

MINUTES
UNION CITY BOROUGH WORK SESSION
JULY 26, 2016

The Work Session of the Union City Borough Council was called to order at 7:00 P.M. by President McCrillis. The meeting was held at the City Building.

Councilors' present were McCrillis, Brumagin, Conklin, Kolaja, and Steadman.

Officials present were Police Chief David Pernice, Streets Supervisor Paul Maynard, and Mayor Bob King.

Cindy Wells was present to take the minutes.

There were no visitors present.

COUNCILOR STEADMAN WAS ASKED ABOUT DISCUSSING THE EDINBORO ORDINANCE CONCERNING REGULATIONS WHEN WORK REQUIRES A STREET OPEINING. Not all the

members of Council have looked over the Edinboro Ordinance. Councilor Steadman requested it be put on the Agenda for the next meeting. President McCrillis stated he would scan the Ordinance and send it out to everyone.

PARKING ON THE GRASS AREA BETWEEN SIDEWALK AND STREET WAS DISCUSSED. It was

uncertain if it is permitted or not. Chief Pernice had told President McCrillis that there were no vehicle laws prohibiting the parking in that area.

COUNCILOR STEADMAN STATED THE PAVING IS BEING COMPLETED.

There is an overage because of paving the end of Union Street, the patch on Johnson Street and patch on Center Street. Paul Maynard is checking into the reason for the complete amount of the overage.

MAYOR BOB KING ASKED ABOUT THE SHORTER HALF OF HAZEN STREET. Paul Maynard said

two loads of gravel will be applied.

PAUL MAYNARD STATED THAT LINCOLN STREET IS SHUT OFF WITH MAFIA BLOCKS. President

McCrillis asked if the PUC had approved it. It is unknown. The railroad notified Paul

Maynard and stated signs need to be posted.

MAYOR KING ASKED WHO IS RESPONSIBLE FOR THE TRACKS AT MFG.

It was stated that the Rail Road is responsible for them.

COUNCILOR KOLAJA WANTED TO KNOW IF A RISER COULD BE INSTALLED BEHIND THE FIRE DEPARTMENT. He stated that gravel is being lost down the catch basin. Paul Maynard stated that it would be installed.

UNION CITY AMBULANCE SERVICE: Councilor Kolaja, Councilor Conklin, Larry Obert, and Shirley Lafferty met with Union Township regarding helping out with the ambulance.

One concern of the Township is the old ambulance service did not keep them informed

as to what was going on. They want the old ambulance service books to build a reliable

business plan. The Township will help this year but beyond that probably not. They will

give them \$20,000 this year. Larry Obert projected an increase in expenses of \$10,000

per year. Councilor Kolaja stated it shouldn't be inflated. The Fire Department wants to

start handling it like Millcreek did with other ambulance services. An EmergencyCare contract is \$450,000 per year. We need to find a way to fund this. We would still have employees during the day, but night time is uncertain. By the end of the year there should be a plan. Tim was asked to write a letter requesting information to make a business plan.

CIVIL SERVICE RULES AND REGULATIONS: Chief Pernice wanted to know if the Civil Service had

been notified about reviewing the new rules. President McCrillis had not notified them.

Mayor King said he would notify Robert Ferringer and Bill Flynn. Chief Pernice said that

it would be best to have them look over the proposed changes and then attend the next

Work Session. Braden hadn't reached Bret Smith yet concerning his resignation form

the Civil Service Commission.

NATIONAL NIGHT OUT: Councilor Conklin stated himself and one other person would help

with the Chinese Auction.

PART-TIME OFFICER: Chief Pernice stated he wanted to get the Ordinance finalized concerning the hiring of Part-time Officers. One or two more will be needed by the time school starts.

MAYOR KING NEEDS THE CONFERENCE ROOM FOR DIVERSION COMMITTEE. It was stated that it will be unlocked.

RE-KEY THE FRONT DOOR: Chief Pernice stated that the front door should be kept locked for safety reasons, except when the Borough Office or Police Office are open. It was suggested to re-key the lock and the keys be logged as to who has them and it should be limited. It was recommended to contact Jaquith Locksmith in Corry.

COMMITTEE TO HIRE BOROUGH MANAGER: Mayor King wanted to know if the Committee had been appointed. President McCrillis stated it has been set up. Mayor King wanted to know if they had the names of people interested in the position. Councilor Brumagin stated he does have some.

COUNCILOR BRUMAGIN REQUESTED AN EXECUTIVE SESSION TO DISCUSS PERSONNEL. Only Councilors' Brumagin, Kolaja, Conklin, and Steadman remained for the session.

MEETING RECONVENED. Councilor Brumagin stated that it was decided by the councilors that President McCrillis would be compensated at the rate of \$15.00 per hour for the time he has put in during the absence of a Borough Manager. It would be billed and paid out on a 1099 form. Solicitor Wachter will draw it up and send to the state for approval.

PARKS AND RECREATION: Councilor Conklin stated that Ramona Dirling resigned and they are now down to two people. Replacements are needed. Currently the members are Jessica Reynolds, Mike Pandolph, and Beth Malec. Last year they were told money

wasn't available which was not the case.

UNION CITY PRIDE: President McCrillis attended the Union City Pride meeting on July 20, 2016.

He stated the Borough Manager needs to be there. Councilor Conklin is a member of Union City Pride and will continue to attend. Current members are President Mark Moore, Tammy Green, Tara Lineman, Vicky Monger and Phil Conklin. The property across the street from the Library is still for sale. Donnie Mosher is interested in buying it but needs a thruway to go to the back. It has not been able to be verified if there is a right-of-way or not.

ZONING SECRETARY: President McCrillis stated that a Zoning Secretary is needed. The Zoning

Board has meetings three to 4 times a year. The Secretary is required to take notes.

Councilor Conklin stated that he is willing to do it.

TAX COLLECTION COMMITTEE: President McCrillis stated that a member is needed for the Tax

Collection Committee. Councilor Brumagin volunteered to fill that position.

OPEN RECORDS OFFICER: President McCrillis stated that an Open Records Officer is needed.

There were no volunteers.

ERIE COUNTY ASSOCIATION OF BOROUGHS: President McCrillis volunteered to fill this vacancy.

PRESIDENT MCCRILLIS STATED THAT HE NEEDS A COPY OF THE MINUTES FROM THE LAST MEETING. Cindy Wells stated she had sent them to the City Solicitor to have him look them Over but has not heard back from him yet.

TOWNSHIP ZONING MEETING WITH THE ERIE COUNTY DEPARTMENT OF PLANNING: There is

a meeting scheduled for Wednesday, July 26, 2016. President McCrillis stated that he is

planning to attend. It is to meet with John McGranor, Planning Program Administrator to discuss the re-writing of the Zoning Ordinance for both the Township and the Borough.

MEDIATION DATE FOR KEVIN JONES: A new mediation date has been set for September 14,

2016.

TAX APPEAL HEARING FOR 5 WILLOW STREET: The hearing is on August 22, 2016 at 3:00 P.M. to appeal the assessment on the property.

HEARING FOR CHRISTIAN MISSIONARY ALLIANCE CHURCH PROPERTY: They pay tax on parking lots and the activity hall but not the church or parsonage.

RECEIVED A JUDGEMENT ON GERALD MERCER PROPERTY AT SOUTH STREET AND FOURTH AVENUE: They will be paying a fine in the amount of \$343.74.

PA STATE TAX COLLECTION: President McCrillis stated he talked to Kim Uber she said the Borough and the School District split the \$70 fee.

INSURANCE FOR CHERYL CAPELA, HAS IT BEEN CANCELLED: President McCrillis stated there would be MetLife, Aflac, VBA, Benecon and Assurant. Councilor Brumagin will check on it tomorrow.

US DEPARTMENT OF COMMERCE CENSUS SURVEY: President McCrillis said he would attempt to complete it.

LIQUID FUELS LETTER: A letter was received stating the Borough owes \$9998.47 for an overpayment of Liquid Fuels from 2013. It will be discussed with Mike Hammond from PennDOT.

OVERDRAFT ON CHECKING ACCOUNT: There was an overdraft charge on the General Fund Checking account from the \$12,000 fireworks check.

SAFETY DEPOSIT BOX: The key was found. President McCrillis and Councilor Conklin opened the box. The most recent document was from 1984. There were four documents, CD's/Bonds. Jeff Franz, Bank Manager, said with them being that old they were probably already cashed in. The last time someone was in the box was 1990. The question was if it should be kept. Councilor Brumagin said yes and documents should be kept in it.

ORGANIZATION OF DOCUMENTS UPSTAIRS: It was stated everything has been secured at this time.

BOB WOLF WORKMAN'S COMP CLAIM FOR THE VFD: Bob wants to know what the Borough is going to do to take care of an outstanding bill of approximately \$600. He had notified Cheryl Capela but nothing was done with it. Councilor Brumagin was going to talk to Solicitor Wachter to see how to handle it.

GRANT WRITING CLASS: Paul Maynard would like to attend a grant writing class. It was agreed that he should go when one is available.

CHIEF PERNICE REQUESTED AN EXECUTIVE SESSION WITH COUNCIL.

ADJOURNMENT: The meeting adjourned at 8:37 P.M.

ATTEST: _____