

**MINUTES  
UNION CITY BOROUGH  
DECEMBER 12, 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 President Brumagin. The meeting was held at the UCHS, LGI Room.

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

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

Visitors present see the sign-in sheet.

**APPROVAL OF AGENDA:** It was moved by Councilor McGuire and seconded by Councilor Kolaja that the agenda stands approved as presented.

**MOTION ON MINUTES:** It was moved by Councilor Kolaja and seconded by Councilor McGuire that all Councilors having read the minutes from the meetings held November 14, 2017, November 21, 2017, and November 28, 2017 be approved.

**MOTION ON SECRETARY’S REPORT:** It was moved by Councilor Steadman and seconded by Councilor Kolaja that the Secretary’s Report be accepted and made a part of the minutes of this meeting.

**MOTION ON BILLS:** It was moved by Councilor McGuire and seconded by Councilor Kolaja that the unpaid bills be ordered paid and those paid be approved.

**SWEARING IN OF NEW MAYOR:** The Mayor elect Natalie Wilmoth was sworn in by Notary Public Amanda Musgrave.

**COUNTRY FAIR REQUEST OF LIQUOR LICENSE TRANSFER:** Paul Rankin present information regarding the transfer of a liquor license from City of Erie to Country Fair in Union City. He requested a Public Hearing. Council agreed to

advertise for a Public Hearing to be held on Tuesday, January 2, 2018 at 6:30 PM at the UCAHS LGI Room. A Resolution may be adopted at the hearing held on January 23, 2018.

**CODE ENFORCEMENT:** Update on properties inspected by BIU were given. The Cherry Hill property was inspected, and notices sent to the property owner. Some extensions were given to properties inspected previously.

**MAYOR:** The Mayor wanted to congratulate Natalie Wilmoth on her election win.

**SOLICITOR:** Solicitor Wachter stated he had reviewed the proposed Zoning Ordinance and had some questions and suggested changes that he had sent to John McGranor at Erie County Planning. John replied back. Tim's questions and comments along with the comments back from John McGranor are to be emailed to each Council member and Dennis Ploss. Council agreed at the meeting on January 2, 2018 they will schedule a special meeting to review the proposed zoning ordinance.

**CORRECTION TO PROPERTY ADDRESSES AND MAILING ADDRESSES:**

The 911 Center is having some issues with property addresses in the area of route 6&8. The addresses don't match the mailing addresses, property addresses, or 911 Center. It is a problem when calls are made to the 911 Center and they are requesting that we make changes. Council approved the Borough Secretary to work with the 911 Center in correcting the addresses.

**AUDITORS FOR THE BOROUGH OF UNION CITY:** Council to review proposals from the Auditors for auditing services for the Borough, Library, and Fire Department.

**RESOLUTION APPOINTING MAHERDUESSEL AS THE AUDITORS TO COMPLETE THE AUDITS FOR THE LIBRARY, BOROUGH, AND THE FIRE DEPARTMENT.** It was moved by Councilor Kolaja and seconded by Councilor McGuire to pass a Resolution appointing MaherDuessel as the auditors to complete the audits for the Library, Borough and the Fire Department. Motion carried.

**BANK SIGNATURE CARDS:** Currently Dan Brumagin, Dan Hoban, Phil Conklin, Paul Maynard, and Cindy Wells are able to sign the Northwest Savings Bank accounts, and safety deposit box, with two signatures. Phil will not be on Council in 2018, Paul Maynard will not be Treasure, Cindy Wells will be

Treasure, and Amanda Musgrave will be Assistant Treasure. Council needs to determine who will be listed on the new cards.

**MOTION TO HAVE NEW SIGNATURE CARDS FOR THE BOROUGH ACCOUNTS LISTING**

**COUNCILMAN DANIEL BRUMAGIN, DUSTIN KOLAJA, CHARLIE STEADMAN, CINDY WELLS AND AMANDA MUSGRAVE.** It was moved by Councilor Kolaja and seconded by Councilman McGuire to have new signature cards for the Borough accounts listing Councilman Daniel Brumagin, Dustin Kolaja, Charlie Steadman, Cindy Wells and Amanda Musgrave. Motion carried.

**COUNCIL TO APPROVE THE SOLICITOR TO FILE A LIEN AGAINST THE CHERRY HILL PROPERTY:**

The Borough paid Ed Musgrave Excavating \$200 to brush hog the Cherry Hill property in October. The bill, along with a letter, was sent to Stephen Merkle giving him until October 31, 2017 to pay. Payment has not been received.

**MOTION TO APPROVE THE SOLICITOR TO FILE A LIEN AGAINST THE CHERRY HILL PROPERTY IN THE AMOUNT OF \$200 FOR MOWING THAT WAS COMPLETED IN OCTOBER 2017.** It was

moved by Councilman Kolaja, and seconded by Councilman Steadman to approve the Solicitor to file a lien against the Cherry Hill property in the amount of \$200 for mowing that was completed in October 2017. Motion carried.

**MOTION TO APPROVE THE ADVERTISEMENT FOR AN ORDINANCE PERMITTING THE OFFICE OF BOROUGH SECRETARY AND BOROUGH TREASURE TO BE HELD BY THE SAME PERSON AND BE VOTED ON AT THE JANUARY 2, 2018 MEETING.** It was moved by Councilor Kolaja and

seconded by Councilor McGuire to approve advertising for an ordinance permitting the office of Borough Secretary and Borough Treasure to be held by the same person and be voted on at the January 2, 2018 meeting. Motion carried.

**MOTION TO PASS THE PROPOSED 2018 BUDGET AS ADVERTISED:** It was moved by Councilor

McGuire and seconded by Councilor Kolaja to pass the proposed 2018 budget as advertised. Motion carried.

**MOTION TO PASS THE 2018 TAX ORDINANCE WITH NO TAX INCREASE:** It was moved by

Councilor Kolaja and seconded by Councilor McGuire to pass the 2018 Tax Ordinance with no tax increase. Motion carried.

**DISCUSS PASSING A RESOLUTION ESTABLISHING FEES:** The proposed fee schedule was

emailed to Council for review.

**MOTION TO PASS A RESOLUTION ESTABLISHING FEES EFFECTIVE JANUARY 2, 2018.** It was

moved by Councilman Kolaja and seconded by Councilman Steadman to pass a resolution establishing fees effective January 2, 2018.

**PUBLIC WORKS:**

ADA Ramps update have been completed except for the sealing of cracks.

No update on Putnam Street.

Route 97 Project - Mark Corey met with Paul & Cindy and then came back and met with

Paul. He will continue working on the plan.

**TIME KEEPING SYSTEMS:** Councilman Kolaja asked about the information on time keeping

systems. It was stated that at the last meeting it wasn't tabled, and the topic died. He requested that the information be discussed at the next meeting on December 26, 2017.

**COUNCIL TO DISCUSS THE OWNERSHIP OF THE TWO OLD FIRE TRUCKS.** Councilman Steadman

stated he had talked to Bob Wolf and he thought if we provided a letter stating the Borough won't sell the truck and gave the Fire Department use of the vehicles the Fire Department would agree. Solicitor Wachter will write a letter regarding this.

**POLICIES AND PROCEURES MANUAL:** Solicitor Wachter gave information on the policy

regarding weapons. Council will consider the change in wording. It was also decided that the Police Policy Manual needed to be compared to this proposed policy prior to the proposed policy being approved. Council to discuss the proposed Policy and Procedure manual.

**INFORMATIONAL SUMMARY:** The Informational Summary will stand approved and be made a part of the minutes of this meeting.

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

The meeting adjourned at 8:20 P.M.

**EXECUTIVE SESSION:** Council started an Executive Session at 8:30 to discuss personnel with no action to be taken. The Executive Session ended at 8:55.

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ATTEST