

**MINUTES
UNION CITY BOROUGH
SEPTEMBER 26, 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 6:02 P.M. by President Brumagin. The meeting was held at the Union City Fire Department Social Hall.

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

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

Visitors present: See attached sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Hoban and seconded by Councilor

McGuire, that the agenda stands approved as presented. Motion carried.

MOTION ON MINUTES: It was moved by Councilor Hoban and seconded by Councilor McGuire

that all Councilors having read the minutes from the meeting held August 22, 2017, be approved. Motion carried.

MOTION ON SECRETARY’S REPORT: It was moved by Councilor Hoban 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 Hoban and seconded by Councilor Kolaja that

the unpaid bills be ordered paid and those paid be approved. Motion carried.

HEARING OF THE VISITORS:

Janelle Klawuhn from Conelway T-Ball & Softball stated they have been working on the ball field.

Sharon Syed asked if crosswalks could be painted at the intersection of South Main Street & South Street. Street Supervisor Paul Maynard stated there will be one painted on the north side of that intersection.

COMPLAINT FORMS:

Councilman McGuire asked about the former Cherry Hill Property. Code Enforcement Shawn Tharp stated charges had been filed. Council wants the property mowed. Shawn Tharp is to notify Stephan Merkle, and Carl Boone if possible, that the Borough will be hiring someone to mow the property and place a lien on the property for the cost.

MOTION GIVING STREET SUPERVISOR PAUL MAYNARD PERMISSION TO SPEND UPTO \$500 TO HAVE THE CHERRY HILL PROPERTY MOWED AND A LIEN PLACED AGAINST THE PROPERTY FOR THE COST. It was moved by Councilman Hoban and seconded by Councilman McGuire giving the Street Supervisor Paul Maynard permission to spend up to \$500 to have the Cherry Hill Property mowed and a lien placed against the property for the cost of mowing. Motion carried.

LITTERING ORDINANCE: Council discussed the problem of residents mowing grass into the street. The Borough Secretary will contact the Corry Journal and ask that this information be put in the Journal Express.

CODE ENFORCEMENT: Code Enforcement officer Shawn Tharp presented photographs of three properties that need to be inspected and one that there is no available contact information on. Council reviewed the photographs and agreed that these should be given to BIU to inspect.

MOTION TO HAVE THE THREE PROPERTIES THAT WERE RECOMMENDED BY THE CODE ENFORCEMENT OFFICER, INSPECTED BY BIU AND THE FOURTH TO SEE IF THEY CAN GET CONTACT INFORMATION. It was moved by Councilman Hoban and seconded by Councilman Kolaja to have the three properties recommended by the Code Enforcement Officer inspected by BIU and the fourth to see if they can get contact information. Motion carried.

QUALITY-OF-LIFE ORDINANCE: Borough Secretary reported that the Code Enforcement Officer had been handing out Courtesy Notices and tickets. To make his reporting and tracking more efficient between the Borough Office, Police Department and Code Enforcement. It was requested that Council approve the purchase of a tablet for him. The cost will be approximately \$280.

MOTION THAT A TABLET BE PURCHASED FOR THE CODE ENFORCEMENT OFFICER TO ASSIST IN TRACKING THE QUALITY-OF-LIFE COURTESY NOTICES, TICKETS, AND MONTHLY REPORTS.

It was moved by Councilman McGuire and seconded by Councilman Kolaja that a tablet be purchased for the Code Enforcement Officer to assist in tracking the Quality-of-Life Courtesy Notices, tickets, and monthly reports. Motion carried.

MAYOR: Mayor King wanted to invite everyone to the Homecoming Parade on Saturday, October 7, 2017 at 11:00 AM.

UC PRIDE PROPERTY ON SOUTH MAIN STREET:

Solicitor Wachter stated that the last correspondence with the seller's attorney was November 2016 and the potential buyer wanted a survey of the property to identify the right-of-way that may exist on the property. UC Pride would have to cover the cost. The Borough Secretary will contact UC Pride and give them this information.

SPECTRUM CABLE CONTRACT UPDATE: Solicitor Wachter stated that he had just received

information concerning the contract between Spectrum Cable and the Borough. Spectrum has removed several requirements that the Borough requires. It is still being reviewed.

FACEBOOK: Solicitor Wachter shared information concerning Facebook and Right-to-Know

laws. Council should not combine their personal Facebook page with their position as Councilman. He will also provide language to be posted on the Union City Borough Council page.

CITY BUILDING ROOF UPDATE: It hasn't rained so it is uncertain if the roof has been fixed.

There will be a structural engineer the insurance company hired to come and look at the roof.

UNION AREA COMPREHENSIVE PLAN: A letter was received from Union Township with

updates to the Union Area Comprehensive Plan. To review the proposed amendments and updated Future Land Use Plan Map may be viewed at www.eriecountypa.gov/planning/uniontwp.

SINGLE FAMILY HOUSING REHABILITATION ASSISTANCE PROJECT:

Applications have started

to be given out for this \$225,000 grant for the Borough of Union City residents.

ORDINANCE 1090 TENANT REGISTRATION: The Borough Secretary gave an update on the

Tenant Registration forms. There are still approximately 50 landlords that have not responded after two mailings. According to the ordinance the landlords can be fined if they do not complete the registrations.

MOTION TO EITHER CONTACT THE LANDLORDS BY PHONE OR SEND ANOTHER LETTER WITH COPIES OF THE CHARGES THAT WILL BE FILED, GIVING THEM AN ADDITIONAL 10 DAYS TO FILE THE REGISTRATION. It was moved by Councilor Hoban and seconded by Councilor Kolaja to

either contact the landlords by phone or send another letter with copies of the charges that will be filed giving them an additional 10 days to file the registration. Motion carried.

NEXT COUNCIL MEETING, OCTOBER 10, 2017: The council meeting scheduled for October 10,

2017 will be held at the City Building at 6:00 PM. It will be used similar to a work session.

COUNCIL DISCUSSED THE PARKING ORDINANCE: Solicitor Wachter reviewed the proposed

changes to amend parking ordinance 1049. New signs for overnight parking will need to be installed in the Municipal Lots for parking by permit only. A price for the permits will need to be determined.

MOTION TO ADVERTISE THE PROPOSED AMENDMENT TO PARKING ORDINANCE 1049. It was

moved by Councilor Hoban and seconded by Councilor McGuire to advertise the proposed amendment to Parking Ordinance 1049. Motion carried.

FINANCE: At the last council meeting Council approved to pay Cross Paving, LLC \$91,744.39 from the

Liquid Fuels. We have since received the bill from Russell Standard in the amount of \$16,094.30. In order to receive the County Aid in the amount of \$18,491, a portion of the Cross Paving needs to be paid from the General Fund. Since the Russell Standard invoice is less than the County Aid, Council needs to approve payments as follows:

Liquid Fuels – Cross Paving, LLC	\$73,283.39	Liquid Fuels – Russell
Standard	\$16,094.30	General
Fund – Cross Paving, LLC	<u>\$18,491.00</u>	

\$91,774.39

MOTION TO PAY THE BILL FROM RUSSELL STANDARD IN THE AMOUNT OF \$16,094.30 FROM THE LIQUID FUELS ACCOUNT AND PAY THE CROSS PAVING, LLC BILL OF \$91,744.39 WITH \$73,283.39 FROM LIQUID FUELS AND THE \$18,491.00 FROM THE GENERAL FUND. THE AMOUNT OF \$18,491.00 WILL BE RECEIVED FROM COUNTY AID. It

was moved by Councilor

Steadman and seconded by Councilor McGuire to pay the bill from Russell Standard in the amount of \$16,094.30 from the Liquid Fuels account and pay the Cross Paving, LLC bill of \$91,744.39 with \$73,283.39 from liquid fuels and the \$18,491.00 from the general fund. The amount of \$18,491.00 will be received from County Aid. Motion carried.

MOTION TO CERTIFY THE 2018 MINIMUM MUNICIPAL OBLIGATIONS FOR THE NON-UNIFORMED EMPLOYEE PENSION PLAN AND THE POLICE PENSION PLAN OF THE BOROUGH OF UNION CITY. A motion

was made by Councilor Hoban and seconded by Councilor Kolaja to certify the 2018 Minimum Municipal obligations for the non-uniformed Employee Pension Plan and the Police Pension Plan of the Borough of Union City. Motion carried.

COUNCIL TO DISCUSS THE BUDGET FOR ELECTRICAL WORK AND APPROVE SPENDING ADDITIONAL MONEY TO CHANGE AND CLEAN UP OLD WIRING IN THE POLICE DEPARTMENT.

It will cost a few hundred additional dollars to change to an LED light and clean up the wiring in the Police Department. But because of the roof leaking the ceiling is open and one of the lights are already out. Also, Hyer electric is willing to install a breaker box in the garage, remove old wiring, and rewire from the fuse boxes into the breaker box for the cost of \$2700.00. It would normally cost closer to \$3400.00. There is approximately \$2500.00 left in the budget for electrical work in the City Building which was originally \$5000.00.

MOTION TO APPROVE THE ADDITIONAL EXPENSE OF HYER ELECTRIC TO INSTALL ONE LED LIGHT AND REMOVE OLD WIRING IN THE POLICE CHIEF'S OFFICE AND ALSO, TO INSTALL A BREAKER PANEL IN THE GARAGE AND REMOVE OLD WIRING AND FUSE BOXES. It was moved

by Councilor Kolaja and seconded by Councilor Hoban to approve the additional expense of Hyer Electric to install one LED light and remove old wiring in the Police Chief's office and also to install a breaker panel in the garage and remove old wiring and fuse boxes. Motion carried.

AUDITORS: A quote was received from Felix & Gloekler for auditing services. Council would

like an additional quote from Mayer & Duessel.

SHADE TREE COMMISSION: The Shade Tree Commission needs to schedule a meeting to determine where to put the trees. The planting won't be until spring. The information about the grant should be put on Facebook to see if there are property owners that would like a tree planted in front of their house.

BIKE RACKS: Downtown Development bike racks are in and ready to be installed. Council agreed to have them set at Rite Aid, Municipal Authority, Madonna's, Museum and Corry Federal Credit Union upon receiving approval from each location.

MOTION TO SUSPEND THE RULES. It was moved by Councilor Steadman and seconded by Councilor Kolaja to suspend the rules. Motion carried.

MOTION TO TABLE THE APPROVAL OF THE POLICE POLICY MANUAL. It was moved by Councilor Steadman and seconded by Councilor McGuire to table the approval of the Police Policy Manual. Motion carried.

BOROUGH GARAGE ROOF: The new standing seam metal roof is complete on the Borough Garage. They have installed bars above the doors and are requesting an additional payment of \$1,580 for the bars and additional OSB that was needed. Council would like to see the bid before approving the additional costs.

HIRING OF ADAM ELDER: Adam Elder was hired effective September 13, 2017 to work part-time in the Streets Department. He is doing the mowing, and will shovel snow in the winter. He is working out well.

CROSSWALK SIGNAGE: We received five signs to replace the ones that were received and approved back in 2006. These five cover from in front of the City Building going south on Main Street. They can't be put out until the crosswalks are painted. We can apply for additional signs from the City Building going north. A traffic study will need to be done which could take five hours per crossing unless you combine some that are closer together. The crossings will also need to be painted. Council approved the Street Supervisor to order the thermal strips to apply for the crosswalks on South Main Street. Council decided to wait on getting signs for North Main Street.

FENCE ON PLEASANT STREET: The fence is complete on the south side of Pleasant Street and the north side is being worked on.

ADA HANDICAP RAMPS: There will be approximately 29 ADA ramps in various locations throughout the Borough. The construction will be starting on Monday, October 2, 2017.

SALE OF OLD EQUIPMENT: Street Supervisor Paul Maynard said they have an old mower and an old cement mixer that no longer work that they would like to sell for scrap.

MOTION TO ALLOW THE OLD MOWER AND OLD CEMENT MIXER TO BE SOLD FOR SCRAP. It was moved by Councilor Steadman and seconded by Councilor McGuire to allow the old mower and old cement mixer to be sold for scrap. Motion carried.

NORTHWEST SAVINGS BANK PENSION: Denny Fortin and Brian Seelinger of Northwest Pension Department presented an update on the non-uniform and police pension.

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

The meeting adjourned at 8:10 P.M.

EXECUTIVE SESSION to discuss personnel with no action to be taken. Meeting started at 8:10 and ended at 8:30.

ATTEST