

**MINUTES
UNION CITY BOROUGH
FEBRUARY 27, 2018**

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 6:01 P.M. by President Kolaja. The meeting was held at the City Building, 13 South Main Street.

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

Officials present were Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, Streets Supervisor Paul Maynard, and Code Enforcement Shawn Tharp.

See the sign-in sheet for visitors present.

APPROVAL OF AGENDA: It was moved by Councilor Brumagin and seconded by Councilor Conklin to adopt the agenda as amended by adding security lighting under the Mayor and audit information under the Borough Secretary. Motion carried unanimously.

MOTION ON MINUTES: It was moved by Councilor Conklin and seconded by Councilor Hoban that all Councilors having read the minutes from the meeting held February 27, 2018. Motion carried unanimously.

MOTION ON SECRETARY’S REPORT: It was moved by Councilor Conklin and seconded by Councilor Brumagin that the Secretary’s Report be accepted and made a part of the minutes of this meeting. Motion carried unanimously.

MOTION ON BILLS: It was moved by Councilor Hoban and seconded by Councilor Conklin that the unpaid bills be ordered paid and those paid be approved. President Kolaja abstained because a payment was made to Kolaja Fire Equipment. Motion carried.

HEARING OF THE VISITORS: John Hoffman from Hoffman’s Garage, 104 East High Street, asked

about the parking ordinance. He was upset because there is no parking permitted between the street and sidewalk. Chief Pernice addressed the situation and Council said they would review the Parking Ordinance as it pertained to the area he was questioning, and he would be notified by letter after the next council meeting.

DAN HAWLEY, UCVFD FIRE CHIEF: Dan Hawley, Fire Chief of the Union City Volunteer Fire Department gave the year-end report for UCVFD.

CODE ENFORCEMENT: Shawn Tharp presented eight properties to Council that could be inspected by BIU for Property Maintenance Code violations.

MOTION TO SEND BIU THE ADDRESSES OF 24 PROSPECT STREET, 10 SHERMAN STREET, 57 SOUTH MAIN STREET, 87 EAST HIGH STREET, 80 EAST HIGH STREET, AND 112 SOUTH MAIN STREET TO BE INSPECTED FOR PROPERTY MAINTENANCE CODE VIOLATIONS. It was moved by

Councilor Hoban and seconded by Councilor Conklin to send BIU the addresses of 24 Prospect Street, 10 Sherman Street, 57 South Main Street, 87 East High Street, 80 East High Street, and 112 South Main Street to be inspected for property maintenance code violations. Motion carried unanimously.

MAYOR: The Mayor reviewed the Police Department reports which showed an increase in the number of citations issued from past years.

There is going to be a community Active Shooter presentation on March 28, 2018, at the UCAHS. It will be a 2-hour presentation open to the public. Also, later this year there will be a live drill with the Police and Fire Department.

The school notified the Mayor that there will be a National School Walkout and they have requested the Police Departments presence.

SECURITY LIGHTING FOR THE BOROUGH BUILDING PARKING LOT: Quotes were received from

Hyer Electric for updating lighting in the police interview room, the Borough conference room, and installing two lights in the parking lot. Councilor Conklin will talk to Larry Hyer about the quotes.

BOROUGH SOLICITOR:

DISCUSS THE REMEDIATION FOR PARKER-HANNIFIN: Solicitor Wachter reported that the

Borough received Revised Notice of Intent to Remediate for Parker Hannifin Corporation. The Borough can request to be involved with the clean-up and use of property. Council agreed the Borough does not want to get involved.

LIEN ON CHERRY HILL PROPERTY: The former Cherry Hill properties are on the list for Sheriff's sale. Solicitor Wachter sent a letter to the Sheriff's office regarding the lien the Borough had filed for mowing the property in October 2017.

BOROUGH SECRETARY:

FINANCIAL INTEREST STATEMENTS: Council was reminded to turn in the Financial Interest Statements to the Borough Secretary if they hadn't already.

MAHER-DUESSEL AUDIT: The Borough audit has been completed and Maher-Duessel is in the process of writing up the final report. Council agreed to have them make a presentation of the audit report at the council meeting on March 13, 2018.

TIRE RECYCLING GRANT: Council approved to have the Borough Secretary apply for a Recycling Grant to offer tire recycling to Borough residents again this year. The date will be Saturday, June 2, 2018. There will be two Department of Public Works employees there.

SPECIFICATIONS FOR QUOTES ON THE SOUTH EAST CORNER OF THE CITY BUILDING: Specs were emailed to council for review to determine if this is what they are requesting quotes on. Letters were sent to the four companies that gave quotes in 2017 requesting quotes based on the specs.

CONGRESSMAN THOMPSON'S OFFICE REPRESENTATIVE: Brad Moore, Congressman Thompson's office will be attending the March 13th meeting to introduce himself.

MISSION MAIN STREET GRANT: Council to review and approve the grant application and guidelines. The application and guidelines were emailed to Council prior to the meeting.

MOTION TO APPROVE THE APPLICATION AND GUIDELINES FOR THE FAÇADE IMPROVEMENT GRANT (MISSION MAIN STREET). It was moved by Councilor Conklin and seconded by Councilor Brumagin to approve the application and guidelines for the Façade Improvement Grant (Mission Main Street). Motion passed unanimously.

KEYSTONE HISTORIC PRESERVATION PROJECT GRANT: The Borough Secretary is working with Preservation Erie to apply for a \$25,000 grant for the completion of a plan for the Historic Downtown/Main Street.

DISABLED VETERANS TAX EXEMPTION: A property tax exemption Certification was received From the PA Dept of Military & Veterans Affairs for a property in the Borough.

AUDITOR GENERAL PENSION PLAN AUDITS: The Auditor General audits for the Pension Plans have been received and are available for review.

ERIE COUNTY HAZARD MITIGATION PLAN: Erie County Department of Public Safety has a Hazard Mitigation Plan that has been approved to include all 38 Erie County municipalities. Union City Borough must have a plan and can pass a resolution to adopt the county-wide plan.

MOTION TO PASS A RESOLUTION (#2018-06) ADOPTING THE ERIE COUNTY HAZARD MITIGATION PLAN. It was moved by Councilman Conklin and seconded by Councilman Brumagin to pass a resolution (#2018-06) to adopt the Erie County Hazard Mitigation Plan. Motion carried unanimously.

PUBLIC WORKS: Councilman Steadman reported that himself, Street Supervisor Paul Maynard, and Borough Secretary Cindy Wells attended the NIMS Training at the Department of Public Safety on February 15, 2018.

The Department of Public Works have been out filling pot holes with cold patch.

The Department of Public Works are making plans to review the condition of the street if there is anyone who would like to go along. President Kolaja stated he would like to.

COUNCIL TO APPROVE GIVING CORPORATE COST CONTROL POWER OF ATTORNEY AS A THIRD-PARTY AGENT FOR PA UNEMPLOYMENT: A

notice was received from PSAB they are appointing a third-party agent to handle the PA Unemployment. Council needs to approve signing the UC Power of Attorney form for L&I.

A RETRO ACTIVE MOTION TO FEBRUARY 16, 2018 GIVING POWER OF ATTORNEY TO CORPORATE COST CONTROL AS A THIRD-PARTY AGENT TO HANDLE PA UNEMPLOYMENT FOR UC BOROUGH THROUGH THE PSAB. It was moved by Councilor Conklin and seconded by

Councilor Brumagin for a retro-active motion to February 16, 2018 giving power of attorney to Corporate Cost Control as a third-party agent to handle PA Unemployment for the UC Borough through the PSAB. Motion carried unanimously.

2017 PER CAPITA TAX UNCOLLECTED: There are approximately 125 properties that have not

Paid the 2017 Per Capita tax. It can be turned over to Berkheimer for collection. Solicitor Wachter stated that because Berkheimer has been appointed as the Tax Collector for the Per Capita tax that is the only option the Borough has for collection.

SIDEWALK GRANT & COMMITTEE: The Borough received \$1000 from the UC Community

House Association for the Sidewalk Grant. Per the Solicitor, Council can create a sidewalk grant program by Resolution. Currently Councilor Brumagin and Councilor McGuire are on the Committee. Council gave names of two people to contact for the Sidewalk Committee. Councilor Brumagin will make contact to see if they are interested. If the two agree to be on the Committee, they will all meet and prepare guidelines for the Sidewalk Grant and present it to Council for approval.

SUMMER HELP: Street Supervisor Paul Maynard requested that a decision not be made at this time.

EMPLOYEE POLICY MANUAL - Copies of the current policy manual will be given to non-uniform

Borough Employees with a sign off page stating that the section of Hours of Work was changed to Sunday through Saturday, and Compensatory Time has been eliminated.

EMPLOYEE EVALUATION PROCESS: President Kolaja presented information that he would like

to start conducting employee evaluation process. These specific evaluations would only be for non-uniform employees. Councilor Kolaja, Conklin, and Steadman, would all like to be involved in this.

COUNCIL APPOINTMENTS AND DEPARTMENT LIAISON

RESPONSIBILITIES: (This was not discussed)

INFORMATIONAL SUMMARY: Council approved the Informational Summary as part of the minutes.

EXECUTIVE SESSION: Held to discuss personnel issues with possible action to be taken. Council went into Executive Session at 7:52 PM. Executive Session ended at 9:04 PM.

MOTION TO APPOINT COUNCILOR CONKLIN AND PRESIDENT KOLAJA TO MEET WITH BOB PHILLIPS AND PAUL MAYNARD TO DISCUSS A PLAN TO RESTRUCTURE THE STREETS DEPARTMENT AND PRESENT A PLAN TO BOROUGH COUNCIL AT THE MARCH MEETING. It was moved by Councilor Brumagin and seconded by Councilor Hoban to appoint Councilor Conklin and President Kolaja to meet with Bob Phillips and Paul Maynard to discuss a plan to restructure the Streets Department and present a plan to Borough Council at the March meeting. Motion carried unanimously.

MOTION TO APPROVE THE DISCIPLINARY CONSEQUENCES DISCUSSED IN EXECUTIVE SESSION FOR MR. HIMES AND TO DIRECT THAT THE PROPER PAPERWORK BE PLACED IN HIS FILE. It

was moved by Councilor Hoban and seconded by Councilor Brumagin to approve the disciplinary consequences discussed in executive session for Mr. Himes and to direct that the proper paperwork be placed in his file. Motion carried unanimously.

ADJOURNMENT: The meeting adjourned at 9:05 P.M.