

**MINUTES
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 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 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 were Brumagin, Hoban, McGuire, Cross, Bowes, and Joyce.

OFFICIALS PRESENT: 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 Joyce that the agenda stands approved as presented. Motion carried unanimously.

MOTION ON MINUTES: It was moved by Councilor Bowes and seconded by Councilor Hoban that all Councilors having read the minutes from the council meeting April 14, 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 Hoban and seconded by Councilor Bowes that the unpaid bills be ordered paid and those paid be approved. Motion carried unanimously.

HEARING OF THE VISITORS: No public comments were received.

CODE ENFORCEMENT: Council reviewed the Code Enforcement Report for April 2020. There were no questions regarding the report. Shawn stated that 47 East High Street still doesn’t have a dumpster, but they have until 5/31/20. The door had been secured. If there is no dumpster, he will remind them. Shawn has been trying to make contact with Jim Winschel, owner of 3 Grant Street but Jim hasn’t returned the call. Shawn said the owner of 80 South Main requested an extension for the back roof and flashing repair.

He is a landlord and has had previous extensions and plans to have everything completed by August 2020.

MOTION TO HAVE SHAWN WORK WITH THE OWNER OF 80 SOUTH MAIN TO COMPLETE THE REPAIRS LISTED ON THE BIU INSPECTION REPORT AND PROVIDE THE EXTENSION. AS LONG AS THERE IS PROGRESS THERE WILL BE NO FINE. It was moved by Councilor Bowes and seconded by Councilor Hoban to allow Shawn to work with the owner of 80 South Main to complete the repairs listed on the BIU inspection report and provide the extension. As long as there is progress there will be no fine. Motion carried unanimously.

ZONING OFFICER: Council reviewed the Zoning Report for April 2020. There were no questions regarding the report. Hope Junction Church needs a zoning hearing. Council said a meeting could be held at the City Building but everyone must wear a mask, social distance, and then sanitizing must be completed.

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

SOLICITOR WACHTER:

UPDATE OF CIVIL SERVICE RULES AND REGULATIONS: The age restrictions requested needs an ordinance passed prior to including them in the Civil Service Rules. All the other requested changes have been made.

MOTION TO SET ASIDE THE RULES TO ALLOW A MOTION TO ACCEPT THE CIVIL SERVICE RULES. It was moved by Councilor McGuire and seconded by Councilor Cross to suspend the rules to allow a motion to accept Civil Service Rules. Motion carried unanimously.

MOTION TO APPROVE THE UPDATED CIVIL SERVICE RULES WHICH INCLUDE CHANGES TO THE ABILITY TO HIRE PART-TIME OFFICERS, CHANGE THE PROBATION PERIOD TO ONE YEAR TO REFLECT THE POLICE CONTRACT, CHANGE THE WRITTEN AND ORAL TEST TO A TOTAL SCORE OF 50% EACH, AND OTHER MINOR REQUIRED UPDATES. It was moved by Councilor McGuire and seconded by Councilor Joyce to approve the updated Civil Service Rules which include changes to the ability to hire part-time officers, change the probation period to one year to reflect the police contract, change the written and oral test to a total score of 50% each, and other minor required updates. Motion carried unanimously.

ELIMINATE AN EASEMENT ACROSS THE NEW PARKING LOT ON SOUTH MAIN STREET. The property of 8 South Street has an easement that will cross the parking lot. The property owner is willing to have the easement eliminated if the Borough pays \$500. The easement is from 1911 and not a typical type of easement. The owner would sign a Quit Claim Deed to Union City Pride and then it will transfer to the Borough when the parking lot is complete.

MOTION TO APPROVE ELIMINATING THE EASEMENT HELD BY THE PROPERTY OF 8 SOUTH STREET, PARCEL # 42010036000500, FOR A PAYMENT OF \$500 TO UC PRIDE TO PAY THE PROPERTY OWNER. It was moved by Councilor McGuire and seconded by Councilor Hoban to

approve eliminating the easement held by the property of 8 South Street, Parcel #42010036000500, for a payment of \$500 to UC Pride to pay the property owner. Motion carried unanimously.

POLICE CHIEF: UPDATE ON HIRING PART-TIME OFFICER The Police Chief talked to the Mayor. The interview process was delayed. Council agreed to proceed with interviews to higher a part-time officer.

ADMINISTRATIVE:

CONTRACTING MOWING SERVICES: A comparison was done between cost of Borough employees vs contracting mowing services with Jacob Uber for mowing Caflisch & Devereaux parks, Borough Garage, sled-riding hill, ballfield, Industrial Park, Tot-Lot, Memorial Park, the bank at Southwest Park, and all trim work including both Municipal Lots, and the lot used by the Borough and museum, and mow around the museum. It will be a savings to the Borough to contract the services.

MOTION TO APPROVE THE AGREEMENT WITH JACOB UBER FOR MOWING SERVICES TO INCLUDE CAFLISCH & DEVEREAUX PARKS, BOROUGH GARAGE, SLED-RIDING HILL, BALLFIELD ON WILLOW STREET, INDUSTRIAL PARK, TOT LOT, MEMORIAL PARK, THE BANK AT SOUTHWEST PARK, AND ALL TRIM WORK INCLUDING BOTH MUNICIPAL LOTS, AND THE LOT USED BY THE BOROUGH AND MUSEUM, AND MOW AROUND THE MUSEUM. It was moved by Councilor Bowes and seconded by Councilor Joyce to approve the agreement with Jacob Uber for mowing services to include Caflisch & Devereaux Parks, Borough Garage, sled-riding hill, ballfield on Willow Street, Industrial Park, Tot Lot, Memorial Park, the bank at Southwest Park, and all trim work including both Municipal Lots, and the lot used by the Borough and museum, and mow around the museum. Motion carried unanimously.

STREET SUPERVISOR:

PAVING PROJECTS FOR 2020 – At the last meeting Council voted to table any decision until they reviewed the condition of the streets. Council agreed that Councilor Bowes, Brumagin, and Cross will meet Saturday morning with Bob Phillips, Street Supervisor, and drive around town to take pictures and make recommendations at the May 26, 2020 meeting, for streets to be paved.

DISCUSS THE REPLACEMENT OF A GRASS TRIMMER. Not needed.

DISCUSS PLANTING GROUND COVER IN FRONT OF THE BOROUGH GARAGE. Bob Phillips stated that the bank in front of the Borough garage is very steep and difficult to mow. He is proposing that the bank be sprayed over a large area with weed killer then plant Pachysandra ground cover so it wouldn't need mowed. The cost for the plants from Johnston's Nursery is approximately \$326.

MOTION TO APPROVE PLANTING PACHYSANDRA GROUND COVER ON THE BANK IN FRONT OF THE BOROUGH GARAGE FOR APPROXIMATELY \$326, PURCHASED FROM JOHNSTONS NURSERY. It was moved by Councilor McGuire and seconded by Councilor Bowes to approve

planting Pachysandra ground cover on the bank in front of the Borough Garage for approximately \$326, purchased from Johnston's Nursery. Motion carried unanimously.

STORM SEWER PROJECTS: Bob reported that the two catch basins on Route 97 are complete. He is requesting permission to replace 2 large catch basins at Cherry Street Extension. They would remove two larger ones and reduce them to normal size and the cost would be approximately \$300-\$350.

MOTION TO APPROVE THE REPLACEMENT OF TWO LARGE CATCH BASINS ON CENTER STREET AT AN APPROXIMATE COST OF \$300-\$350. It was moved by Councilor Bowes, and seconded by Councilor Cross to approve the replacement of two large catch basins on Center Street at an approximate cost of \$300-\$350. Motion carried unanimously.

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. Council wants to hold off on installing cameras. Councilor Brumagin suggested putting gates at both ends in the future.

MULTI-MODAL SIDEWALK GRANT – MILES AND JOHNSON STREET – OPEN BIDS: Bids were received and opened for the Multi-Modal Sidewalk Grant

Two companies submitted bids as follows:

Lindy Paving \$85,381.00

Vavala Concrete \$123,882.00

MOTION TO ACCEPT THE BID FROM LINDY PAVING IN THE AMOUNT OF \$85,381.00 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 Bowes and seconded by Councilor Hoban to accept the bid from Lindy Paving in the amount of \$85,381.00 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. Motion carried unanimously.

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 (2020-07) ELIMINATING THE PENALTIES FOR THE 2020 REAL ESTATE TAXES IF PAID IN FULL BY DECEMBER 31, 2020. It was moved by Councilor Hoban and seconded by Councilor Bowes to approve a Resolution (2020-07) eliminating the penalties for the 2020 real estate taxes if paid in full by December 31, 2020. Motion carried unanimously.

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.

Vacation Policy: Approve the updates that were requested at the January 28, 2020 Council meeting.

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

MOTION TO SET BOROUGH POLICY FOR HANDLING SYRINGE/NEEDLE/DRUG PARAPHERNALIA FOR THE PUBLIC WORKS. THEY ARE TO CONTACT THE UNION CITY POLICE DEPARTMENT AND AN OFFICER WILL COLLECT AND DISPOSE OF IT RIGHT AWAY. It was moved by Councilor Bowes and seconded by Councilor Joyce that the Borough policy for handling syringe/needle/drug paraphernalia for the Public Works. They are to contact the Union City Police Department and an officer will collect and dispose of it right away. Motion carried unanimously.

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, VACATION POLICY AND HANDLING OF SYRINGES/NEEDLES/DRUG PARAPHERNALIA POLICY. It was

moved by Councilor Bowes and seconded by Councilor Joyce 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, Vacation Policy and the addition of a Gas Card Policy and Handling of Syringes/ Needles/Drug Paraphernalia policy. Motion carried unanimously.

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.

ADJOURNMENT: It was moved by Councilor McGuire and seconded by Councilor Bowes that the meeting be adjourned. The meeting adjourned at 8:39 P.M. Motion carried unanimously.

ATTEST