

**MINUTES
UNION CITY BOROUGH
JULY 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 6:00 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 July 9, 2020 and information the Union City Journal Express “Briefly” section on July 11, 2020. Signs were posted at the City Building and the UC 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.

COUNCILORS PRESENT were Brumagin, Cross, Bowes, and Joyce. Hoban and McGuire were absent.

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

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

MOTION ON MINUTES: It was moved by Councilor Cross and seconded by Councilor Joyce that all Councilors having read the minutes from the council meeting June 9, 2020 and June 23, 2020 be approved. Motion carried unanimously.

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

HEARING OF THE VISITORS:

PETITION FROM RESIDENTS ON O’DELL STREET: A petition for residents on O’Dell Street was received requesting their street be paved. There were 36 signatures, 17 of which live on either the paved portion of O’Dell or just near O’Dell. 19 of the signatures were residents that live on the dirt portion. There are 18 separate lots on the dirt portion. (The petition is included in the Minute Book).

MELISSA MORRIS: Made a request for Liberty Street to be paved because of dust. Her father lives on Liberty Street and has health issues.

DISCUSSION OF UNPAVED STREETS IN THE BOROUGH: It was pointed out that the homeowners on the unpaved portion of O'Dell Street have larger set-backs from the street than the ones on Liberty Street. It was mentioned that O'Dell Street needs built up in some areas. If O'Dell Street was paved the properties could be assessed a portion for the improvements. The question was asked how many properties would be affected by the assessment. It would be approximately 18 lots. Council discussed the situation with using brine on the streets and the cost involved and what was budgeted.

MOTION TO SUSPEND THE RULES: It was moved by Councilor Bowes and seconded by Councilor Cross to suspend the rules. Motion carried unanimously.

MOTION TO SCHEDULE THE STREETS TO BE BRINED THREE MORE TIMES THIS SUMMER AT THE APPROXIMATE COST OF \$3,840, WHICH SHOULD COME OUT OF THE SNOW REMOVAL SUPPLY BUDGET. It was moved by Councilor Bowes and seconded by Councilor Joyce to schedule the streets to be brined three more times this summer at the approximate cost of \$3,840, which should come out of the Snow Removal Supply Budget. Motion carried unanimously.

CODE ENFORCEMENT: Code Enforcement Report for June 2020 was provided there were no questions or comments.

ZONING OFFICER: Council reviewed the Zoning Report for June 2020 and there were no questions regarding the report. Dennis provided information on contacts for permits he had and problems that he was having this year with residents not getting permits. He asked that Council approve filing charges against two property owners that were in violation of the Zoning Ordinance. Council gave their approval.

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

POLICE CHIEF: Chief Pernice reported that Officer Barber had all clearances and tests completed to start work.

POLICY CHANGE: The UCPD Policy regarding "Protection From Abuse Act and Domestic Violence" was emailed to Council with the proposed change on page two.

MOTION TO APPROVE THE CHANGE TO THE "PROTECTION FROM ABUSE ACT AND DOMESTIC VIOLENCE" POLICY FOR THE UCPD. It was moved by Councilor Bowes and seconded by Councilor Cross to approve the change to the "Protection From Abuse Act and Domestic Violence" policy for the UCPD. Motion carried unanimously.

4-WAY STOP AT HAZEN & PARADE STREET: Mayor Wilmoth discussed the concern with the Chief regarding the need, accessibility for pedestrians, traffic, children. Chief Pernice doesn't believe it should be removed. He has watched it and most people do stop. There is a lot of foot traffic in that area.

SOLICITOR WACHTER: The Solicitor had no reports or recommendations.

STREET SUPERVISOR: The 2nd quarter report submitted by Bob Phillips was reviewed.

MAIN STREET SIDEWALKS: There was a window broke when some weed trimming was being done on North Main Street prior to spraying weeds. Council stated that the Borough will no longer be maintaining any weeds on Main Street. They asked that letters be sent to the property owners on Main Street notifying them that they are responsible for the sidewalks.

PAVING PROJECTS FOR 2020 – Bids were received for the 2020 Paving Projects.

Only one bid was received for Seal Coat. It was from Russell Standard in the amount of \$15,865.68 and Option #1 at \$11,100.75.

The following bids were received for the paving project:

Joseph McCormick	Base Bid	\$131,051.78
	Option #1	\$72,768.91
	Option #2	\$36,362.92
	Option #3	\$29,872.96
	Option #4	\$28,415.89
	Option #5	\$55,152.56
Lindy Paving	Base Bid	\$99,365.70
	Option #1	\$42,209.20
	Option #2	\$20,545.85
	Option #3	\$22,573.50
	Option #4	\$21,965.40
	Option #5	\$43,408.15
Cross Paving	Base Bid	\$89,359.34
	Option #1	\$38,455.56
	Option #2	\$20,502.29
	Option #3	\$23,428.05
	Option #4	\$23,092.34
	Option #5	\$39,553.52

MOTION TO ACCEPT THE SEAL COAT BID FROM RUSSELL STANDARD IN THE AMOUNT OF \$15,865.68 WITHOUT OPTION #1 AND ACCEPT THE PAVING PROJECT BID FROM CROSS PAVING IN THE AMOUNT OF \$89,359.34 WITHOUT ANY OPTIONS, ALL CONTINGENT ON REVIEW OF THE DOCUMENTS BY THE SOLICITOR. It was moved by Councilor Bowes and seconded by Councilor Joyce to accept the seal coat bid from Russell Standard in the amount of \$15,865.68 without option #1 and accept the paving project bid from Cross Paving in the amount of \$89,359.34 without any options, all contingent on review of the documents by the Solicitor. Motion carried unanimously. Councilor Cross abstained.

MILES STREET STORM SEWER PROJECT: This was in the budget for the amount of \$5,895.

MOTION TO POSTPONE THE STORM SEWER PROJECT ON MILES STREET UNTIL POSSIBLY SPRING OF 2021. It was moved by Councilor Bowes and Councilor Cross to postpone the storm sewer project on Miles Street until possibly spring of 2021. Motion Carried unanimously.

STREET SWEEPER: Review repair estimates for the hopper. No estimates have been received. It will involve cutting the entire top off and rebuilding with stainless steel. Council requested the Borough Secretary to research financing options on the purchase of a street sweeper. Bob Phillips had looked into used ones and found one in California. Until the quotes are in for the repairs no decision will be made.

WATER DRAINING ON SIDEWALKS: There are drains that residents have that drain water onto the streets, it creates problems in the winter with ice building onto the street. It can get under the sidewalks and when they freeze it cracks them. They should drain into the catch basins. If there are no catch basins in front of the property the street should be milled on the side to direct water to the catch basin. Should we do the work and then assess the property for the cost? Solicitor Wachter stated yes that would be possible because it is an improvement to the road.

ERIE COUNTY CONSERVATION LOW VOLUME ROAD GRANT: Thomas McClure met Bob to review some streets that may qualify for this. There is no guarantee we would get it. We would need an engineer plan and the application is due August 31, 2020. Bob would need to complete a two-day class. He looked at Park Street, Hunter Avenue, Wilson Avenue, Hazen Street, North Street, and Willow Street. The most qualified street would be Park Street. Council agreed not to apply for this grant.

MOTION TO TABLE ANYTHING UNDER THE BOROUGH SECRETARY AND THE INDIVIDUAL DEPARTMENTS EXCEPT PERSONNEL UNTIL THE NEXT MEETING ON JULY 28, 2020. It was moved by Councilor Cross and seconded by Councilor Bowes to table decisions to table anything on the agenda under the Borough Secretary and the individual departments except Personnel until the next meeting on July 28, 2020. Motion carried unanimously.

THE FOLLOWING WAS TABLED

BOROUGH SECRETARY:

NORTHWEST PENSION STATEMENTS: Statements are available if anyone is interested.

MULTI-MODAL SIDEWALK GRANT: This project has started and should be complete by July 17, 2020.

ZONING ORDINANCE – PUBLIC HEARING & APPEAL HEARINGS WITH ZONING BOARD: The UCVFD Social Hall would be available for these hearings. After the Public Hearing we could continue with the Council Meeting. The Zoning Board meetings would be a separate day.

HISTORIC SIGNAGE: UC Pride would like to put some historic signs, 2 on Main Street & 5 in the area of South Street and West High showing Historic District

designation. Will Council allow the signs and can the Streets Department install them?

PARKS SURVEYING: Allen Yard from A.R.E.A. Surveying surveyed the property line along Caflich Park on Willow Street and the property lines across Bridge Street along French Creek. Maps were sent to Council for review along with a letter from Allen Yard. Council needs to determine how they want to proceed. One of the lines has a shed built over it.

COMPLAINT RECEIVED ABOUT RATS IN THE AREA OF WILLOW STREET.

NEW PARKING LOT: Need Council approval to advertise the RFP for excavation and storm water drainage installed. GPI has reviewed the plans and made some suggested changes.

ADMINISTRATIVE: Council President will give any reports or recommendations he may have. **NAMING OF BRIDGE ON MAIN STREET**

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.

DISCUSSION ON OPENING PARKS

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

PERSONNEL AND PLANNING:

EXECUTIVE SESSION TO DISCUSS PERSONNEL: Council was in Executive Session from 7:58 – 8:09.

ACCEPTANCE OF CODE ENFORCEMENT RESIGNATION: Discuss appointment of Code Enforcement Officer and/or Deputies. There are approximately 8 citations to issue, 4 courtesy notices, 8 QOL tickets to issue, plus follow-up on all the BIU inspections.

MOTION TO ACCEPT THE RESIGNATION OF SHAWN THARP, CODE ENFORCEMENT OFFICER, EFFECTIVE JULY 6, 2020. It was moved by Councilor Bowes and seconded by Councilor Joyce to accept the resignation of Shawn Tharp, Code Enforcement Officer, effective July 6, 2020. Motion carried unanimously.

MOTION TO APPOINT RILEY CROSS AS INTERIM CODE ENFORCEMENT OFFICER UNTIL COUNCIL DETERMINES WHO WILL FILL THE POSITION PERMANENTLY. It was moved by Councilor Bowes and seconded by Councilor Joyce to appoint Riley Cross as interim Code Enforcement Officer until Council determines who will fill the position permanently. Councilor Cross abstained. Motion carried unanimously.

MOTION TO APPOINT BOB PHILLIPS, STREET SUPERVISOR; AND CINDY WELLS, BOROUGH SECRETARY-TREASURER DEPUTIES FOR CODE ENFORCEMENT WHEN NEEDED. It was moved by Councilor Cross and seconded by Councilor Joyce to appoint Bob Phillips, Street Supervisor; and Cindy Wells, Borough Secretary-Treasurer, deputies for Code Enforcement when needed. Motion carried unanimously.

MOTION TO SEND A LETTER TO PAUL MAYNARD NOTIFYING HIM THAT THE CURRENT FULL-TIME POSITION AS PROGRAM MANAGER-SR. OPERATOR IN THE STREETS DEPARTMENT HAS BEEN ELIMINATED AND ALL BENEFITS WILL END AS OF JULY 31, 2020. It was moved by

Councilor Bowes and seconded by Councilor Joyce to send a letter to Paul Maynard notifying him that the current full-time position as Program Manager-Sr. Operator in the Streets Department has been eliminated and all benefits will end as of July 31, 2020. Motion carried unanimously.

ADJOURNMENT: It was moved by Councilor Joyce and seconded by Councilor Cross that the meeting be adjourned. The meeting adjourned at 8:13 P.M._

ATTEST