

**MINUTES
UNION CITY BOROUGH
NOVEMBER 24, 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 6:02 P.M. by Councilor Hoban. The meeting was held at the Union City Borough Building, 13 South Main Street, Union City.

COUNCILORS PRESENT: Councilors present were Hoban, Cross, Bowes, and Joyce. Brumagin called in and McGuire was absent.

OFFICIALS PRESENT: Mayor Natalie Wilmoth, Borough Manager 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, approve the Council Meeting minutes from November 10, 2020. Motion carried unanimously.

HEARING OF THE VISITORS: John & Joy Leubbert of 19 Center Street presented a petition to Council from residents on Center, Odell, and Parade Streets requesting that winter parking would be permitted on Center Street. The parking was changed in 2018 because of problems with cars parking on both sides of the street and making plowing difficult. Joy mentioned that one apartment building has a parking lot with enough parking for only tenants but not visitors. Street Supervisor Bob Phillips mentioned that all the homes/apartments have driveways/parking lots. Council agreed they would review the issue and possibly change to alternate side parking but, if changes are made, the parking will be strictly enforced and vehicles would be ticketed or towed.

COMPLAINT FORMS: Council reviewed the resolved complaint forms and had no questions.

ALLEY NEXT TO CONGDON HOTEL: Agreement when roof was removed over the alley that 42 North Main would maintain the walk. The Borough will provide salt to them to keep it clear.

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

POLICE CHIEF: The Chief had no reports.

STREETS: Bob Phillips reported that they are almost done installing the new spreader in Dave’s truck.

EXECUTIVE SESSION: Council went into Executive Session from 6:30 – 6:58 PM to discuss personnel with no action to be taken.

BOROUGH SECRETARY:

ZONING BOARD: Still a vacancy on the Zoning Board.

CIVIL SERVICE BOARD: There is going to be a vacancy on the Civil Service Board.

MULTI-MODAL SIDEWALK GRANT: There are three property owners who have not responded to the letters that were sent regarding the payment for their portion of the sidewalk. Requesting Council approve a final letter to be sent, with a December 31st deadline, and then file a lien against the property. Council agreed.

MOTION TO APPROVE SENDING THE PROPERTY OWNERS WHO HAVE NOT RESPONDED TO LETTERS REGARDING THEIR PAYMENT FOR THE SIDEWALK IMPROVEMENTS ON MILES STREET AND JOHNSON STREET, A FINAL LETTER THAT IF THEY HAVEN'T PAID OR HAVE NO SIGNED PROMISSORY NOTE BY DECEMBER 31, 2020 THEN LIENS WILL BE FILED AGAINST THE PROPERTY. It was moved by Councilor Bowes and seconded by Councilor Cross to approve sending the property owners who have not responded to letters regarding their payment for the sidewalk improvements on Miles Street and Johnson Street, a final letter that if they haven't paid or have no signed promissory note by December 31, 2020 then liens will be filed against the property. Motion carried unanimously.

DCNR GRANT FOR ADA PHASE 2 AT CAFLISCH PARK: This grant is to replace the restrooms and add a van ADA parking place and the connection of the two. The grant budget allowed \$10,000 for engineering. The engineer for the other DCNR grant for Phase 1 was The EADS Group. They are also completing the Comprehensive Parks Plan, submitted a bid for the Active Transportation Plan, and will most likely submit a bid for the French Creek Trail Feasibility Study. They are very familiar with all of the grant projects with our parks. Since the allowance for engineering is \$10,000 it is under the required limit for quotes or bids and Council can make the decision to just hire them. They have submitted an agreement for this project that is the same as the previous DCNR Phase 1 grant. Solicitor Wachter has reviewed the agreement and has no issues with it.

MOTION TO APPROVE THE AGREEMENT BETWEEN THE BOROUGH AND THE EADS GROUP AS PROFESSIONAL ENGINEER AND TECHNICAL CONSULTANT FOR THE DCNR GRANT PHASE 2 CAFLISCH PARK. It was moved by Councilor Cross and seconded by Councilor Joyce to approve the agreement between the Borough and The EADS Group as the professional engineer and technical consultant for the DCNR Grant Phase 2. Motion carried unanimously.

NEW BOROUGH PARKING LOT: The RFP and plans are ready to be advertised. GPI has reviewed the plans and approved them for the Stormwater Management. The RFP would be advertised November 27, 2020 and require bids due by January 11, 2020.

MOTION TO APPROVE ADVERTISING THE RFP FOR THE NEW BOROUGH PARKING LOT STORMWATER MANAGEMENT PLAN. It was moved by Councilor Brumagin and seconded by Councilor Bowes to approve advertising the RFP for the new Borough parking lot stormwater management plan. Motion carried unanimously.

ERIE COUNTY CARES MUNICIPAL REIMBURSEMENT PROGRAM: A second application was submitted. Council needs to approve a Resolution approving the application.

MOTION TO APPROVE RESOLUTION 2020-15 THAT APPROVES THE APPLICATION FOR THE ERIE COUNTY CARES MUNICIPAL REIMBURSEMENT PROGRAM. It was moved by Councilor Bowes and seconded by Councilor Cross to approve Resolution 2020-15 that approves the application for the Erie County CARES Municipal Reimbursement Program. Motion carried unanimously.

ERIE AREA COG – GLASS RECYCLING OPPORTUNITY: There is a 6-month pilot program for glass recycling that starts in late December 2020/January 2021. There is no cost to the municipality, but we must provide an area for the drop-off service. After the initial pilot program, it can be continued for an additional 6 months free of charge. After that, there would be a charge. Because Raccoon Refuse collects the glass Council agreed this is not something we are interested in.

CONTRACT SNOW SHOVELING OF CITY BUILDING & BRIDGES: Council discussed contracting with James Averill for \$60 for the City Building and Bridges. He does have a small tractor and plow but if it was used he would still have to shovel the rest. This would be on a as needed basis. Council discussed the need for Liability Insurance. Borough Manager Cindy Wells will talk to him concerning this.

DISCUSSION OF COVID-19 POLICY: Council requested a memo be sent reminding the Borough employees what the state COVID-19 policy is and if they are not feeling well they should not come to work but report it to their supervisor.

EMS, FIRE & EMERGENCY MANAGEMENT CO-ORDINATOR: The Liaison for EMS/Fire was not in attendance.

PARKS AND RECREATION: The Liaison for Parks and Recreation had no reports or recommendations.

FINANCE:

2021 BUDGET: Council reviewed the proposed 2021 Budget.

MOTION TO APPROVE ADVERTISING COUNCILS INTENT TO ADOPT THE 2021 BUDGET AND TAX ORDINANCE, AT THE DECEMBER 8, 2020 COUNCIL MEETING. It was moved by Councilor Bowes and seconded by Councilor Brumagin to approve advertising Councils intent to adopt the 2021 budget and Tax Ordinance, at the December 8, 2020 Council meeting. Motion carried unanimously.

PERSONNEL AND PLANNING: The Liaison of Personnel and Planning had no reports or Recommendations.

ADJOURNMENT: It was moved by Councilor Bowes and seconded by Councilor Cross that the meeting be adjourned. The meeting adjourned at 7:45 P.M._

ATTEST