

**MINUTES  
UNION CITY BOROUGH  
MARCH 13, 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 7:03 P.M. by Vice President Conklin. The meeting was held at the UCAHS LGI room, 105 Concord Street.

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

Officials present were Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, Streets Supervisor Bob Phillips, and Zoning Officer Dennis Ploss.

For visitors present see the sign in sheet.

**APPROVAL OF AGENDA:** It was moved by Councilor Brumagin and seconded by Councilor Hoban to adopt the agenda as amended to add discussion of complaint forms and time clocks. Motion carried unanimously.

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

**MOTION ON SECRETARY’S REPORT:** It was moved by Councilor McGuire 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 Brumagin that the unpaid bills be ordered paid and those paid be approved. Motion carried unanimously. Motion carried unanimously.

**HEARING OF THE VISITORS:**  
Jack Croston of 37 Atlantic Street showed pictures of where tractor trailers had come down Atlantic Street on their way to MFG. When turning the corner onto Washington Street they have driven on the

sidewalks and yards and made ruts. Chief Pernice stated he has talked to MFG in the past and he will talk to them again. There was discussion with them at that time to install signs for MFG shipping/receiving.

**BRAD MOORE, CONGRESSMAN THOMPSON'S OFFICE:** Mr. Moore was unable to attend and will reschedule.

**MAHER DUESSEL, AUDITORS:** Brian McCall and TJ Gustafson from Maher-Duessel

Presented the year-end audit report. They stated the DCED file was submitted. They presented copies of the final audit report for 2017.

**UCVFD ASSISTANT FIRE CHIEF, BOB WOLF:** The proposed agreement between the

Borough and the Fire Department for the antique fire trucks was discussed. The UCVFD is not asking for ownership of the Buffalo. The UCVFD does not agree with the agreement because the truck has been worked on a lot with no Borough funds to maintain or repair it and the Borough is the owner. The UCVFD wants ownership and they will continue to maintain and repair it. They have a location to make the repairs along with a motor and transmission. They fear that the work would be done and paid for by the UCVFD and the Borough would sell the truck. It was pointed out by Council that the agreement does state that it would not be sold. Bob Wolf requested that someone from Council attend the April 4, 2018 meeting to explain the agreement. Council said they will discuss the agreement at the next council meeting on March 27, 2018.

**CODE ENFORCEMENT:** There were no questions regarding the reports. Properties

submitted to BIU have been inspected and given until April 30, 2018 to Comply. Two of the properties have received an extension until May 31, 2018.

**ZONING OFFICER:** No questions regarding Zoning reports.

Councilor Brumagin stated he had met with Paul Newmyer, the owner of the Family Dollar Store on North Main Street, and Mr. Newmyer will be having the building appraised and listed for sale.

**COMPLAINT FORMS:** The most recent complaint forms were given to Council for review. There were no questions.

**MAYOR:** The Mayor wanted to remind everyone that there will be an Active Shooter

presentation on March 28, 2018 and an Active Shooter drill in August. Also, the students are conducting a walk-out in the gym on March 14, 2018. Since it is in the gym, the school has said they didn't need the police to attend.

**BOROUGH SOLICITOR:** Solicitor Wachter stated he had made the proposed Zoning Ordinance.

Changes and completed the Ordinance and Resolution.

**BOROUGH SECRETARY:**

**BOROUGH SECRETARY HOURS:** The Borough Secretary will be out of the office Friday, March 16, 2018.

**UC PUBLIC LIBRARY ANNUAL REPORT:** The Library Annual Report is available if Council would like to review it.

**SPECIFICATIONS FOR BID ON THE SOUTH EAST CORNER OF THE CITY BUILDING:** Bid

specs were emailed to council for review to determine if they were what they are requesting bids on. Letters were sent requesting quotes. Engineer costs would be \$1200-\$1500.

**MOTION TO HAVE PAUL GRONEY WITH GPI LOOK AT THE SOUTH EAST CORNER OF THE CITY BUILDING FOR SUGGESTED REPAIRS:** It was

moved by Councilor Brumagin and seconded by Councilor Conklin to have Paul Groney with GPI look at the south east corner of the City Building for suggested repairs. Motion carried unanimously.

**FAÇADE IMPROVEMENT GRANT:** Information was presented March 12, 2018 to 14 different

properties and there are 12 additional interested. The Borough Secretary plans to submit an application for the façade of the Borough building.

**MULTI-MODAL TRANSPORTATION GRANT:** Sidewalks are covered with this grant. The project

must be greater than \$100,000. A 30% match is required. The Borough Secretary would like to apply and possibly try and get some other funding. Council discussed the 30% match and the possibility of putting liens on the property. All of Council agreed that the Borough

Secretary should apply for the grant for the south side of Johnson Street between South Main and Miles, and the east side of Miles Street from Johnson to the elementary school.

**PUBLIC SAFETY:**

**PARKING ORDINANCE IN REGARDS TO BRIDGE STREET AND EAST HIGH STREET:** At the Council

meeting on February 27, 2018 John Hoffman of Hoffman's Garage asked why there was no parking between the street and sidewalk on Bridge Street. Council reviewed the information by looking at the aerial view. They agreed that no changes would be made to the parking ordinance based on the fact that there is parking available on the same property where the garage is. The Borough Secretary is to send a letter to John Hoffman notifying him of the decision and enclose the aerial view.

**SUGGESTED CHANGES FOR THE PARKING ORDINANCE:** Chief Pernice would like to discuss

parking on a section of Market Street. Bob Phillips is requesting winter parking on Center Street.

**MOTION TO TABLE DISCUSSION OF CHANGES TO THE PARKING ORDINANCE.** It was moved by

Councilor Brumagin and seconded by Councilor Hoban to table discussion of changes to the parking ordinance because Chief Pernice was not available. Motion carried unanimously.

**PUBLIC WORKS:** Council reviewed the projects planned for 2018 from the Street

Supervisor, Bob Phillips. This is not a complete list of all projects. The Route 97 project was not listed but there are plans to continue moving ahead on this project. Councilor Brumagin mentioned that someone should talk to the Moose Club to confirm they are still in agreement. Bob Phillips will talk to Paul Maynard concerning this.

**SUMMER HELP:** Council discussed hiring summer help for the Streets Department. Currently

two applications have been received. Council requested that Bob Phillips meet with the Borough Secretary and compile an ad to run in the Corry Journal.

**FINANCE:**

**FORMAL DEMAND BY BOROUGH COUNCIL TO PENSION BOARD:**

Solicitor Wachter presented

information on the Formal Demand to the UC Borough Pension Board to release funds from Mrs. Capela's pension to pay the outstanding restitution owed to the Borough.

**MOTION TO APPROVE THE FORMAL DEMAND BY THE BOROUGH COUNCIL TO THE UNION CITY BOROUGH PENSION BOARD TO RELEASE \$127,774.25 FROM MRS. CAPELA'S PENSION TO PAY THE OUTSTANDING RESTITUTION OWED TO THE BOROUGH.** It was moved by

Councilor Steadman and seconded by Councilor McGuire to approve the Formal Demand by the Borough Council to the Union City Borough Pension Board to release \$127,774.25 from Mrs. Capela's Pension to pay the outstanding restitution owed to the Borough. Motion carried unanimously.

**ELECTRICAL WORK AND SECURITY LIGHTING:** Councilor Conklin had not made contact with Hyer Electric.

**MOTION TO TABLE DISCUSSION ON MUSEUM INSURANCE.** It was moved by Councilor Brumagin and seconded by Councilor McGuire to table discussion on the Museum insurance. Motion carried unanimously.

**ADMINISTRATION:**

**MINUTES FROM COUNCIL MEETINGS:** Meeting minutes from 2017 and previous were not put in bound books but 3 ring binders. Starting in 2018 and forward the minutes will be in bound books.

**TIME WARNER CABLE AGREEMENT:** The franchise agreement has been reached with Time Warner Cable. Council needs to review it. It was emailed to them on March 13, 2018.

**DISCUSS A SOCIAL MEDIA POLICY:** Council discussed implementing a Social Media Policy and a process for responding to posts. Councilor Brumagin pointed out that any concerns or complaints should all be directed to the Borough Secretary at 814-438-2331 as is stated in the current Borough Complaint Policy. There was discussion concerning this, pros and cons. If there is any response on social media it should be only to direct the complaintants to contact the Borough Office. Council requested that the complaint form be put on the Union City webpage.

**TIME CLOCK:** Councilor McGuire would like to discuss the use of time clocks for Borough

employees. He has received information on less expensive time clocks but didn't have the information with him. He will have it for the next Council meeting on March 27, 2018.

**PARKS AND RECREATION:** The Director of Parks and Recreation had no report.

**PERSONNEL AND PLANNING:**

**DRUG & ALCOHOL ABUSE PREVENTION POLICY:** The proposed updated policy was given to

Council at the January 23, 2018 Council meeting. Attorney Herzig reviewed our current policy and rewrote it to bring it up-to-date. Councilor Steadman had requested to table any decision until it could be discussed with Solicitor Wachter at a Council meeting. There were no questions. Solicitor Wachter briefly explained the policy.

**MOTION TO APPROVE THE UPDATED DRUG AND ALCOHOL ABUSE PREVENTION POLICY.** It

was moved by Councilor McGuire and seconded by Councilor Brumagin to approve the updated Drug and Alcohol Abuse Prevention Policy. Motion carried unanimously.

**MOTION TO TABLE DISCUSSION ON COUNCIL APPOINTMENTS AND LIAISON RESPONSIBILITIES.** It was moved by Councilor Brumagin and

seconded by Councilor Hoban to table discussion on council appointments and liaison responsibilities. Motion carried unanimously.

**INFORMATIONAL SUMMARY:** If there is no objection, the Informational Summary will stand

approved and be made a part of the minutes of this meeting.

**ADJOURNMENT:** It was moved by Councilor Brumagin and seconded by Councilor Hoban 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

issues with no action to be taken. Executive Session ended at 9:40 P.M.

ATTEST

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