

**MINUTES
UNION CITY BOROUGH
APRIL 10, 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 7:00 P.M. by Councilor Kolaja. The meeting was held at the LGI Room at the UC High School.

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

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

See the sign-in sheet for the visitors who were present.

APPROVAL OF AGENDA: It was moved by Councilor McGuire and seconded by Councilor Hoban
that the agenda stands approved as presented. Motion carried unanimously.

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

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

HEARING OF THE VISITORS:

Jack Croston, 37 Atlantic Street wanted to know what was being done with the issue of semis traveling on streets with weight limits. It was explained that the address for MFG shipping & receiving had been changed with the 911 Center and the tax office, but it takes time for it to affect all the systems. Also, we are waiting on Parker to determine if MFG can post their name on the sign on South Main Street. The police

had two calls the day before regarding this. Chief Pernice explained that they are being more pro-active and giving that area more attention.

COMPLAINT FORMS: Council reviewed the forms and had no questions.

CODE ENFORCEMENT: Reports were reviewed and there were no questions.

ZONING OFFICER: Council reviewed the report and there were no questions.

MAYOR: The Mayor had no reports or recommendations but wanted to thank everyone involved for getting the lighting installed in the City Building parking lot.

BOROUGH SECRETARY:

RENAISSANCE BLOCK GRANT PROGRAM: ECGRA has announced the Renaissance Block Grant and the Borough Secretary will plan to apply.

ANCHOR BUILDING GRANT: ECGRA has announced the Anchor Building Grant and Council needs to discuss in the near future if they want an application submitted.

BOROUGH SECRETARY OFFICE: There was \$4,000 in the budget for improvements for walls & flooring. There are a couple of ceiling tiles that need replaced also. There is also \$5,000 in the budget for electrical wiring which \$3470 has been spent leaving a balance of \$1530. Estimates were received from Steve Powell and Butler Flooring/Pro Source, and Hyer Electric that total approximately \$4,740 of which includes \$1,600 in electrical work. The Borough Secretary did point out that Butler Flooring was Brian Butler who is her brother.

MOTION TO APPROVE HAVING THE IMPROVEMENTS TO THE BOROUGH OFFICE COMPLETED BASED ON THE ESTIMATES THAT WERE RECEIVED: It was moved by Councilor McGuire and seconded by Councilor Hoban to approve having the improvements to the Borough Office completed based on the estimates that were received. Motion carried unanimously.

PUBLIC SAFETY:

UCVFD ANTIQUE TRUCK AGREEMENT: Councilor Steadman said that at the last UCVFD

meeting there was no discussion on this. He doesn't see the Borough ever doing anything with the Buffalo. He recommends giving ownership to the UCVFD with the stipulation they can't sell it. Solicitor Wachter recommended using a gift agreement with right of first refusal to the Borough for a \$1.00 buy back if the UCVFD decides to sell it.

MOTION TO USE A GIFT AGREEMENT GIFTING THE BUFFALO FIRE TRUCK TO THE UCVFD WITH RIGHT OF FIRST REFUSAL TO THE BOROUGH FOR A \$1.00 BUY BACK IF THE UCVFD DECIDES TO SELL IT. It was moved by Councilor Steadman and seconded by Councilor Hoban to use a gift

agreement gifting the Buffalo fire truck to the UCVFD with right of first refusal to the Borough for a \$1.00 buy back if the UCVFD decides to sell it. Motion carried unanimously.

REQUEST TO START THE CIVIL SERVICE TESTING PROCESS FOR A FULL-TIME OFFICER: A full-time officer was budgeted for the last three quarters of 2018.

MOTION TO START CIVIL SERVICE TESTING PROCESS FOR A FULL-TIME OFFICER: It was moved by Councilor McGuire and seconded by Councilor Steadman to start Civil Service testing process for a full-time officer. Motion carried unanimously.

COMPUTERS IN THE POLICE DEPARTMENT: There is \$2,000 in the budget for computers in 2018. There have been problems with the Chief's laptop computer. The officer's computer is approximately 8 years old and is very slow. After having the server checked it is not compliant with JNET and capacity is minimal which is slowing it down. It would cost approximately \$3,600 for three computers, one of which would be used as a server, to be purchased and installed.

MOTION TO ALLOW \$3,600 FOR THE POLICE DEPARTMENT FOR THE PURCHASE AND INSTALLATION OF TWO COMPUTERS AS QUOTED FROM DELL AND A THIRD COMPUTER FOR THE LESSER OF TWO ESTIMATES. It was moved by Councilor McGuire and seconded by Councilor Hoban to allow \$3,600 for the police department for the purchase and installation of two computers as quoted from Dell and a third computer for the lesser of two estimates. Motion carried unanimously.

PUBLIC WORKS:

PENNDOT MAIN STREET PROJECT: Tom McClelland from PennDOT in Oil City would like to set up a meeting with Council and the Street Supervisor to review the proposed Main Street Project. Council agreed to Tuesday, April 24,

2018 at 5:30 to meet with Street Supervisor Bob Phillips, Paul Maynard, and Council.

JUNIOR EQUIPMENT OPERATOR: Ads have been placed in the Corry Journal and the UC

Express. We have a total of 7 applications plus 2 more that had been given out that are not returned yet. Council agreed that Bob Phillips, Councilor McGuire, and Councilor Conklin should review them and complete interviews.

STREET SWEEPER REPAIR: The steering arm is being made out of stainless and machined.

DRUG AND ALCOHOL TESTING: The Borough is signed with the PSAB to be pooled with other

PSAB members. Only a certain percentage of employees from the pool of approximately 656 are selected quarterly to be tested. Currently none of our employees have been tested since 2016 and only one tested in 2015. We have the option of receiving the same service at the same price however someone would consistently be tested each quarter. The cost is approximately \$85.00/test.

MOTION FOR THE BOROUGH EMPLOYEES BE REMOVED FROM THE POOL BUT THE BOROUGH MAINTAIN ITS ENROLLMENT IN THE GROUP TO MAINTAIN PRICING EFFECTIVE THIRD QUARTER 2018. It was

moved by Councilor McGuire and seconded by Councilor Hoban for the Borough employees to be removed from the pool, but the Borough maintain its enrollment in the group to maintain pricing effective third quarter 2018. Motion carried unanimously.

2018 STREET PROJECTS: Council recommends receiving bids on all the proposed projects listed.

STREETS DEPARTMENT LIAISON: Councilor McGuire stated that as the liaison for the Streets

Department he requests that if there are any problems with the Streets Department to please notify him and not wait until a meeting or Executive Session.

ADMINISTRATION:

RESOLUTION APPOINTING A FLOOD PLAIN ADMINISTRATOR: Per ordinance 1093 Council is to

appoint a Flood Plain Administrator. Rick Makohus is willing to take this position.

MOTION FOR A RESOLUTION (#2018-07) APPOINTING RICK MAKOHUS AS THE FLOOD PLAIN ADMINISTRATOR: It was moved by Councilor McGuire and seconded by Councilor Hoban to

pass a Resolution (#2018-07) appointing Rick Makohus as the Flood Plain Manager. Motion carried unanimously.

MOTION TO HOLD THE PUBLIC HEARING FOR THE PROPOSED ZONING ORDINANCE AT 6:30 ON MAY 8, 2018 PRIOR TO THE COUNCIL MEETING.

It was moved by Councilor Steadman and seconded by Councilor McGuire to hold the public hearing for the proposed zoning ordinance at 6:30 on May 8, 2018 prior to the Council Meeting. Motion carried unanimously.

FINANCE:

RETRO-ACTIVE MOTION TO APPROVE HYER ELECTRIC TO INSTALL THE SECURITY LIGHTING IN THE PARKING LOT NEXT TO THE MUSEUM EFFECTIVE MARCH 27, 2018.

It was moved by Councilor McGuire and seconded by Councilor Steadman for a retro-active motion to approve Hyer Electric to install the security lighting in the parking lot next to the Museum effective March 27, 2018. Motion carried unanimously.

MOTION TO APPROVE PLACING AN ADVERTISEMENT IN THE PA ROUTE 6 ALLIANCE 2018 TOURIST GUIDE AND THE COST TO BE SPLIT WITH THE UC MUSEUM AND THE UNION CITY PRIDE/DOWNTOWN DEVELOPMENT WITH OUR PORTION BEING \$200.

It was moved by Councilor Steadman and Councilor McGuire to place an advertisement in the Pa Route 6 Alliance 2018 Tourist Guide and the cost to be split with the UC Museum and the Union City Pride/Downtown Development with our portion being \$200. Motion carried unanimously.

MUSEUM INSURANCE: The Museum has been contacted about listing items to be insured.

Councilor Steadman asked that the Borough Secretary contact Floyd Metzger and get suggestions from him on what to insure.

OWNERSHIP OF THE MUSEUM ARTIFACTS: Information is still being gathered concerning this.

ECGRA MULTI-MUNICIPAL GRANT: Rick Novotny approached the Borough about submitting an

application to ECGRA for the Multi-Municipal grant with the City of Corry in purchasing blighted properties. With other projects that are currently being worked on it was decided not to apply this year.

MOTION FOR A RESOLUTION (#2018-08) APPOINTING DANIEL BRUMAGIN COUNCIL PRESIDENT, DANIEL HOBAN COUNCILMAN, AND CINDY WELLS BOROUGH SECRETARY/TREASURE AS ADMINISTRATORS OF THE POLICE AND NON-UNIFORM PENSION PLANS:

It was moved by Councilor McGuire and seconded by Councilor Steadman for a

resolution appointing Daniel Brumagin Council President, Dan Hoban Councilman, and Cindy Wells Borough Secretary/Treasure as administrators of the Police and Non-Uniform Pension Plans. Motion carried unanimously.

NORTHWEST SAVINGS BANK PENSION: Boetger & Associates are the record keeper of out pension plans. Since they have moved they would like to have online and statement access to the Northwest Trust Services account as they previously did. Council needs to give that approval by signing the Consent Form.

MOTION TO SIGN THE CONSENT FORM FOR THE POLICE PENSION AND NON-UNIFORM PENSION ALLOWING BOETGER & ASSOCIATES ACCESS TO THE PENSION INFORMATION ON-LINE. It was moved by Councilor McGuire and seconded by Councilor Steadman to sign the consent form for the Police Pension and Non-uniform Pension allowing Boetger & Associates access to the pension information on-line. Motion carried unanimously.

PARKS AND RECREATION:

Jessica Reynolds has said that they will not be able to have Summer Camp. They do want to have a Summer Fun Day. They would also like to use Parks & Rec funds to sponsor an event at the French Creek Festival and would like Council's approval.

MOTION TO APPROVE THE PARKS & RECREATION COMMITTEE TO USE THE FUNDS BUDGETED FOR THE COMMITTEE TOWARDS A SUMMER FUN DAY AND AN EVENT AT THE FRENCH CREEK FESTIVAL. It was moved by Councilor Hoban and Councilor McGuire to approve the Parks & Recreation Committee to use the funds budgeted for the committee towards a Summer Fun Day and an event at the French Creek Festival. Motion carried unanimously.

INFORMATIONAL SUMMARY: The Informational Summary will be made a part of the minutes.

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

The meeting adjourned at 8:12 P.M.

ATTEST