

**MINUTES  
UNION CITY BOROUGH  
MARCH 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 6:00 P.M. by Vice President Conklin. The meeting was held at the City Building.

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

Officials Present were Mayor Wilmoth, Secretary Cindy Wells, Chief Pernice, Street Supervisor Bob Phillips.

Visitors present were Fire Chief Dan Hawley and Larry Obert.

**APPROVAL OF AGENDA:** It was moved by Councilor Brumagin and seconded by Councilor McGuire that the agenda stands approved as presented. 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 March 13, 2018 be approved. Motion carried unanimously.

**RESIGNATION OF DUSTIN KOLAJA AS COUNCIL PRESIDENT:** Council to accept the resignation of Dustin Kolaja as Council President.

**MOTION TO ACCEPT RESIGNATION OF DUSTIN KOLAJA AS COUNCIL PRESIDENT:** It was moved by Councilman McGuire and seconded by Councilman Brumagin to accept the resignation of Dustin Kolaja as Council President. Motion carried unanimously.

**MOTION TO SUSPEND THE RULES:** It was moved by Councilor McGuire and seconded by Councilor Steadman to suspend the rules. Motion carried unanimously.

**VICE-PRESIDENT CONKLIN VACATED HIS CHAIR:** Vice-President Conklin vacated his chair to Mayor Natalie Wilmoth.

**NOMINATIONS AND ELECTION FOR COUNCIL PRESIDENT:** Mayor

Natalie Wilmoth opened the floor for nominations for President of Borough Council to serve the remaining two-year term of Dustin Kolaja as President.

Councilman McGuire nominated Councilor Conklin. Councilor Conklin declined.

Councilor Conklin nominated Councilman Brumagin. There were no further nominations.

**MOTION TO CLOSE NOMINATIONS AND VOTE ON COUNCILMAN BRUMAGIN AS PRESIDENT:**

A roll call vote was taken: Councilman Conklin-yes, Councilman Brumagin-yes, Councilman Steadman-yes, Councilman McGuire-yes.

**MAYOR RELINQUISHED HER CHAIR TO PRESIDENT OF BOROUGH COUNCIL:** Mayor Natalie

Wilmoth relinquished her chair to President Brumagin.

**APPOINTMENTS TO SIGN CHECKS:** Bank account signatures will change because Council President changed.

**MOTION TO HAVE THE FOLLOWING CHECK SIGNERS PRESIDENT BRUMAGIN, VICE-PRESIDENT CONKLIN, COUNCILMAN MCGUIRE, AND COUNCILMAN HOBAN, ASSISTANT TREASURER AMANDA MUSGRAVE AND BOROUGH SECRETARY/TREASURER CINDY WELLS:**

It was moved by Councilman Conklin and seconded by Councilman McGuire to have the following as check signers: President Brumagin, Vice-President Conklin, Councilman McGuire, and Councilman Hoban, Assistant Treasurer Amanda Musgrave and Borough Secretary/Treasurer Cindy Wells. Motion carried unanimously.

**UCVFD:** Chief Hawley said that he had heard Borough Council was upset with the UCVFD for purchasing a fire truck. Council all denied that and said they support the Fire Department in what they have been doing. Chief Hawley stated they are looking to purchase an ambulance for about half of what it cost new and the box is guaranteed for life. Larry Obert stated they are looking for a grant/loan with the USDA, a 2% loan with the state and a loan with Northwest Savings Bank. Chief Hawley said that he will continue to keep Council updated. The antique truck agreement was also mentioned and neither Chief Hawley or Larry

Obert had seen the agreement. Copies were given to them. They will get back to us.

**BOROUGH SECRETARY:**

**FAÇADE IMPROVEMENT GRANT:** Preservation Erie will be here April 5, 2018 with their architect to meet with business owners.

**MULTI-MODAL TRANSPORTATION GRANT:** The grant application will be completed and submitted by March 29, 2018. This grant is for sidewalks on the south side of Johnson Street between Main & Miles, and the east side of Miles Street from Johnson Street to the school.

**NEW BUSINESS OPPORTUNITY:** The Borough office was contacted regarding a new business that could employ 5- 10 people. A second contact had been made for someone looking for office space for a small business.

**MOTION TO APPROVE THE BOROUGH SECRETARY TO ATTEND THE PSAB CONFERENCE IN HERYSHEY, PA IN JUNE:** It was moved by Councilor Conklin and seconded by Councilor McGuire for the Borough Secretary to attend the PSAB Conference in June in Hershey, PA. Motion carried unanimously.

**BOROUGH SECRETARY OFFICE:** There was \$4,000 budgeted for improvements and \$5,000 for electrical wiring throughout the City Building.

**MOTION TO APPROVE GETTING QUOTES FOR UPDATES TO THE BOROUGH SECRETARY OFFICE:** It was moved by Councilor McGuire and seconded by Councilor Conklin to get quotes on updates to the Borough Secretary office. Motion carried unanimously.

**BOROUGH AUCTION:** Council approved checking into having an auction of Borough property and to check with the Solicitor and Municibid.

**RENAISSANCE BLOCK GRANT PROGRAM:** ECGRA has announced the Renaissance Block Grant. There is a workshop on April 4, 2018 that the Borough Secretary will be attending.

**ANCHOR BUILDING GRANT:** ECGRA has announced the Anchor Building Grant. There is a

workshop on April 4, 2018 that the Borough Secretary will be attending.

**MFG AND TRUCKS ON SIDE STREETS:** Chief Pernice has addressed the problem. It was

requested that the complainant to this problem be updated as to the outcome. Also, Borough Secretary will contact Parker for permission for MFG to install their name to the existing sign.

**PUBLIC SAFETY:**

**SUGGESTED CHANGES FOR THE PARKING ORDINANCE:** Chief Pernice would like no parking on a section of Market Street. Bob Phillips is requesting winter parking on Center Street.

**MOTION TO ADVERTISE THE AMENDMENTS TO THE PARKING ORDINANCE OF NO WINTER PARKING ON CENTER STREET, AND NO PARKING ON MARKET STREET BETWEEN NORTH MAIN STREET AND THE ENTRANCE TO MUNICIPAL LOT 1.** It was moved by Councilor Conklin and

seconded by Councilor McGuire to advertise the amendment to the parking ordinance of no winter parking on Center Street, and no parking on Market Street between North Main Street and the entrance to Municipal Lot 1. Motion carried unanimously.

**REQUEST POLICE SECRETARY FULL-TIME EFFECTIVE APRIL 1, 2018:**

This was budgeted for the last three quarters of 2018.

**MOTION TO HIRE THE POLICE SECRETARY AMANDA MUSGRAVE FULL-TIME WITH BENEFITS EFFECTIVE APRIL 1, 2018.** It was moved by

Councilor Conklin and seconded by Councilor McGuire to hire the Police Secretary Amanda Musgrave full-time with benefits effective April 1, 2018. Motion carried unanimously.

**POSSESSION OF MARIJUANA ORDINANCE:** Chief Pernice proposed that Council pass an

ordinance allowing possession of a small amount of marijuana to be charged by citation instead of a criminal complaint. The fine for a small amount could be up to \$500. Council agreed to have the Chief should contact the Solicitor to have an ordinance written and present to Council.

**PUBLIC WORKS:**

**SUMMER HELP:** The ad ran last Wednesday, Thursday, & Friday in The Journal and the

UC Express on Saturday. No new applications but two were previously received. Added to Career Link. Council decided to run the ad again in the Journal and Journal Express. Also, on the Borough Council Facebook page. It was recommended that if the Solicitor approved it to add that a Criminal History & background check would be completed.

**DUMP TRUCK:** Discuss disposal of the dump truck. Council agreed to wait until a Borough auction if we have one.

**O'DELL STREET PROJECT:** Street Supervisor Bob Phillips reported that the Odell Street project had been started. 120 feet and outlet to 6<sup>th</sup> Avenue and Odell Street Extension was started, and another 350 feet will be having the PA One Call completed.

**STREET SWEEPER REPAIR:** The steering arm for the street sweeper will be taken to some businesses to see if a new one can be fabricated.

**FINANCE:**

**UPDATED ELECTRICAL WORK AND SECURITY LIGHTINGS:** Councilor Conklin followed-up with Hyer Electric regarding their quote. There was no change.

**MOTION TO ACCEPT THE QUOTE FROM HYER ELECTRIC TO INSTALL UPDATED LIGHTING AND WIRING IN THE BOROUGH BUILDING CONFERENCE ROOM AND THE POLICE DEPARTMENT INTERVIEW ROOM. THE STREETS DEPARTMENT WILL INSTALL THE SECURITY LIGHTING IN THE PARKING LOT NEXT TO THE MUSEUM.** It was moved by Councilor Conklin and seconded by

Councilor McGuire to accept the quote from Hyer Electric to install updated lighting and wiring in the Borough building conference room and the police department interview room. The streets department will install the security lighting in the parking lot next to the museum. Motion carried unanimously.

**DISCUSS MUSEUM INSURANCE:** Anderson Insurance could insure the contents of the museum two different ways. Agreed value - have an appraisal for high valued items and at time of loss that is the amount that would be paid. Second option is Replacement/Market value - either a full inventory or list specific items and at time of loss insurance would pay the current market value and then if the item is replaced they would pay the additional money up to the limit stated in the policy.

**MOTION THAT LARGER ITEMS IN THE MUSEUM BE LISTED AND INSURED FOR REPLACEMENT/MARKET VALUE.**

It was moved by Councilor Conklin and seconded by Councilor McGuire that the larger items in the museum be listed and insured for replacement/market value. Motion carried unanimously.

The Borough Secretary will notify the museum that the items should be listed.

**OWNERSHIP OF THE MUSEUM ARTIFACTS:**

Research is being done to determine if the Borough owns the museum artifacts. Until then if the museum has items they want to dispose of they can be stored upstairs in the City Building. We will still continue to follow up on ownership.

**POLICE & NON-UNIFORMED PENSION:**

The Actuarial Valuations dated January 1, 2017 have been received and are available if Council wants to review them.

**COUNCIL TO CONSIDER OBTAINING HEART AND LUNG INSURANCE:**

A quote was received from EMC Insurance for Heart and Lung coverage for \$75,000 per injured officer in the amount of \$1,115 annually. This can be added anytime during the policy year.

**MOTION TO OBTAIN HEART AND LUNG INSURANCE WITH EMC INSURANCE.**

It was moved by Councilor Conklin and seconded by Councilor Steadman to obtain Heart and Lung Insurance coverage with EMC Insurance. Motion carried unanimously.

**ADMINISTRATION:**

**COUNCIL APPOINTMENTS AND LIAISON RESPONSIBILITIES**

The following appointments were made by President Brumagin:

Administration	Dan Brumagin
Public Safety	Charlie Steadman
Personnel	Phillip Conklin, Jr.
Finance	Dan Hoban
Public Works	Emmet McGuire
Parks & Rec	Dustin Kolaja

**TIME WARNER CABLE AGREEMENT:**

The franchise agreement has been reached with Time Warner Cable Midwest LLC, L/K/A/ Charter Communications for a 10-year term.

**MOTION TO APPROVE THE CONTRACT WITH TIME WARNER CABLE MIDWEST LLC**

**L/K/A CHARTER COMMUNICATIONS FOR A 10 YEAR TERM.** It was moved by Councilor Conklin

and seconded by Councilor McGuire to approve the contract with Time Warner Cable Midwest LLC, L/K/A/ Charter Communications for a 10-year term. Motion carried unanimously.

**AGREEMENT WITH BROWN'S FITNESS:** Seth Brown is willing to allow the Borough to plow

snow towards the bank of French Creek which is his property and allow the police car to park at the front of the lot in exchange for the Borough plowing his lot once a day when the Borough is plowing.

**MOTION TO MAKE AN AGREEMENT WITH BROWN'S FITNESS, 1 SOUTH MAIN STREET, UNION CITY THAT ALLOWS THE BOROUGH TO PLOW SNOW TOWARDS THE BANK OF FRENCH CREEK AND ALLOW THE POLICE CAR TO PARK AT THE FRONT OF THE LOT IN EXCHANGE FOR THE BOROUGH PLOWING HIS LOT ONCE A DAY WHEN THE BOROUGH IS PLOWING.** It was moved

by Councilor Conklin and seconded by Councilor McGuire to make an agreement with Brown's Fitness, 1 South Main Street, Union City that allows the Borough to plow snow towards the bank of French Creek and allow the police car to park at the front of the lot in exchange for the Borough plowing his lot once a day when the Borough is plowing. Motion carried unanimously.

**PERSONNEL AND PLANNING:**

**RETROACTIVE VOTE TO MARCH 4, 2018 TO APPOINT BOB PHILLIPS AS STREET SUPERVISOR-SR. EQUIPMENT OPERATOR AND PAUL MAYNARD AS PROGRAM DIRECTOR-SR. EQUIPMENT OPERATOR AND REVIEW IN THREE MONTHS.** It was moved by Councilor Conklin and

seconded by Councilor McGuire to appoint Bob Phillips as Street Supervisor-Sr. Equipment Operator and Paul Maynard as Program Director-Sr. Equipment Operator retroactively to March 4, 2018 and review in three months. Motion carried unanimously.

**TIME KEEPING SYSTEMS:** Councilor McGuire would like to discuss Time Keeping Systems.

Different clocks were looked at. The Street Supervisor will have a key for the clock to change settings when necessary.

**MOTION TO PUCHASE THE LATHAM 100E TIME CLOCK FOR THE STREETS DEPARTMENT.** It

was moved by Councilor Conklin and seconded by Councilor McGuire wo purchase the Latham 100E time clock for the Streets Department. Motion carried unanimously.

**EXECUTIVE SESSION:** No Executive Session was needed.

**ADJOURNMENT:** It was moved by Councilor McGuire and seconded by Councilor Conklin that  
the meeting be adjourned. Motion carried unanimously.

The meeting adjourned at 8:01P.M.

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ATTEST