

**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 7:00 P.M. by Councilor Brumagin. 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 ON THE CONFERENCE CALL: Brumagin, Hoban, McGuire, Cross, Bowes, and Joyce.

OFFICIALS PRESENT ON THE CONFERENCE CALL: Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, Streets Supervisor Bob Phillips, Zoning Officer Dennis Ploss, Code Enforcement Shawn Tharp.

APPROVAL OF AGENDA: It was moved by Councilor McGuire and seconded by Councilor Bowes to adopt the agenda as amended by adding an Executive Session after the Street Supervisor, RFP and agreement for the mural grant, and discuss the estimate for overhang roof, at the end of the Borough Secretary. Motion carried unanimously.

MOTION ON MINUTES: It was moved by Councilor McGuire and seconded by Councilor Bowes that all Councilors having read the minutes from the council meeting March 10, 2020 be approved. Motion carried unanimously.

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

HEARING OF THE VISITORS: Public comment was read from Herb Riede, 9100 Concord Road, Union City, and owner of Rabid Nerd Productions, 15 North Main Street, Union City.

CODE ENFORCEMENT: Council reviewed the Code Enforcement Report for March 2020 and had no questions. Shawn reported the owner of 3 Grant Street had received \$25 fine and a citation, \$50 fine and citations. Council agreed he should wait until COVID-19

restrictions are lifted before issuing more fines. Shawn said he would contact the owner and ask him to submit a written plan for the property.

47 East High Street has been inspected by BIU there were several violations and the property owner requested an extension until the end of the summer. They were given until May 31, 2020 pending Councils approval. Council agreed that Shawn will notify the owner to get a dumpster within 30 days, and the work will be addressed on a month to month basis and they must be showing progress to continue to provide for extensions.

ZONING OFFICER: Council reviewed the Zoning Report for March 2020 and had no questions. Dennis reported that there wasn't much going on.

MAYOR NATALIE WILMOTH: The Mayor had no reports or recommendations.

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 McGuire and seconded by Councilor Joyce 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. Motion carried unanimously.

POLICE CHIEF: UPDATE ON HIRING PART-TIME OFFICER – Everything has been postponed at this time.

SOLICITOR WACHTER: The Solicitor will make any reports or recommendations he may have.

UPDATE OF CIVIL SERVICE RULES AND REGULATIONS: The updates will be provided at another meeting. Chief Pernice said he requested the following changes:

1. The scoring for the testing is currently 70% on the written portion and 30% on the oral. He is proposing 50% for each.
2. The current age rule, the applicant must be 21 when hired. PSP and other departments also have a maximum age of less than 40 and they are required to retire at age 65. He proposed the change to applicants must be at least 21 years of age and cannot have reached their 40th birthday prior to or on the date of appointment.
3. The probation period should be updated to 1 year to reflect the same as the Police Contract.

STREET SUPERVISOR: Bob Phillips reported that they removed 2 of the dog kennels at the Borough garage because of rotten wood. There is still 1 left, but they have been used very little over the last five years.

PAVING PROJECTS FOR 2020 – At the last meeting Council voted to table any decision until they reviewed the condition of the streets. Because of COVID-19 Council has not inspected the streets. Council wants to know if the paving companies will be behind and if they will be able to complete all the projects.

MOTION TO TABLE THE DECISION ON PAVING PROJECTS FOR 2020 UNTIL THE MAY 12, 2020 MEETING. It was moved by Councilor Bowes and seconded by Councilor McGuire to table the decision on paving projects for 2020 until the May 12, 2020 meeting. Motion carried unanimously.

EXECUTIVE SESSION: Council went into Executive Session to discuss personnel at 7:34 PM – 8:07 PM.

MOTION TO LAYOFF TWO PUBLIC WORKS DEPARTMENT EMPLOYEES DUE TO THE COVID-19 PANDEMIC EFFECTIVE APRIL 16, 2020. THE BOROUGH WILL CONTINUE TO PAY THE ELIGIBLE EMPLOYEES DISABILITY/LIFE/HEALTH/DENTAL BENEFITS UNTIL JULY 31, 2020 AND THEN REVIEW PAYMENTS FOR BENEFITS ON A MONTH BY MONTH BASIS. It was moved by Councilor Hoban and seconded by Councilor McGuire to layoff two Public Works Department employees due to the COVID-19 Pandemic effective April 16, 2020. The Borough will continue to pay the eligible employees disability/life/health/dental benefits until July 31, 2020 and then review payments for benefits on a month by month basis. Motion carried unanimously.

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 for a Resolution to approve the destruction of records as listed on the Resolution.

MOTION TO APPROVE A RESOLUTION (2020-03) 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 McGuire and seconded by Councilor Joyce to approve a Resolution (2020-03) 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. Motion carried unanimously.

HISTORIC PRESERVATION PLAN: The Historic Preservation Plan was completed in 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 (2020-04) THAT BOROUGH COUNCIL APPROVES AND ACCEPTS THE HISTORIC PRESERVATION PLAN DATED FALL 2019, AS A REFERENCE DOCUMENT.

It was moved by Councilor Bowes and seconded by Councilor Joyce to approve a Resolution (2020-04) that Borough Council approves and accepts the Historic Preservation Plan dated Fall 2019, as a reference document. Motion carried unanimously.

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.

A requirement from AMTrust North America, our worker's comp insurer, for ACH payment was also received.

MOTION APPROVING THE BOROUGH SECRETARY TO MAKE ACH DEBIT PAYMENTS, AT HER DISCRETION, FROM THE BOROUGH CHECKING ACCOUNT AND TO NOTIFY BOROUGH COUNCIL WHEN PAYMENTS ARE CHANGED TO ACH. It was moved by Councilor McGuire and seconded by Councilor Hoban approving the Borough Secretary to make ACH Debit payments, at their discretion, from the Borough Checking Account and to notify Borough Council when payments are changed to ACH. Motion carried unanimously.

RESOLUTIONS FOR DCNR GRANTS: The Borough is applying to the DCNR for two grants, one for Phase II ADA Restrooms at Cafilisch Park and a Feasibility Study for a French Creek Trail. A Resolution is needed 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 (2020-05) 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 Cross and seconded by Councilor Joyce to adopt a Resolution (2020-05) 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 carried unanimously.

MOTION TO ADOPT A RESOLUTION (2020-06) 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 Joyce and seconded by Councilor McGuire to adopt

a Resolution (2020-06) 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 Caflich Park. Motion carried unanimously.

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 McGuire and seconded by Councilor Joyce 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 Caflich Park. Motion carried unanimously.

ERIE ARTS AND CULTURE GRANT MURAL PROJECT: The RFP and the agreement between the Borough and property owner have been completed and reviewed by Solicitor Wachter for the mural project. With Council's approval the agreement will be provided to the property owner and once signed and returned the RFP will be advertised. This project is being completed with funding from Erie Arts and Culture, ECGRA, and the Erie Community Foundation Shaping Tomorrow grant.

MOTION TO APPROVE THE AGREEMENT FOR THE MURAL PROJECT BE PRESENTED TO THE PROPERTY OWNER AND ONCE SIGNED AND RETURNED, ADVERTISE THE RFP. It was moved by Councilor Joyce and seconded by Councilor McGuire approving the agreement for the mural project be presented to the property owner and once signed and returned, advertise the RFP. Motion carried unanimously.

CITY BUILDING OVERHANG ROOF REPAIR: It has been determined that this roof has some rotted rafters, the rubber roof is leaking, molding needs replaced and painted. One estimate was received, and more quotes are being obtained. It will need to be repaired this year.

EMS, FIRE & EMERGENCY MANAGEMENT CO-ORDINATOR: The Liaison for EMS/Fire had no reports or recommendations.

PARKS AND RECREATION: The Liaison for Parks and Recreation had no reports or recommendations.

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

FINANCE: The Liaison of Finance had no reports or recommendations.

EXECUTIVE SESSION WITH ACTION TO BE TAKEN: Council went into Executive Session to discuss personnel at 8:27 PM – 8:33 PM.

MOTION TO APPROVE THE CORRECTION PAYMENTS TO THE NON-UNIFORM PENSION PLAN AS PROVIDED TO COUNCIL. It was moved by Councilor Hoban and seconded by Councilor

Bowes to approve the correction payments to Non-Uniform Pension Plan corrections as provided to Council. Motion carried unanimously.

UPDATE THE POLICY MANUAL TO REFLECT THE REQUIREMENTS OF THE PENSION PLAN: It was determined no updates needed to be made.

REVIEW THE REVISED MMO FOR THE NON-UNIFORM PENSION: The revised MMO for 2020 was provided for review. This is an “unofficial” revised MMO but the amount listed will be the amount that is deposited into the pension in 2020. This shows that the plan was not harmed from any oversight.

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 Hoban and seconded by Councilor McGuire 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. Motion carried unanimously.

ADJOURNMENT: It was moved by Councilor McGuire and seconded by Councilor Joyce that the meeting be adjourned. The meeting adjourned at 8:36 P.M._

ATTEST