

**MINUTES
UNION CITY BOROUGH
MAY 2, 2017**

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 7:03 P.M. by President Brumagin. The meeting was held at the Union City Fire Department Social Hall.

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

Officials present were Borough Secretary Cindy Wells, Mayor Bob King, Police Chief David Pernice, Solicitor Timothy Wachter, Streets Supervisor Paul Maynard, and Zoning Officer Dennis Ploss.

Visitors present see attached sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Kolaja and seconded by Councilor McGuire to move the Executive Session and Public Safety prior to Administration and adopt the agenda as amended. Motion carried.

MOTION ON MINUTES: It was moved by Councilor McGuire and seconded by Councilor Steadman that all Councilors having read the minutes from the meeting held April 11, 2017, be approved. Motion carried.

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 carried.

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

CODE ENFORCEMENT: Shawn Tharp was absent but had provided his report. Borough Secretary Cindy Wells stated that as Bob Phillips has been sweeping the streets he has noticed areas that would be handled by Code Enforcement and Zoning. He has been providing the information to her and she, in turn, passes it on to the appropriate departments. There has been cooperation between the departments in things being taken care of.

ZONING OFFICER: No report was provided.

HEARING OF THE VISITORS: Janelle Klawuhn from Conelway T-Ball & Softball League submitted

a drawing of intended layout and pictures showing the type of fence and backstop, along with a list of projects for the park. She has talked to Dennis Ploss about the right-of-way and also Paul Maynard gave them the ADA Requirements for benches. President Brumagin requested when they start to complete projects that they co-ordinate with Paul Maynard. They would like Council to approve the projects to be completed.

MOTION TO APPROVE THE LIST OF PROJECTS TO BE COMPLETED BY CONELWAY T-BALL & SOFTBALL LEAGUE AND HAVE BOROUGH SECRETARY CINDY WELLS SIGN THE AGREEMENT. It

was moved by Councilor McGuire and seconded by Councilor Kolaja to approve the list of projects to be completed by Conelway T-Ball and Softball League and have the Borough Secretary Cindy Wells sign the agreement. Motion carried.

MAYOR: Mayor King thanked Street Supervisor Paul Maynard for posting the “Yield” sign on the curve of Second Avenue.

Mayor King made a request that Council contact Penelec and invite them to a Council Meeting to explain why there are so many problems with the power going out. Councilor Steadman requested that Borough Secretary Cindy Wells check with Penelec and then provide the information to the Mayor.

Mayor King wished his opponent Natalie Malec-Wilmoth good luck in the up-coming election.

BOROUGH SECRETARY: Borough Secretary Cindy Wells stated she will be out of the office May 5, 2017 through May 10, 2017 to attend the PSAB Conference in Hershey, PA.

According to Gerry Pike at GPI, the field work is done he is waiting on plans from The Engineer for vacating of streets.

Cindy wanted to notify Council that the all PLGIT Prime savings and PGLIT Class checking accounts are set up to only make transfers between PLGIT accounts, not Northwest Savings Bank accounts.

At a previous meeting Cindy had stated that a Manufacture Business Advisors membership was required to use their Energy Advisors. However, no membership is required.

A \$1,000 grant was received from the Union City Community House Association for French Creek Festival fireworks. Another application was submitted to the Union City Community Foundation and those have not been determined at this time.

The Borough received a check in the amount of \$562 from PA Unclaimed Property and there is another check for \$449 that should be received shortly. These are for uncashed checks for insurance claims from 2000 and 2001.

UNION CITY HISTORICAL SOCIETY: A letter was received from The UC Historical Society requesting permission to eliminate a restroom and change to a storage room. Also, remodel the larger bathroom. Any incurred expenses would be the responsibility of the Union City Historical Society. Council agreed to allow this.

CELL PHONE POLICY: Solicitor Wachter provided two Cell Phone Policies for Council to consider. One bans cell phones during working hours, with the exception of the Police Department. The other provided for limited cell phone use except while driving.

MOTION TO ADOPT A CELL PHONE POLICY THAT PROVIDES FOR LIMITED USE OF CELL PHONES BY BOROUGH EMPLOYEES, EXCEPT WHILE DRIVING WHERE NO USE IS PERMITTED. THIS PROVISION SHALL NOT PERTAIN TO MEMBERS OF THE BOROUGH POLICE DEPARTMENT, DEPARTMENTAL SUPERVISORS AND THE BOROUGH SECRETARY. It was moved by Councilor

Steadman and seconded by Councilor McGuire to adopt a Cell Phone Policy that provides for limited use of cell phones by Borough employees, except while driving where no use is permitted. This provision shall not pertain to members of the Borough Police Department, Departmental Supervisors and the Borough Secretary. Motion carried.

SENTENCING OF CHERYL CAPELA: The sentencing will be held on June 5, 2017 at 12:45 at the Federal Court House, Court Room A. The Prosecutor is requesting Victim Impact Statements. Council agreed that something should be given for a statement. Some members of Council will be able to attend.

EXECUTIVE SESSION: Council went into Executive Session from 7:51 PM – 8:16 PM to discuss personnel issues in Public Safety.

GEITER DONE TIRE RECYCLING: Councilor Brumagin received a call from Norm Troyer notifying him that the tire recycling company Geiter Done, who was looking at old Cherry Hill property will not be locating in Union City. The Borough Secretary contacted Michael Honer from Geiter Done and he stated they had just signed papers to purchase property in Edinboro. They were not able to come to an agreement with the property owner in Union City because he was not willing to split the property.

MOTION TO APPROVE AN ORDINANCE AMENDING THE BURNING ORDINANCE #738 BY AMENDING SECTIONS III-V. It was moved by Councilor Kolaja and seconded by Councilor Steadman to approve an ordinance amending the Burning Ordinance #738 by amending Sections III-V. Motion carried

MOTION TO APPROVE LITTERING ORDINANCE #838 BY ADDING A NEW SECTION V AND RENUMBERING THE SUBSEQUENT SECTIONS. It was moved by Councilor Kolaja and seconded by Councilor McGuire to approve Littering Ordinance #838 by adding a new Section V and renumbering the subsequent sections. Motion carried.

RESOLUTION OPPOSING ELIMINATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG). The PSAB has requested Boroughs to consider passing a Resolution to oppose the elimination of the Community Development Block Grant Program (CDBG). This program is at risk of being discontinued.

MOTION TO PASS A RESOLUTION OPPOSING ELIMINATION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) Resolution #2017-08. It was moved by Councilor Kolaja and seconded by Councilor Steadman to pass a Resolution opposing the elimination of the Community Development Block Grant Program (CDBG). Motion carried.

TAX EXONERATION REQUEST FROM THE MUNICIPAL AUTHORITY FOR 2017. Councilor Brumagin stated that the Municipal Authority Board has not met to discuss the possibility of the Municipal Authority waiving any charges to the Borough for water and sewer in exchange for the Tax Exoneration. It was moved by Councilor Steadman and seconded by Councilor McGuire to table this item until the next meeting.

COUNCIL TO APPROVE THE INSTALLATION OF AIR CONDITIONING AND DUCTS FOR THE CITY

BUILDING. The quote for this from Webster Plumbing, Heating and Air Conditioning was \$4,875.00.

MOTION TO APPROVE THE INSTALLATION OF AIR CONDITIONING AND DUCTS FOR THE CITY BUILDING BY WEBSTER PLUMBING, HEATING, AND AIR CONDITIONING IN THE AMOUNT OF THE QUOTE FOR \$4,875.00.

It was moved by Councilor Steadman and seconded by Councilor

McGuire to approve the installation of air conditioning and ducts for the City Building by Webster Plumbing, Heating, and Air Conditioning in the amount of the quote for \$4,875.00. Motion carried.

COUNCIL TO APPROVE PAYING FOR THE UNION CITY VOLUNTEER FIRE DEPARTMENT AUDIT FOR 2016.

The Borough has paid for this in previous years. The 2015 audit cost was \$1350.00.

MOTION TO APPROVE PAYING FOR THE UNION CITY VOLUNTEER FIRE DEPARTMENT AUDIT FOR 2016.

It was moved by Councilor Steadman and seconded by Councilor McGuire to approve paying for the Union City Volunteer Fire Department audit for 2016. Motion carried. Councilor Kolaja abstained.

LONG-TERM DISABILITY, SHORT-TERM DISABILITY, LIFE INSURANCE, AND AD&D EMPLOYEE BENEFITS.

The Borough Policy states that Long-Term Disability, Life Insurance, and AD&D benefits are provided by the Borough for employees. Currently, the Borough does not have Long-Term Disability coverage for employees. Solicitor Wachter suggests contacting an insurance broker to review coverages. The Borough Secretary requested that someone from Council review the information with her prior to making a recommendation. All the quotes have not yet been received.

AGREEMENT WITH WESTERN NY & PA RAILROAD. Western NY & PA Railroad has sent an

agreement to be signed that will relieve the Borough from making payments in the amount of \$250.00 per year, for an easement of a 24" storm drain in the area of Concord Street. This agreement would also relieve the RR of any requirement for weed control or clearing of snow at crossings through the Borough.

MOTION TO APPROVE AN AGREEMENT WITH WESTERN NY & PA RAILROAD RELIEVING THE BOROUGH FROM MAKING PAYMENTS IN THE AMOUNT OF \$250.00 PER YEAR, FOR AN EASEMENT OF A 24" STORM DRAIN IN THE AREA OF CONCORD STREET. THE AGREEMENT

ALSO RELIEVES THEM OF ANY REQUIREMENT FOR WEED CONTROL OR CLEARING OF SNOW AT CROSSINGS THROUGH THE BOROUGH. It was moved by Councilor Kolaja and Councilor

McGuire to approve an agreement with Western NY & PA Railroad relieving the Borough from making payments in the amount of \$250.00 per year, for an easement of a 24" storm drain in the area of Concord Street. The agreement also relieves them of any requirement for weed control or clearing of snow at crossings through the Borough. Motion carried.

MOTION TO APPROVE THE BOROUGH SECRETARY CINDY WELLS TO ATTEND A TWO-DAY MUNICIPAL SECRETARY/ADMINISTRATOR TRAINING IN WASHINGTON, PA MAY 23 & 24, 2017 AT A COST OF \$225.00 AND NO HOTEL COSTS WILL BE INCURRED. It was moved by Councilor

McGuire and seconded by Councilor Kolaja to approve the Borough Secretary Cindy Wells to attend a two-day Municipal Secretary/Administrator training in Washington, PA May 23 & 24, 2017 at a cost of \$225.00 and no hotel costs will be incurred. Motion carried.

WORKMAN'S COMP INSURANCE FOR UCVFD. The cost for Workman's Comp Insurance for

Union City Volunteer Fire Department is to be divided by the Township and the Borough. The Township has not been making any payment towards this in the past. The standard cost for each municipality is calculated based on the Census population. Requesting that Council request the Solicitor to send a letter to the Township regarding this. Council approved. The Borough Secretary will provide the contact information for the Township along with the cost of the insurance for 2016 and 2017.

PARKS AND RECREATION: Councilman Conklin was not present. The Street Supervisor

attended the last meeting and gave out information for an LED sign and talked to them about banners and street lights but he didn't stay until the end of the meeting.

PART-TIME SUMMER HELP. Paul has one application and possibly a second one coming in. He

hasn't contacted anyone at this time. He wasn't sure how many hours or the pay rate. President Brumagin suggested prior to hiring anyone, have them both work a few days and pay them and see if it is someone we want to hire. The hours would be for 35 hours per week at minimum wage.

MOTION TO AUTHORIZE THE STREET SUPERVISOR TO TAKE THE NECESSARY ACTIONS TO CONDITIONALLY HIRE SOMEONE AS A PART-TIME EMPLOYEE, ULTIMATELY CONTINGENT UPON BOROUGH

COUNCILS RETRO ACTIVE APPROVAL. It was moved by Councilor Steadman

and seconded by Councilor McGuire to authorize the Street Supervisor to take the necessary actions to conditionally hire someone as a part-time employee, ultimately contingent upon Borough Councils retro-active approval. Motion carried.

BOROUGH GARAGE ROOF. Street Supervisor Paul Maynard received a quote from an Amish contractor for putting a metal roof on the Borough Garage. Solicitor Wachter stated that his largest concern is they have no worker's comp insurance. From a legal perspective, the Borough needs to have proof of worker's comp insurance before you can hire somebody to do the job and the Borough needs to make sure that we have some level of liability insurance that is going to cover us with respect to the work. From a legal perspective, I would recommend that you not accept a waiver it is just not sufficient to protect the interest of the Borough.

BOUNDRY LINES AT SIXTH AVENUE & MILES STREET. Street Supervisor Paul Maynard said he has been working with Mike Hammond and Union Township to determine this so that Liquid Fuels will be paid to the appropriate Municipality. Solicitor Wachter said that we are to the point that we need to make a definitive determination where the boundaries are and let them disprove it as opposed to not accept it. Paul will use the computer to determine where the lines are.

COUNCIL TO APPROVE THE 2017 PAVING/MAINTENACE PROJECTS AND APPROVE TO ADVERTISE FOR BIDS. President Brumagin had not seen the list prior to the meeting. He would like to have this tabled until Council can ride around and see the streets. It was moved by Councilor Steadman and seconded by Councilor McGuire to table the decision on the projects until the next meeting giving Council an opportunity to tour the Borough. Motion carried.

CLEAN-UP DAY - Clean-up day is scheduled Saturday, May 13, from 10-1:00.

MOTION FROM COUNCIL TO APPROVE THE HIRING OF JACOB KONDRLIK AS A PART-TIME POLICE OFFICER. It was moved by Councilor Kolaja and seconded by Councilor McGuire to approve the hiring of Jacob Kondrlik as a part-time Police Officer. Motion carried

CIVIL SERVICE COMMISSION APPOINTMENT. There is a vacancy on the Civil Service Commission due to the resignation of Amy Wunch. Dick Hasbrouck is willing to serve on the Commission.

MOTION TO APPOINT DICK HASBROUCK TO THE UNION CITY BOROUGH CIVIL SERVICE COMMISSION TO REPLACE AMY WUNCH. It

was moved by Councilor Kolaja and seconded by Councilor Steadman to appoint Dick Hasbrouck to the Union City Borough Civil Service Commission to replace Amy Wunch. Motion carried.

UNION CITY BOROUGH FACEBOOK PAGE - Councilman McGuire would like to see a Borough Facebook page set up. Solicitor Wachter stated that the communication should only be put out and no information come in. Council should determine who can post information on the page. Councilor McGuire said he would like information on Council Meetings posted. Councilor McGuire said he is willing to set up the page and set the Borough Secretary and Council President to be able to make posts.

MOWING OF THE PARKS - Mowing of the parks should be a top priority.

ADJOURNMENT: It was moved by Councilor Kolaja and seconded by Councilor

Steadman that the meeting be adjourned.

The meeting adjourned at 8:53 P.M.

Attest