

**MINUTES  
UNION CITY BOROUGH  
OCTOBER 13, 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 Hoban. Due to the COVID-19 Pandemic, and to meet the recommendations for “social distancing” the meeting was held at the Union City Volunteer Fire Department Social Hall.

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

**OFFICIALS PRESENT:** Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Secretary Cindy Wells, Police Chief David Pernice, and Streets Supervisor Bob Phillips.

**APPROVAL OF AGENDA:** It was moved by Councilor Cross and seconded by Councilor Joyce 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 on September 22, 2020. Motion carried unanimously.

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

**HEARING OF THE VISITORS:** There were no visitors that wanted to speak.

**ADMINISTRATIVE:**

**BID PACKAGE FOR GARBAGE AND RECYCLING:** Bids from Raccoon Refuse and Advance Disposal were opened. Solicitor Wachter read the bids. Copies of the Bid Form are attached to the minutes.

**MOTION TO ACCEPT THE GARBAGE AND RECYCLING BID FROM RACCOON REFUSE  
CONTINGENT UPON THE BOROUGH SECRETARY AND SOLICITOR REVIEWING ALL**

**DOCUMENTS:** It was moved by Councilor McGuire and Councilor Cross to accept the bid from Raccoon contingent upon the Borough Secretary and Solicitor reviewing all documents. Motion carried unanimously.

**CODE ENFORCEMENT:** Code Enforcement Report for September 2020 was provided and there

were no questions. Code Enforcer, Riley Cross, requested that properties to be inspected by BIU should be for structural problems not minor issues such as siding. Council agreed.

**ZONING OFFICER:** Zoning Report submitted from the Interim Zoning Officer, Cindy Wells for September 2020 was provided. No questions were asked.

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

**POLICE CHIEF:** The Chief reported that call volume is up.

**SOLICITOR WACHTER:** The Solicitor had no reports or recommendations.

**STREET SUPERVISOR:**

**HAZEN STREET COMPLAINT:** Street Supervisor Bob Phillips showed current pictures of Hazen Street where there had been a complaint. This will be considered as a completed complaint

**BOROUGH SECRETARY:**

**BOROUGH PENSIONS:** The 3<sup>rd</sup> quarter statements for both pensions are available for review.

**GRANT FOR ERIE COUNTY CARES MUNICIPAL REIMBURSEMENT PROGRAM:** The Borough received a check for \$1011.68.

**STREET LIGHTS:** The 10 year agreement on the remaining lights is up in October/November. Penelec will be changing them over to LED lights.

**ZONING BOARD:** There is still a vacancy on the Zoning Board.

**WALKWORKS GRANT LETTER OF COMMITMENT:** Council needs to approve the Letter of Commitment for the WalkWorks Grant. It has been reviewed and approved by Solicitor Wachter. Request Council approval to accept phone bids. The grant is for \$15,000 with no required match.

**MOTION TO APPROVE THE WALKWORKS LETTER OF COMMITMENT AND APPROVE ACCEPTING PHONE BIDS FOR THE PROJECT.** It was moved by Councilor Cross and seconded by Councilor Joyce to approve the WalkWorks Letter of Commitment and approve accepting phone bids for the project. Motion carried unanimously.

**COUNCIL TO APPROVE A RESOLUTION FOR DESTRUCTION OF RECORDS:** Documents will be required to be shredded. Quotes were obtained from several companies. Pirrello Enterprises from Erie gave the best pricing.

**MOTION TO ACCEPT THE RESOLUTION FOR DESTRUCTION OF RECORDS ACCORDING TO THE REQUIREMENTS OF THE PA MUNICIPAL RECORDS MANUAL, TO INCLUDE THE DOCUMENTS LISTED IN THE RESOLUTION.** It was moved by Councilor Joyce and seconded by Councilor

McGuire to accept the Resolution for Destruction of Records according to the requirements of the PA Municipal Records Manual, to include the documents listed in the Resolution. Motion carried unanimously.

**PERSONNEL AND PLANNING:**

**ZONING OFFICER:** Council reviewed the application of Jason Sayers and requested that an interview be set up with the Personnel and Planning Committee. Also, requested that pay rates be researched.

**EMS, FIRE & EMERGENCY MANAGEMENT CO-ORDINATOR:** It was reported that there will be classes for Fire Police on October 24<sup>th</sup> & 25<sup>th</sup>, 2020.

**PARKS AND RECREATION:** The Liaison for Parks and Recreation, Councilor Joyce, reported that the Steering Committee had a meeting and toured all the parks and reviewed the preliminary Comprehensive Plan.

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

**REVIEW THE INFORMATIONAL SUMMARY:** If there is no objection, the Informational Summary will stand approved and be made a part of the minutes of this meeting.

**ADJOURNMENT:** It was moved by Councilor McGuire and seconded by Councilor Cross that the meeting be adjourned. The meeting adjourned at 7:49 P.M.\_

**EXECUTIVE SESSION TO DISCUSS PERSONNEL:** Council went into Executive Session with no action to be taken from 7:50 – 8:52.

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ATTEST