

**MINUTES
UNION CITY BOROUGH
NOVEMBER 28, 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 5:58 P.M. by Councilor Brumagin. The meeting was held at the City Building.

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

Officials present were Mayor Bob King, Borough Secretary Cindy Wells, and Police Chief Pernice.

Visitors present, see sign in sheet.

APPROVAL OF AGENDA: Councilor Steadman requested to amend the agenda by adding an Executive Session prior to discussion on the budget. It was moved by Councilor Conklin and seconded by Councilor McGuire to adopt the agenda as amended. Motion carried.

AUDITOR PRESENTATION: Steve Falk and Natalie Hebreli of Felix & Gloekler auditing services presented information on the services they provide and answered questions from Council.

COMPLAINT FORMS: Two complaint forms that were completed were passed for Council to review. There were no questions.

ZONING ORDINANCE & COMP PLAN: Solicitor Wachter has been reviewing these and has sent questions back to John McGranor with Erie County Planning. John will be following up with him. Council still needs to review the proposed Zoning Ordinance & Comp Plan that was emailed to them.

TIME KEEPING SYSTEMS: This was tabled from the previous meeting. There is a system through office supply stores that the cost of the 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. None of Council had any comments or questions and the item wasn't tabled.

TENANT REGISTRATION: Charges have been filed against 5 landlords. Some that had been charged have since provided the information.

GREEN LIGHT GO UPDATE: The application for the Green Light Go grant has been submitted.

The MPO has placed Main Street on the proposed project list and the other changes may be able to be completed in 2020 instead of 2028.

TREES ON EAST HIGH STREET: At the last meeting Council asked Cindy Wells to contact Penelec and let them know that they didn't want the trees on the west end of East High Street just trimmed, but removed. Cindy contacted Penelec and was told nothing is scheduled as of this year, but they would make a note of it. It will be a different tree service in 2018. Penelec #000339233295.

ACT 42 GAMBLING EXPANSION LAW: Information was received regarding Act 42 that states

that if municipalities want to prohibit the location of a satellite casino within the limits, they must pass a Resolution stating their desire to prohibit Category 4 casinos inside the municipality no later than December 31, 2017. Solicitor Wachter had said that he didn't feel that there was much chance that it would happen here in the Borough. Council does not want to prohibit this.

MOTION TO APPOINT BOROUGH SECRETARY CINDY WELLS AS TREASURE AND POLICE SECRETARY AMANDA MUSGRAVE AS ASSISTANT TREASURE EFFECTIVE DECEMBER 1, 2017. It

was moved by Councilor Conklin and seconded by Councilor Steadman to appoint Borough Secretary Cindy Wells as Treasure and Police Secretary Amanda Musgrave as Assistant Treasure effective December 1, 2017. Motion carried.

DISCUSS THE APPOINT OF BERKHEIMER AS DELINQUENT TAX COLLECTOR. The agreement and

resolution were reviewed by Solicitor Wachter along with the resolution appointing the liaison between the Borough and Berkheimer, the resolution to empower Berkheimer to impose and retain costs of collection on delinquent taxes, the resolution to appoint Berkheimer as the tax hearing officer. His suggestion was the liaison be the Borough Secretary, Cindy Wells and he approved all the resolutions.

MOTION TO PASS A RESOLUTION APPOINTING BERKHEIMER TAX ADMINISTRATOR AS THE DELINQUENT PER CAPITA TAX COLLECTOR

FOR THE PERIOD OF JANUARY 1, 2018 - DECEMBER 31, 2020. It was moved by Councilor Conklin and seconded by Councilor McGuire to pass a Resolution appointing Berkheimer Tax Administrator as the Delinquent Per Capita Tax Collector for the period of January 2, 2018 - December 31, 2020. Motion carried.

MOTION TO SIGN THE AGREEMENT WITH BERKHEIMER TAX ADMINISTRATOR AS THE DELINQUENT PER CAPITA TAX COLLECTOR FOR THE PERIOD OF JANUARY 1, 2018 - DECEMBER 31, 2020 It was moved by Councilor Conklin and seconded by Councilor McGuire to sign the agreement with Berkheimer Tax Administrator as the Delinquent Per Capita Tax Collector for the period of January 1, 2018 - December 31, 2020. Motion carried.

MOTION TO PASS A RESOLUTION APPOINTING BOROUGH SECRETARY/TREASURE CINDY WELLS AS THE LIAISON BETWEEN THE BOROUGH AND BERKHEIMER, THE COLLECTOR OF DELINQUENT PER CAPITA TAXES, FOR THE PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION It was moved by Councilor Conklin and seconded by Councilor McGuire to pass a resolution appointing Borough Secretary/Treasure Cindy Wells as the liaison between the Borough and Berkheimer, the collector of Delinquent Per Capita Taxes, for the purpose of sharing confidential tax information. Motion carried.

MOTION TO PASS A RESOLUTION AUTHORIZING AND EMPOWERING BERKHEIMER TO IMPOSE AND RETAIN COSTS OF COLLECTION ON DELINQUENT TAXES. It was moved by Councilor Conklin and seconded by Councilor McGuire to pass a resolution authorizing and empowering Berkheimer to impose and retain costs of collection on delinquent taxes. Motion carried.

MOTION TO PASS A RESOLUTION APPOINTING BERKHEIMER AS ITS TAX HEARING OFFICER FOR THE PURPOSE OF ADJUDICATING APPEALS It was moved by Conklin and seconded by McGuire to pass a resolution appointing Berkheimer as its Tax Hearing Officer for the purpose of adjudicating appeals. Motion carried.

EXECUTIVE SESSION: Council went into Executive Session at 6:44 to discuss personnel.
Executive Session ended at 7:00.

2018 BUDGET: Council discussed the 2018 budget that was presented.

MOTION TO APPROVE THE 2018 BUDGET FOR ADVERTISING ALONG WITH THE TAX ORDINANCE WITH NO TAX INCREASE. BOTH TO BE

VOTED ON AT THE DECEMBER 12, 2017 COUNCIL MEETING. It was moved by Councilor Conklin & seconded by Councilman McGuire to approve the 2018 Budget for advertising along with the tax ordinance with no tax increase. Both to be voted on at the December 12, 2017 Council meeting. Motion carried.

PARKS AND RECREATION: Jessica Reynolds would like to thank council for the increase in funds for 2017.

PART-TIME EMPLOYEE IN THE STREETS DEPARTMENT: Council agreed to permit Adam Elder to work up to 30 hours per week as needed. The time is to be monitored by Street Supervisor Paul Maynard.

CHERRY HILL PROPERTY: Council agreed that Cindy Wells should contact BIU to have the property and building inspected by BIU. The fence is down, buildings are open, etc.

ADA RAMP CDBG PROJECT: Jeff Kordes and Paul Maynard have inspected the ramps. One ramp on South Street at First Avenue is being replaced. There are two other locations that may need to have some changes.

UPDATE ON PUTNAM STREET REPAIR: Street Supervisor Paul Maynard was not at the meeting to give an update on Putnam Street repair.

ROUTE 97 PROJECT: Tim Wells, engineer, met with Paul and Cindy. Suggested that we may want to check with Mark Corey about working on the project. Council agreed that Mark Corey should be contacted and if he is willing and able, work on this project.

COUNCIL TO DISCUSS THE OWNERSHIP OF THE TWO OLD FIRE TRUCKS. The Borough currently holds the title to the two antique fire trucks. After further discussion, Council is willing to make an agreement that the Fire Department can use the trucks, repair them, etc. but they don't want to give up ownership because they never want them to be sold. Councilor Steadman will talk to the Fire Department to see if they are interested in an agreement.

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

The meeting adjourned at 7:05 P.M.

ATTEST