

MINUTES
UNION CITY BOROUGH COUNCIL WORK SESSION
November 1, 2016

The Work Session of the Union City Borough Council was called to order at 6:00 P.M. by President McCrillis. The meeting was held at the City Building.

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

Officials present were Borough Secretary Cindy Wells, Mayor Bob King, Police Chief David Pernice, and Street Supervisor/Treasure Paul Maynard.

There were no visitors present.

WORK SESSION DISCUSSION:

BOROUGH SECRETARY, CINDY WELLS GAVE THE FOLLOWING INFORMATION.

Civil Service Rules and Regulations: An updated version was handed out that reflected the most recent changes from Solicitor Wachter. Chief Pernice is satisfied with the changes. Councilor McCrillis stated that it will need to be put on the Agenda for the November 8, 2016 meeting.

Civil Service Appointments: The Civil Service Commission needs two members and three alternates. Councilor Brumagin had a name of someone he had talked to. Councilor Steadman and Councilor Kolaja had some names in mind that Councilor Kolaja will speak to. Chief Pernice went over the requirements of the Civil Service Commission.

Museum Furnace: Shirley Seidler notified us that they are looking at replacing or getting a second furnace. They want Borough Council to be aware because the Borough pays the heating bill. Council agrees that they need to get a recommendation from a heating/cooling expert. President McCrillis and Councilor Conklin said they are not opposed if it means preserving the historic value of the items housed in the museum.

Parking Permits: Council discussed issuing Parking Permits as stated in the Ordinance. Two styles of permits were presented. This was to regulate the parking in the Municipal Lots. The Police Department would issue the permits. Chief Pernice stated Council would need to set the price for the permits. Councilor Kolaja stated that the parking and towing need to be enforced. Chief Pernice and Paul Maynard will look over the Parking Ordinance and present recommendations to Council at the next Work Session.

Zoning Board: Chris Ostergard has given his letter of resignation from the Zoning Board and Council will need to appoint another member to replace him.

Life/ADD/Short Term Disability Benefits: Full-Time Borough employees are offered Life/ADD/Short Term Disability. It has been discovered there is still coverage on former Police Chief Marvin Tubbs. The information was given to Solicitor Wachter and he stated it should be cancelled immediately. Assurant Life does have a form that can be sent to Marvin Tubbs notifying him of the termination of coverage with an option of purchasing it himself. That form will be sent out.

Benecon Surplus Payment: The Benecon Surplus Payment has been calculated by using the agreed upon formula of employee count between the Borough and Municipal Authority. The calculations are available if anyone wants to look at it. An amount of \$6,110.44 was paid to the Municipal Authority for their portion for the years 2014 and 2015.

Current Interest: Current interest rates from Northwest Savings and PGLIT are available if anyone wants to look at them.

Insurance through EMC: The insurance agent from Anderson Insurance Agency wants to go over our policies for the new year. I assume Dan Brumagin and myself would meet with him but have not set up a time yet. He did inform me that none of the picnic tables, pavilions, fences, playgrounds, etc. are covered on the current policy. That coverage can be added.

Adecco - Police Secretary/Assistant Office Clerk: Six resumes have been received from Adecco for the Police Secretary/Assistant Office Clerk. It needs to be determined how the interviews will be conducted. Cindy Wells stated she would like to be in during the interviews along with Chief Pernice since they would be working with the new hire. Also, Councilor Hoban and whoever Council decides. Dan Hoban suggested that Himself, Chief, Cindy, and Paul Maynard conduct the interviews. He would like to conduct interviews on Friday, November 11, 2016 every 30-45 minutes. Councilor Hoban would like to have everyone compile questions, email them to Cindy and then we could review them Tuesday night after the Council meeting. Councilor Hoban stated that if any other Council Members want to give questions for the interview they can email them to him. Councilor Steadman stated he thought hours should be discussed. President McCrillis wanted to make it very clear that he doesn't want the Borough Secretary, as their administrator. He thinks Chief Pernice should be over the Police Secretary. Councilor Hoban agreed, but they would be working with the Borough Secretary. Chief Pernice feels that the hours could be Monday, Tuesday, Thursday, Friday, and a half day on Wednesday. It was agreed this will be determined after the training period is completed.

Signatures for Checking Accounts: Since Councilor Brumagin is going to be gone for the next couple weeks and President McCrillis also out of town, we will need another person to sign checks. Since Paul Maynard is Treasurer, he will be added. President McCrillis will contact the bank to have the paperwork processed.

CHIEF PERNICE GAVE THE FOLLOWING INFORMATION.

Hiring part-time police officer ordinance: Chief Pernice and Councilor Conklin stated that they thought it looked good. It will be presented at the Council Meeting on November 8, 2016.

Police cruiser: Chief Pernice stated that he would like to start looking over the

ordering process for the Police Cruiser. He would like to include the camera system. This will be held until the current Budget vs. Actual expenses can be looked at.

STREET SUPERVISOR PAUL MAYNARD GAVE THE FOLLOWING INFORMATION:

Garage Roof: Paul stated that a new roof for the garage was put in the budget and

wanted to know if he could go ahead and have it done. Councilor Conklin stated that he felt it should be on hold until current budget figures can be looked at. Paul stated that he has three new leaks in the roof.

Closing of rail road crossings: Paul talked to Lucas Brewer who was previously with the Wester New York and PA Rail Road concerning the \$250 payment the Borough makes to the Rail Road for the right-of-way of a storm water pipe. He thought that if a proposal was made to the Rail Road with the Borough offering to maintain the mowing and shoveling of the sidewalks, and charge them a fee, they would probably waive the \$250 also. Currently they are not maintaining the property. Council would need to agree on the amount to be charged.

As far as the \$15,000 payment from the PUC for the closing of the streets at the rail road crossings at Lincoln Street and Hemlock Street, it has not been paid yet because the signs that were put up were not approved. The proper signs have been ordered and once everything is in place, the PUC will inspect it and then make payment. Councilor Kolaja asked if Hemlock was going to be plowed. Paul stated that Hemlock and Lincoln would both be plowed.

Snow plowing at the Fire Department: Paul asked Councilor Kolaja if the Fire Department was going to need to be plowed and he stated he would find out on November 2, 2016.

Cut the bank in front of the Borough Garage: Paul would like approval from Council to cut the bank in front of the Borough Garage back so that flowers could be planted and it would need to be mowed. It is very difficult to mow. Council all agreed that they don't know how anyone can mow it.

Closing John Street Hill and adopt upper part of Warden Street into a street: Paul has an issue with the John Street hill. He would like Council to close the hill next year and adopt the upper part of Warden Street into a street. The gravel gets put on and when it rains it just washes away. The drainage could be moved over to Warden Street. Councilor Steadman wanted to know who would handle it. Paul stated that he would talk to Mike Hammond to see if any of it could be covered with Liquid Fuels.

Lock in Health Insurance: The guys at the Borough garage wanted to know if it would be possible to get something locked in for benefits with Obamacare going up 70%.

Penelec LED lights: The LED Street Lighting list was completed. Cindy Wells stated that Penelec is in the process of preparing the order and it should be started shortly. She checked with Suez Energy, our energy supplier, to see if there would be any charges for changing them and was told that there would be no charge.

Street Ordinance: Paul has talked to Solicitor Wachter and is happy with the proposed Ordinance. He feels that there needs to be a permit for each project. Our Ordinance should be redone to cover contractors to have a permit per job. Councilor Conklin stated a Certificate of Final Inspection will be needed. Paul stated it could be on the back of the permit. The Ordinance will be presented at the Council meeting on November 8, 2016. An actual permit needs to be designed.

The Storm Water Management: There was a microgrant that was due today but it has been extended. One issue is that most of the grants are a 50% match. If it's not budgeted how are we going to do it. If we are going to start a project, we need to have money budgeted for the grants.

Councilor Steadman:

Blighted Properties: Councilor Steadman said that on the last Code Enforcement report there are properties that are abandoned and nothing able to be done. President McCrillis stated that there is legislation that fees will be charged for every sale that will be put into

a fund to fight blighted properties. He is uncertain if the money stays where the fees are collected. Any time a deed is transferred there could be a \$14-20 fee. Currently, there isn't a lot that can be done with blighted properties.

Unpaid Hours for Treasurer: Councilor Steadman initiated a conversation regarding Paul Maynard being paid extra time at the rate of \$19.90/hour to cover 10 hours in which Paul worked as Treasurer. Borough Secretary Cindy Wells stated that she questioned paying Paul when he handed in a timesheet to be paid the additional 10 hours, above his regular pay of 40 hours as Street Supervisor. Cindy stated that she questioned because Paul puts in the time as Treasurer during his normal 40 hours as Street Supervisor. She stated that she went to President McCrillis and Councilor Brumagin, Director of Finance, who reviewed it and had told her not to pay the extra hours since they were not above the 40 hours of work and he would look into it. Councilor Steadman stated that it was agreed at the last Council Meeting that Paul would be paid additionally, at the rate of \$19.90/hour for the work he did as Treasurer, and demanded that he be paid. Council eventually agreed that the current 10 hours would be paid, and from here on Paul would not be and paid additionally for hours as Treasurer that are within his normal 40 hours.

Councilor Kolaja:

Location of future Council Meetings: He was asked by Councilor Brumagin about moving the location of the Council Meetings from the School to the Fire Department. Councilor Kolaja said that he would check with the Social Hall to see if it would be possible.

Donation to Union City Volunteer Fire Department: Union Township has agreed to make a payment in the amount of \$20,000. Council all agreed that the Borough would make a donation but needed to determine the amount after looking over our current budget situation. It will be brought up at the next Council Meeting on November 8, 2016.

Meeting with the Township: Union Township would like to meet with Council and see what can be done for the Fire Department. The

Borough and Township are supposed to meet with the Fire Department quarterly.

President McCrillis:

President McCrillis' change of status: Starting Friday, November 4, 2016 he will not be employed at MFG and his personal email needs to be used by everyone. He will not be stepping down from Council. When/if he steps down from the position of President, Council will need to have a Reorganizational Meeting. He will be available by phone and is looking into purchasing an intercom to enable him to participate in council meetings by phone. His term is up in 2017. He will be maintaining a residence in the Union City Borough and will continue to receive mail at that address. Councilor Kolaja will be conducting the next Council Meeting on November 8, 2016.

Executive Session: President McCrillis requested an Executive Session after the Council Meeting with no action to be taken. Executive Session was from 8:00 PM - 8:10 PM.

Meeting was adjourned at 8:00 P.M.

Attest