

**MINUTES  
UNION CITY BOROUGH  
NOVEMBER 10, 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 7:02 P.M. by Councilor Hoban. The meeting was held at the Union City Volunteer Fire Department Social Hall, 50 Second Avenue, Union City.

**COUNCILORS PRESENT** were Hoban, McGuire, Cross, Bowes, and Joyce (by phone). Brumagin was absent.

**OFFICIALS PRESENT** were Solicitor Timothy Wachter, Mayor Natalie Wilmoth, Borough Manager Cindy Wells, Police Chief David Pernice, Streets Supervisor Bob Phillips, and Zoning Officer Jason Sayers.

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

**MOTION ON MINUTES:** It was moved by Councilor Bowes and seconded by Councilor Cross that all Councilors, having read the minutes, approve the Council Meeting minutes from October 13, 2020 and the October 27, 2020. Motion carried unanimously.

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

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

**CODE ENFORCEMENT:** Code Enforcement Report for October 2020 was provided. Council had no questions. Riley Cross, Code Enforcement Officer suggested the garbage ordinance be amended to address stickers more specifically. Solicitor Wachter will review the ordinance.

**ZONING OFFICER:** Zoning Report for October 2020 was provided. Council had no questions. Jason Sayers was introduced to Council. He thanked them for the opportunity to work for the Borough.

**REQUEST FOR ZONING CHANGE:** The property owner, CB Enterprises, LLC, of 77 South Main Street, has requested a change in zoning from I1 Industrial to C2 Commercial District.

**MOTION TO PROCEED WITH THE REQUIRED PROCESS TO AMEND THE ZONING ORDINANCE CHANGING THE ZONING OF 77 SOUTH MAIN STREET FROM I1 INDUSTRIAL TO C2 COMMERCIAL DISTRICT.** It was moved by Councilor Cross and seconded by Councilor McGuire to proceed with the required process to amend the Zoning Ordinance changing the zoning of 77 South Main Street from I1 Industrial to C2 Commercial District as requested by the property owner. Motion carried unanimously.

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

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

**POLICE CHIEF:** Chief Pernice requested an Executive Session at the end of the meeting to discuss personnel with no action to be taken.

**STREET SUPERVISOR:** The 3<sup>rd</sup> quarter report for the Streets Department was presented. Council and no questions and Bob had nothing else to report.

**BOROUGH MANAGER:**

**ZONING BOARD:** Still a vacancy on the Zoning Board.

**CIVIL SERVICE BOARD:** There will be a vacancy on the Civil Service Board.

**RESOLUTION APPROVING THE EACOG BUDGET:** Council needs a Resolution approving the annual budget of the EACOG for 2021.

**MOTION TO ADOPT A RESOLUTION (2020-14) APPROVING THE ANNUAL BUDGET FOR THE ERIE AREA COUNCIL OF GOVERNMENTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2021.** It was moved by Councilor Bowes and seconded by Councilor Cross to adopt a Resolution (2020-14) approving the annual budget for the Erie Area Council of Governments for calendar year ending December 31, 2021. Motion carried unanimously.

**PERSONNEL AND PLANNING:**

**ELIMINATION OF PROGRAM MANAGER POSITION:** Council to discuss the elimination of the position of Program Manager in Public Works and combine the duties with the Street Supervisor position.

**MOTION TO ELIMINATE THE POSITION OF PROGRAM MANAGER IN PUBLIC WORKS AND COMBINE THE DUTIES WITH THE STREET SUPERVISOR – SR. OPERATOR POSITION.**

It was moved by Councilor Bowes and seconded by Councilor Cross to eliminate the position of Program Manager in Public Works and combine the duties with the Street Supervisor – Sr. Operator position. Motion carried unanimously.

**JOB DESCRIPTIONS:** Solicitor Wachter recommended specific job descriptions be written for the position of Street Supervisor-Operator and for Borough Manager. He suggested Bob Phillips, Street Supervisor; and Cindy Wells, Borough Manager; work with Julia to create the Street Supervisor-Sr. Operator job description and

Cindy, and Councilor Brumagin work with Julia to create the Borough Manager job description. Council agreed.

**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 reported the Parks and Recreation Commission met on Monday, November 9, 2020 but he wasn't able to attend. Mayor Wilmoth stated that they are planning to have the Home Decorating Contest. There will be one for residential and also a second category for businesses. They had several other ideas but need to confirm the ability to have those.

**FINANCE:**

**2021 BUDGET:** The proposed 2021 Budget was presented. The Borough Manager explained the process that was used to get to the proposed budget. There were 3 versions. The first included everything that had been requested by each department and had a shortage of over \$116,000. There were several changes made for version 2 and there was still a shortfall of over \$16,000. After more cuts and a ¼ mill tax increase the budget had a balance of \$4,887. The budget does provide for money to be set aside for future capital purchases. Nothing has been set aside for many years and we need to plan ahead for future purchases. The majority of the tax increase is budgeted for that. Councilor Bowes stated he would like time to review the budget.

**MOTION TO TABLE THE 2021 BUDGET UNTIL THE NOVEMBER 24, 2020 COUNCIL MEETING.** It was moved by Councilor Bowes and seconded by Councilor Cross to table the 2021 budget until the November 24, 2020 Council Meeting. Motion carried unanimously.

**ADJOURNMENT:** It was moved by Councilor McGuire and seconded by Councilor Cross that the meeting be adjourned. The meeting adjourned at 7:35 P.M. Motion carried unanimously.

**EXECUTIVE SESSION:** Council went into Executive Session from 7:38 – 8:05 PM to discuss personnel with no action to be taken.

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ATTEST