

**MINUTES
UNION CITY BOROUGH
APRIL 21, 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 6:31 P.M. by Councilor Cross. The meeting is 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 were Cross; Joyce; Winkler; Osborn; Steadman; and Kerns. Uber was absent.

OFFICIALS PRESENT were Borough Manager, Cindy Wells and Streets Supervisor, Bob Phillips.

APPROVAL OF AGENDA: Motion by Councilor Joyce and seconded by Councilor Winkler to adopt the agenda as amended by adding a Resolution and letter for DCED Small Water and Sewer. The motion carried unanimously.

MOTION ON MINUTES: Motion by Councilor Steadman and seconded by Councilor Osborn that all Councilors, having read the minutes, approve minutes from the Council meeting on April 7, 2025. There was a mistake on the address listed for the sub-division. It was listed on the agenda as 16 18 Market Street but the map is actually for 20 Market Street. The motion carried unanimously.

HEARING OF THE VISITORS: Nick Kueczynski stopped in seeking Councils support for his proposal to the DEP to provide recycling to residents at a reasonable cost. He recently purchased the old Cherry Hill dry storage building. He is fixing it up and will hopefully have it done by the end of summer. He has been talking with the DEP. They are stating it would be a Rural Transfer Station and there must be less than 300 residents per square mile. He would provide for large item drop off, recycling materials like aluminum, steel, tires and other various items for a reasonable amount. It would also help cover the cost of the property. They would not be able to dispose of any household trash. Council agreed to provide a letter of support.

CODE ENFORCEMENT: Reviewed March 2025 report. Councilor Cross asked about a description of “chairs on porch”. It was explained that it is upholstered furniture.

MAYOR: The Mayor was not present.

POLICE CHIEF: The Police Chief was not present. But there was a reminder about the **Police Meet & Greet on April 23, 2025 at 6:00 PM at the City Building.**

STREETS: The Street Supervisor said they are working on sweeping the streets and will move to state roads this week. They were able to install 10 new garbage cans along Main Street and planted 11 new trees around town in various park locations, and the Municipal Authority plaza as well. The trees were provided by the Bare Root Tree Program at no cost.

BOROUGH MANAGER: MISCELLANEOUS UPDATES

CODIFICATION: The Codification Work Session will be held on April 28, 2025. Solicitor Wachter

will be present virtually and we hope to complete the review. The meeting will be at 5:00 PM at the City Building. An email was sent to each Council member to access the Code and review it prior to the next meeting.

TIRE RECYCLING JUNE 7, 2025, 8:00 – 3:00: We applied for a grant to cover 50% of the tire recycling costs and have been approved.

PUBLIC WORKS APPLICATIONS: 9 applications, 8 are from Indeed. The Personnel Committee is going to interview some on May 1, 2025

APPROVE RESOLUTION TO ACCEPT THE ANNUAL ROAD & STREET MATERIAL & GENERAL MATERIAL BIDS FOR 2025 FROM THE ERIE COG. The Erie Area COG puts a bid out for these materials for members of the COG.

MOTION TO APPROVE RESOLUTION TO ACCEPT THE ANNUAL ROAD & STREET MATERIAL & GENERAL MATERIAL BIDS FOR 2025 FROM THE ERIE COG. Motion by Councilor Joyce and seconded by Councilor Winkler. The motion carried unanimously.

INTERGOVERNMENTAL COOPERATION AGREEMENT WITH 911 DISPATCH: EC 911 Center sent an agreement for the Borough to approve. The last agreement was signed in 2012. The Solicitor has reviewed the agreement and provided some comments regarding possible changes. The changes were made but the final copy has not been reviewed by the Solicitor.

MOTION TO APPROVE THE AGREEMENT WITH 911 DISPATCH FOR DISPATCH SERVICES CONTINGENT ON THE FINAL REVIEW OF SOLICITOR WACHTER. Motion by Councilor Osborn and seconded by Councilor Steadman. The motion carried unanimously.

DISCUSSION OF AGREEMENT WITH LITTLE LEAGUE: A proposed agreement was provided by the Solicitor and emailed to Council for their review at the last meeting. Council wanted more clarification on who all would be able to use the fields when the Little League wasn't using them. Changes were made by the Solicitor and Councilor Uber was going to present it to the Little League. No updates were available.

MOTION TO TABLE THE AGREEMENT WITH THE LITTLE LEAGUE FOR USE OF THE BALL FIELDS. Motion by Councilor Joyce and seconded by Councilor Steadman. The motion carried unanimously.

DISCUSSION OF THE UPDATED EMPLOYEE POLICY MANUAL The manual was emailed to Council for their review. The manual was written by Grass Roots Solution with a grant and reviewed by Knox Law. Also, the Personnel Committee has reviewed and approved it. The portion that needs to be discussed is Section 8.1 Work Hours for the Streets Department. This was discussed with Solicitor Wachter.

MOTION TO APPROVE THE REVISED EMPLOYEE MANUAL AND REPLACE ANY PREVIOUS EMPLOYEE POLICY AND PROCEDURE MANUAL, TO TAKE EFFECT ONCE THE SOLICITOR MAKES AN UPDATE TO SECTION 8.1. Motion by Councilor Joyce and seconded by Councilor Kerns. The motion carried unanimously.

DISCUSSION OF CHANGES TO AMEND THE BURNING ORDINANCE AND APPROVE ADVERTISING: The current Burning Ordinance (Prevention and Control of Air Pollution) needs some updates.

We're requesting that the Street Supervisor be a "duly authorized agent" to be able to verify a fire, enabling the police to send a notice. Also, the addition of a Burning Permit fee set by resolution.

MOTION TO TABLE ADVERTISING THE PROPOSED AMENDMENTS TO THE BURNING ORDINANCE (PREVENTION AND CONTROL OF AIR POLLUTION). Motion by Councilor Joyce and seconded by Councilor Kerns. The motion carried unanimously.

DCED PA SMALL WATER AND SEWER GRANT: We are submitting an application for the stormwater system repairs/replacement in Municipal Lot #1. A Resolution is needed and a Commitment Letter. We currently have a CDBG Grant for \$100,000 towards this.

MOTION TO APPROVE A RESOLUTION TO SUBMIT AN APPLICATION TO THE DCED PA SMALL WATER & SEWER GRANT FOR REPAIRS/REPLACEMENT OF THE STORMWATER SYSTEM IN MUNICIPAL LOT #1 AND ALSO APPROVE THE COMMITMENT LETTER. Motion by Councilor Osborn and seconded by Councilor Kerns. The motion carried unanimously.

ADMINISTRATION: Council President had nothing to report.

DEPARTMENT LIAISON REPORTS: Councilor Steadman wanted an update on the storm water in the Warden Street area. Cindy Wells explained that without an engineered plan you can't apply for grants. She is currently waiting on an estimate to have an engineer provide a plan with some cost estimates. After that grant applications could be submitted as they become available. However, it isn't anything that will be completed in just a couple of years.

ADJOURNMENT: Motion by Councilor Steadman and seconded by Councilor Joyce to adjourn at 7:23 PM.

EXECUTIVE SESSION: To discuss legal matters and personnel with no action to be taken went from 7:25 PM to 7:50 PM.