

**MINUTES
UNION CITY BOROUGH
NOVEMBER 14, 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 7:00 P.M. by Councilor Brumagin. The meeting was held at the UCHS, LGI Room.

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

Officials present were Solicitor Timothy Wachter, Borough Secretary Cindy Wells, Street Supervisor Paul Maynard, Zoning Officer Dennis Ploss.

Visitors present see attached sign-in sheet.

APPROVAL OF AGENDA: It was moved by Councilor Kolaja and seconded by Councilor Conklin
to adopt the agenda as amended to add an Executive Session at the end with no action
to be taken.

MOTION ON MINUTES: It was moved by Councilor Kolaja and seconded by Councilor Conklin
that all Councilors having read the minutes from the meetings held October 10, 2017
and October 24, 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 McGuire that
the unpaid bills be ordered paid and those paid be approved. Motion carried.

HEARING OF THE VISITORS: Any visitors present who wish to speak may do so at this time.

AUDITOR: Brian McCall of MaherDuessel made a presentation and explained the auditing

services they provide and answered questions from Council.

RICK MAKOHUS PROPOSED BCO: Rick explained the BCO position and answered any questions from Council.

MOTION TO ISSUE RICK MAKOHUS A LETTER OF OFFER FOR THE POSITION OF BUILDING CODE OFFICIAL FOR THE BOROUGH OF UNION CITY, LISTING THE TERMS WITH RESPECT TO HIS POSITION, AND PAY AT THE RATE OF \$50.00 PER BUILDING PERMIT ISSUED AND \$25.00 PER DEMOLITION PERMIT ISSUED. It was moved by Councilor Conklin and seconded by Councilor

McGuire to issue Rick Makohus a letter of offer for the position of Building Code Official for the Borough of Union City, listing the terms with respect to his position, and pay at the rate of \$50.00 per building permit issued and \$25.00 per Demolition permit issued. Motion carried.

ZONING FEES: Council discussed the fees to be charged for each type of permit.

MOTION TO SET THE FOLLOWING ZONING FEES: BUILDING PERMIT \$150.00, DEMOLITION PERMIT \$55.00, ZONING PERMIT \$35.00. It was moved by Councilor McGuire and seconded by

Councilor Kolaja to set the following zoning fees: Building Permit \$150.00, Demolition Permit \$55.00, Zoning Permit \$35.00. Motion carried.

COMPLAINT FORMS: There were no questions or comments regarding the complaint forms.

ZONING OFFICER: Dennis Ploss said that there is an ordinance regarding business signs being posted in the Borough. Council may address this at a future meeting.

TRAVELER'S INSURANCE INCOME TAX RECEIVER BOND CLAIM. A second bond in the amount of \$50,000 for the previous Borough Manager has been found for the position of Income Tax Receiver. Solicitor Wachter needs to be directed by council to file a claim.

MOTION TO DIRECT SOLICITOR WACHTER TO FILE A CLAIM ON BEHALF OF THE BOROUGH FOR THE INCOME TAX RECEIVER BOND IN THE AMOUNT OF \$50,000 FOR THE PREVIOUS BOROUGH MANAGER CHERYL CAPELA. It was moved by Councilor Conklin and seconded by

Councilor Kolaja to direct Solicitor Wachter to file a claim on behalf of the Borough for the Income Tax Receiver Bond in the amount of \$50,000 for the previous Borough Manager Cheryl Capela. Motion carried.

ADVERTISING: Council discussed placing an ad with WWCB Radio to promote the local EMTA routes from Erie to Waterford, Union City, and Corry. This is to help make Borough residents aware of the availability.

MOTION TO PLACE A \$100 AD WITH WWCB RADIO TO PROMOTE THE LOCAL EMTA ROUTES FROM ERIE TO WATERFORD, UNION CITY AND CORRY. It was moved by Councilor Conklin and seconded by Councilor McGuire to place a \$100 ad with WWCB Radio to promote the local EMTA routes from Erie to Waterford, Union City and Corry. Motion carried.

REMOVAL OF OLD DRY CLEANER BUILDING ON SOUTH MAIN STREET: Union City Pride will be having the old dry cleaner building torn down on November 27, 2017.

NORTHWEST RETIREMENT SERVICES: A letter was received notifying the Borough that Northwest Savings and Boetger and Associates are separating. They will both continue the same role in handling the Police Pension and the Non-Uniform Pension.

ZONING ORDINANCE & COMP PLAN: Council needs to review the proposed Zoning Ordinance & Comp Plan changes that have been recommended by the Union Planning Commission. Solicitor Wachter will also be reviewing and making any recommendations he may have.

UNION CITY COMMUNITY DINNER: The Union City Community Dinner will be January 28, 2018 at 11:00 at the Fire Department Social Hall. It has been requested that Borough employees and council to assist in serving the dinner.

TIME KEEPING SYSTEMS: There is a system through office supply stores that the cost of time keeping equipment is \$138.99 each with a monthly fee of \$18/month. Also with a swipe card the equipment is \$350 with no monthly fee, or \$400 with no monthly fee.

MOTION TO TABLE ANY DECISION ON TIME KEEPING SYSTEMS. It was moved by Councilor

Kolaja and seconded by Councilor Conklin to table any decision on time keeping systems. Motion carried.

UPDATE ON TENANT REGISTRATION: A letter was sent to the property owners who have not submitted the Tenant Registration for their rental property. The letter notified them charges would be filed if registration wasn't received by November 15, 2017. There are 6 landlords that have not complied. Council agreed to have the necessary paperwork filed for charges.

SIDEWALK COMMITTEE: Council needs to make appointments to the Sidewalk Committee so guidelines can be set to follow for the Sidewalk Grant account. Councilor Brumagin and Councilor McGuire volunteered to be on the Sidewalk Committee. The Sidewalk Committee would prioritize areas where repairs/construction need to be completed. Solicitor Wachter suggested the Borough advertise for bids for sidewalks repair/construction in the Borough and make the information available to the property owners. It would be their decision what contractors they use.

UPDATE ON THE INSURANCE CLAIM ON THE CITY BUILDING ROOF: We received final confirmation that the insurance company won't cover any part of the claim on the leaking roof. Rainbow Restoration gave us a credit in the amount of \$6,300 leaving a balance of \$6,968.26.

COUNCIL TO APPROVE A RETRO-ACTIVE MOTION ALLOWING THE BOROUGH SECRETARY TO WORK WITH PRESERVATION ERIE IN APPLYING FOR THE MISSION MAIN STREET GRANT AND THE ADMINISTRATION OF THE FUNDS IF/WHEN RECEIVED. Preservation Erie wants to work with municipalities in Erie County in applying for the funds. They will also work with them to establish grant guidelines for the distribution of the grant, meet with business owners to answer questions, give suggestions/guidance on applying.

MOTION RETRO-ACTIVE TO NOVEMBER 6, 2017, TO APPROVE THE BOROUGH SECRETARY WORKING WITH PRESERVATION ERIE IN APPLYING FOR THE MISSION MAIN STREET GRANT AND THE ADMINISTRATION OF THE FUNDS IF/WHEN RECEIVED. It was moved by Councilor McGuire and seconded by Councilor Conklin retro-active to November 6, 2017, to approve the Borough Secretary working with Preservation Erie in applying for the Mission Main Street Grant and the administration of the funds if/when received. Motion carried.

REVIEW THE PROPOSED AMENDED PARKING ORDINANCE. Council to discuss the proposed changes.

MOTION TO ADVERTISE THE PROPOSED AMENDMENT TO PARKING ORDINANCE 1049 ELIMINATING ON STREET PARKING ON SECOND AVENUE BETWEEN SOUTH MAIN STREET & WEST HIGH STREET, THE MOTION TO BE RETRO-ACTIVE TO NOVEMBER 3, 2017. It was moved by Councilor McGuire and seconded by Councilor Conklin to advertise the proposed amendment to Parking Ordinance 1049 eliminating on street parking on Second Avenue between South Main Street & West High Street, the motion to be retro-active to November 3, 2017. Motion carried.

MOTION TO AMEND PARKING ORDINANCE 1049 TO ELIMINATE ON STREET PARKING ON SECOND AVENUE BETWEEN SOUTH MAIN STREET & WEST HIGH STREET. It was moved by Councilor McGuire and seconded by Councilor Kolaja to amend parking ordinance 1049 to eliminate on street parking on Second Avenue between South Main Street & West High Street. Motion carried.

CD RATES WITH ERIE BANK: We received information from Erie Bank about CD rates. A 15-month rate is 1.45% with 1 penalty-free withdrawal and the 30-month rate is 1.81%. We currently have approximately \$107,800 invested in PLGIT at a rate of 1.17%. At this time no decision will be made until the 2018 Budget is completed.

GREEN-LIGHT-GO GRANT: Council to consider a commitment to the Green-Light-Go Grant of \$15,000 in matching funds.

MOTION TO APPROVE A COMMITMENT LETTER OF \$15,000.00 (10% MATCH) FOR THE GREEN-LIGHT-GO GRANT APPLICATION FOR TRAFFIC SIGNAL IMPROVEMENTS ON MAIN STREET, RETRO-ACTIVE TO NOVEMBER 6, 2017. It was moved by Councilor McGuire and seconded by Councilor Conklin to approve a commitment letter of \$15,000.00 (10% match) for the Green-Light-Go- Grant application for traffic signal improvements on Main Street, retro-active to November 6, 2017. Motion carried.

COUNCIL TO CONSIDER A MOTION GIVING THE PARKS AND RECREATION ADDITIONAL FUNDS FOR THE ACTIVITIES IN NOVEMBER AND DECEMBER 2017. Jessica Reynolds from the Parks & Rec has requested approval the spend slightly over their 2017 budget on the November and December activities. Their total budget was

\$3875. And they have a balance of \$603.73. They are anticipated being over a couple of hundred dollars.

MOTION TO APPROVE INCREASING THE PARKS AND RECREATION COMMITTEE WITH ADDITIONAL FUNDS IN THE AMOUNT OF \$325 FOR THE ACTIVITIES IN NOVEMBER AND DECEMBER 2017. It was moved by Councilor Conklin and seconded by Councilor Hoban to approve increasing the Parks and Recreation Committee with additional funds in the amount of \$325 for the activities in November and December 2017. Motion carried

COUNCIL TO CONSIDER THE APPOINTMENT OF JIM PETERSON TO THE RECREATION COMMISSION. There is a vacancy left by Stacy Chapman whose term would expire December 2019.

MOTION TO APPROVE THE APPOINTMENT OF JIM PETERSON TO THE RECREATION COMMISSION AND FILL THE VACANCY WITH THE TERM EXPIRING DECEMBER 31, 2019. It was moved by Councilor Conklin and seconded by Councilor Kolaja to approve the appointment of Jim Peterson to the Recreation Commission and fill the vacancy with the term expiring December 31, 2019. Motion carried.

ADA RAMPS UPDATE: The final inspection for the ADA Ramps will be November 16, 2017.

There are some areas the asphalt has been replaced.

UPDATE ON PUTNAM STREET: Paul Maynard will be contacting Randy Scouten concerning an area where a repair was made on Putnam Street.

ROUTE 97 STORM WATER PROJECT: In 2017 there was \$25,000 budgeted for this project. Tim

Wells, engineer gave estimates of \$5,000 for permits/right-of-way, \$15,000 for plan and apply for DEP permit.

STREET SWEEPER: Street Supervisor Paul Maynard presented a letter to Council stating that

the steering arm had broke, and it shouldn't be repaired but replaced. He has searched the internet and with dealers, etc. and is unable to find the part. They did take it to a machinist that made a partial repair and then it was welded. They want council to be aware that it has been put back in the sweeper, but they are not certain how long the repair will hold. He wanted permission from Council to continue to use the sweeper or replace it with a new machine. Council agreed it could be used but can't be replaced at this time.

Councilor Conklin stated he thought there was a grant available through the Redevelopment Authority and wanted the Borough Secretary to contact them.

LED LIGHTS FOR TRAFFIC SIGNALS: Paul Maynard said that he had met Chuck Larson who works for the City of Meadville. He purchased some LED lights that can be used to replace the current type of bulbs in the traffic signals. He requested that a letter be sent to Chuck Larson thanking him for the time spent with Paul and the assistance that he was given. Council requested the Borough Secretary to send the letter.

COUNCIL TO DISCUSS THE OWNERSHIP OF THE TWO OLD FIRE TRUCKS. The Borough currently holds the title to the two antique fire trucks. Councilor Steadman knows more about this situation, so he will be contacted before any decisions are made. However, Council does not want to give up ownership because they don't want them to ever be sold but kept because of the historical value.

E-WASTE RECYCLING AND RACCOON REFUSE: Councilor Hoban asked if the Borough could have an e-waste recycling event. The Borough Secretary stated that Raccoon Refuse is in the process of setting up the service already which would provide pickup at the Borough residents home. This would save them from having to transport any items and would also be on-going. Either way, the residents would have to pay a fee.

TREES ON EAST HIGH STREET: Councilor Kolaja had heard that Penelec will be trimming the trees along East High Street. Council requested that the Borough Secretary contact Penelec and ask that the trees be completely removed and not just trimmed.

REVIEW THE PROPOSED 2018 BUDGET: Council will review the 2018 Budget that was presented, and a Council Work Session was scheduled for November 21, 2017 at 6:00 P.M. at the City Building to work on it.

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

The meeting adjourned at 8:56 P.M.

EXECUTIVE SESSION: Council went into Executive Session at 8:56 P.M. to discuss personnel with no decisions to be made. The Executive Session ended at 9:10 P.M.

ATTEST