

**MINUTES  
UNION CITY BOROUGH  
JUNE 16, 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 Joyce. 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:** Joyce, Winkler, Steadman, Uber, and Kerns. Cross and Osborn were absent.

**OFFICIALS PRESENT:** Solicitor, Tim Wachter; Mayor, Robert Wolf; Borough Manager, Cindy Wells; and Streets Supervisor, Bob Phillips.

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

**MOTION ON MINUTES:** Motion by Councilor Winkler and seconded by Councilor Kerns that all Councilors, having read the minutes, approve minutes from the Council meeting on May 19, 2025. The motion carried unanimously.

**MOTION ON SECRETARY’S REPORT:** Motion by Councilor Kerns and seconded by Councilor Winkler that the May 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 Winkler and seconded by Councilor Kerns that unpaid bills be ordered paid and those paid be approved. The motion carried unanimously.

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

**ZONING:** Reviewed May 2025 report. No questions or concerns.

**CODE ENFORCEMENT:** Reviewed May 2025 report. No questions or concerns.

**STREETS:** The Street Supervisor stated that Cross Paving has finished paving. He is unsure when Suit Coat is coming. The Streets department has been rebuilding catch basins, putting a new metal roof of Pavilion #1 at Caflisch Park and will be waiting for a week of good weather to get the roller and some patching around town done.

**POLICE:** The Police Chief was not present.

**MAYOR:** The mayor brought up Officer Meeker, he has had a very positive impact on the community so far. He’s out patrolling and interacting with the residents. There was a photo of him and two

small children taken after he showed them the Patrol Car. It's very good to see and would like it to continue. The mayor had mandated officers to work on Saturday the 14th due to the protesting and intel was received that it may be problematic. However, there were no issues.

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

**BOROUGH MANAGER: MISCELLANEOUS UPDATES**

**RIBBON CUTTING & DEDICATION OF BALL FIELDS:** Monday, June 23<sup>rd</sup>, 2025, at 6:00.

**SOCIAL HALL:** Donation received from Ron Jones donated \$6,000 to put towards improvements in the social hall.

**TIRE RECYCLING:** Had approximately 225 people. Left opportunity open until Thursday.

**LANDBANK PROPERTY:** 21 Parade Street was sold to John Lowther. He will be building a garage.

**EC LAND BANK SUMMER OPEN HOUSE:** Friday, July 25, 2025, 11:00 – 3:00 PM RSVP by 7/18/25

**EMTA BUS ROUTE:** Additional bus route, to UC at Tops, UC Estates, to schools, back to Tops then to Corry then back to Union City and complete the loop again, then to Waterford & Erie. This is done 3 times a day.

**AGREEMENT WITH LITTLE LEAGUE:** The agreement was presented to the Little League. We are waiting to hear back from them.

**RENAISSANCE GRANT:** In the past the final approval for the applications has always been by Council. It is not a requirement of the grant. I'm requesting that Council, provide the Borough Manager the authority to approve them. Cindy could do it as they are received, which allows them to move ahead more quickly to start their project. Otherwise, it delays it for 4-6 weeks. Council did agree to this but would like a list of who was approved.

**NFG STREET REPAIRS:** Street patching from the NFG line replacement in the West High Street area is supposed to be done next week.

**PUBLIC WORKS EMPLOYEE:** Information from Ben Kafferlin- Marianne is willing to come to a meeting. Council would like to talk to her. Cindy will have her attend the July 7, 2025 meeting.

**FLOOD PLAIN MANAGER AND BCO:** Cindy talked to Gary Johnson and he does not have the certifications to act as a BCO. He is interested in working as Flood Plain Manager as an employee. He only does it as a W-2 employee of the Borough and is paid by us. This allows him to do the enforcement and administration/permitting.

**MOTION TO APPOINT GARY JOHNSON AS FLOODPLAIN MANAGER AS A BOROUGH EMPLOYEE.**

Motion by Councilor Kerns and seconded by Councilor Winkler. The motion carried unanimously.

**RESIGNATION OF ZONING OFFICER:** Resignation was received from Phil Conklin effective May 30, 2025

**MOTION TO ACCEPT RESIGNATION FROM PHIL CONKLIN AS ZONING OFFICER EFFECTIVE MAY 30, 2025.** Motion by Councilor Winkler and seconded by Councilor Steadman. The motion carried unanimously.

**APPOINTMENT OF ZONING OFFICER:** Kim Tuszynski is willing to serve as Zoning Officer. She works 24 hours in the Borough Office currently. Zoning would be in addition to these hours. We would

pay the same rate as the previous Zoning Officer of \$600/month.

**RETRO ACTIVE MOTION TO APPOINT KIM TUSZYNSKI AS ZONING OFFICER WITH THE SAME PAY RATE OF THE PREVIOUS ZONING OFFICER OF \$600/MONTH. THIS WOULD BE IN ADDITION TO THE CURRENT 24 HOURS SHE WORKS IN THE BOROUGH OFFICE WITH NO MORE THAN AN ADDITIONAL 10 HOURS A WEEK FOR ZONING.** Motion by Councilor Winkler and seconded by Councilor Steadman.

The motion carried unanimously.

**FRENCH CREEK FESTIVAL FIREWORKS:** UC Action is short funding for French Creek Festival. In 2024 the Borough paid \$4,000, in 2021, 2022 and 2023 we paid \$6,000. Council agreed to make a \$4,000 contribution this year.

**MOTION TO CONTRIBUTE UC ACTION \$4,000.00 AS A SPONSOR FOR THE FIREWORKS AT FRENCH CREEK FESTIVAL.** Motion by Councilor Winkler and seconded by Councilor Kerns. The motion carried unanimously.

**PREVIOUS APPROVAL FOR THREE ORDINANCES:** Advertising was done for the amendment to the Air Pollution Control Ordinance, Repealing Ordinance 801 and new ordinance for the Salary of the Mayor and the amendment to the Property Maintenance Code adopting a new section 302.09 for Prohibited Discharge on Streets. Solicitor Watcher has reviewed and said he is fine with all of these ordinances.

**MOTION TO ADOPT THE AMENDMENT TO THE AIR POLLUTION CONTROL ORDINANCE OF 1968 SETTING A PERMIT FEE & PROVIDING FOR PERMIT APPROVAL BY APPROPRIATE AUTHORITIES:** Motion by Councilor Steadman and seconded by Councilor Winkler. The motion carried unanimously.

**MOTION TO ADOPT THE ORDINANCE REPEALING ORDINANCE 801 AND PROVIDING THE SALARY OF THE MAYOR:** Motion by Councilor Steadman and seconded by Councilor Winkler. The motion carried unanimously.

**MOTION TO ADOPT THE AMENDMENT TO ORDINANCE 1066 PROPERTY MAINTENANCE CODE BY ADOPTING A NEW SECTION 302.09, ENTITLED PROHIBITED DISCHARGE ON STREETS.** Motion by Councilor Steadman and seconded by Councilor Winkler. The motion carried unanimously.

**INVASIVE SPECIES GRANT:** Council needs to approve signing the agreement with the Western PA Conservancy for the PRISM Invasive Species Outreach and Control Demonstration Project. This work is being done at the ballfield from June 11, 2025 until June 30, 2027.

**MOTION TO SIGN THE AGREEMENT WITH THE WESTERN PA CONSERVANCY FOR THE PRISM INVASIVE SPECIES OUTREACH AND CONTROL DEMONSTRATION PROJECT.** Motion by Councilor Steadman and seconded by Councilor Winkler. The motion carried unanimously.

**LGA AGREEMENT FOR CITY BUILDING PROJECT:** LGA Partners is working with Associated Design Studios, LLC on the designs for the City Building Phase 2 project. Associated Design Studios, LLC is providing the drawings and RFP for the project. Council needs to approve signing the agreements.

**MOTION TO APPROVE THE AGREEMENT WITH LGA PARTNERS FOR THE CITY BUILDING PROJECT PHASE 2.** Motion by Councilor Steadman and seconded by Councilor Kerns. The motion carried unanimously.

**MOTION TO APPROVE THE AGREEMENT WITH ASSOCIATED DESIGN STUDIOS, LLC FOR THE CITY BUILDING PROJECT PHASE 2.** Motion by Councilor Steadman and seconded by Councilor Kerns. The motion carried unanimously.

**CANOE/KAYAK LAUNCH:** Construction Services of PA will be doing the work. Council needs to approve the agreement with them.

**MOTION TO APPROVE THE AGREEMENT WITH CONSTRUCTION SERVICES OF PA FOR THE INSTALLATION OF THE CANOE/KAYAK LAUNCH.** Motion by Councilor Steadman and seconded by Councilor Kerns. The motion carried unanimously.

**ROUTE 97 STORMWATER PROJECT:** Council needs to approve the agreement with the contractor XL Excavating.

**MOTION TO APPROVE THE AGREEMENT WITH XL EXCAVATING FOR THE ROUTE 97 STORMWATER PROJECT.** Motion by Councilor Steadman and seconded by Councilor Kerns. The motion carried unanimously.

**ADMINISTRATION:** Council President was not present.

**DEPARTMENT LIAISON REPORTS:** Councilor Winkler reported that Parks and Rec will not be having a color run at French Creek Festival this year because of lack of workers. There were no other reports.

**ADJOURNMENT:** Motion by Councilor Kerns and seconded by Councilor Winkler to adjourn at 7:10 PM.

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ATTEST