the Union City Borough Council was called to order at 6:03 P.M. by President Kolaja. The meeting was held at the Union City Borough Building.

Councilors present were Kolaja, Conklin, Brumagin, Steadman, and McGuire. Hoban was absent.

Officials present were Borough Secretary Cindy Wells, Mayor Natalie Wilmoth, Police Chief David Pernice, Streets Supervisor Paul Maynard.

Visitors present were David Lightnor and guest, Thomas Lowers.

APPROVAL OF AGENDA: It was moved by Councilor Conklin and seconded by Councilor McGuire to
adopt the agenda as amended to add discussion about the Drug & Alcohol Abuse Prevention Policy. Motion carried.

MOTION ON MINUTES: It was moved by Councilor Brumagin and seconded by Councilor McGuire
that all Councilors having read the minutes from the public hearing and meetings held January 2, 2018 be approved. Motion carried.

HEARING OF THE VISITORS: No comments from visitors.

ZONING: Report for December has been provided in individual folders. There was no discussion.

COMPLAINT FORMS: Complaint forms were made available for Council’s review. There was no discussion.

MAYOR: The Mayor had no reports or recommendations at this time.

APPROVAL OF DAVID LIGHTNOR TO UNION CITY FIRE POLICE: We received a letter from Fire Chief
Danny Hawley, Jr. to approve David Lightnor to Union City Fire Police.

MOTION TO APPROVE THE APPOINTMENT OF DAVID LIGHTNOR TO THE UNION CITY FIRE POLICE WHICH WAS MADE BY UNION CITY FIRE CHIEF DANNY HAWLEY, JR. It was moved by Councilor

Steadman and seconded by Councilor Conklin to approve the appointment of David Lightnor to the Union City Fire Police which was made by Union City Fire Chief Danny Hawley, Jr. Motion carried.

MAYOR TO SWEAR IN DAVID LIGHTNOR: David Lightnor was sworn in by Mayor Wilmoth.

BOROUGH NEWS ARTICLE: Article from the Borough News regarding a park and the funding that was received was given to Councilman.

COMMUNITY DINNER: January 28, 2018 at 11:00 – Councilman Steadman, McGuire, Conklin, and Kolaja are planning to attend. Also, Mayor Wilmoth, three police officers and the police secretary, Paul & Diane Maynard, and possible a street department employee.

2018 BUDGET: Calculation error on employee hourly pay rate was made. It will create less than a \$700 difference.

PARKING PERMITS FOR NON-PROFITS: Council made the decision that there would be a parking permit fee for non-profits. The fee is only \$5.00 per year.

DRUG AND ALCOHOL PREVENTION POLICY: The proposed updated policy was given to Council.

Attorney Herzig reviewed our current policy and rewrote it to bring it up-to-date.

MOTION TO TABLE DECISION ON DRUG AND ALCOHOL PREVENTION POLICY: It was moved by

Councilor Steadman and seconded by Councilor Conklin to table any decision on the new policy until the next meeting and get a recommendation from Solicitor Wachter. Motion carried.

AUDITS: Copies of the Worker's Comp insurance audit was given to Council. Pension Plan audit by Auditor General was given to Council. The final report will be within the next month. Borough Audit – MaherDuessel was here two days and coming back the last week of January. Will complete the library and fire department. Councilor Kolaja stated that they had contacted him and were pleased with the policies in place. Also, Cindy Wells stated there was only one other step they wanted done when verifying deposits being made by also reviewing receipt books for the Borough Office and the Police Department.

NEW ZONING ORDINANCE: Before scheduling a meeting to review the proposed Zoning Ordinance

Council would like to know when the Solicitor is available. The Borough Secretary will check with him and notify Council. Council didn't feel it would be necessary to have John McGranor attend the first meeting.

WWCB RADIO AD: Council decided to have a drawing for the tickets at the Community Dinner on January 28, 2018.

PUBLIC SAFETY ADDRESS CHANGE RECOMMENDATIONS: After talking to Cheryl Hoetzel at Erie County Public Safety it was determined there are 3 properties that would be changed to "Titusville Road". Letters will be sent to notify them.

PA SEA GRANT TREE VITALIZE - David Skellie will be putting together a bid in about a month. We only have two names from residents. The trees may not be planted until fall of 2018. It was stated that if Council had any suggestions on other locations for trees to have it added to the list.

MISSION MAIN STREET GRANT: The Borough received the \$15,000 and will be working with Preservation Erie. There will be three board members plus members from Union City. The application and process will be determined. After the application are received the board will give recommendations. It will be brought before Council for final approval.

Council needs to determine who will serve on the board for the Borough and agreed that Union City Pride/Downtown Development should have one member.

MOTION TO APPOINT BOROUGH SECRETARY CINDY WELLS TO WORK WITH PRESERVATION ERIE ON THE MISSION MAIN STREET GRANT: It was moved by Councilor Conklin and seconded by Councilor Brumagin to appoint Borough Secretary Cindy Wells to work with Preservation Erie on the Mission Main Street Grant. Motion carried.

ORDINANCE FOR FIREWORKS: With the new PA laws for fireworks our ordinance is outdated
Council agreed that Solicitor Wachter should rewrite the ordinance regarding fireworks.

NIMS TRAINING: There is a class on February 15, 2018 from 5:00 - 8:30. Information is in the individual folders. Cost is \$20.00 per person that includes dinner. All of Council is required to have this training in order to be eligible for federal preparedness assistance. President Kolaja and Councilman Brumagin already have the training. Councilors McGuire and Steadman, Street Supervisor Paul Maynard, and Borough Secretary Cindy Wells will be

taking the class. Councilor Conklin and Chief Pernice will complete the on-line training. Cindy will check with Councilor Hoban.

Chief Pernice requested that the Fire Department, Streets Department, and Police Department meet to review plans in the event of a disaster.

2018 ERIE COUNTY PUBLIC SAFETY GOVERNMENT DINNER: Information is in the individual folder.

No one is planning to attend.

SECURITY SYSTEMS: Canadohta Security gave three price quotes on IP Camera Systems. Council would like to get more quotes and recommendations. Cindy will contact Tool City. Chief Pernice also requested that an LED light be put in the parking lot.

UPDATE ON PUTNAM STREET: Council discussed the problem on Putnam Street and have agreed that they want the Borough to work with Municipal Authority and get this patched.

ROUTE 97 PROJECT: No additional contact has been made with Mark Corey.

JOB DESCRIPTION FOR COUNCIL LIAISONS: A 1992 version was given to council members. They will review it and discuss it at the February 27m 2018 meeting.

COUNTRY FAIRS REQUEST TO PERMIT THE TRANSFER OF A LIQUOR LICENSE INTO THE BOROUGH COUNCIL: Councilor Brumagin read a Resolution to Deny Country Fairs request.

MOTION THAT COUNCIL PASS A RESOLUTION #2018-05 DENYING COUNTRY FAIR THE TRANSFER OF- A LIQUOR LICENSE INTO THE BOROUGH. It was moved by Councilor Conklin and seconded by Councilor McGuire to pass a Resolution 2018-05 denying Country Fair the transfer of a liquor license into the Borough. Motion carried.

KIM UBER, TAX COLLECTOR REQUEST FOR SOFTWARE & TECH SUPPORT COSTS: Kim recently replaced her computer and updated her tax collection software. She has request that Council contribute to the cost of \$500 per year. Council agreed to pay half the cost each year in the amount of \$250.00.

COUNCIL TO CONSIDER OBTAINING HEART AND LUNG INSURANCE: A quote was received from EMC Insurance for Heart and Lung coverage for \$75,000 per injured officer in the amount of \$1,115 annually. This can be added anytime during the policy year.

MOTION TO TABLE DISCUSSION ON OBTAINING HEART AND LUNG INSURANCE:

It was moved by Councilor Conklin and seconded by Councilor Brumagin to table the discussion on obtaining Heart and Lung Insurance. Motion carried.

UPDATE ON ANTIQUE FIRE TRUCKS AND AGREEMENT WITH THE FIRE DEPARTMENT:

After talking to the insurance company and Solicitor Wachter it was recommended that the Borough be listed as Additional Insured and Loss Payee. The agreement has been updated and will be given to the Fire Department for their review.

LIGHTING REPAIRS IN THE CITY BUILDING:

There are problems with the light fixtures in the conference room and the interview room in the police department. Council would like a quote on having the lights replaced with LED lighting and the wiring updated where needed for the lights and the outlets in the conference room. Cindy will contact Hyer Electric.

BACKGROUND CHECKS:

All commission members need to have background checks. Jessica Reynolds has been notified.

ADJOURNMENT:

It was moved by Councilor Conklin and seconded by Councilor Steadman that the meeting be adjourned. Motion carried

The meeting adjourned at 7:52 P.M.

EXECUTIVE SESSION:

An Executive Session with no action to be taken started at 7:55 and ended at 9:00 PM.

ATTEST