

**MINUTES
UNION CITY BOROUGH
JANUARY 22, 2019**

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 6:25 P.M. by Councilor Brumagin. The meeting was held at Union City Borough Building 13 South Main Street, Union City.

COUNCILORS PRESENT: Brumagin, Steadman, Kolaja, and Cross. Hoban and McGuire were absent.

OFFICIALS PRESENT: Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Street Supervisor Bob Phillips, and Zoning Officer Dennis Ploss.

VISITORS PRESENT: See the sign-in sheet.

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

MOTION ON MINUTES: It was moved by Councilor Cross and seconded by Councilor Kolaja that all Councilors having read the minutes from the council meeting on January 8, 2019 be approved. Motion carried unanimously.

HEARING OF THE VISITORS: There were no comments.

COMPLAINT FORMS: Council review of completed complaint forms. Council had no questions.

MAYOR: The Mayor had no reports or recommendations.

POLICE VEHICLE DAMAGE: Information on minor damage to the police vehicle was given. An estimate will be done.

STREET SUPERVISOR - BOB PHILLIPS: The Street Supervisor had no reports or recommendations.

PERSONNEL AND PLANNING: The Director of Personnel and Planning had no reports or recommendations.

SUGGESTED CHANGES TO THE PERSONNEL POLICY MANUAL: There were four minor changes and there is also additions to the Bereavement policy.

MOTION TO APPROVE THE FOLLOWING CHANGES TO THE BOROUGH POLICY MANUAL SECTION IV, F - PUBLIC IMAGE REMOVE "AT WATER/WASTEWATER TREATMENT PLANTS, PUMPING OR STORAGE FACILITIES"; CHANGE THE WORD "MANAGER" TO "SUPERVISOR"; SECTION V, E PERSONNEL FILES - ADD "NO COPIES OR PHOTOS OF THE FILE ARE PERMITTED"; AND SECTION V, H COMPUTERS, EMAIL AND THE INTERNET - CHANGE TOWNSHIP TO BOROUGH; SECTION VIII, J BEREAVEMENT LEAVE - ADD STEP-MOTHER, STEP-FATHER, STEP-SISTER, STEPBROTHER, GRANDMOTHER, GRANDFATHER, GRANDCHILD, SPOUSE'S CHILD, AND SPOUSE'S GRANDCHILD. IN THE CASE OF AN AUNT, UNCLE, NEPHEW OR NIECE, THE OFFICER WILL BE GRANTED ONE DAY ON THE DAY OF THE FUNERAL. It was moved by Councilor Kolaja and seconded by Councilor Cross to make the changes to the Borough Policy Manual. Motion carried unanimously.

ADMINISTRATION: The Director of Administration had no reports or recommendations.

APPOINT DAVE HIMES TO UNION PLANNING COMMISSION: Dave's term expired 12/31/18.

RETRO-ACTIVE MOTION TO APPOINT DAVE HIMES TO THE UNION PLANNING COMMISSION FOR A FOUR-YEAR TERM EXPIRING DECEMBER 31, 2022. It was moved by Councilor Kolaja and seconded by Councilor Cross to retro-actively appoint Dave Himes to the Union Planning Commission for a four-year term expiring December 31, 2022. Motion carried unanimously.

LIBRARY BOARD: Terms expired for Rodger McCarthy, Wendy Mangol, Yvonne Staufer, and Cathy Anderson. Cathy Anderson no longer lives in the Borough and another person will need appointed to take her place, the other three are willing to serve another term. This still leaves a vacancy on the Library Board, but Chris Slocum has talked to someone who may be interested. She will let me know.

MOTION TO REAPPOINT RODGER MCCARTHY, WENDY MANGOL, AND YVONNE STAUFER TO THE LIBRARY BOARD FOR THREE YEAR TERMS EXPIRING DECEMBER 31, 2021. It was moved by Councilor Steadman and seconded by Councilor Kolaja to reappoint Rodger McCarthy, Wendy Mangol and Yvonne Staufer to the Library

Board for three-year terms expiring December 31, 2021. Motion carried unanimously.

PARKS & RECREATION COMMISSION: There has been a vacancy on Parks & Recreation and the term for Kelly Geer expired in December 2018. The commission would like to recommend Beth Eastman and Damon Pieper.

MOTION TO APPOINT BETH EASTMAN TO FILL THE VACANCY ON THE PARKS & RECREATION COMMISSION WHOSE TERM EXPIRES DECEMBER 31, 2020, AND, APPOINT DAMON PIEPER TO A FIVE-YEAR TERM THAT WILL EXPIRE DECEMBER 31, 2023. It was moved by Councilor Kolaja

and seconded by Councilor Steadman to appoint Beth Eastman to fill the vacancy on the Parks & Recreation Commission whose term expires December 31, 2020 and appoint Damon Pieper to a five-year term that will expire December 31, 2023. Motion carried unanimously.

CIVIL SERVICE COMMISSION: Brett Smith's term on the Civil Service Commission expired

December 31, 2018. He is willing to serve another term. There is still a vacancy on the Commission whose term will end December 31, 2020.

MOTION TO APPOINT BRETT SMITH TO THE CIVIL SERVICE COMMISSION FOR A THREE-YEAR TERM EXPIRING ON DECEMBER 31, 2021. It was moved by Councilor Kolaja and seconded

by Councilor Cross to appoint Brett Smith to the Civil Service Commission for a three-year term expiring on December 31, 2021. Motion carried unanimously.

ZONING HEARING BOARD: Brian Beezub will be submitting his resignation from the Zoning

Hearing Board which will leave a vacancy. Brian Maynard's term expired December 31, 2018 along with Brian Beezub.

MOTION TO APPOINT BRIAN MAYNARD TO THE ZONING HEARING BOARD FOR A THREE-YEAR TERM EXPIRING ON DECEMBER 31, 2021.

It was moved by Councilor Kolaja and seconded by Councilor Steadman to appoint Brian Maynard to the Zoning Hearing Board for a three-year term expiring on December 31, 2021. Motion carried unanimously.

SHADE TREE COMMISSION: There is currently a vacancy on the Shade Tree Commission whose term will expire December 31, 2019.

BUILDING CODE OFFICIAL AND OPT-IN OR OPT-OUT: Council to decide if they want the

Borough to Opt-In or Opt-Out for issuance of building permits and inspections. The Borough is currently considered Opt-In and in 2018 had appointed Rick Makhous as Building Code Official. Rick only agreed until the end of 2018.

MOTION TO CHANGE THE BOROUGH'S ELECTION TO OPT-OUT FOR THE PA UNIFORM CONSTRUCTION CODE WHICH WILL HALT LOCAL CODE ENFORCEMENT AND, RETRO ACTIVE TO JANUARY 1, 2019, APPROVE RICK MAKHOUS TO REMAIN AS BUILDING CODE OFFICIAL UNTIL THE OPT-OUT TAKES EFFECT. It was moved by Councilor Kolaja and seconded by

Councilor Cross to change the Borough's election to opt-out for the PA Uniform Construction Code which will halt local code enforcement and, retro active to January 1, 2019, approve Rick Makhous to remain as Building Code Official until the opt-out takes effect. Motion carried unanimously.

PUBLIC SAFETY: The Director of Public Safety had no reports or recommendations.

PARKS AND RECREATION: The Director of Parks and Recreation had no reports or recommendations.

WINTER FUN DAY: Winter Fun Day will be held on Saturday, February 2, 2019 from 2:00 - 7:00.

BOROUGH SECRETARY:

POLICE PENSION AND NON-UNIFORM PENSION: The year-end statements for both pensions have been received and are available for Council's review.

WWCB RADIO ADVERTISEMENT FOR EMTA: Last year the Borough paid \$125 for a small ad on local placemats that provide the EMTA bus schedule.

MOTION TO APPROVE ADVERTISING WITH WWCB RADIO ON THE EMTA PLACEMATS FOR THE AMOUNT OF \$125. It was moved by Councilor Kolaja and seconded by Councilor Cross to approve advertising with WWCB Radio on the EMTA Placemats for the amount of \$125. Motion carried unanimously.

PSAB CONFERENCE: Request for Council approval for the Borough Secretary, Cindy Wells to attend the PSAB Conference June 9-12, 2019. Council all agreed.

CDBG SINGLE FAMILY HOUSING REHABILITATION: Union City received \$225,000 for low-income, single family housing rehabilitation in 2017/2018. We will be receiving \$179,000 in 2019.

ECGRA - HISTORIC PRESERVATION PLAN: The Borough applied for \$10,000 for matching funds for the Keystone Historic Preservation Grant. We received notification that we will be receiving the funding.

KEYSTONE HISTORIC PRESERVATION PLAN: Council needs to approve the bid for this grant.

MOTION TO APPROVE THE PROPOSED BID BE ADVERTISED FOR PROFESSIONAL CONSULTANT SERVICES FOR THE PRESERVATION PLAN FOR THE BOROUGH OF UNION CITY AFTER THE REVIEW AND APPROVAL OF SOLICITOR WACHTER. It was moved by Councilor Kolaja and seconded by Councilor Cross to approve the proposed bid be advertised for Professional Consultant Services for the Preservation Plan for the Borough of Union City after the review and approval of Solicitor Wachter. Motion carried unanimously.

ECGRA - COMMUNITY ASSETS GRANT: The Borough received \$50,000 for parks with this grant and matching funds are needed. Requesting approval to apply for the DCNR Rehabilitation & Development Grant for Caflisch Park and utilize the services of the EADS Group. The cost would be a maximum of \$1,500 and it would include professional engineering and technical counseling services for the grant.

MOTION TO APPROVE UTILIZING THE SERVICES OF THE EADS GROUP TO PREPARE THE DCNR REHABILITATION & DEVELOPMENT GRANT FOR CAFLISCH PARK FOR A MAXIMUM COST OF \$1,500. It was moved by Councilor Kolaja and seconded by Councilor Steadman to approve utilizing the services of the EADS Group to prepare the DCNR Rehabilitation & Development Grant for Caflisch Park for a maximum cost of \$1,500. Motion carried unanimously.

UNION CITY PRIDE LOTS: Current status of the lots was given. Council agreed that the Borough is interested in accepting ownership. Solicitor Wachter will be notified on the division of some of the lots with the property being joined with a neighboring property as to how to best handle the transfer of that portion.

ECGRA - MISSION MAIN STREET FAÇADE IMPROVEMENT GRANT: Council to discuss possible

uses for this grant. Possibility of a parking lot on South Main Street, ADA Accessibility to the City Building were suggested.

CHERRY HILL PROPERTY: Violations on property. Council wants aggressive enforcement and stiff penalties for the violations. The Borough has been dealing with this property since 2010. A timeline is to be submitted from the property owner with the dates he projects to have the violations all corrected, which must be completed by March 31, 2019 and the fence by Friday, February 1, 2019.

MULTI-MODAL TRANSPORTATON GRANT: Review information on the grant. We are waiting to see the outcome of a CFA Multi-Modal Grant for the same area before determining how the entire project will be paid for.

RENAISSANCE BLOCK GRANT: The application period will be opening for this grant in the next few weeks.

EXECUTIVE SESSION: Executive session to discuss personnel and possible purchase of property.
Executive Session was from 7:05 PM- 7:42 PM.

INFORMATIONAL SUMMARY: If there is no objection, the Informational Summary will stand approved and be made a part of the minutes of this meeting. Council approved.

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

The meeting adjourned at 7:43 P.M.

ATTEST