

MINUTES
UNION CITY BOROUGH
MAY 16, 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 6:03 P.M. by President Brumagin. The meeting was held at the Union City Borough Building.

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

Officials present were Borough Secretary Cindy Wells, Mayor Bob King, Police Chief David Pernice, Streets Supervisor Paul Maynard.

Visitor present was Natalie Malec-Wilmoth.

PUBLIC SAFETY: Clean-up day was re-scheduled to this Saturday, May 20, from 10-1:00.

COUNCIL TO ACCEPT RESIGNATION OF AMY WUNCH FROM THE UNION CITY CIVIL SERVICE COMMISSION. Amy Wunch sent an email resigning from the Union City Civil Service Commission because she longer resides in the Borough.

MOTION TO ACCEPT THE RESIGNATION OF AMY WUNCH FROM THE UNION CITY CIVIL SERVICE COMMISSION. It was moved by Councilor Steadman and seconded by Councilor Conklin to accept the resignation of Amy Wunch from the Union City Civil Service Commission. Motion carried.

SAFETY ISSUES AT THE CITY BUILDING. Councilman McGuire stated that he had a tour of the Police Department. Three major areas of concern are safety issues, the doors into the Police Department, the stairs on the back of the building should have a door at the top of the stairs, keeping the brush behind the building. Also, the upper corner of the City Building. President Brumagin stated Fisk Associates would be able to look at the actual building. The cost for the doors from the hall into the Police Department estimate was \$1,400. Council stated that the brush should be cleaned up and then the weeds killed, other than on the bank. Councilor Conklin stated he thought the funds should not come from the Police Department budget. The door at the top of the stairs should be a steel door with a crash bar with no exterior hardware. Also, two motion lights installed, one at the bottom of the stairs and one on the exterior. Councilor McGuire also stated that a fence should be put around the generator. Street Supervisor Paul Maynard stated they were going to do that. It was also discussed about eventually adding another security camera system for the City Building. Council approved to have

the doors into the Police Department replaced based on the quote of \$1,400.00 and to get an estimate on a door for the top of the back stairs.

INTRODUCTION OF NEW PART-TIME OFFICER JACOB KONDRLIK. Chief Pernice introduced Jacob Kondrlik to Council members.

THANK YOU AND CHALLENGE TO BOROUGH COUNCIL. Cindy Wells read a letter she wrote thanking Council for allowing her to attend the PSAB Conference. She also challenged Council about providing donations to the local food pantry from Councilman and attendees. Council was in agreement.

UPDATE ON PENELEC POWER OUTAGES. Borough Secretary Cindy Wells stated that when the Mayor was in her office last week she contacted Penelec. They gave three times the power went out; trees on the lines, equipment failure, and scheduled maintenance. None of these outages were very long.

COMPLAINT POLICY - Council needs to consider having a policy in place on handling complaints. A complaint form example was presented for consideration. The Borough Secretary has information for a policy. Also, there is information about "Quality of Life Ticketing" ordinance that helps with the Code Enforcement process. All complaints should go through one person and then passed onto the necessary department. All Borough employees should be working together to have issues handled efficiently. The Borough Secretary will work on getting more information.

POLICY & PROCEDURES MANUAL - Copies of the Policy & Procedure Manual with proposed changes was handed out. Council should review it and it can start to complete updates at the next meeting.

COUNCIL TO APPROVE THE FIREWORKS AGREEMENT BE SIGNED BY THE BOROUGH SECRETARY. Council agreed to have the Borough Secretary sign the agreement for fireworks at the French Creek Festival.

GRANT FROM UNION CITY COMMUNITY FOUNDATION FOR FIREWORKS. The Union City Community Foundation is awarding the Borough a \$5,000 Grant for fireworks.

APPROVED CELL PHONE POLICY – An email of the approved Cell Phone Policy was sent out to Council.

CDBG UPDATE – Joe Berdis from Erie County Planning had been trying to get a grant for some housing for homeless veterans. He is unable to do so but is still trying to get a Block Grant for Borough Property Owners for home improvements.

LONG-TERM & SHORT-TERM DISABILITY – We are still receiving quotes for the Long-Term Disability, Short-Term Disability, Life Insurance, and AD&D.

BOROUGH SECRETARY OUT OF OFFICE – Cindy Wells will be out of the office Friday, May 19, 2017 at noon – Thursday, AM May 25, 2017. She will be at a class on May 24th & 25th, 2017.

ACCIDENT PROCEDURES: Council reviewed “Procedures to be Completed for any Accident”. It is to be posted at the Borough Garage and also be given to all employees, and have them sign off that they received it.

ACCIDENT STATEMENTS FROM THE STREETS DEPARTMENT. All of Council agreed that the current statements from the most recent event should be emailed to each Council member for review. If there are any questions it can be discussed at the next meeting.

UNION CITY VOLUNTEER FIRE DEPARTMENT AUDIT. The audit for the Fire Department is available for review. The invoice was received from Monahan & Monahan for the audit with the cost of \$1,650.00.

COUNCIL TO CONSIDER TAX EXONERATION REQUEST FROM MUNICIPAL AUTHORITY. This was tabled at the last meeting and Council tabled until the June 13th Council Meeting because the Water Authority hasn’t had their meeting yet.

LANDSCAPING IN THE MUNICIPAL LOT. There are two areas in the lot that are flower beds. The bank had previously installed them but they are on Borough property. The Municipal Authority is willing to maintain one and if the Borough will maintain the other.

PARKS & RECREATION – The Downtown Development and Union City Pride had a meeting today and discussed the proposed bike racks. They are small and it won’t be necessary to move them. They would like them placed at Rite Aid, Municipal Authority, and Madonna’s. They are funded by a Route 6 bicycle touring group. The idea is that when they come into town on their touring bikes they have a place they know they are going to be able to lock up their bike. Madonna’s already has the Visitor Kiosk. Union City is at the 50-mile mark from the nearest check point. They are talking about having an event in Union City that they could promote to come here.

UNION CITY PRIDE PROPERTY – Union City Pride received an offer on the Higby Building. They have also talked to the interested party for the property on South Main Street and this purchase should start moving forward again. Council stated their concern about the old dry cleaners building. Several complaints have been received.

SUMMER HELP FOR THE STREETS DEPARTMENT. Two and possibly a third coming in, applications have been received. Two are still in school. The hiring should be posted on Facebook with some requirements; general labor, must be able to lift, DOT testing,

PROPERTY LINE FOR SIXTH AVENUE AND MILES STREET. Union Township is adamant that the Borough owns both of these streets. They claim that they receive a minimal amount of Liquid Fuel funds. The issue must be resolved through the state to receive Liquid Fuels funds. President Brumagin is not in favor of paving/milling projects on Sixth Avenue and Miles Street until this is resolved.

2017 PAVING/MAINTENANCE PROJECTS. Paul Maynard presented the potential bid package for the 2017 paving/maintenance projects listing all the streets. Council to approve advertising for bids for the 2017 paving/maintenance projects. President Brumagin expressed concern that Pleasant Street should be paved. The money that was received from the railroad and the PUC should be put towards that. It was also stated there is a large hole by the Dinor that the Borough should fix this hole even if it is a state road.

MOTION TO APPROVE ADVERTISING FOR THE PROPOSED 2017 PAVING/MAINTENANCE PROJECTS, EXCEPT FOR THE “VARIOUS MILLING AND PATCHING” PROJECTS, WITH BIDS TO BE OPENED AT THE NEXT COUNCIL MEETING ON JUNE 13, 2017. THE VARIOUS MILLING AND PATCHING PROJECTS WILL BE COMBINED WITH THE MUNICIPAL AUTHORITY. It was moved by Councilor Steadman and seconded by Councilor Conklin to approve advertising for the proposed 2017 paving/maintenance projects except for the “various milling and patching” projects, with bids to be opened at the next Council Meeting on June 13, 2017. The various milling and patching projects will be combined with the Municipal Authority. Motion carried.

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

The meeting adjourned at 7:50 P.M.

Attest