

**MINUTES
UNION CITY BOROUGH
AUGUST 14, 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 7:01 P.M. by President Brumagin. The meeting was held at Union City Area High School, LGI Room.

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

Officials present were Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, Zoning Officer Dennis Ploss.

For visitors present see the sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Hoban and seconded by Councilor Cross to
adopt the agenda as amended adding the appointment of a Personnel Committee. Motion carried unanimously.

MOTION ON MINUTES: It was moved by Councilor Hoban and seconded by Councilor McGuire
that all Councilors having read the minutes from the meeting held July 17, 2018 and July 24, 2018 be approved. Motion carried unanimously.

MOTION ON SECRETARY’S REPORT: It was moved by Councilor Hoban and seconded by
Councilor Steadman that the Secretary’s Report be accepted and made a part of the minutes of this meeting. Motion carried unanimously.

MOTION ON BILLS: It was moved by Councilor McGuire and seconded by Councilor Cross that
the unpaid bills be ordered paid and those paid be approved. Motion carried unanimously.

HEARING OF THE VISITORS: Sharon Syed wanted to make Council aware of semi’s traveling on
South Street. She was asked to contact the Police Department when she sees them.

CODE ENFORCEMENT: Council approved to have BIU inspect 57 South Street. It was also

mentioned a barn that is starting to collapse on Waterford Street that Shawn Tharp should check on.

ZONING OFFICER: Jim Relihan contacted Dennis about installing wifi upgrades for wireless cell service. He wanted to know what our requirements are. Our zoning code does have a section on tower placement, etc. Solicitor Wachter stated the Borough could lease him an easement in the right-of-way.

PROPERTY AT 6 BRIDGE STREET: The transfer to a new owner should be effective 9/1/18 and she will remove the trailer.

ZONING HEARING BOARD: There is currently a vacancy of one alternate for the Zoning Hearing Board. Richard Hasbrouck has said he is willing to serve as an alternate.

MOTION TO APPOINT RICHARD HASBROUCK TO FILL THE VACANCY ON THE ZONING HEARING BOARD AS AN ALTERNATE. It was moved by Steadman and seconded by McGuire to appoint Richard Hasbrouck to fill the vacancy on the Zoning Hearing Board as an alternate. Motion carried unanimously.

REVIEW PROPOSED AGREEMENT BETWEEN RICK MAKOHUS, BCO, AND THE BOROUGH:

Council discussed the amount to be paid to Rick Makohus as BCO.

MOTION TO PAY RICK MACKOUS \$75.00/WEEK FOR THE BCO POSITION AND \$25.00/WEEK AS FLOOD PLAIN MANAGER UNTIL DECEMBER 31, 2018. THIS WOULD REPLACE THE NOVEMBER 14, 2017 LETTER NOTIFYING HIM OF HIS APPOINTMENT AND THE AMOUNT TO BE PAID.

It was moved by Councilor Hoban and seconded by Councilor Steadman to pay Rick Mackous \$75.00/week for the BCO position and \$25.00/week as Flood Plain Manager until December 31, 2018. This would replace the November 14, 2017 letter notifying him of his appointment and the amount to be paid. Motion carried unanimously.

SOLICITOR:
AGREEMENT BETWEEN THE FIRE DEPARTMENT AND THE BOROUGH FOR PROVIDING PAYROLL SERVICES. The agreement will be completed and presented at the council meeting on September 11, 2018.

MAYOR: The Mayor wanted to commend Chief Pernice and the Police Department,

especially the Police Secretary Amanda Musgrave, for all the work that went into National Night Out. There was a good turnout and it went very well. Also, she would like to remind Council about the Summer Fun Day on Saturday, August 18, 2018 and would like Council to stop by.

BOROUGH SECRETARY:

VACATION: Cindy will be out of the office August 16-20, 2018.

FAÇADE IMPROVEMENTS TO THE CITY BUILDING: Work to begin next week.

MUSEUM ROOF: Review estimate for museum roof repairs.

MOTION TO ACCEPT THE QUOTE FROM ALLEGHENY CONSTRUCTION IN THE AMOUNT OF \$6,750.00 FOR REPAIRS ON THE MUSEUM ROOF.

It was moved by Councilor Hoban and seconded by Councilor McGuire to accept the quote from Allegheny Construction in the amount of \$6,750.00 for repairs on the museum roof. Motion carried unanimously.

FRESH PAINT DAYS GRANT THROUGH KEEP PA BEAUTIFUL: The Borough received the grant and will get a \$50 gift card and 20 gallons of paint. Volunteers will be needed to complete the project and Cindy will be talking to UC Pride next Tuesday. Brittany Prischak, Sustainability Coordinator for EC Dept of Planning, may also be able to help with volunteers. A "Permission to Paint" form needs signed, and a copy of our liability insurance certificate. I haven't notified the property owner (9 West High Street) this grant has been received because I wanted to receive final approval from Council first.

MOTION TO APPROVE RECEIPT OF THE FRESH PAINT DAYS GRANT AND OVERSEE THE COMPLETION OF THE PROJECT FOR THE PROPERTY OF 9 WEST HIGH STREET. It was moved by

Councilor McGuire and seconded by Councilor Cross to approve receipt of the Fresh Paint Days Grant and oversee the completion of the project for the property of 9 West High Street. Motion carried unanimously.

ALBION COMMUNITY WORK PROGRAM: Cindy met with Mr. Zillman from SCI-Albion

regarding potential work areas in the Borough. He will fill out the required paperwork and will notify her when approved.

UNION CITY PRIDE SIGNS: UC Pride would like input from Council on the signs. Council would

prefer green signs, not black. They will want to see the final designs, points of interest, and proposed placement. They propose listing the schools and not the Sr. Center. If the signs are placed on electric poles they will need an easement from Penelec. Also, want to know who would maintain the signs (weeding, repairs, graffiti) and would they fade.

ADMINISTRATION & PERSONNEL AND PLANNING:

COUNCIL APPOINTMENTS AND PERSONNEL COMMITTEE: President Brumagin appointed

Riley Cross as a co-liason with Dustin Kolaja to Parks and Recreation. He also stated that he was appointing a Personnel Committee that would include Dan Hoban, Mayor Wilmoth, and himself.

POLICY & PROCEDURE MANUAL: It was brought to President Brumagin's attention that the

Street's Department is having problems with the vacation policy in the new manual and having to submit to it and putting their vacation requests in writing. They were told the new vacation policy wouldn't take affect until next year. President Brumagin talked to Councilor Hoban and Mayor Wilmoth and they know the policy was approved early on. Council would have to make a change if they so choose. Because the policy was approved mid-year Council would not exclude anyone from getting their vacation as long as we didn't have an emergency. If the Policy didn't take affect until the first of the year, they would all lose the additional vacation day. Council discussed the problem and did not make any changes and the policy is still in affect this year.

ORDINANCE CONCERNING ANIMAL REFUSE: Council to review a proposed ordinance regarding animal refuse. They will review the ordinance and discuss at the next Council meeting.

PUBLIC SAFETY:

MOTION TO APPROVE AMENDING ORDINANCE 832 SECTION III SETTING FINES AS ESTABLISHED BY THE PA VEHICLE CODE, 75 PA.C.S. 4902(G)(1). It was moved by Councilor

Steadman and seconded by Councilor McGuire to approve amending ordinance 832,

Section III setting fines as established by the PA Vehicle Code Section 4902(g)(1). Motion carried unanimously.

REVIEW INFORMATION REGARDING SCHOOL CROSSING: The Borough received an email from

PennDOT for potential changes at the school crossing. Chief Pernice and Cindy Wells will meet with the school and review this with them.

PARKS AND RECREATION:

Quotes were received from Jay's Tree Service \$1,400.00, L&D Tree Service \$1,725.00, for the trees removed by Hazlett Tree Service for Penelec.

MOTION TO ACCEPT THE QUOTE FROM JAY'S TREE SERVICE IN THE AMOUNT OF \$1,400.00 TO HAVE THE STUMPS GROUND AND CHIPS REMOVED.

It was moved by Councilor Steadman and seconded by Councilor McGuire to accept the quote from Jay's Tree Service in the amount of \$1,400.00 to have the stumps ground and chips removed. Motion carried unanimously.

PA SEA GRANT TREES: If there are trees enough does Council want trees planted along the

right-of-way of the Cherry Hill property? Council does not want trees planted in that area because of potential damage with large trucks and future visibility issues. The trees in the Industrial Park block part of the sign and Council agreed to have the tree on the east side of the park removed and replaced.

PUBLIC WORKS:

PAVING OF SHORT STREET, HUNTER AVENUE AND NEW STREET: A quote from Russell

Standard was received in the amount of \$17,575.79 & Suit Kote for \$24,664.20 and a phone quote from Cross Paving in the amount of \$26,300.00. Councilor Brumagin mentioned vacating Short Street. This is for single coat on New Street, and Double Coat on Hunter Avenue and Short Street. Council wants information from PennDOT on the specs for Liquid Fuels. Cindy will contact Josh Montgomery.

MOTION TO TABLE THE DECISION OF PAVING SHORT STREET, HUNTER AVENUE, AND NEW STREET:

It was moved by Councilor Steadman and seconded by Councilor Hoban to table the decision of paving Short Street, Hunter Avenue, and New Street. Motion carried unanimously.

MOTION TO APPROVE FUNDS RECEIVED FROM COUNTY AID TO BE APPLIED TO THE 2018 PAVING PROJECTS BEING COMPLETED BY RUSSELL STANDARD CORPORATION. FUNDS WILL BE APPROXIMATELY \$20,393.00.

It was moved by Councilor McGuire and seconded by

Councilor Cross to approve funds received from County Aid to be applied to the 2018 paving projects being completed by Russell Standard Corporation. Funds will be approximately \$20,393.00. Motion carried unanimously.

REVIEW ORDINANCE 1102 AND APPLICATION FOR CUTTING OF STREETS: Solicitor Wachter

stated there are areas in the ordinance that need addressed and Council discussed removing the required bond and should specify that the \$50 fee is an administration fee. His recommendation was to discuss it in a work session prior to any decisions.

UPDATE PROJECT REPORT - ODELL STREET: Odell Street is complete to Hazen. There are five catch basins and 450' of pipe to be installed between Hazen and Washington Street and hope to have it completed in the next two weeks. The road will then be graded and widened.

UPDATE PROJECT REPORT-PUTNAM & NORTH STREET: Great Lakes has completed cleaning Putnam and North Street all the way to French Creek. They used the camera through all the pipes at Route 8 & Route 97. They go as far as a box under Route 8, not sure where it is, and maybe a collapsed pipe. This was all included in the previous funds that were approved, however it may be another \$100-\$200 to determine if the pipe is collapsed and they will call when their camera is available again.

INFORMATIONAL SUMMARY: If there is no objection, the Informational Summary will stand approved and be made a part of the minutes of this meeting. There was no objection.

ADJOURNMENT: It was moved by Councilor McGuire and seconded by Councilor Steadman that the meeting be adjourned.

The meeting adjourned at 8:39 P.M.

EXECUTIVE SESSION: Council to discuss personnel and the UCPD Contract & other with no action to be taken. Executive Session was from 8:44 PM - 9:44 PM.

ATTEST