

**AGENDA
UNION CITY BOROUGH
MAY 12, 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 May 6, 2020 and information the Union City Journal Express “Briefly” section on May 9, 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 May 11, 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 April 14, 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 April 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 April 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.

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

UPDATE OF CIVIL SERVICE RULES AND REGULATIONS:

POLICE CHIEF: The Police Chief will give any reports that he has.

UPDATE ON HIRING PART-TIME OFFICER

ADMINISTRATIVE: Council President will give any reports or recommendations he may have.

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.

DISCUSS REPLACEMENT OF GRASS TRIMMER.

DISCUSS PLANTING A GROUND COVER IN FRONT OF THE BOROUGH GARAGE.

BOROUGH SECRETARY:

2020 GREATER ERIE AWARDS: Preservation Erie has an annual dinner and gives awards in five different categories, one of which is planning. The Borough was notified last week that the Union City Borough Historic Preservation Plan received the award this year.

VANDALISM BEHIND CITY BUILDING: A fence has been built around the AC unit and the downspouts were repaired/replaced. We have approval from the two neighboring properties to put up No Trespass signs. If police do catch anyone in the back, they could then be charged. We received a quote on the installation of 2-3 cameras.

MULTI-MODAL SIDEWALK GRANT – MILES AND JOHNSON STREET – OPEN BIDS: Bids are to be opened for the Multi-Modal Sidewalk Grant and Council approve and accept the bid for the project.

MOTION TO ACCEPT THE BID FROM _____ IN THE AMOUNT OF _____ FOR THE REPLACEMENT OF SIDEWALK, AND CURB WHERE NEEDED ON THE SOUTH SIDE OF JOHNSON STREET, AND SIDEWALK ON THE EAST SIDE OF MILES STREET.

It was moved by Councilor _____ and seconded by Councilor _____ to accept the bid from _____ in the amount of _____ for the replacement

of sidewalk, and curb where needed on the south side of Johnson Street, and sidewalk on the east side of Miles Street.

COUNCIL TO DISCUSS EXTENDING REAL ESTATE TAX DEADLINES DUE TO COVID-19 AND/OR EXTENDING THE DISCOUNT PERIOD TO AUGUST 31, 2020. Erie County Council passed a resolution eliminating penalties if County Real Estate Taxes are paid by December 31, 2020. They are requesting Council to pass the same resolution on local taxes. It must be done by May 19, 2020.

MOTION TO APPROVE A RESOLUTION REGARDING REAL ESTATE TAXES _____

It was moved by Councilor _____ and seconded by Councilor _____ to approve a Resolution regarding real estate taxes _____.

BOROUGH POLICY CHANGES:

Eliminate the policy “Regarding Notification Concerning Sexually Violent Offenders”: This ordinance was passed by Council February 13, 1996. The regulations covered by this are regulated by the State of PA and the Borough no longer needs this policy.

Internal Controls: Update Policy - There is an addition regarding bank account statements and other minor change.

Procedures For Any Accident: Update Policy - There are two minor changes to this policy.

Internal Parking Ticket Handling Procedure: This policy has been updated with some suggested changes by the Auditors along with other minor changes. This has been reviewed by Solicitor Wachter.

Credit Card Policy: Update Policy - Solicitor Wachter made minor changes to this policy. Request Council to approve this policy.

Gas Card Policy: We currently have a Credit Card Policy, but it doesn't cover gas cards. Solicitor Wachter has provided this policy. Request Council to approve this policy.

Department of Public Works Policy For Handling Syringe/Needle/Drug Paraphernalia: Council to determine what this policy should be.

MOTION TO APPROVE ELIMINATING THE POLICY “REGARDING NOTIFICATION CONCERNING SEXUALLY VIOLENT OFFENDERS”, APPROVE UPDATING THE INTERNAL CONTROL POLICY, PROCEDURES FOR ANY ACCIDENT POLICY, INTERNAL PARKING TICKET HANDLING PROCEDURE, CREDIT CARD POLICY AND THE ADDITION OF A GAS CARD POLICY AND HANDLING OF SYRINGES/NEEDLES/DRUG PARAPHERNALIA POLICY. It was moved by Councilor _____ to approve eliminating the policy Regarding Notification Concerning Sexually Violent Offenders, approve updating the Internal Control Policy, Procedures for

Any Accident Policy, Internal Parking Ticket Handling Procedure, Credit Card Policy and the addition of a Gas Card Policy and Handling of Syringes/ Needles/Drug Paraphernalia policy.

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.

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