

**AGENDA  
UNION CITY BOROUGH  
APRIL 14, 2020**

**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 Council Meeting for the Borough of Union City was called to order at \_\_\_\_ P.M. by \_\_\_\_\_. Due to the COVID-19 Pandemic, and to meet the recommendations for “social distancing” the meeting was held by Conference Call. The public was notified by placing a legal ad in The Journal on April 9, 2020 and the Union City Journal Express on April 11, 2020. Signs were posted at the City Building and at the Union City Elementary School. It was also posted on the Union City Borough Facebook page and UnionCityPA.US. The public was requested to submit any public comment by mail or email. The agenda was made available on April 13, 2020 at UnionCityPA.US.

**COUNCILORS PRESENT:** Brumagin P A, Hoban P A, McGuire P A, Cross P A, Bowes P A, Joyce P A

**OFFICIALS PRESENT:**

- Solicitor Timothy Wachter P A
- Mayor Natalie Wilmoth P A
- Borough Secretary Cindy Wells P A
- Police Chief David Pernice P A
- Streets Supervisor Bob Phillips P A
- Zoning Officer Dennis Ploss P A
- Code Enforcement Shawn Tharp P A

**APPROVAL OF AGENDA:** Are there any additions, deletions or amendments to the agenda at this time?

IF NO: It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the agenda stands approved as presented.

IF YES: It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt the agenda as amended.

**MOTION ON MINUTES:** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that all Councilors having read the minutes from the council meeting March 10, 2020 be approved.

**MOTION ON SECRETARY’S REPORT:** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the Secretary’s Report be accepted and made a part of the minutes of this meeting.

**MOTION ON BILLS:** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the unpaid bills be ordered paid and those paid be approved.

**HEARING OF THE VISITORS:** Any public comments received will be read.

**CODE ENFORCEMENT:** Council will review the Code Enforcement Report for March 2020 and ask Shawn Tharp any questions regarding the report. Shawn will provide any updates or questions he may have.

**ZONING OFFICER:** Council will review the Zoning Report for March 2020 and ask Dennis Ploss any questions regarding the report. Dennis will provide any updates or questions he may have.

**MAYOR NATALIE WILMOTH:** The Mayor will make any reports or recommendations she has.

**MOTION TO APPROVE THE DECLARATION OF DISASTER EMERGENCY, AS RELATED TO THE COVID-19 PANDEMIC, TO REMAIN IN EFFECT UNTIL IT IS TERMINATED BY UNION CITY BOROUGH COUNCIL, RETRO-ACTIVE TO MARCH 23, 2020.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve the Declaration of Disaster Emergency, as related to the COVID-19 Pandemic, to remain in effect until it is terminated by Union City Borough Council, retro-active to March 23, 2020.

**POLICE CHIEF:** The Police Chief will give any reports that he has.  
**UPDATE ON HIRING PART-TIME OFFICER**

**SOLICITOR WACHTER:** The Solicitor will make any reports or recommendations he may have.  
**UPDATE OF CIVIL SERVICE RULES AND REGULATIONS:**

**STREET SUPERVISOR:** The Street Supervisor will present any reports that he has.  
**PAVING PROJECTS FOR 2020 –** At the last meeting Council voted to table any decision until they reviewed the condition of the streets.

**BOROUGH SECRETARY:**

**PUBLIC HEARING FOR ZONING ORDINANCE AMENDMENT:** The hearing was originally scheduled for April 14, 2020 but was cancelled due to the COVID-19 pandemic. It will be scheduled for a future date to allow the public input.

**NOTIFICATION OF HIGHWAY OCCUPANCY PERMIT:** The Borough received notice that an application for a Highway Occupancy Permit has been submitted for a low volume driveway permit for The Buzz Coffee Shop.

**RESOLUTION TO AUTHORIZE DESTRUCTION OF RECORDS:** Request a Resolution to approve the destruction of records as listed on the Resolution.

**MOTION TO APPROVE A RESOLUTION FOR THE DESTRUCTION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL AS PROMULGATED BY THE PA HISTORICAL AND MUSEUM COMMISSION, WITH THE ITEMS BEING LISTED ON THE RESOLUTION.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve a Resolution for the Destruction of Records as set forth in the Municipal Records Manual as promulgated by the PA Historical and Museum Commission, with the items being listed on the Resolution.

**HISTORIC PRESERVATION PLAN:** The Historic Preservation Plan was completed approximately October 2019. It was requested by the Committee that Council put on record that they approve and accept the plan by resolution as a reference document.

**MOTION TO APPROVE A RESOLUTION THAT BOROUGH COUNCIL APPROVES AND ACCEPTS THE HISTORIC PRESERVATION PLAN DATED FALL 2019, AS A REFERENCE DOCUMENT.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve a Resolution that Borough Council approves and accepts the Historic Preservation Plan dated Fall 2019, as a reference document.

**NORTHWEST PENSION CONTRIBUTIONS:** Because of the COVID-19 situation Northwest is reviewing their processes to ensure their operations will continue with minimal disruption in the event they need to work remotely. They have reviewed our account and noticed our contributions to the Employee Pension plan is funded via check. To ensure the contributions continue uninterrupted in the event they are unable to process checks in person, they are recommending changing our funding from a check to an automatic transfer.

**MOTION TO APPROVE NORTHWEST EMPLOYEE PENSION PLAN CONTRIBUTIONS PAID BY ACH DEBIT FROM THE BOROUGH CHECKING ACCOUNT.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve Northwest Employee Pension Plan contributions paid ACH debit from the Borough Checking Account.

**RESOLUTIONS FOR DCNR GRANTS:** The Borough is applying to the DCNR for two grants, one for Phase II ADA Restrooms at Caflich Park and a Feasibility Study for a French Creek Trail. A Resolution is need for each that provides the electronic signature by Cindy Wells, Borough Secretary-Treasurer, to sign the application and if the grant is received, the grant agreement on behalf of the Borough. Each application requires an Acknowledgment and Letter of Support, and a Match Commitment Letter, which states that the Borough supports the application and acknowledges that there is a required 50% match, and will match with other local grants and cash contributions for the needed funds to complete the projects.

**MOTION TO ADOPT A RESOLUTION PROVIDING FOR THE ELECTRONIC SIGNATURE OF CINDY WELLS, BOROUGH SECRETARY-TREASURER, TO SIGN THE APPLICATION AND THE GRANT AGREEMENT ON BEHALF OF THE BOROUGH FOR THE FEASIBILITY STUDY OF A FRENCH CREEK TRAIL.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt a Resolution providing for the electronic signature of Cindy Wells, Borough Secretary-Treasurer, to sign the application and the grant agreement on behalf of the Borough for the Feasibility Study of a French Creek Trail.

**MOTION TO ADOPT A RESOLUTION PROVIDING FOR THE ELECTRONIC SIGNATURE OF CINDY WELLS, BOROUGH SECRETARY-TREASURER, TO SIGN THE APPLICATION AND THE GRANT AGREEMENT ON BEHALF OF THE BOROUGH FOR PHASE II ADA RESTROOMS AT CAFLISCH PARK.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt a Resolution providing for the electronic signature of Cindy Wells, Borough Secretary-

Treasurer, to sign the application and the grant agreement on behalf of the Borough for Phase II ADA Restrooms at Caflisch Park.

**MOTION TO APPROVE SENDING A PROJECT ACKNOWLEDGEMENT & LETTER OF SUPPORT AND A MATCH COMMITMENT LETTER TO THE DCNR FOR THE FEASIBILITY STUDY FOR THE FRENCH CREEK TRAIL AND PHASE II ADA RESTROOMS FOR CAFLISCH PARK.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve sending a project Acknowledgement & Letter of Support and a Match Commitment Letter to the DCNR for the Feasibility Study for the French Creek Trail and Phase II Ada Restrooms for Caflisch Park.

**EMS, FIRE & EMERGENCY MANAGEMENT CO-ORDINATOR:** The Liaison for EMS/Fire will make any reports or recommendations he may have.

**PARKS AND RECREATION:** The Liaison for Parks and Recreation will make any reports or recommendations he may have.

**PERSONNEL AND PLANNING:** The Liaison of Personnel and Planning will make any reports or Recommendations he may have.

**FINANCE:** The Liaison of Finance will make any reports or recommendations he may have.

**EXECUTIVE SESSION WITH ACTION TO BE TAKEN:** Discuss personnel.

**MOTION TO APPROVE THE CORRECTION PAYMENTS TO THE NON-UNIFORM PENSION PLAN AS PROVIDED TO COUNCIL.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to approve the correction payments to Non-Uniform Pension Plan corrections as provided to Council.

**UPDATE THE POLICY MANUAL TO REFLECT THE REQUIREMENTS OF THE PENSION PLAN:**  
Council should consider having updates to the Policy Manual that reflect the requirements of the Pension Plan.

**REVIEW THE REVISED MMO FOR THE NON-UNIFORM PENSION:** The revised MMO for 2020 was issued.

**MOTION TO SIGN THE REVISED MMO FOR THE NON-UNIFORM PENSION, ALTHOUGH IT IS AN UNOFFICIAL REVISED MMO, THE 2020 PAYMENT WILL BE BASED ON THE REVISED FIGURES.** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to sign the revised MMO for the Non-Uniform Pension, although it is an unofficial revised MMO, the 2020 payment will be based on the revised figures.

**ADJOURNMENT:** It was moved by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the meeting be adjourned. The meeting adjourned at \_\_\_\_\_ P.M.\_