

**MINUTES  
UNION CITY BOROUGH  
SEPTEMBER 12, 2023**

**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 Global Methodist Church, 42 East High Street, Union City. The meeting opened with the Pledge of Allegiance and a moment of silence.

**COUNCILORS PRESENT:** Cross, Warner, Winkler, Osborn, and Steadman. Joyce and Daggett were absent.

**OFFICIALS PRESENT** were Solicitor, Pat Kennedy; Mayor, Natalie Wilmoth; Borough Manager, Cindy Wells; Constituent Services Representative, Kim Tuszynski; Police Chief, David Pernice; Streets Supervisor, Bob Phillips; and Zoning Officer, Phillip Conklin.

**APPROVAL OF AGENDA:** Motion by Councilor Warner and seconded by Councilor Steadman to adopt the agenda as amended to include information on approving advertising of an amendment for Quality-of-Life Ordinance regarding penalties. Motion carried unanimously.

**MOTION ON MINUTES:** Motion by Councilor Warner and seconded by Councilor Osborn that all Councilors, having read the minutes, approve minutes from the Council meeting on August 22nd, 2023. Motion carried unanimously.

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

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

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

**CODE ENFORCEMENT:** Reviewed August 2023 report and there were no questions or concerns.

**ZONING:** Reviewed August 2023 report and there were no questions or concerns. Phil Conklin talked to council about his responsibilities.

**EXECUTIVE SESSION:** Council sent into Executive Session to discuss personnel, with possible action to be taken, from 6:06 – 6:31.

**POLICE CHIEF:** August 2023 police reports were provided. Council questioned the new bike lanes in town and the signage along with them regarding the regulations. The Chief will be looking into it.

The Police Chief stated that The Buzz Café offered to have Coffee with a Cop on October 4<sup>th</sup> from 2:00 PM – 4:00 PM. He said there will be two other officers as well as himself present to give out handouts and welcomed everyone to join them for a coffee.

He brought up the budget and has been doing research on a new Police vehicle and would like to use the grant money from the USDA \$17,400, the \$10,000 from the Carlburg Estate, as well as working the remainder into the 2024 budget. He noted that most departments are starting to turn to the Dodge Durango versus the Ford SUV's due to having some issues. The Durango he was quoted for currently is \$59,000 and he would also be trading in the 2017 Police cruiser to help cover some of the costs. He feels the 2017 is a better option over the 2016 because on the 2017 you can feel the difference and the wear and tear on it and Robert Newark, Public Works agrees. We are going to start having issues with it, so we may as well trade it in for a newer model and use the grant money that was awarded to us towards that. He also mentioned during his research that he learned about the mileage and idle time and the equation to use to figure out the true mileage on the vehicles.

The Chief also wanted to remind everyone about the Homecoming Parade and that three Officers will be at the parade and an officer will also be on duty during the evening. No update on the Civil Service Rule change but still working on it. The Chief will send information to Solicitor Wachter.

As far as the Caflisch Park investigation is concerned the Chief hasn't heard back from Titusville PD and is leaving the matter as is. If there is another disturbance from the same individuals further action will be taken.

**PUBLIC WORKS:** The Street Supervisor noted that they received the new street sweeper and that they will be using it this week to get ready for the Homecoming Parade. The new street sweeper will also be featured in the Homecoming Parade along with the dump truck.

**MAYOR:** The Mayor had nothing to report.

**SOLICITOR:** The Solicitor had nothing to report.

**BOROUGH MANAGER:**

**MISCELLANEOUS UPDATES:**

Received a call thanking the Borough for the great job in maintaining Caflisch Park.

Reminder: Thursday, September 14, 2023, EC Dept of Planning Open House for Erie to Corry Trail Feasibility Study and Tourism Analysis, 4:00-6:00 PM

Homecoming Parade – The new Borough truck and street sweeper. Driven by Public Works and requesting permission for a passenger in each one to throw candy.

Council gave the okay to allow one family member to ride in the street sweeper to throw candy during the parade. The Solicitor will provide a general release to be signed by any non-employee riding in the equipment.

PSAB Fall Leadership Conference – At the Bayfront Landing Friday October 13 – 14<sup>th</sup>.

John McGranor from Erie County Planning is offering to review zoning ordinances for municipalities regarding the solar. Council agreed to have the Borough Zoning reviewed for solar.

**COUNCIL DISCUSSION OF CHANGING COUNCIL MEETINGS TO THE 1<sup>ST</sup> & 3<sup>RD</sup> MONDAY'S** Matt Joyce – Classes on Tuesday and Thursday from September through April 2024. Tim is available the 3<sup>rd</sup> Monday's. Matt rarely misses meetings, and it will help in making a quorum. Requested time would be 6:30. The next Council meeting will be on October 2, 2023 and the meeting for September 26, 2023 will be cancelled. An email will be sent to Council and the meetings will be readvertised.

**MOTION TO CHANGE BOROUGH COUNCIL MEETINGS TO THE 1<sup>ST</sup> AND 3<sup>RD</sup> MONDAY'S OF EACH MONTH AT 6:30 PM:** Motion by Councilor Winkler and seconded by Councilor Osborn. Motion carried unanimously.

**TRICK OR TREAT HOURS:** Council to approve Trick or Treat Hours. Treats in the Street 5:00, Costume Contest 5:30, Trick or Treat 6:30 – 8:00 PM.

**MOTION TO SET THE DATE FOR TRICK OR TREAT ON TUESDAY, OCTOBER 31, 2023 FROM 6:30 PM – 8:00 PM.** Motion by Councilor Winkler and seconded by Councilor Osborn. Motion carried unanimously.

**MINIMUM MUNICIPAL OBLIGATIONS FOR NON-UNIFORM PENSION AND POLICE PENSION FOR 2024:** The non-uniform pension payment would be \$45,650 and the police pension is zero.  
**MOTION TO APPROVE THE 2024 MINIMUM MUNICIPAL OBLIGATIONS FOR THE NON-UNIFORM AND POLICE PENSIONS:** Motion by Councilor Winkler and seconded by Councilor Steadman. Motion carried unanimously.

**DCED STMP GRANT AGREEMENTS:** The grant covers the purchase and installation of computers, software and subscriptions, land management software, updated Employee Policy and Procedures Manual, six job descriptions, cable tv franchise audit, and codification of ordinances with a three-year maintenance fee. Approval is needed from Council to sign these agreements as soon as the Grant Agreement is received from the DCED so that the process can be started.

**MOTION TO APPROVE AGREEMENTS UNDER THE DCED STMP GRANT FOR PURCHASE AND INSTALLATION OF COMPUTERS, SOFTWARE AND SUBSCRIPTIONS; LAND MANAGEMENT SOFTWARE; UPDATED EMPLOYEE POLICY AND PROCEDURES MANUAL AND SIX JOB DESCRIPTIONS; CABLE TV FRANCHISE AUDIT; AND CODIFICATION OF ORDINANCES.** Motion by Councilor Warner and seconded by Councilor Osborn. Motion carried unanimously.

**MULTI-MUNICIPAL GRANT APPLICATION FOR KEYSTONE COMMUNITIES:** The application includes Union City Borough, Edinboro, Corry, Albion, and Union Township for a study of the highest and best use of anchor, historic and strategic buildings for Union City Borough, and other components for the other municipalities. A Resolution is required that I can act on behalf of the Borough to be included in this application. It will require

additional funding from other grants. One additional application is through ECGRA which requires an Memorandum of Understanding.

**MOTION TO PASS A RESOLUTION TO BE INCLUDED IN THE MULTI-MUNICIPAL KEYSTONE COMMUNITIES GRANT APPLICATION:** Motion by Councilor Steadman and seconded by Councilor Winkler. Motion carried unanimously.

**MOTION TO APPROVE A MOU FOR THE MULTI-MUNICIPAL COLLABORTATION GRANT TO ECGRA:** Motion by Councilor Steadman and seconded by Councilor Winkler. Motion carried unanimously.

**RETRO-ACTIVE RESOLUTION FROM COUNCIL AUTHORIZING THE SALE OF BOROUGH PROPERTY.** A Resolution is needed to approve the property sold at the Borough Auction with Ploss Auctions.

**MOTION TO APPROVE A RETRO-ACTIVE RESOLUTION AUTHORIZING SALE OF BOROUGH PROPERTY:** Motion by Councilor Steadman and seconded by Councilor Winkler. Motion carried unanimously.

**RESOLUTION TO APPROVE THE 2022 AUDIT FOR THE EACOG.** The EACOG 2022 audit was completed and reviewed by the delegates on September 6, 2023. The municipalities that are members need to approve it by resolution.

**MOTION TO PASS A RESOLUTION APPROVING THE 2022 AUDIT FOR THE EACOG.** Motion by Councilor Osborn and seconded by Councilor Steadman. Motion carried unanimously.

**SALE OF STREET SWEEPERS:** The new street sweeper has been received and is in operation. We have the Pelican Sweeper and the Johnston Sweeper to be sold. They can be listed on Municibid. Council mentioned contacting Bloomfield Township and see if they are interested. Will be discussed at the next meeting.

**FENCING AT 77 SOUTH MAIN FOR STORMWATER RETENTION PONDS:** The decision needs to be made by Borough Council if it is required. This was tabled at the last two meetings. The property owner needs a decision so that the stormwater plans can be completed.

**MOTION TO REQUIRE FENCING AROUND RETENTION PONDS AT 77 SOUTH MAIN STREET.** Motion by Councilor Steadman and seconded by Councilor Winkler. Motion carried unanimously.

**PROPERTY AT 77 SOUTH MAIN STREET:** The Borough has a stormwater line that runs from Miles Street to South Main Street. There is no record of an easement.

**MOTION TO APPROVE SOLICITOR WACHTER TO WRITE AN EASEMENT AFTER LOCATING THE LINE AT 77 SOUTH MAIN STREET TO BE PRESENTED TO THE PROPERTY OWNER:** Motion by Councilor Steadman and seconded by Councilor Warner. Motion carried unanimously.

**RETRO ACTIVE MOTION TO APPROVE THE STORMWATER PLAN AT 75 NORTH MAIN:** The engineer for the property owner, who is completing the stormwater plan, has requested a waiver for the distance of the stormwater holding facility to be 10' from the building/structure instead of 25'.

**RETRO ACTIVE MOTION TO APPROVE THE WAIVER TO THE STORMWATER HOLDING FACILITY TO BE 10' FROM THE BUILDING/STRUCTURE INSTEAD OF 25' ON THE STORMWATER PLAN FOR 75 NORTH MAIN STREET.** Motion by Councilor Osborn and seconded by Councilor Winkler. Motion carried unanimously.

**COUNCIL TO REVIEW THE RFP FOR TOWING COMPANY:** Council needs to revise the requirements listed in the RFP and it will be readvertised.

**MOTION TO TABLE ADVERTISING TOWING RFP:** Motion by Councilor Winkler and seconded by Councilor Osborn. Motion carried unanimously.

**COUNCIL TO DISCUSS THE STORMWATER PROBLEMS AT WARDEN STREET.** It was noted that the costs to keep up with Warden St are a lot each year and that we have to pay to have the pipes cleaned out. The water runs from Morton's property to the swamp causing a lot of debris and build up. Council decided to reach out to Tim Wells to get estimate. Also, talk to the Municipal Authority as to the location of water and sanitary sewer lines and the type of lines.

**PRESENTED PROPOSED AMENDMENT TO QUALITY OF LIFE ORDINANCE REGARDING PENALTIES. MOTION TO APPROVE ADVERTISING FOR AMENDMENT TO QUALITY OF LIFE ORDINANCE REGARDING PENALTIES.** Motion by Councilor Steadman and seconded by Councilor Osborn. Motion carried unanimously.

**MOTION TO HIRE ON KIMBERLY TUSZYNSKI PART TIME AS THE CONSTITUENT SERVICES REPRESENTATIVE THROUGH THE UNION CITY BOROUGH AT THE SAME RATE.** Motion by Councilor Steadman and seconded by Councilor Osborn. Motion carried unanimously.

**ADMINISTRATION:** Council President had nothing to report.

**DEPARTMENT LIAISON REPORTS:** Councilor Osborn brought up CREMA. He said he had attended a meeting and that they are still going over the policies and that he was planning on attending the next one in October.

**ADJOURNMENT:** Motion by Councilor Warner and seconded by Councilor Winkler that the meeting be adjourned. The meeting adjourned at 8:05 P.M.

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ATTEST