

**MINUTES
UNION CITY BOROUGH
MARCH 3, 2025**

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 6:30 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, Joyce, Winkler, Osborn, Steadman, and Kerns. Uber was absent.

OFFICIALS PRESENT: Mayor, Robert Wolf; Borough Manager, Cindy Wells; Police Chief, David Pernice; and Code Enforcement, Mark Ziegler.

APPROVAL OF AGENDA: Motion by Councilor Kerns and seconded by Councilor Winkler to adopt the agenda as amended. The certified list from Civil Service was added and a discussion regarding Per Capita Tax. The motion carried unanimously.

MOTION ON MINUTES: Motion by Councilor Joyce and seconded by Councilor Winkler that all Councilors, having read the minutes, approve minutes from the Council meeting on February 3, 2025, and February 24, 2025. The motion carried unanimously.

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

MOTION ON BILLS: Motion by Councilor Kerns and seconded by Councilor Steadman that unpaid bills be ordered paid and those paid be approved. The motion carried unanimously.

HEARING OF THE VISITORS: No one wished to speak.

CODE ENFORCEMENT: Reviewed January 2025 report. Councilor Cross asked how many people who received courtesy notices actually received tickets. Mark didn’t have a specific number.

ZONING: Reviewed January 2025 report.

MAYOR: The Mayor had nothing to report.

POLICE CHIEF: The Police Chief provided an update on the civil service testing. He had four applicants. He tested oral, physical and written and three passed. He presented the list to Council. #1 is a vet and must be hired first. The second is also a vet. He is currently doing background checks on the three that passed and will have updates at the next meeting.

He reviewed reports and said that due to the hard weather January was slower with 59 Reports and 103 in February. A lot of hours were spent investigating the Pizza Hut robbery. They are still investigating and hope to have a report for soon. They do have a suspect though.

He also talked about the parking tickets discussed at the last meeting regarding the Municipal Lots. He talked to Bob about going around in the mornings to the lots and streets. The issue there is that the Streets Dept can't enforce after 4 AM. The police can utilize the camera footage and then also issue a ticket. He said that one vehicle was towed in January and that they are doing the best they can with what they have.

CIVIL SERVICE COMMISSION: The Civil Service Commission presented a certified list to Council.

MOTION TO ACCEPT THE CANDIDATE LIST FROM CIVIL SERVICE COMMISSION: Motion by Councilor Steadman and seconded by Councilor Winkler. The motion carried unanimously.

STREETS: There was an accident involving the Streets Department that was reported that the backhoe backed into the 2013 Chevy pickup. Council suggested the department attend some safety training.

BOROUGH MANAGER: MISCELLANEOUS UPDATES

CODIFICATION: Meeting will be March 24, 2025 at 5:00PM at the City Building.

AMERICAN LEGION BALL FIELD: All funding has been received so the purchase will be paid in full. All the papers were signed on February 28th and sent to the Solicitor.

MENTAL HEALTH TRAINING: The Police and Administration Departments attended the training. It was very informative and provided information regarding different situations and contacts.

WPC GRANT: A grant of approximately \$375,000 was received to the WPC for a \$430,000 project for stream bank stabilization, removal of invasive species, and plantings for the banks along the south side of French Creek at the American Legion Ballfields.

STATEMENT OF FINANCIAL INTEREST: Still need Financial Interest Statements.

EMAIL FROM RESIDENCE: Copy in folders. The email is requesting a full-time Police Dept.

PENNDOT TRAFFIC COUNTS FOR 2025: Received a letter stating that PennDOT will be collecting traffic counts on Hunter Avenue and Wattsburg Street between North Street & Maple Street.

ERIE COUNTY LAND BANK RAPID RESET PROGRAM: Two Borough properties have been referred to this program.

RESOLUTION FOR DESTRUCTION OF RECORDS: A resolution listing all records to be destroyed in accordance with Act 428 of 1968, the Municipal Records Act.

MOTION TO APPROVE A RESOLUTION FOR THE RECORDS TO BE DESTROYED IN ACCORDANCE WITH ACT 428 OF 1968, THE MUNICIPAL RECORDS ACT: Motion by Councilor Joyce and seconded by Councilor Winkler. The motion carried unanimously.

APPROVE ADVERTISING ORDINANCE SETTING THE MAYOR'S SALARY: When going through the Codification process it was realized that Ordinance 801 was not accurate on the amount paid. The Solicitor is recommending repealing it and passing a new ordinance.

MOTION TO APPROVE ADVERTISING AN ORDINANCE PROVIDING FOR THE SALARY OF THE MAYOR AND REPEALING ORDINANCE 801. Motion by Councilor Joyce and seconded by Councilor Kerns. The motion carried unanimously.

DISCUSS LETTER TO UCVFD REGARDING WORKERS' COMP: Questions were asked about coverage of

the Workers' Comp coverage that the Borough and Township are required to provide, and what activities are covered. Council needs to make a decision on some specific requirements regarding drinking at fundraising events and attendance at county meetings.

MOTION TO APPROVE SENDING A LETTER TO THE UCVFD THAT WAS REVIEWED BY ATTORNEY LASHER REGARDING WORKERS' COMP COVERAGE FOR VOLUNTEERS AT THE UCVFD WITH THE FOLLOWING STIPULATIONS: THE LETTER IS INCLUDED WITH THE MINUTES. Motion by Councilor Kerns and seconded by Councilor Steadman. The motion carried unanimously

DISCUSSION OF RENTAL AGREEMENT AMERICAN LEGION BALLFIELD: This was tabled at the last meeting so more information could be provided. Information has been collected regarding fees at other comparable facilities. Also, information regarding a rental agreement. Solicitor Wachter is working on the rental agreement. Anyone renting the facility will need to have insurance with the Borough listed as an additional insured. The fee will be rental of \$250 and security deposit of \$100. The security deposit will be refunded if the facility is clean and there are no damages. The fee will be set by Resolution.

INFORMATION ON GRANT FOR SOUTH STREET SIDEWALK: Review the letter to be sent to property owners and pricing from contractors.

DISCUSSION OF GPS DEVICES IN VEHICLES: Information was presented from Motive, GPS Insight and AT&T. AT&T was the least expensive at \$213/month plus the four cameras. The Telematics equipment there is no charge.

MOTION TO APPROVE AT&T TELEMATICS SYSTEM IN FOUR PUBLIC WORKS VEHICLES AND TWO POLICE VEHICLES, AND FOUR CAMERAS IN THE PUBLIC WORKS VEHICLES, AT A COST OF \$213/MONTH PLUS THE CAMERAS AT \$1,571.96. Motion by Councilor Osborn and seconded by Councilor Steadman. The motion carried unanimously.

DISCUSSION ON APPOINTMENT OF ALTERNATES TO THE CIVIL SERVICE COMMISSION: Three alternates are required for the Civil Service Commission. Jon Wojtecki and Jesse Osborn have been recommended.

MOTION TO APPOINT JON WOJTECKI AND JESSE OSBORN AS ALTERNATES TO THE CIVIL SERVICE COMMISSION. Motion by Councilor Joyce and seconded by Councilor Winkler. The motion carried unanimously.

DISCUSSION OF PROPERTY BETWEEN SOUTHWEST PARK AND THE RR: Western NY & PA RR is giving a parcel of land to the Borough that extends Southwest Park north. The parcel is 76' x 87.6' x 60' x 52'. They have provided a quitclaim Deed and listed the sum of \$10. This is being reviewed by the Solicitor and approved.

MOTION TO SIGN THE QUIT CLAIM DEED FOR A PARCEL OF LAND FROM THE WESTERN NY & PA RAILROAD FOR A PARCEL BETWEEN SOUTHWEST PARK AND THE RAILROAD THAT MEASURES 76' X 87.6' X 60' X 52' AND COMPLETE A COMBINATION DEED ADJOINING THIS PARCEL AND SOUTHWEST PARK. Motion by Councilor Joyce and seconded by Councilor Osborn. The motion carried unanimously.

DISCUSSION OF JOB DESCRIPTIONS FOR POLICE DEPARTMENT AND PUBLIC WORKS POSITIONS: The

Personnel Committee reviewed them and are recommending Council approve them. They were emailed to Council for their review. One requested change from Councilor Steadman is on the Laborer under #2 Education and Experience, and is the addition of “preferred” after “Graduation from high school or GE equivalent”. The Police Chief job description was added to the Chief’s Contract in December 2024. This will be the formal adoption of it.

MOTION TO APPROVE THE JOB DESCRIPTIONS FOR POLICE CHIEF, POLICE OFFICER, POLICE SECRETARY, STREET SUPERVISOR AND LABORER. Motion by Councilor Winkler and seconded by Councilor Joyce. The motion carried unanimously.

DISCUSSION OF ADVERTISEMENT FOR STREET SUPERVISOR: The proposed ad was emailed to Council for review. It would be placed in the Borough News magazine. Council approved of posting.

DISCUSSION OF PROBLEMS WITH WATER DRAINING INTO THE STREET: The Streets Department is having problems with severe ice build-up on some streets because property owners are draining water on the street. Attorney Wachter suggested that a section titled Water Management be added to the Property Maintenance Ordinance. Council needs to approve having the addition and advertise the ordinance to be voted on at the next meeting. Council would like more information and discussion on how this would be determined and who would enforce it.

MOTION TO TABLE APPROVING ADVERTISING AN AMENDMENT TO THE PROPERTY MAINTENANCE ORDINANCE REGARDING THE DISCHARGE OF WATER ONTO BOROUGH STREETS. Motion by Councilor Joyce and seconded by Councilor Kerns. The motion carried unanimously.

DISCUSSION OF APPLICATIONS TO PURCHASE 80 EAST HIGH STREET FROM THE ERIE COUNTY LANDBANK: The lot is a buildable lot and has been listed to be sold to someone who would build on the lot. The EC Landbank provided three applications for Council to review.

MOTION TO APPROVE THE APPLICATION OF LYLE MILLER TO PURCHASE 80 EAST HIGH STREET WITH THE STIPULATION THAT HE STARTS WITHIN 12 MONTHS OF PURCHASE. Motion by Councilor Kerns and seconded by Councilor Winkler. The motion carried unanimously.

PER CAPITA TAX: Council discussed the possibility of no longer collecting Per Capita Tax. The Borough will need to determine a way to make up for the loss of income. One possibility is to increase property taxes. No action was taken.

ADMINISTRATION: Council President had nothing to report.

DEPARTMENT LIAISON REPORTS: Department Liaisons had nothing to report.

ADJOURNMENT: Motion by Councilor Osborn and seconded by Councilor Joyce to adjourn at 8:02 PM. The motion carried unanimously.

ATTEST