

**MINUTES  
UNION CITY BOROUGH  
JUNE 5, 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 7:00 P.M. by President Brumagin. The meeting was held at Union City Borough Building

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

Officials present were Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Streets Supervisor Bob Phillips, Zoning Officer Dennis Ploss, and Code Enforcement Shawn Tharp. Chief Pernice was absent.

See sign in sheet for visitors attending.

**APPROVAL OF AGENDA:** It was moved by Councilor Kolaja and seconded by Councilor McGuire  
to adopt the agenda as amended, adding an executive session for Code Enforcement.

**MOTION ON MINUTES:** It was moved by Councilor Kolaja and seconded by Councilor McGuire  
that all Councilors having read the minutes from the meeting held May 22, 2018 be approved.

**MOTION ON SECRETARY’S REPORT:** It was moved by Councilor McGuire and seconded by  
Councilor Kolaja that the Secretary’s Report be accepted and made a part of the minutes of this meeting.

**MOTION ON BILLS:** It was moved by Councilor Steadman and seconded by Councilor  
Kolaja that the unpaid bills be ordered paid and those paid be approved.

**HEARING OF THE VISITORS:**  
James Buzzanco, Second Avenue, said that his neighbor stated that there are a lot of rats in the vacant homes on Second and Third Avenue. Council stated that the neighbor would need to come to the

Borough Office and fill out a complaint form. No reports have been made regarding this. Councilor Kolaja is still checking into the problem of cats.

**EXECUTIVE SESSION:** Council went into Executive Session at 7:07 PM to discuss property matters. Executive Session ended at 7:18 PM.

**CODE ENFORCEMENT:** Council had no questions regarding the Code Enforcement reports.

**ZONING OFFICER:** There were no questions regarding Zoning Report.

**Permits for Swimming Pools:** Dennis Ploss brought up the fact that when a pool is installed the property owner is required to get a zoning permit, a building permit, and have an inspection. The inspection is a state requirement. His recommendation was not to charge for the zoning permit and have a reduced amount for the building permit and have a set contract price with one inspector to inspect the pool. Dennis will gather more information for the next Council meeting.

Because the new zoning ordinance is so large, the fee charged for a Zoning Ordinance needs to be increased. This will be discussed at the next meeting.

**MAYOR:** The Mayor had no comments.

**BOROUGH SECRETARY:**

**A RETRO ACTIVE MOTION TO MAY 22, 2018 FOR A RESOLUTION (2018-10) APPROVING AN APPLICATION TO THE GREENWAYS, TRAILS AND RECREATION PROGRAM AND DESIGNATING DANIEL BRUMAGIN, COUNCIL PRESIDENT AND CHARLIE STEADMAN, COUNCILMAN AS THE OFFICIALS TO EXECUTE ALL DOCUMENTS AND AGREEMENTS BETWEEN THE BOROUGH OF UNION CITY AND THE COMMONWEALTH FINANCING AUTHORITY TO FACILITATE AND ASSIST IN OBTAINING THE REQUESTED GRANT.** It was moved by McGuire and seconded by Councilor

Kolaja for a retro-active motion to May 22, 2018 for a Resolution (#2018-10) approving an application to the Greenways, Trails and Recreation Program and designating Daniel Brumagin, Council President and Charlie Steadman, Councilman as the officials to execute all documents and agreements between the Borough of Union City and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Motion carried unanimously.

**UNION CITY COMMUNITY FOUNDATION:** The UCCF Reception reservations need made by tomorrow.

**PMHC SURPLUS DISTRIBUTION:** The Borough received a surplus check in the amount of \$19,680, \$11,480.40 for the Borough & \$8200.28 for the Municipal Authority.

**ANCHOR BUILDING PROGRAM ECGRA GRANT APPLICATION:** Working with Preservation Erie we were not able to adequately supply all the information by the deadline and will plan to apply in October of 2018.

**PA SEA GRANT TREES AND REMOVAL OF TREES ON EAST HIGH STREET:** There will be 21 trees this fall. They can only be planted on property the Borough owns or has a right-of-way to. They can not be planted on the lot of Cherry Hill as previously thought, only between the sidewalk and street. There are six property owners who have requested trees. There are 14 along East High. Penelec will trim or remove. The Borough has to remove the stumps and wood, not the brush. Council agreed the trees should be completely removed and replaced in the fall with trees from the PA Sea Grant program. Dustin will check about renting a stump grinder or getting someone in to remove them.

**RENAISSANCE GRANT:** Several applications have been given out and the deadline is June 29, 2018.

**OVERSIZED LOAD:** We are working to get an agreement with Whole House Movers allowing them to move a large load through the Borough where they will need to disconnect traffic signals.

**PSAB CONFERENCE:** Cindy will be out of the office Monday - Wednesday next week at the PSAB Conference.

**PUBLIC SAFETY:**

**WEIGHT LIMIT FINES ON SIDE STREETS:** Solicitor Wachter reported PA state law only allows for a summary offense of \$75.00 plus additional amounts depending on the amount the load is over-weight.

**MOTION TO HAVE THE SOLICITOR UPDATE THE WEIGHT LIMIT ORDINANCE USING THE STATE GUIDELINES FOR FINES.** It was moved by Councilor McGuire and seconded by Councilor Kolaja.

to have the Solicitor update the weight limit ordinance using the state guidelines for fines. Motion carried unanimously.

**SIDEWALK USE:** There was an article in the Journal and Journal Express regarding pedestrians using sidewalks and not walking in the street.

**PUBLIC WORKS:**

**2018 STREETS PROJECT:** Four bids were received for street projects. Bids were opened by

President Brumagin. The bids were received from Russell Standard base bid \$90,395.15 optional \$50,228.41, Joseph McCormick Construction Co., Inc. base bid \$125,992.00 optional \$93,960.50, Mayer Bros. Construction base bid \$122,233.00 optional 73,531.60, and IA Construction Corporation base bid \$100,726.16 optional \$78,050.40.

**MOTION TO ACCEPT THE BID FROM RUSSELL STANDARD FOR THE BASE BID IN THE AMOUNT OF \$90,395.15 AND THE OPTIONAL BID IN THE AMOUNT OF \$50,228.41 BUT ELIMINATE SECOND AVENUE.** It was moved by Councilor Kolaja and seconded by Councilor Steadman to accept the bid from Russell Standard for the base bid in the amount of \$90,395.15 and the optional bid in the amount of \$50,228.41 but eliminate Second Avenue. Motion carried unanimously.

**PENNDOT SCOPE & FIELD VIEW WALK THROUGH:** On June 19, 2018 at 1:00 PM at Rite Aid.

This is for the traffic signals.

**PURCHASE OF MOTORIZED LINE PAINTER:** The Streets Department would like to order a

motorized line painter that could be used to paint crosswalks and parking lot lines. This would save on the cost of the paint. There is money in the tools budget, balance of \$3228.51 and Street Signs and Markings balance of \$2914.39.

**MOTION TO APPROVE THE STREETS DEPARTMENT TO PURCHASE A MOTORIZED LINE PAINTER TO PAINT CROSSWALKS AND PARKING LOT LINES.** It was moved by Councilor

McGuire and seconded by Councilor Kolaja to approve the Streets Department to purchase a motorized line painter to paint crosswalks and parking lot lines. Motion carried unanimously.

**POLICY MANUAL:** Street Supervisor Bob Phillips would like to see the hours changed back to

7:00 AM – 3:00 PM and no mandatory lunch breaks for the Streets Department. After much discussion no changes were made. It was stated that if they are busy on a job site or if there was a need to change hours occasionally it would be at the Street Supervisors discretion. They will start the hours of 7:30 AM – 4:00 PM, with mandatory lunch breaks on June 11, 2018.

**A RETRO-ACTIVE MOTION TO MAY 22, 2018 TO APPROVE A MEMORANDUM OF UNDERSTANDING FOR A MULTI-MUNICIPAL COLLABORATION BETWEEN UNION CITY BOROUGH AND THE CITY OF CORRY TO APPLY TO ECGRA FOR THE PURCHASE OF A PUGMILL WITH THE REDEVELOPMENT AUTHORITY IN THE CITY OF CORRY WHO WILL PROVIDE THE MATCHING FUNDS.** It was moved by Councilor McGuire and seconded by Councilor Steadman

for a retro-active motion to May 22, 2018 to approve a Memorandum of Understanding for a Multi-Municipal Collaboration between Union City Borough and The City of Corry to apply to ECGRA for the purchase of a pugmill with the Redevelopment Authority in the City of Corry who will provide matching funds. Motion carried unanimously.

**PARKS AND RECREATION:**

**SUMMER FUN DAY:** Will be held August 18, 2018.

**FINANCE:** There were no reports by Director of Finance.

**ADMINISTRATION:**

**SIDEWALK COMMITTEE:** Councilor Brumagin is on the Sidewalk Committee. His suggestions is

that instead of having several members it would be best to have himself and Bob Phillips, Street Supervisor.

**MOTION TO APPOINT BOB PHILLIPS TO THE SIDEWALK COMMITTEE AND LEAVE IT AT TWO MEMBERS.** It was moved by Councilor Kolaja and Councilor McGuire to appoint Bob Phillips to the Sidewalk Committee and leave it at two members. Motion carried unanimously.

**RACCOON REFUSE:** The bank requested an extension of 45 days. Raccoon is willing to provide

for a turn around if Lincoln Street is vacated. Nothing can be done until the property is transferred into the name of Raccoon Refuse.

**COUNCIL TO APPROVE THE SETTLEMENT AGREEMENT AND MUTAL RELEASE BETWEEN THE BOROUGH AND TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA.** This is

concerning the bond payment from the non-uniform pension for Cheryl Capela.

**MOTION TO APPROVE THE SETTLEMENT AGREEMENT AND MUTUAL RELEASE BETWEEN THE BOROUGH AND TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA PERMITTING THE TRANSFER OF FUNDS FROM THE NON-UNIFORM PENSION TO TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA.** It was moved by Councilor Kolaja

and seconded by Councilor

McGuire to approve the settlement agreement and mutual release between the Borough and Travelers Casualty and Surety Company of America permitting the transfer of funds from the non-uniform pension to Travelers Casualty and Surety Company of America. Motion carried unanimously.

**COUNCIL TO APPROVE THE GENERAL RELEASE BETWEEN THE BOROUGH AND CHERYL CAPELA.**

This is regarding the pension funds forfeited.

**MOTION TO APPROVE THE GENERAL RELEASE BETWEEN THE BOROUGH AND CHERYL CAPELA.**

It was moved by Councilor Kolaja and seconded by Councilor McGuire to approve the General Release between the Borough and Cheryl Capela. Motion carried unanimously.

**GPI CITY BUILDING REPAIR SPECS:** Specs were mailed only one bid has been sent back so far.

**INFORMATIONAL SUMMARY:** Council approved the Informational Summary be made part of the minutes.

**EXECUTIVE SESSION:** Council went into Executive Session at 8:39 PM to discuss personnel with action to be taken. Ended at 9:00.

**ADJOURNMENT:** It was moved by Councilor Kolaja and seconded by Councilor Steadman that the meeting be adjourned. Motion carried unanimously.

The meeting adjourned at 9:13 P.M.

ATTEST

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