

**MINUTES  
UNION CITY BOROUGH  
OCTOBER 11, 2022**

**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 6:01 P.M. by Councilor Cross. The meeting was at the First United Methodist Church, 42 East High Street, Union City. The meeting will be opened with the Pledge of Allegiance and a moment of silence.

**COUNCILORS PRESENT** were Cross, Joyce, Brumagin, Warner, and Winkler. Douglas and Daggett were absent.

**OFFICIALS PRESENT** were Solicitor Tim Wachter; Mayor, Natalie Wilmoth; Borough Manager, Cindy Wells BY PHONE; Police Chief, David Pernice; Streets Supervisor, Bob Phillips; and Code Enforcement, Terri Migliaccio.

**APPROVAL OF AGENDA:** Motion made by Councilor Warner and seconded by Councilor Winkler that the agenda stands approved as presented. Motion carried unanimously.

**MOTION ON MINUTES:** Motion made by Councilor Joyce and seconded by Councilor Warner that all Councilors, having read the minutes, approve minutes from the Council Meeting on September 27, 2022. Motion carried unanimously.

**MOTION ON SECRETARY’S REPORT:** Motion made by Councilor Brumagin and seconded by Councilor Warner that the Secretary’s Report be accepted and made a part of the minutes of this meeting. Motion carried unanimously.

**MOTION ON BILLS:** Motion made by Councilor Joyce and seconded by Councilor Warner. that the unpaid bills be ordered paid and those paid be approved. Motion carried unanimously.

**HEARING OF THE VISITORS:** No visitors wished to speak.

**CODE ENFORCEMENT:** Code Enforcement Report for September 2022 was presented. House on Third Avenue applied for demo permit and received it.

**ZONING:** Zoning Report for September 2022 was presented

**ACCEPT COUNCIL RESIGNATIONS:** Read resignation letters from Dan Douglas and Dan Brumagin were read.

**MOTION TO ACCEPT THE RESIGNATION OF COUNCILOR(S) DAN DOUGLAS, AND DAN BRUMAGIN AND APPOINT ROBERT FITCH TO FULL FILL THE REMAINING 2 YEAR TERM EXPIRING DECEMBER 31, 2023 EFFECTIVE AT THE END OF THE MEETING AND APPOINT BRIAN OSBORN TO FULL FILL THE REMAINING 4 YEAR TERM EXPIRING DECEMBER 31, 2023 EFFECTIVE AT THE END OF THE MEETING.**

Motion made by Councilor Winkler and seconded by Councilor Warner. Motion carried unanimously.

**POLICE CHIEF:** Update Certified List from Civil Service – Civil Service met to review the scoring for the testing period. Should have rank sheet available soon. Waiting because Corry is screening the same applicant and we won't move forward until we hear from Corry. Police Reports for September 2022 were provided and no questions were asked. Meet and Greet with the public – October 18, 2022 at 6:00 PM at the City Building  
PCCD Grant application will be submitted this week. The application requires a Body Cam Policy

**BODY CAM POLICY:** Council was provided with a proposed policy from the Solicitor to review and approve.

**MOTION TO APPROVE THE PROPOSED BODY CAM POLICY FOR THE POLICE DEPARTMENT.** Motion made by Councilor Brumagin and seconded by Councilor Warner.

**PUBLIC WORKS:** Street Supervisor will make any reports or recommendations he may have.  
Putnam Street – The break in the line near 40 Putnam has been plugged off and the new pipe installed. From 40 Putnam east it is galvanized pipe and there is no bottom in it. Will have someone come in with a camera to check the condition.  
Dave Himes agreed to ride along with Robert Newark the first couple of times to assist him with the directions of the route. Council needs to provide approval.

**MOTION TO AMMEND THE AGENDA TO VOTE ON DAVE HIMES ASSISTANCE WITH SNOW PLOWING.** Motion made by Councilor Joyce and seconded by Councilor Warner. Motion carried unanimously.

**MOTION TO HIRE DAVE HIMES AS A 1099 EMPLOYEE TO ASSIST WITH SNOW PLOWING A FEW TIMES.** Motion made by Councilor Joyce and seconded by Councilor Warner. Motion carried unanimously.

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

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

**BOROUGH MANAGER:**

**MISCELLANEOUS UPDATES:**

Garbage bids due 10/14/22 at 3:00. Bids will be opened at that time. There will be a **special Council meeting on Monday October 17, 2022 at 6:00 PM** to consider the bids. The meeting will be at the City Building.

Garbage Bid Package – Addendum was issued providing for recycling in a 96-gallon container to be picked up every other week.

The audit report for the Union City Fireman's Relief Association is available for review. There were no concerns expressed in the audit.

**RESOLUTION FOR FEE SCHEDULE:** Council needs to set a fee for an Appeal Hearing for Property

Maintenance Code. This was tabled at the last meeting. Information on costs for hearing has been provided. Recommendation is Zoning fee is to go to \$350 and the Property Maintenance Code appeal fee to \$200 with the provision that if a ticket is overturned by the Appeal Hearing Board the fee would be returned to the property owner.

**MOTION TO APPROVE THE PROPOSED RESOLUTION FOR THE BOROUGH FEE SCHEDULE.** Motion made by Councilor Brumagin and seconded by Councilor Winkler. Motion carried unanimously.

**RESOLUTION PROVIDING FOR ACT 57 WAIVING FEES:** The Act requires all taxing bodies to adopt a Resolution directing their tax collector to waive penalties and fees accrued by a taxpayer who purchased a property in the last 12 months and who accrued the penalties and fees due to their nonreceipt of a tax notice.

**RESOLUTION PROVIDING FOR ACT 57 WAIVING FEES:** Motion made by Councilor Joyce and seconded by Councilor Brumagin. Motion carried unanimously.

**AGREEMENT WITH LGA PARTNERS:** Council to approve signing an agreement to complete the RFP for the City Building Phase 1 project. LGA Partners completed the Feasibility Study of the City Building. The cost is covered by the remaining grant funds.

**MOTION TO APPROVE SIGNING AN AGREEMENT WITH LGA PARTNERS FOR THE RFP DOCUMENTS FOR THE CITY BUILDING PHASE 1 PROJECT AFTER REVIEW BY SOLICITOR WACHTER.** Motion made by Councilor Brumagin and seconded by Councilor Joyce. Motion carried unanimously.

**COUNCIL APPROVE DECLARATION OF COVENANT FOR THE PA HISTORICAL AND MUSEUM**

**COMMISSION GRANT:** The Borough is receiving a grant for Phase 1 ADA access to the City Building. We are required to sign a Declaration of Covenant that will be attached to the deed, requiring the Borough, its successors and assigns, to assume responsibility for the maintenance, preservation, and administration of the property in a satisfactory manner for a demonstrable public benefit for a period of 15 years.

Tim stated he reviewed the Declaration of Covenant and had no problems with it, it is standard language.

**MOTION TO APPROVE THE DECLARATION OF COVENANT WITH THE PA HISTORICAL AND MUSEUM COMMISSION.** Motion made by Councilor Joyce and seconded by Councilor Brumagin. Motion carried unanimously.

**AGREEMENT TO LOCK IN ELECTRIC RATES:** Information on rates was email to Council.

**MOTION TO APPROVE AGREEMENT LOCKING IN ELECTRIC RATES APPROXIMATELY 7.532/kWh FOR 24 MONTHS, UPON REVIEW BY SOLICITOR WACHTER.** Motion made by Councilor Brumagin and seconded by Councilor Joyce. Motion carried unanimously.

**INDUSTRIAL PARK WORK:** Union City Pride has obtained grant money to continue the Downtown Gateway Project, which included the demolition of the UC Dinor, and to extend work over to Industrial Park. The plan is to remove the current fence, trees, shrubs, and signs. New fence

will be installed to match the diner lot, possibly trees in the future, possible sign, cement walk and display area for a large chair.

**MOTION TO APPROVE THE INDUSTRIAL PARK PROJECT AND ACCEPT IT AS A DONATION.** Motion made by Councilor Joyce and seconded by Councilor Warner. Motion carried unanimously.

**AT-RISK-BRIDGE PROGRAM:** Council needs to approve the engineer for this project and having the RFP completed for bidding purposes. GPI provided the information to submit the grant Application.

**MOTION TO APPROVE GPI TO PROVIDE THE ENGINEERING AND RFP FOR THE AT-RISK-BRIDGE PROJECT ON WILLOW STREET AND SIGN THE AGREEMENT UPON REVIEW BY SOLICITOR WACHTER.**

Motion made by Councilor Winkler and seconded by Councilor Brumagin. Motion carried unanimously.

**ROUTE 97 STORMWATER PROJECT:** Gus Maas with Burgess and Niple will complete the technical aspects of the application and assist with administrative portions for \$1200.

**MOTION TO APPROVE THE AGREEMENT FROM BURGESS AND NIPLE TO COMPLETE THE TECHNICAL ASPECTS OF THE APPLICATION AND ASSIST WITH ADMINISTRATIVE PORTIONS FOR \$1200 AND SUBMIT TO THE PA DCED PA SMALL WATER AND SEWER GRANT.**

Motion made by Councilor Brumagin and seconded by Councilor Winkler. Motion carried unanimously.

**ADMINISTRATION:** Council President will make appoints to the Appeal Hearing Board for the Property Maintenance Code.

Appointments are as follows: Coltin Warner, Matt Joyce, and Riley Cross. Alternates are Melissa Winkler, Tracy Daggett, and Natalie Wilmot.

President Cross wanted to thank Dan Douglas for his time on Council and also Dan Brumagin for his 23 years of dedicated service.

**PROPERTY AT 49 PUTNAM STREET:** Councilor Cross stated that he and Councilor Brumagin talked to the owner of 49 Putnam concerning the flooding problem back in May. His basement flooded and ruined the hot water tank. Council had previously approved to spend up to \$500 for repairs with a signed release. The owner never signed it. He has also stated that because his sump pump ran constantly it burned up and was replaced for \$80. He stated his furnace in running but needs it to be serviced.

**MOTION TO AMMEND THE AGENDATO APPROVE SPENDING ADDITIONAL FUNDS FOR 49 PUTNAM STREET.** Motion made by Councilor Warner and seconded by Councilor Joyce. Motion carried unanimously.

**MOTION TO SPEND UPTO \$800 FOR THE REPAIR OF THE HOT WATER TANK, REPLACING THE SUMP PUMP FOR \$80, AND SERVICE ON THE FURNACE, CONTINGENT ON A SIGNED RELEASE FROM THE PROPERTY OWNER OF 49 PUTNAM STREET.** Motion made by Councilor Winkler and seconded by Councilor Brumagin. Motion carried unanimously.

**DEPARTMENT LIAISON REPORTS:** Department Liaisons will make any reports or recommendations they may have.

**EXECUTIVE SESSION:** To discuss personnel and contract with possible action to be taken, started at 6:51 PM and ended at 7:08 PM.

**MOTION TO AMEND THE AGENDA TO ACCEPT THE POLICE CHIEF CONTRACT.** Motion made by Councilor Warner and seconded by Councilor Joyce. Motion carried unanimously.

**MOTION TO APPROVE THE TWO-YEAR WITH THE CHIEF PERNICE.** Motion made by Councilor Brumagin and seconded by Councilor Joyce. Motion carried unanimously.

**ADJOURNMENT:** Motion made by Councilor Warner and seconded by Councilor Brumagin that the meeting be adjourned. The meeting adjourned at 7:09 P.M.

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ATTEST