

**MINUTES
UNION CITY BOROUGH
OCTOBER 10, 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 6:00 P.M. by President Brumagin. The meeting was held at the City Building.

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

Officials present were Borough Secretary Cindy Wells, Mayor Bob King, Zoning Officer Dennis Ploss.

Visitors present see attached sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Hoban and seconded by Councilor Conklin
that the agenda stands approved as presented. Motion carried.

MOTION ON MINUTES: It was moved by Councilor Hoban and seconded by Councilor Kolaja
that all Councilors having read the minutes from the meeting held September 26, 2017, be approved. Motion carried.

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

HEARING OF THE VISITORS: Rachel Wolf who resides on West High Street came to request that
the parking from North Fifth Avenue to Sixth Avenue be left as is. There is a problem with speeding and residents park their cars to prevent cars from coming into their front yards. Councilor Hoban stated he had had several emails, texts, etc. requesting the same. Dave Wellman who also resides on West High Street expressed that he would like it left the way it currently is also. Residents requested they

would like to see more police presence around the area of Fifth Avenue. Councilor Brumagin also stated that Mangel's Bus Service doesn't have a problem with leaving the parking as is either.

COMPLAINT FORMS: A complaint Warthman Funderal Home was received about a drain that had been cut off a few years ago that was never reconnected. Council agreed that the Streets Department should look at it along with the water authority. Also, PennDOT was notified about a problem with the ADA ramp they had put in a few years ago at the corner of Putnam Street and North Main Street. They are supposed to get back to the Borough Secretary.

ZONING OFFICER: Councilor Kolaja received a complaint that D&T Market was changed to residential. Dennis Ploss stated that the front part of the building is business and the back part is residential and it does meet the zoning requirements.

CODE ENFORCEMENT: Councilor McGuire asked what the status was on the properties Council had requested BIU to inspect. Cindy Wells stated that all but one of the addresses had been given to BIU. Shawn Tharp was trying to make contact with BIU to follow-up. The one property was to only determine who the owner was, and the bank said it was turned back over to the original property owner and Shawn was following up on that.

MAYOR: The Mayor will make any reports or recommendations he has.

BOROUGH SECRETARY:

Roof of the City Building - Permco Roofing feels they have found the leak in the roof and coated it. We will have to wait until it rains to determine if it is repaired. If it is, then Rainbow Restoration will be contacted to finish the clean-up. The ceiling and flooring in the Police Chiefs office will need to be replaced along with a few tiles in the entry of the City Building. The insurance company still has the claim open. However, the insurance company probably will not pay to have the roof repaired which is still to be determined.

City Building Repairs - On the back, south corner of the City Building the outside layer of the bricks are pulling away. Quotes are being obtained. The trees that are growing around the back area of the building need to be removed so the sun can keep this area dry. Cindy has made the Street Supervisor aware of this. There is also an issue

with the entire south wall that it should be addressed in the future. Some of the bricks need replaced and repointed.

Tenant Registration: The list is down to approximately 27 landlords that have not completed the registrations. One more letter will be sent before filing charges.

Payroll Direct Deposit: Cindy requested that starting in 2018 all paychecks be direct deposited.

MOTION TO APPROVE DIRECT DEPOSIT FOR ALL PAYCHECKS STARTING IN 2018 AND EMPLOYEES ARE TO PROVIDE THE NECESSARY INFORMATION BY DECEMBER 26, 2017: It was moved by Councilor Hoban and seconded by Councilor Kolaja to approve direct deposit for all paychecks starting in 2018 and employees are to provide the necessary information by December 26, 2017. Motion carried.

SALE OF PROPERTY FROM REPOSITORY SALE: Council to approve the sale of 7 Concord Street from the Repository list to David Aikens.

MOTION TO APPROVE THE REPOSITORY SALE OF 7 CONCORD STREET TO DAVID AIKENS. It was moved by Councilor Kolaja and seconded by Councilor Conklin to approve the repository sale of 7 Concord Street to David Aikens. Motion carried.

PARKS AND RECREATION: Council to approve Trick-or-Treating hours for 6:30 -8:00 on October 31, 2017.

MOTION TO APPROVE TRICK-OR-TREATING HOURS FOR 6:30 PM - 8:00 PM ON OCTOBER 31, 2017. It was moved by Councilor Conklin and seconded by Councilor Steadman to approve Trick-or-Treating hours for 6:30 PM - 8:00PM on October 31, 2017. Motion carried

PUBLIC SAFETY: Council to approve the Police Policy Manual. It was emailed to Council on September 13, 2017 for review. Chief Pernice worked with Attorney Wachter to complete the manual.

MOTION TO APPROVE THE POLICE POLICY MANUAL DATED AUGUST 2017: It was moved by Councilor Kolaja and seconded by Councilor Conklin to approve the Police Policy Manual dated August 2017. Motion carried.

TIME KEEPING DEVICES: Councilor Kolaja stated that he would like to see some type of time keeping devices in all departments. After discussion Council asked the Borough Secretary to check into the different types available.

PUBLIC SAFETY COUNCIL LIASION: Councilor Kolaja stated he is trying to meet with the Police Chief in person or by phone one time a month.

BOROUGH GARAGE ROOF: Council looked at the bids for the Borough garage roof. Council to approve the additional payment of \$1580 to Erie Custom Exteriors.

MOTION TO APPROVE THE ADDITIONAL PAYMENT OF \$1580 TO ERIE CUSTOM EXTERIORS TO COVER THE ADDITIONAL EXPENSE ON THE BOROUGH GARAGE ROOF TO. It was moved by Councilor Conklin and seconded by Councilor Kolaja to approve the additional payment of \$1580 to Erie Custom Exteriors to cover the additional expense on the Borough garage roof. Motion carried.

ADA RAMPS UPDATE: ADA ramps are still being worked on. There is additional funding that may allow a few more ramps to be installed.

UNDERCOATING ON BOROUGH VEHICLES: Council all agreed that undercoating should be done on all Borough Vehicles.

FINANCE: Review part of the proposed 2018 budget for the Public Works, Public Safety, Parks & Recreation, Personnel & Planning, and Finance department.

INFORMATIONAL SUMMARY: It was moved by Councilor Kolaja and seconded by Councilor McGuire that the Information Summary be made a part of the minutes of this meeting.

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

The meeting adjourned at 7:55 P.M.

ATTEST