

**MINUTES  
UNION CITY BOROUGH  
APRIL 23, 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 6:00 P.M. by Councilor Brumagin. The meeting was held at City Building, 13 South Main Street, Union City.

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

**OFFICIALS PRESENT:** Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, Streets Supervisor Bob Phillips, Zoning Officer Dennis Ploss.

**VISITORS PRESENT:** See the sign-in sheet for visitors present.

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

**RICK MAKHOUS - OPT IN – OPT OUT FOR BUILDING CODE:** Rick made a recommendation to Council that the Borough not change to Opt-Out for the UCC Code for the sake of taxpayers. For commercial improvements they must use the Department of Labor & Industry for inspections and costs will rise considerably.

**DAVE WELLMAN – EMERGENCY RADIOS:** Dave wasn’t at the meeting to discuss. Will be tabled until next meeting.

**COMPLAINT FORMS:** Complaint forms were reviewed and discussed.

**CHERRY HILL PROPERTY UPDATE:** A letter was read from Brian Hennesey, the attorney for Carl Boone, owner of the Cherry Hill Property. The letter stated that based on the progress that has been made at the site they are requesting Council approve a hold on issuing future fines while there is continued progress on the properties. Council agreed to a 60 day hold to take effect when the original fines are paid. If at the end of the 60 days violations are not corrected, fines will be issued. Also, an update report must be issued by May 13<sup>th</sup>, 24<sup>th</sup>, June 10<sup>th</sup> and 24<sup>th</sup>, 2019 as to

the progress on all violations. Carl is trying to finalize a contract to have the building demolished at the 77 South Main Street property.

**92 SOUTH MAIN STREET:** Solicitor Wachter recommended that Cindy contact the Erie County

Land Bank. The information regarding the building was presented to Christie Mahaney and said that this is a perfect property for the Land Bank and she would present it to them. This property is on the Repository so they may be able to move more quickly on it. We would be required to have a signed agreement with the Land Bank. Council would like an update at the next meeting.

**MAYOR:** The Mayor had no reports or recommendations.

**BOROUGH SECRETARY:**

**JUNE MEETING DATE:** Council agreed to only one meeting in June on the 25<sup>th</sup>, 2019 at 6:00 at the Borough Office.

**ZONING AMENDMENT:** Regarding fences on property lines. The County recommended the wording be changed to “a minimum setback of approximately 2’ from the property line”. Cindy talked to Solicitor Wachter and he agreed with the recommendation. Council all agreed to change the wording for the proposed ordinance and continue to move ahead in advertising.

**DCED GREENWAYS, TRAILS & RECREATION PROGRAMS GRANT:**

Council to agree to signing the agreement between The EADS Group and the Borough. Solicitor Wachter has reviewed the agreement.

**MOTION TO SIGN THE AGREEMENT BETWEEN THE EADS GROUP AND THE BOROUGH AGREEING THAT THE EADS GROUP SUBMIT AN APPLICATION ON BEHALF OF THE BOROUGH FOR THE DCED GREENWAYS, TRAILS & RECREATION PROGRAMS GRANT FOR A**

**COMPREHENSIVE/MASTERSITE PLAN FOR THE PARKS:** It was moved by Councilor McGuire

and seconded by Councilor Cross to sign the agreement between The EADS Group and the Borough agreeing that the EADS Group submit an application on behalf of the Borough for the DCED Greenways, Trails & Recreation Programs Grant for a Comprehensive/Master Site Plan for the parks. Motion carried unanimously.

**RECOMMENDATION FOR THE PRESERVATION PLAN FOR THE BOROUGH OF UNION CITY 19 HISTORICAL BUILDINGS AND STREET SCAPE:** We recommend City Studio.

**MOTION TO ACCEPT THE RECOMMENDATION OF SECURING THE SERVICES OF CITY STUDIO FOR THE PREPARATION OF A PRESERVATION PLAN FOR THE CENTRAL BUSINESS DISTRICT OF THE BOROUGH OF UNION CITY TO INCLUDE A STREET SCAPE PLAN AND MINI FAÇADE PLANS FOR 19 HISTORIC BUILDINGS.** It was moved by

Councilor McGuire and seconded by Councilor

Cross to accept the recommendation of securing the services of City Studio for the preparation of a Preservation Plan for the central business district of the Borough of Union City to include a street scape plan and mini façade plans for 19 historic buildings. Motion carried unanimously.

**CREDIT CARD POLICY:** Maher Duessel recommended the Borough have a Credit Card Policy.

Solicitor Wachter reviewed and approved the policy. It can be added to the current Personnel Policy Manual.

**MOTION TO ADOPT A CREDIT CARD POLICY AS RECOMMENDED BY MAHER DUESSEL DURING THEIR AUDIT REPORT; THE POLICY WAS WRITTEN AND WAS REVIEWED AND APPROVED BY SOLICITOR WACHTER AND WILL BE ADDED TO THE CURRENT PERSONNEL POLICY MANUAL.** It

was moved by Councilor McGuire and seconded by Councilor Cross to adopt a Credit Card Policy as recommended by Maher Duessel during their audit report; the policy was written and was reviewed and approved by Solicitor Wachter and will be added to the current Personnel Policy Manual. Motion carried unanimously.

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

**CIVIL SERVICE COMMISSION:** There is still a vacancy on the Civil Service Commission whose

term will end December 31, 2020.

**ZONING HEARING BOARD:** There is still a vacancy on the Zoning Hearing Board whose term

will expire December 31, 2021.

**POLICE CHIEF:** The Chief received a call earlier from a resident that wants to put a dumpster on

the street on Second Avenue for a construction project for 1-2 days. He told them they could.

**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.

**STREET SUPERVISOR:**

**EAST HIGH STREET STORM SEWER DRAIN:** There is a sink hole by East High and Warden. It is believed to be a galvanized storm pipe that is rotted and may need to replace a large portion on East High. They won't know until they open-up the hole, clean it, and use a camera to determine the exact cause of the sinkhole.

**GUARD RAILS INSTALLED ON 2<sup>ND</sup> & 3<sup>RD</sup> AVENUE:** The guard rails have been installed on 2<sup>nd</sup> & 3<sup>rd</sup> Avenue. The Borough Office received a call from a resident stating how nice they look. Council would like 2 dead-end reflective signs installed there also.

**BENTLEY RUN:** Nothing has been done at this time.

**2019 PAVING PROJECTS:** Bob Phillips presented the 2019 paving project options. They will include 5 ADA ramps, 3 at West High & 2<sup>nd</sup> Avenue and 2 at Bridge & Graves. This will add approximately another \$10,000 to the project. Plan to advertise and have the bids opened at the meeting on May 28, 2019.

**MOTION TO ADVERTISE FOR PAVING OPTION 1; PAVING OPTION 1 WITH PATCH OPTION 2; SEAL COAT OPTION 1; AND 5 ADA RAMPS.** It was moved by Councilor Steadman and seconded by Councilor Cross to advertising for paving option 1; paving option 1 with patch option 2; seal coat option 1; and 5 ADA ramps. Motion carried unanimously.

**PUBLIC WORKS:** The Director of Public Works had no reports or recommendations.

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

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

The meeting adjourned at 6:57 P.M.\_

**EXECUTIVE SESSION:** There was an Executive Session with no action to be taken from 6:58 PM – 7:35 PM.

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ATTEST