MINUTES – REORGANIZATIONAL MEETING
UNION CITY BOROUGH
JANUARY 5, 2026

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."

COUNCILORS PRESENT: Cross, Joyce, Steadman and Kerns. Winkler, Osborn and Uber were absent.

OFFICIALS PRESENT: Mayor, Herb Riede, Borough Manager, Cindy Wells, Constituent Services Rep., Kim Tuszynski, Streets Supervisor, Bob Phillips, and Code Enforcement, Mark Ziegler.

VISITORS PRESENT: See sign-in sheet

MAYOR: Mayor calls the meeting to order. The meeting of the Union City Borough Council was called to order at 6:02 P.M. by Herb Riede. The meeting was held at the First United Methodist Church, 42 East High Street, Union City.

NOMINATION OF OFFICERS – NOMINATIONS DO NOT REQUIRE A SECOND AND ARE VOTED IN THE ORDER THAT THE NOMINATIONS ARE MADE. VOTING CONTINUES UNTIL ONE NOMINEE ATTAINS A MAJORITY VOTE.

NOMINATIONS FOR PRESIDENT: Mayor Herb Reide opened the floor for nominations for President of Borough Council to serve a two-year term. James Kerns nominated Riley Cross.

MOTION TO CLOSE NOMINATIONS: Motion by Councilor Kerns and seconded by Councilor Steadman. Motion carried unanimously.

MAYOR CALLED FOR A VOTE FOR THE OFFICE OF PRESIDENT: Mayor Herb Reide called for a roll call vote on the nomination of Riley Cross as President of Borough Council.
Joyce: Yes Steadman: Yes Kerns: Yes Cross: Yes Motion carried unanimously.

NOMINATIONS FOR VICE-PRESIDENT: Mayor Herb Reide opened the floor for nominations for Vice-President of Borough Council to serve a two-year term. Riley Cross nominated Matt Joyce.

MOTION TO CLOSE NOMINATIONS: It was moved by Councilor Cross and seconded by Councilor Steadman that the nominations for Vice-President be closed. Motion carried unanimously.

MAYOR CALLED FOR A VOTE FOR THE OFFICE OF VICE-PRESIDENT: Mayor Herb Reide called for a roll call vote on the nomination of Matt Joyce as Vice-President of Borough Council. Joyce: Yes Steadman: Yes Kerns: Yes Cross: Yes Motion carried unanimously.

MAYOR RELINQUISHED HIS CHAIR TO PRESIDENT OF BOROUGH COUNCIL: Mayor Herb Reide relinquished his chair to Council President Riley Cross.

COUNCIL TO APPOINT A PRESIDENT PRO-TEM: Council needs to appoint a President Pro-Tem in the event the President and Vice-President are not in attendance at a Council Meeting.

MOTION TO APPOINT A PRESIDENT PRO-TEM: It was moved by Councilor Kerns and seconded by Councilor Joyce to appoint Councilor Osborn as President Pro-Tem. The motion carried unanimously.

PRESIDENT APPOINTED DEPARTMENT LIASONS: President Cross appointed the following liaisons:

Riley Cross is over Administration
Liaison for Public Safety appointed to Councilor Brian Osborn
Liaison for Public Works appointed to Councilor Charlie Steadman
Liaison for Parks and Recreation appointed to Councilor Melissa Winkler
Liaison for Finance appointed to Councilor Matt Joyce
Liaison for Personnel and Planning appointed to Councilor Riley Cross

AT THE DECEMBER 9TH, 2025 MEETING THE FOLLOWING APPOINTMENTS WERE APPROVED:

Jeff Mangol to the Union Area Planning Commission to serve until December 31, 2029.
Dan Hoban to the Zoning Hearing Board to serve until December 31, 2028.
Martha Blair and Cathy Smith to the Library Board to serve until December 31, 2028.
Beth Eastman to Parks and Recreation to serve until December 31, 2030.
Richard Hasbrouck to the Civil Service Commission to serve until December 31, 2028
Mike Wienczkowski to the Vacancy Board to serve until December 31, 2026
Cindy Wells as Representative to Executive Committee Erie County Association of Boroughs to serve until December 31, 2027

Matt Joyce to the Erie County Metropolitan Planning Commission until further notice.

Charlie Steadman as Delegate and Riley Cross as Alternate to Conelway Regional Emergency Management Agency to serve until December 31, 2026

Matt Joyce as Chairman and Charlie Steadman as Alternate to Union City Property Maintenance Board of Appeals to serve until December 31, 2027.

Riley Cross and James Kerns to Union City Property Maintenance Board of Appeals to serve until December 31, 2028.

Riley Cross to the Shade Tree Commission to serve until December 31, 2030.

Cindy Wells as Delegate and Matt Joyce as Alternate to the Erie Area Council of Governments to serve until December 31, 2026.

APPOINTMENTS FOR COMMISSION, BOARD, AND OTHER SERVICES

RECREATION COMMISSION – TWO 5-YEAR TERMS ARE STILL OPEN There were no nominations

PSAB VOTING DELEGATE – ONE-YEAR TERM
ERIE COUNTY ASSOCIATION OF BOROUGHS VOTING DELEGATE – ONE-YEAR TERM
ECAB VOTING DELEGATE – ONE-YEAR TERM
ERIE COUNTY TAX COLLECTION COMMITEE – ONE-YEAR TERM: Cindy Wells currently serves on these and is willing to serve another term.

MOTION TO APPROVE CINDY WELLS TO THE ABOVE APPOINTMENTS: It was moved by Councilor Joyce and seconded by Councilor Kerns to appoint Cindy Wells to serve until December 31, 2026. The motion carried unanimously.

RECONFIRMING APPOINTMENTS:

Floodplain Administrator- Gary Johnson- Indefinite
Stormwater Administrator- Cindy Wells- Indefinite
Zoning Officer- Kim Tuszynski- Indefinite
Code Enforcement- Mark Ziegler- Indefinite

MOTION TO APPROVE THE APPOINTMENTS FOR FLOODPLAIN ADMIN, STORMWATER ADMIN, ZONING OFFICER AND CODE ENFORCEMENT OFFICER. It was moved by Councilor Joyce and seconded by Councilor Kerns. The motion carried unanimously.

MILEAGE RATE: The mileage rate for 2026 per the IRS is 72.5 cents per mile.

MOTION TO APPROVE MILEAGE RATE AT 72.5 CENTS PER MILE FOR 2026. It was moved by Councilor Steadman and seconded by Councilor Joyce. The motion carried unanimously.

COUNCIL MEETING SCHEDULE: We currently have our meetings set for every 2nd and 4th

Tuesday of the month at 6:00 PM. We need to confirm we are keeping this schedule so we can advertise them.

MOTION TO KEEP COUNCIL MEETINGS EVERY 2ND AND 4TH TUESDAY OF THE MONTH AT 6:00PM. It was moved by Councilor Kerns and seconded by Councilor Steadman. The motion carried unanimously.

APPROVE APPOINTMENTS OF THE 2026 UNION CITY FIRE DEPARTMENT OFFICERS AS FOLLOWS:

Isiah Edwards	President	Rebecca Heilman	Vice-President
Stacey Steinbaugh/ Sara's Business Solutions -Treasurer/ Financial Liaison			
Stacey Steinbaugh	Secretary	Kayla Hawley	Chief
Kaleb Steinbaugh	Deputy Chief	Nick Campbell	First Assistant
Dave Swanson	Second Assistant	Brent Wallace	Captain
Mike Allen	Lieutenant	Albert Ross	Director
Jim Klakamp	Director	Mike Allen	Director
Jason Clark	Director	Larry Obert	Director
Andrew Collier	Director		

MOTION TO APPROVE THE 2026 UNION CITY FIRE DEPARTMENT OFFICERS: It was moved by Councilor Steadman and seconded by Councilor Kerns to approve the 2026 Union City Fire Department Officers. The motion carried unanimously.

MOTION TO APPOINT THREE COUNCIL MEMBERS AS SIGNERS FOR BANK ACCOUNTS: It was moved by Councilor Kerns and seconded by Councilor Joyce to appoint Councilor Cross, Councilor Joyce and Councilor Steadman. The motion carried unanimously.

ADJOURNMENT: It was moved by Councilor Steadman and seconded by Councilor Joyce that the meeting be adjourned. The motion carried unanimously.

The meeting adjourned at 6:10 P.M.

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ATTEST