

**MINUTES
UNION CITY BOROUGH
JULY 25, 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 6:04 P.M. by President Brumagin. The meeting was held at the Union City Fire Department Social Hall.

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

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

Visitors present: See attached sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Steadman and seconded by Councilor McGuire to adopt the agenda as amended by adding an Executive Session. Motion carried.

MOTION ON MINUTES: It was moved by Councilor Conklin and seconded by Councilor Kolaja that all Councilors having read the minutes from the meeting held June 13, 2017 and June 27, 2017, be approved. Motion carried.

MOTION ON SECRETARY’S REPORT: It was moved by Councilor Kolaja and seconded by Councilor McGuire 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 Conklin and seconded by Councilor Steadman that the unpaid bills be ordered paid and those paid be approved. Motion carried.

COUNTY EXECUTIVE KATHY DAHLKEMPER: Kathy Dahlkemper plans to be in the Borough on July 26, 2017 at 6:00 PM to meet with Borough officials.

COUNCIL TO APPROVE THE PURCHASE OF LIFE/AD&D/SHORT & LONG-TERM DISABILITY INSURANCE: An Insurance Quote was received from Loesel-Schaaf Insurance Agency for Life/AD&D/Short & Long-Term Disability from the Hartford. This insurance is to replace the Life/AD&D/Short-Term Disability currently held by Sun Life but provides no Long-Term Disability.

MOTION TO PURCHASE LIFE/AD&D/SHORT & LONG-TERM DISABILITY INSURANCE: It was moved by Councilor Kolaja and seconded by Councilor McGuire to approve purchasing Life/AD&D/Short & Long-term Disability insurance through Loesel-Schaaf Insurance Agency from the Hartford for full-time Borough employees. Motion carried.

SHADE TREE COMMISSION: David Skellie from PA Sea Grant Program notified the Borough Secretary that if they have an active Shade Tree Commission they would be eligible for trees through a grant from PA Sea Grant & EACOG. The Commission would assist in determining locations to have the trees planted.

MOTION TO APPOINT COUNCILORS CONKLIN, MCGUIRE, AND STEADMAN TO THE SHADE TREE COMMISSION. It was moved by Councilor Kolaja and seconded by President Brumagin to appoint Councilors Conklin, McGuire and Steadman to the Shade Tree Commission. Motion carried. Councilors Conklin, McGuire, and Steadman abstained from voting.

CDBG GRANT: The grant application is open for a CDBG grant that would allow the Borough to apply for sidewalk replacement along both sides of Johnson Street between South Main Street & Miles Street, and the east side of Miles Street from Johnson Street to the UC Elementary School and on the west side from Johnson to Kilburn. Council needs to approve the hiring of an engineer to complete a cost estimate for this project area before the grant application can be submitted.

MOTION TO APPROVE HIRING AN ENGINEER TO COMPLETE A COST ESTIMATE FOR SIDEWALK CONSTRUCTION ALONG BOTH SIDES OF JOHNSON STREET BETWEEN SOUTH MAIN STREET & MILES STREET, AND THE EAST SIDE OF MILES STREET FROM JOHNSON STREET TO THE UC ELEMENTARY SCHOOL AND ON THE WEST SIDE FROM JOHNSON TO KILBURN. It was moved by Councilor Conklin and seconded by Councilor McGuire to approve hiring an engineer to complete a cost estimate for sidewalk construction along both sides of Johnson Street between South Main Street and Miles Street, and the east side of Miles Street from Johnson

Street to the UC Elementary School and on the west side from Johnson to Kilburn. Motion carried.

ERIE COUNTY (UNION CITY BOROUGH) SINGLE FAMILY HOUSING REHABILITATION PROJECT:

We have received the Notice of Intent to Request Release of Funds. This must be posted from July 24 to August 8, 2017. Once the time-period has expired the application process can begin. This is a grant in the amount of \$225,000 that will be used for the rehabilitation of approximately 10 substandard, owner occupied, single family homes in the Borough for compliance with HUD Housing Quality Standards.

GREEN LIGHT GO GRANT: The application period for Green Light Go will be opening

approximately August 8, 2017. Information is being collected to determine if the Borough should apply.

PROPERTY MAINTENANCE CODE: Council to discuss the proposed ordinance amending the

Property Maintenance Code section 202 and 305 of the code.

MOTION TO TABLE DISCUSSION OF THE PROPOSED ORDINANCE AMENDING THE PROPERTY MAINTENANCE CODE SECTION 202 AND 305 OF THE CODE. It was moved by

Councilor Steadman and seconded by Councilor Kolaja to table discussion of the Property Maintenance Code amending section 202 and 305 of the Code. Motion carried.

COMPLAINT/CONCERN POLICY: Council to review the proposed Complaint/Concern Policy.

Chief Pernice stated as a reminder to everyone that this policy needs to be followed especially when receiving a complaint/concern and there be no response to the complainant, other than advising them to contact the Borough Secretary to file the complaint/concern. There are always two sides to every story and it should be investigated prior to any response being given.

MOTION TO APPROVE THE PROPOSED COMPLAINT/CONCERN POLICY WITH THE CHANGE OF ADDING COMPLAINTS/CONCERNS RECEIVED WILL BE RATED LOW OR HIGH PRIORITY BY THE APPROPRIATE DEPARTMENT SUPERVISOR AND THE BOROUGH SECRETARY. LOW PRIORITY IS TO BE HANDLED IN 30 DAYS OR LESS AND HIGH PRIORITY IS TO BE HANDLED IN 10 DAYS OR LESS. It was moved by

Councilor Conklin and seconded by Councilor Kolaja that the proposed Complaint/Concern Policy with the change of adding that complaints/concerns received will be rated low or high priority by the appropriate Department Supervisor and the Borough Secretary. Low

priority is to be handled in 30 days or less and high priority is to be handled in 10 days or less. Motion carried.

QUALITY OF LIFE TICKETING ORDINANCE: Council to review the Quality of Life Ticketing Ordinance.

MOTION TO APPROVE ADVERTISING THE ADOPTION OF THE QUALITY-OF-LIFE TICKETING ORDINANCE WITH THE ADDITION TO SECTION 3 (B) 4 ...SIDEWALK CONSTRUCTION, RECONSTRUCTION, OR REPAIR. It was moved by Councilor Conklin and seconded by Councilor Kolaja to approve advertising the adoption of the Quality-of-Life Ticketing Ordinance with the addition to Section 3 (B) 4 ...sidewalk construction, reconstruction, or repair. Motion carried.

REVIEW SIDEWALK ORDINANCE 1015: Solicitor Wachter recommends reviewing this ordinance with the Borough Secretary and possibly remove the Sidewalk Committee and add Code Enforcement. The suggested changes can then be brought to Borough Council.

MOTION TO GET QUOTE ON REPAIRING THE BRICK ON THE BACK CORNER OF THE CITY BUILDING. It was moved by Councilor Conklin and seconded by Councilor McGuire to get quotes on repairing the brick on the back corner of the City Building. Motion carried.

COUNCIL TO APPROVE THE REPOSITORY SALE OF 12 FOURTH AVENUE. We received information from the County that there had been a Repository Sale and Council needs to approve the sale of 12 Fourth Avenue. The new owner wants to tear down the existing building and use the space as a side yard.

MOTION TO APPROVE THE REPOSITORY SALE OF 12 FOURTH. It was moved by Councilor Kolaja and seconded by Councilor Conklin to approve the repository sale of 12 Fourth Avenue. Motion carried.

BIU INSPECTION PROCESS. Solicitor Wachter recommends contacting BIU to attend a Council meeting to explain what the process is, when requested by Borough Council, to perform Property Maintenance administration and inspection. The Borough Secretary will contact them and set up a time for them to attend.

MOTION TO REPEAL RESOLUTION 2017-02 APPROVING THE ISSUANCE OF A NOTE IN THE AMOUNT OF APPROXIMATELY \$40,000 AND SALE OF THE SAME TO THE REDEVELOPMENT AUTHORITY OF THE COUNTY OF ERIE. It was moved by Councilor McGuire and seconded by

Councilor Kolaja to repeal Resolution 2017-02 approving the issuance of a note in the amount of approximately \$40,000 and sale of the same to the Redevelopment Authority of the County of Erie. Motion carried.

MUNICIPAL AUTHORITY'S TAX EXONERATION FOR 2017. The Municipal Authority is willing to

waive any water/sewer charges for 12 months to compensate the Borough for the Tax Exoneration. They will also repair the signs at the entrance to the Municipal Lot and maintain the landscaping on the island that borders their property. The billing will be effective starting July 1, 2017.

PARKS AND RECREATION: Councilor Conklin extended a thank you to the Borough from the

Union City Downtown Development and Union City Pride for covering the cost for the fireworks and the additional insurance. Without it the Festival would not have the attendance it does and be able to continue. The Mayor stated that he had comments from people that are from out of town that the fireworks are the best around.

MOTION TO APPROVE THE APPOINTMENT OF DAVE LIGHTNER TO THE UNION CITY FIRE

POLICE AS REQUESTED BY FIRE CHIEF ROBERT WOLF. It was moved by Councilor Conklin and

seconded by Councilor McGuire to approve the appointment of Dave Lightner to the Union City Fire Police as requested by Fire Chief Robert Wolf. Motion carried.

MOTION TO ADVERTISE AN AMENDMENT TO ORDINANCE 1032 THAT WAS SIGNED ON SEPTEMBER 10, 2002 PROVIDING FOR THE DESIGNATION OF THE UNION CITY AMBULANCE SERVICE COMPANY AS THE PRIMARY PROVIDER OF EMERGENCY MEDICAL SERVICES TO THE BOROUGH OF UNION CITY. It was moved by Councilor Conklin and seconded by Councilor

Steadman to advertise an amendment to Ordinance 1032 that was signed on September 10, 2002 providing for the designation of the Union City Ambulance Service Company as the primary provider of Emergency medical services to the Borough of Union City. Motion carried.

RECALL ON FORD INTERCEPTORS: Councilor Steadman asked if anything had been received

about a recall on the new police vehicle. Chief Pernice stated he hadn't received anything but would check into it.

NATIONAL NIGHT OUT: The Police Department is sponsoring National Night Out on August 1, 2017 from 6:00 - 8:00 PM at Caflisch Park.

ROOF FOR BOROUGH GARAGE: A bid was received for removing the existing shingles and replacing with single seam metal roofing. Solicitor Wachter stated that three telephone quotes are required. Street Supervisor will get more quotes. It was moved by Councilor Steadman and seconded by Councilor Kolaja to table until the next meeting.

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

The meeting adjourned at 7:06 P.M. followed with an Executive Session to discuss personnel with no action to be taken. The Executive Session ended at 8:05 PM.

Attest