

**MINUTES  
UNION CITY BOROUGH  
OCTOBER 15<sup>TH</sup>, 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 6:07 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, Osborn, Steadman, Uber. Cross and Kerns were absent.

**OFFICIALS PRESENT:** Solicitor, Tim Wachter; Borough Manager, Cindy Wells; Police Chief, David Pernice; and Streets Supervisor, Bob Phillips.

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

**MOTION ON MINUTES:** Motion by Councilor Osborn and seconded by Councilor Steadman that all Councilors, having read the minutes, approve minutes from the Council meeting and Public Hearing on September 15<sup>th</sup>, 2025. The motion carried unanimously.

**MOTION ON SECRETARY’S REPORT:** Motion by Councilor Osborn and seconded by Councilor Winkler that the September 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 Steadman and seconded by Councilor Osborn 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:** There were no questions on the September 2025 report.

**CODE ENFORCEMENT:** There were no questions on the September 2025 report.

**FLOODPLAIN ADMINISTRATOR:** There were no questions on the September 2025 report.

**STREETS:** The Street Supervisor said that he and the Streets Department have been cleaning out catch basins from Parade St to the Avenues. They have completed 23 and have 4 remaining- 3 are new ones added to the list

**POLICE:** Reviewed September police reports. There were 176 incidents which is up from 120 in 2024. Chief said that Meeker and Shelly have been very proactive in patrolling, especially monitoring drug activity down at the Congdon. There were six criminal complaints filed. Continued communication with management at the Congdon is still going well and the feedback is that the people causing most of the issues are now staying away and are on alert.

**SOLICITOR:** Solicitor Wachter introduced Attorney Jake Fleming who just started at Knox Law working in the government division.

**BOROUGH MANAGER: MISCELLANEOUS UPDATES**

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

**PUBLIC WORKS POSITION:** The Personnel Committee, Borough Manager & Street Supervisor completed four interviews on October 8, 2025 and two tonight.

**ECAB MEETING:** The October meeting is at the UC American Legion if Council is interested in attending please let me know so I can make reservations.

**CDBG GRANT:** An application was submitted to CDBG for sidewalks on the east side of South Main Street from the RR tracks to Route 6 & 8 intersection. This was a recommendation with the School Crossing Study that was completed in 2024. The grant was approved for the full amount. The Borough will cover the cost of the engineering. This project won't be done until 2027.

**EC LONG RANGE TRANSPORTATION PLAN:** Flyer with QR codes to participate in reporting problem traffic areas in Erie County.

**GARBAGE SERVICE AND HHW:** Household Hazardous Waste can be included for \$4.50 per quarter.

**MOTION TO INCLUDE HOUSEHOLD HAZARDOUS WASTE WITH NORMAL GARBAGE COLLECTION AT THE COST OF \$4.50 PER QUARTER WITH REGULAR PICKUP OF \$86.28 PER QUARTER AND NO LEAF PICKUP.** Motion by Councilor Steadman and seconded by Councilor Osborn. The motion carried unanimously.

**RESOLUTION APPROVING WASTE MANAGEMENT OF PA TO BE GARBAGE/REFUSE CONTRACTOR:**

The EACOG completed the bidding process and is requesting any municipality that is accepting a bid to pass a resolution appointing the company they chose.

**MOTION TO PASS A RESOLUTION APPROVING WASTE MANAGEMENT OF PA TO BE GARBAGE/REFUSE CONTRACTOR:** Motion by Councilor Osborn, seconded by Councilor Winkler. The motion carried unanimously.

**LEXIPOL POLICES:** The following policies that were not approved and were being reviewed by Attorney Glascoe and the DA's office were:

601: Erie County Child Abuse Multi-Disciplinary Response Protocol

602: Asset Forfeiture

603: Informants

604: Eye Witness Identification

330: Off-Duty Law Enforcement Actions

The recommended changes were made.

**MOTION TO APPROVE LEXIPOL POLICIES FOR THE FOLLOWING POLICIES:**

**601: Erie County Child Abuse Multi-Disciplinary Response Protocol**

**602: Asset Forfeiture**

**603: Informants**

**604: Eye Witness Identification**

**330: Off-Duty Law Enforcement Actions**

**THAT WERE REVIEWED BY THE DA'S OFFICE AND ATTORNEY GLASCOE.** Motion by Councilor

Winkler, seconded by Councilor Osborn. The motion carried unanimously.

**DISCUSSION ON IMPROVEMENTS TO THE CITY BUILDING GARAGE:** The Police Department has \$10,000 left by the Carlburg Estate. Chief Pernice is proposing it be used for improvements in the garage. There is a quote in council folders for the walls, a heater, and epoxy floor. The total is over the \$12,000 bid requirements and over \$10,000 of the available funds. Any one of the three projects could be done in any order. Chief is recommending finishing the walls at this time. This was tabled at the last meeting. Council wanted an estimate on using metal on the walls. The estimate was

**MOTION TO APPROVE MAKING IMPROVEMENTS TO THE WALLS IN THE CITY BUILDING GARAGE USING METAL, BY CSI AND USING THE FUNDS FROM THE CARLBURG ESTATE.** Motion by Councilor Osborn, seconded by Councilor Steadman. The motion carried unanimously.

**DISCUSSION OF THE NOISE ORDINANCE:** A draft of the noise ordinance was provided to Council at the last meeting and emailed also. This was tabled at the last meeting.

**MOTION TO APPROVE ADVERTISING THE PROPOSED NOISE ORDINANCE AND REPEAL THE CURRENT ORDINANCE.** Motion by Councilor Winkler and seconded by Councilor Steadman. The motion carried unanimously.

**DISCUSSION OF THE CONDITION OF THE PROPERTY AT 57 SOUTH STREET:** The Borough is receiving multiple complaints concerning the condition of the property. Code Enforcement is issuing tickets on a regular basis for multiple violations, none of which are being taken care of. Solicitor Wachter said the tickets can be converted into judgements and then a sheriff sale could be executed. Council asked to have it condemned so the buyer at a sheriff sale would be forced to tear it down. The property is a public health hazard and considered to be extreme in a normal civil society.

**MOTION TO CONVERT TICKETS INTO JUDGEMENT AT THE PROPERTY OF 57 SOUTH STREET, MOVE TO HAVE IT CONDEMNED AND IF NOT CLEANED UP AND JUDGMENTS PAID, FORCE IT TO SHERIFF SALE:** Motion by Councilor Steadman and seconded by Councilor Osborn. The motion carried unanimously.

**APPOINTMENT OF LEGALS SERVICES FOR THE NON-UNIFORM AND POLICE PENSION:** An RFP was advertised in the Corry Journal for pension legal services. Only one bid was received from Knox Law. Solicitor Wachter stated that through Act 44 Legal Services are required for pensions being done through the bidding process.

**MOTION TO APPOINT KNOX MCLAUGHLIN GORNAL & SENNETT TO PROVIDE LEGALS SERVICES FOR THE NON-UNIFORM AND POLICE PENSION:** Motion by Councilor Winkler and seconded by Councilor Osborn. The motion carried unanimously.

**POLICE PENSION CONTRIBUTIONS:** Each year a resolution is required to set the contributions for the Police Pension. Since it is over funded, no contributions are needed in 2026.

**MOTION TO APPROVE A RESOLUTION ELIMINATING POLICE OFFICER CONTRIBUTIONS TO THE POLICE PENSION PLAN FOR 2026.** Motion by Councilor Steadman and seconded by Councilor Osborn. The motion carried unanimously.

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

**DEPARTMENT LIAISON REPORTS:** Councilor Winkler wanted to wish the Borough residents a happy and safe Halloween and reminder that trick or treating is from 6:30 PM to 8:00 PM on October 31, 2025.

**ADJOURNMENT:** Motion by Councilor Winkler and seconded by Councilor Osborn to adjourn at 6:49 PM. The motion carried unanimously.

---

**ATTEST**

**AGENDA  
UNION CITY BOROUGH  
OCTOBER 15<sup>TH</sup>, 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 \_\_\_\_\_ P.M. by Councilor \_\_\_\_\_. The meeting was at the First Global 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:** Cross P A-Joyce P A-Winkler P A-Osborn P A-Steadman P A-Uber P A-Kerns P A

<b>OFFICIALS PRESENT:</b> Solicitor, Tim Wachter	P	A
Mayor, Robert Wolf	P	A
Borough Manager, Cindy Wells	P	A
Constituent Services Rep., Kim Tuszynski	P	A
Police Chief, David Pernice	P	A
Streets Supervisor, Bob Phillips	P	A
Code Enforcement, Mark Ziegler	P	A

**APPROVAL OF AGENDA:** Are there any additions, deletions, or amendments to the agenda at this time?

IF NO: Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that the agenda stands approved as presented.

IF YES: Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adopt the agenda as amended.

**MOTION ON MINUTES:** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that all Councilors, having read the minutes, approve minutes from the Council meeting and Public Hearing on September 15<sup>th</sup>, 2025.

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

**MOTION ON BILLS:** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ that unpaid bills be ordered paid and those paid be approved.

**HEARING OF THE VISITORS:** A reminder to visitors that this is their opportunity to speak. Public comments will not be permitted after this time. Any visitors who wish to speak may do so at this time. There is a three-minute time limit to speak.

**ZONING:** Review September 2025 report.

**CODE ENFORCEMENT:** Review September 2025 report.

**FLOODPLAIN ADMINISTRATOR:** Review September 2025 report.

**STREETS:** The Street Supervisor will make any reports or recommendations he may have.

**POLICE:** Review September police reports.

Chief will make any reports or recommendations he may have.

**MAYOR:** The mayor will make any reports or recommendations he may have.

**SOLICITOR:** Solicitor Wachter will make any reports or recommendations he may have.

**BOROUGH MANAGER: MISCELLANEOUS UPDATES**

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

**PUBLIC WORKS POSITION:** The Personnel Committee, Borough Manager & Street Supervisor completed four interviews on October 8, 2025 and two tonight.

**ECAB MEETING:** The October meeting is at the UC American Legion if Council is interested in attending please let me know so I can make reservations.

**CDBG GRANT:** An application was submitted to CDBG for sidewalks on the east side of South Main Street from the RR tracks to the Route 6 & 8 intersection. This was a recommendation with the School Crossing Study that was completed in 2024. The grant was approved for the full amount. The Borough will cover the cost of the engineering. This project won't be done until 2027.

**EC LONG RANGE TRANSPORTATION PLAN:** Flyer with QR codes to participate in reporting problem traffic areas in Erie County.

**GARBAGE SERVICE AND HHW:** Household Hazardous Waste can be included for \$4.50 per quarter.

**MOTION TO INCLUDE HOUSEHOLD HAZARDOUS WASTE WITH NORMAL GARBAGE COLLECTION AT THE COST OF \$4.50 PER QUARTER.** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_.

**RESOLUTION APPROVING WASTE MANAGEMENT OF PA TO BE GARBAGE/REFUSE CONTRACTOR:**

The EACOG completed the bidding process and is requesting any municipality that is accepting a bid to pass a resolution appointing the company they chose.

**MOTION TO PASS A RESOLUTION APPROVING WASTE MANAGEMENT OF PA TO BE GARBAGE/REFUSE CONTRACTOR:** Motion by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_.

**LEXIPOL POLICES:** The following policies that were not approved and were being reviewed by Attorney Glascoe and the DA's office were:

601: Erie County Child Abuse Multi-Disciplinary Response Protocol

602: Asset Forfeiture

603: Informants

604: Eye Witness Identification

330: Off-Duty Law Enforcement Actions

The recommended changes were made.

**MOTION TO APPROVE LEXIPOL POLICIES FOR THE FOLLOWING POLICIES:**

**601: Erie County Child Abuse Multi-Disciplinary Response Protocol**

**602: Asset Forfeiture**

**603: Informants**

**604: Eye Witness Identification**

**330: Off-Duty Law Enforcement Actions**

**THAT WERE REVIEWED BY THE DA'S OFFICE AND ATTORNEY GLASCOE.** Motion by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_.

**DISCUSSION ON IMPROVEMENTS TO THE CITY BUILDING GARAGE:** The Police Department has \$10,000 left by the Carlburg Estate. Chief Pernice is proposing it be used for improvements in the garage. There is a quote in council folders for the walls, a heater, and epoxy floor. The total is over the \$12,000 bid requirements and over \$10,000 of the available funds. Any one of the three projects could be done in any order. Chief is recommending finishing the walls at this time. This was tabled at the last meeting. Council wanted an estimate on using metal on the walls.

**MOTION TO APPROVE MAKING IMPROVEMENTS TO THE WALLS IN THE CITY BUILDING GARAGE BY \_\_\_\_\_ AND USING THE FUNDS FROM THE CARLBURG ESTATE.** Motion by Councilor \_\_\_\_\_, seconded by Councilor \_\_\_\_\_.

**DISCUSSION OF THE NOISE ORDINANCE:** A draft of the noise ordinance was provided to Council at the last meeting and emailed also. This was tabled at the last meeting.

**MOTION TO APPROVE ADVERTISING THE PROPOSED NOISE ORDINANCE AND REPEAL THE CURRENT ORDINANCE.** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_.

**DISCUSSION OF THE CONDITION OF THE PROPERTY AT 57 SOUTH STREET:** The Borough is receiving multiple complaints concerning the condition of the property. Code Enforcement is issuing tickets on a regular basis for multiple violations, none of which are being taken care of.

**MOTION TO \_\_\_\_\_ AT THE PROPERTY OF 57 SOUTH STREET:** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_

**APPOINTMENT OF LEGALS SERVICES FOR THE NON-UNIFORM AND POLICE PENSION:** An RFP was advertised in the Corry Journal for pension legals services. Only one bid was received from Knox Law.

**MOTION TO APPOINT KNOX MCLAUGHLIN GORNAL & SENNETT TO PROVIDE LEGALS SERVICES FOR THE NON-UNIFORM AND POLICE PENSION:** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_.

**POLICE PENSION CONTRIBUTIONS:** Each year a resolution is required to set the contributions for the Police Pension. Since it is over funded no contributions are needed in 2026.

**MOTION TO APPROVE A RESOLUTION ELIMINATING POLICE OFFICER CONTRIBUTIONS TO THE POLICE PENSION PLAN FOR 2026.** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_

**ADMINISTRATION:** Council President will make any reports or recommendations he has.

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

**ADJOURNMENT:** Motion by Councilor \_\_\_\_\_ and seconded by Councilor \_\_\_\_\_ to adjourn at \_\_\_\_\_.

**POSTED AGENDA  
UNION CITY BOROUGH  
OCTOBER 14<sup>TH</sup>, 2025**

The Council Meeting for the Borough of Union City will be at 6:30 P.M. at the First Global Methodist Church, 42 East High Street, Union City.

**APPROVAL OF AGENDA**

**MOTION TO APPROVE MINUTES FROM SEPTEMBER 15, 2025 MEETING & PUBLIC HEARING**

**MOTION ON SECRETARY'S REPORTS SEPTEMBER 2025**

**MOTION TO APPROVE PAID AND UNPAID BILLS**

**HEARING OF THE VISITORS**

**ZONING:** Review September 2025 report.

**CODE ENFORCEMENT:** Review September 2025 report.

**FLOODPLAIN ADMINISTRATOR:** Review September 2025 report.

**STREETS:** The Street Supervisor will make any reports or recommendations he may have.

**POLICE:** Review September police reports

Present reports or recommendations

**MAYOR:** The mayor will make any reports or recommendations he may have.

**SOLICITOR:** Solicitor Wachter will make any reports or recommendations he may have.

**BOROUGH MANAGER:**

**MISCELLANEOUS UPDATES**

**MOTION APPROVING INCLUDING HHW WITH GARBAGE COLLECTION WITH WASTE MGMT**

**RESOLUTION APPROVING WASTE MANAGEMENT OF PA TO BE GARBAGE/REFUSE**

**CONTRACTOR**

**DISCUSSION AND POSSIBLE MOTION TO APPROVE LEXIPOL POLICIES**

**DISCUSSION AND POSSIBLE MOTION TO APPROVE CITY BUILDING GARAGE IMPROVEMENTS**

**DISCUSS AND APPROVE ADVERTISING NOISE ORDINANCE AND REPEALING PREVIOUS ORD**

**DISCUSSION AND POSSIBLE MOTION REGARDING THE PROPERTY OF 57 SOUTH STREET**

**MOTION APPOINTING KNOX MCLAUGHLIN GORNALL & SENNETT AS THE LEGAL SERVICES FOR**

**NON-UNIFORM AND POLICE PENSION**

**RESOLUTION ELIMINATING POLICE OFFICER PENSION CONTRIBUTIONS IN 2026**

**ADMINISTRATION**

**DEPARTMENT LIAISON REPORTS**

**ADJOURNMENT**