

Union Township

*2023 Build a Better Future Transformative
Grant Program - Community Facilities*

Union Township

Mr Dennis Triscuit
16300 Route 8
Union City, PA 16438

uniontownship@outlook.com
O: 814-438-3781
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Ms. Vicky Proctor

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Application Form

1. Eligibility

The 2023 Community Facilities Grant Program is for capital improvements to existing facilities only. No funding for programming is available under this program.

Building a Better Future Transformative Grant Program Acknowledgement*

I have read the ECGRA Building a Better Future Transformative Grant Program Guidelines.

Qualifiers*

All must apply in order to be eligible.

- Applicant is in good standing with ECGRA's reporting requirements to date.
- Applicant is in good standing with the IRS and state and local taxing bodies.
- Applicant's headquarters is located in Erie County.
- Applicant will be the recipient of the grant. (Pass through grants are not permissible.)
- Applicant is current on payment of unemployment or other required employee related insurances.
- Applicant's real estate taxes are not delinquent.

Disqualifiers

If any apply, your organization is not eligible.

- A public safety organization or facility, including volunteer fire departments
- A state or federally owned facility or agency.
- Any organization that was part of the settlement agreement with ECGRA, entered into 12/13/10

2. Organizational Information

Name of Organization*

Union Township

County Council District in which headquarters is located*

[Click here to see a County Council District map](#)

County Council District #6

Staff/Volunteer Leadership*

List or upload a list of the names and titles of the organization's leadership.

-Vicky Proctor - Secretary/Treasurer

Board of Directors*

List or upload a list of the names, email addresses, and occupations of the organization's board members.

-Dennis Triscuit - Township Supervisor - Chairman - uniontownship@outlook.com - retired Union Township roadmaster

-Earl Brown - Township Supervisor - Vice Chairman - uniontownship@outlook.com - retired crop farmer and former manager of Erie County Conservation District

-Brian Gregor - Township Supervisor - uniontownship@outlook.com - contractor

Description of the organization and its capacity to deliver the project*

Please include your organization's mission statement, a brief history of the organization, and how your organization has the resources and capabilities to manage a capital improvement project. If you intend to contract with a construction manager, please provide details.

Union Township, located in southeast Erie County, surrounding Union City Borough and bordering on Crawford County, was established in 1800. The township consists of 36.6 square miles, and with Union City Borough constitutes the majority of the Union City Area School District.

Through the requirements of its municipal structure and the experience of its elected Township Supervisors in the bidding process and working with multiple contractors over a period of years, Union Township is well positioned to manage this capital improvement project. The three Township Supervisors combined have worked for or with the township for more than 65 years. For this project, the township supervisors will also rely on the experience of its municipal engineer, Mark Corey, of Mark J. Corey & Associates of Harborcreek, Pa., who serves as engineer for approximately half of the municipalities in Erie County and some 40-50 municipalities in Northwest Pennsylvania.

Also helping to facilitate this project is Steven Bishop, project manager for the Union City Community Foundation, who has some 27 years of experience in managing grants and projects.

Please describe your community center*

Please provide a description of your community center's mission, history, constituents, types of programming and resources, and sources of revenue. Do you have a strategic plan?

This grant will help Union Township establish a community center for township residents that until this time has not existed in a meaningful way. The lack of such a facility has been recognized by the Township Supervisors as a detriment to the township, as well as to adjacent Union City Borough, on which the township has had to traditionally rely for public spaces and facilities. An ADA-compliant public meeting space for township residents will be incorporated into a new Township Building the Supervisors recently purchased, to which the township's municipal operations will be moved.

The recently purchased facility was constructed in the mid-1990s to serve as a Pennsylvania vehicle emissions testing center that never materialized, and was then owned by a natural gas exploration company from which it was recently purchased by the township. The new building is located only a few hundred yards south of the existing Township Building (see photos) on Route 8 just south of Union City Borough. The current Township Building was constructed in the 1940s, purchased by the township in the late 1950s, and expanded as needed.

Upon completion of the projects funded by this ECGRA grant and local match, the township expects to relocate its operation, including administrative functions, vehicles and equipment, to the new building. The Township Supervisors will then sell their existing Township Building and a parcel from the new property to fund the remainder of their desired work at the new site.

The new facility provides the additional space that would allow the township to better accommodate public voting, plus meetings of community groups, host educational opportunities for area residents, and provide an emergency "warming center" for area residents and an incident command center for emergency service providers when the need arises.

The facility's users would largely be the township's approximately 1,542 residents (as of the 2020 Census), but would also likely include some use by Union City Borough's 2,934 residents, given the Union City boundary line is located only a few hundred yards from the new facility and that the township surrounds the borough.

Renovations/enhancements to the new Township Building/Community Center, to incorporate public space for the described uses, are expected to cost approximately \$329,350, based on Township Engineer Mark Corey's preliminary estimates. The \$100,000 requested of ECGRA plus the local match of \$33,000 would allow for creation of the public space, HVAC improvements, and likely some of the interior renovations that would allow the township to relocate to the new building.

The township has already demonstrated its commitment to this project by the \$200,000 purchase of the new facility. Ongoing operation and maintenance of the new Township Building/community center, once built out, will be fully funded by township tax revenue. The supervisors refer to the new facility as the township's "forever home."

3. Project Information

Project Title*

Please give your project a descriptive title fewer than 15 words.

Union Township

In which census tract will your project take place?*

Please use this link to find out your census tract information: <https://geomap.ffiec.gov/ffiecgeomap/>

0120.01

Brief Project Summary*

Please provide a short (two or three sentences) executive summary about your project.

Example: The Youth Center will improve energy efficiency by installing 90 new windows.

A new Union Township community facility will be established by restoration of energy-efficient HVAC systems; creation of an enlarged public meeting space; and interior renovations to Union Township's newly purchased facility.

Project Narrative*

Describe your capital improvement project in detail including the problem(s) you are addressing. Describe why the project is important and necessary (short and long term) to your organization. Are you doing anything innovative that could be used as a model for other community facilities?

Union Township Supervisors seek to break from the standard small-township model of providing only basic road maintenance, zoning and taxation services, by providing space for quality-of-life and safety opportunities for local residents. This in turn will assist the township in its short- and long-term goals of retaining and attracting residents and businesses, with the hope of stabilizing and/or reversing the population decline seen in most of rural Erie County's communities in recent decades. As such, Union Township's aspirations could be a model for other small municipalities to emulate. A key aspect of providing such opportunities, however, is availability of a facility that can accommodate such activity.

The township's recent decision to purchase a nearby building in which to relocate its administrative and road maintenance functions provides that opportunity, but the cost to initiate and then fully fund the effort will be greatly hindered if the township can only rely on its relatively small tax base to do so. Funding from ECGRA will significantly jump-start the transition between buildings, and allow for inclusion of the desired community-center functions.

While providing a much-needed public space to Union Township residents, relocation to the new building will solve other long-standing operational issues. They include:

-The township is only able to fully use its current building thanks to cooperation from the owner of the adjacent property, who allows the township to operate its trucks and equipment over the adjacent property in order to make the turn necessary into the current building's equipment doors. Should that adjacent owner ever change their mind about allowing the township to use the property, or should the adjacent property ever be sold and a different use result, the township could easily be in a position of not being able to use its current building in any meaningful way.

-The township does not have room in its current building for all of its vehicles and equipment, and must lease space to accommodate its needs. Having vehicles and equipment at multiple locations lessens the township's efficiency.

-The township has limited exterior space to store materials, such as pipes, aggregate and millings, and must store some of those materials off-site which further decreases the township's efficiency. The township has also had materials stolen from its current unsecured outdoor space. The new facility includes more than 7 acres, including considerable space that is fenced and secured.

-The township's current limited, non-air conditioned office space does not make for a conducive work environment, does not allow for a separation of space between general administration, zoning and tax collection services, is not lockable beyond the front door, and does not have ADA-compliant restrooms.

COVID-19 Pandemic Response*

The Building a Better Future Transformative Grant Program was created to provide resources to help Erie County recover from the COVID-19 pandemic and ensure that those residents who were disproportionately affected are provided assistance. Describe your efforts to assist the community at large and your constituents or clients during the pandemic. Whom did you help? What services did you provide specifically to address the affects of the pandemic? How did this affect your organization's finances? How would your capital improvement project address the lingering problems of the pandemic and ensure a more equitable recovery?

Union Township Supervisors are proud of how the township's employees persevered in providing services to township residents and others during the COVID-19 pandemic. Township employees, without fanfare, showed up every day, even while dealing with the pandemic on a personal level, to keep the township's roads open during winter for township residents, emergency providers and others, as well as continuing to maintain that roadway infrastructure throughout the three years of pandemic. Zoning and tax collection services also persevered during that time.

For rural residents, particularly during something as traumatic as a pandemic, the vital ability to travel is dependent on these township employees setting their personal health concerns aside and continuing to provide those basic services. The term that arose during the pandemic, of "essential workers," best describes how Union Township's workers and elected officials responded to assist area residents.

The township increased taxes twice during the pandemic to maintain its services, as overall costs and supply chain issues that affected the country as a whole had a similar impact on the township.

Creating a viable community space as part of the relocation to its new facility would provide a more equitable recovery to these rural residents who otherwise may not have benefited from that portion of their federal taxes designated for the pandemic recovery.

Matching Funds Status*

Please discuss the status of your matching funds. Do you have cash in hand? Have you applied for other funding?

Union Township proposes to provide the \$33,000 local match from two sources, as follows:

-The township will provide half of the match, \$16,500, from its own general fund.

-The township will apply to the Union City Community Foundation by its April 1 deadline for the remaining \$16,500, with a decision from the UCCF forthcoming in early May. If the foundation cannot provide those funds, the township will supply the entire match.

Project Benefits*

Please describe who will benefit and how. Will specific groups be targeted or served by the use of the grant?

Union Township's 1,542 residents are expected to be the the primary beneficiaries of this grant, although Union City Borough's 2,934 residents are also expected to benefit from the public nature of the space to be provided. The integrated nature of the township's and borough's populations, as well as collective emergency and other services, ensure that residents of both municipalities will benefit.

Once the space becomes available, Union Township is expected to reach out to the community to make it aware of the space and to begin scheduling use. Public notice through the local media will also be generated, with appropriate acknowledgment of ECGRA's key role in making it possible.

Amount Requested from ECGRA*

The maximum request is \$100,000.

\$100,000.00

Project Budget*

Please click here to download a budget form

950375_2023-bbf-budget-form-community-facilities.xlsx

See attached.

Cost Estimates, Proposals, or Bid Results*

Applicants must provide detailed cost estimates, cost proposals, or bid results for their project.

The project consists of repurposing the newly purchased building into the township's new administrative and equipment facility, with sufficient space conducive for use as an ADA-compliant community center. If ECGRA approves \$100,000 in funding, Union Township with the local match will have \$133,000 available for this project.

Given that such ancillary costs as engineering, permits, inspections and administrative/legal costs would absorb approximately 19 percent of that budget, the township would initially allocate approximately \$108,000 for construction and \$25,000 for ancillary costs. With those funds, and project estimates provided by the township's engineer, Mark J. Corey & Associates, the township could be expected to accomplish the following:

- HVAC improvements: \$72,000.
- Enlarge meeting room: \$36,000.
- Ancillary costs (engineering, including construction drawings, bid specifications and project oversight; permits and inspections; administrative/legal costs) at 19% of construction costs: \$25,000.

TOTAL COST OF PHASE I USING ECGRA FUNDS & LOCAL MATCH: \$133,000.

Mr. Corey notes his construction estimates are likely high. If bids come in under the estimates, and/or the ancillary costs come in lower than budgeted, some general interior renovations will be added to the ECGRA project list. Interior renovations to the new space, including to common spaces, administrative space, maintenance space, and employee space, is estimated at \$80,000. If funds do become available for additional interior renovations, the priority will be any renovations that help expedite the township's relocation to the new building, so that their current building can be put up for sale.

Beyond the work using ECGRA and matching funds that will allow the township to relocate and to provide public community space, the township has additional "Phase II" goals for the complete utilization of their new

space. This work they intend to fund with proceeds from selling their current township building, plus sell a parcel/building that can be split off from their new building purchase, and perhaps tax revenue. That additional work includes:

- Interior renovations (if none are accomplished in Phase I with ECGRA funds): \$80,000.
- Widen/replace garage and man doors: \$45,000.
- Purchase/install emergency generator: \$40,000.

-TOTAL PHASE II ADDITIONAL CONSTRUCTION: \$165,000.

-Engineering, inspections, administrative/legal costs and contingencies for additional construction @ 19 percent: \$31,350.

TOTAL PHASE II COMPLETION: \$196,350.

TOTAL PHASES I & II: \$329,350

NOTE: When including the \$200,000 purchase of the new building, the total project cost is \$529,350, of which the proposed ECGRA grant of \$100,000 represents 18.9 percent.

Architectural Drawings or Construction Plans

Construction plans for the identified improvements will be created as part of this initiative.

Project Partners*

Describe project partners and how they will be involved.

The Union City Community Foundation is providing support to Union Township by covering the cost of UCCF's project manager, Steven Bishop, to prepare the ECGRA grant application, to prepare the UCCF grant application for the partial local match, and to provide any necessary support in terms of project implementation, follow-up and reporting.

Project Support*

Provide evidence of project support within the community. (Letters of support, resolutions, memoranda of understanding, etc. can be uploaded at the end of the application.)

See attached.

Ability to Complete the Project*

Grantees will have two years to complete their projects. Describe your ability to complete the project within the allotted time. Who will manage your capital improvement project?

Union Township anticipates easily completing the projects described using ECGRA funds well within the 2-year limit (see timeline below), and/or by the Dec. 31, 2026 deadline to expend ARPA funds. Engineer Mark Corey will be largely responsible for shepherding the project, from construction drawings and bid specifications to assisting the Township Supervisors with vetting bidders, and overseeing the contracted

work. Steven Bishop of the Union City Community Foundation will provide support to Union Township as needed, including any required follow-up reporting to ECGRA.

Timeline*

Please provide a detailed project timeline with key milestones (24-month schedule).

From notice of ECGRA grant award in February 2024, the timeline will be as follows:

- 1-Apply for half of matching funds to Union City Community Foundation by April 1 deadline, with UCCF decision early May 2024.
- 2-Engineer Mark Corey designs the project, creates bid specifications and acquires any necessary permits within four months, by September 2024.
- 3-Advertise for bids, open bids, review and award bids within two months, by November 2024.
- 4-Construction/completion of projects within six months, by May 2025.

-Total elapsed time from ECGRA award notice: 15 months.

Outcome Measurement*

Please describe how you will analyze the outcomes and gauge success of the project.

Project success will be measured in terms of the amount of community activity scheduled for the new Township Building's public space over time, as the community becomes aware of and begins to utilize the space. Another measurement will be whether and how that space is utilized for safety purposes in terms of a warming center when electrical outages affect the region, and whether circumstances require emergency service providers to use the facility for command center purposes.

4. Additional Documents

Most Recent Annual Report or Year End Review*

If your report is too large to upload, please contact ECGRA staff at 814-897-2694.

No Annual Report available.docx

Current General Liability Insurance Certificate

Union Township Certificate of Coverage 2-24-23 to 2-24-24.pdf

Letters of Support

Union Township Letters of Support.pdf

Other Supporting Material

Union Township Building Photos.pdf

File Attachment Summary

Applicant File Uploads

- 950375_2023-bbf-budget-form-community-facilities.xlsx
- No Annual Report available.docx
- Union Township Certificate of Coverage 2-24-23 to 2-24-24.pdf
- Union Township Letters of Support.pdf
- Union Township Building Photos.pdf

2023 Community Facilities Program Budget

Project Sponsor: Union Township

Project Name: Union Township

Category	Amount Requested from ECGRA	Cash Match	Narrative	Total
<u>Pre-construction activities</u>	\$5,000	\$20,000	Construction documents; bid specifications; advertising; bid review; permits; inspections;	\$25,000.00
<u>Construction</u>	\$95,000.00	\$13,000.00	om; possible interior renovations.	\$108,000.00
<u>Other</u>				
<u>Totals</u>	\$100,000.00	\$33,000.00		\$133,000.00

Annual Report/Year End Review

Union Township, like most small townships, does not prepare an Annual Report or Year End Review.



Certificate No.: 6
Member Number: 0147

CERTIFICATE OF COVERAGE

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. This Certificate does not amend, extend or alter the coverage afforded by the coverage document(s) listed below.

NAME & ADDRESS OF MEMBER: Union Township & Union Township Municipal Authority, Erie County
16075 Shreve Ridge Road
Union City, PA 16438

This is to certify that the coverage document(s) listed below have been issued to the Member named above and are in force at this time. Notwithstanding any requirement, term or condition of any agreement or other document with respect to which this Certificate may be issued or may pertain, the coverage(s) afforded is subject to all the terms, exclusions and conditions of the Coverage Agreement(s).

TYPE OF COVERAGE	EFFECTIVE DATE	EXPIRATION DATE	LIMIT OF COVERAGE
General Liability	2/24/2023	2/24/2024	\$2,000,000
Property	2/24/2023	2/24/2024	\$141,000

CANCELLATION: Should the above described coverage document(s) be cancelled, the Pennsylvania Intergovernmental Risk Management Association will endeavor to mail 30 days written notice to the below named Certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the pool.

SPECIAL CONDITIONS/OTHER COVERAGES:

POLICY #B0147PC- Certificate Holder is added as Additional Party & Loss Payee with respect to 2017 JCB HD110WT Hydradig Excavator w/ 24" and 28" digging buckets and 50" grading bucket, S#2496221. Account #189551, \$250 Deductible, ACV applies.

NAME & ADDRESS OF CERTIFICATE HOLDER:
Stephenson Equipment, Inc (SEI)
7201 Paxton Street
Harrisburg, PA 17111

DATE ISSUED: 3/13/2023

Authorized Representative

BOROUGH OF UNION CITY

13 South Main Street • Union City, Pennsylvania 16438
Phone (814) 438 - 2331 • Fax (814) 438 - 7115
Secretary@UCBorough.us

January 29, 2024

Erie County Gaming Revenue Authority
5340 Fryling Road #201
Erie, PA 16510

Dear ECGRA Board of Directors:

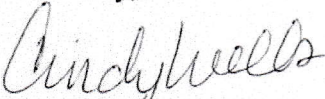
Union City Borough supports the application from Union Township for "Community Facilities" funding through the Erie County Gaming Revenue Authority.

While Union Township and Union City Borough collaborate to provide services to our collective community, we recognize the need and desire for the township to have infrastructure available specifically to serve its own residents. A community facility that would provide the township the opportunity to meet the needs of its residents would be a welcome addition to our region and providing such space as part of the township's move to a new, larger, enhanced building is a prudent decision.

As our region continues its recovery from the Covid pandemic, Union Township's decision to secure public space that would allow it to serve quality-of-life needs as well as respond to future emergencies will position it to better serve our communities.

Thank you for your consideration.

Sincerely,



Cindy Wells
Borough Manager



Union City Community Foundation
An Affiliate of The Erie Community Foundation
Helping Today... Shaping Tomorrow.

P.O. Box 512, Union City PA 16438 Phone: (814) 438-7622 Fax: (814) 438-2008

Website: www.unioncitycf.org E-mail: contact@unioncitycf.org

January 26, 2024

**RE: ECGRA Union Township
Letter of Support**

Dear ECGRA Board of Directors,

On behalf of the Union City Community Foundation (UCCF), I wish to express our support for the Union Township application for "Community Facilities" funding through the Erie County Gaming Revenue Authority.

Establishing a community facility to serve Union Township's residents, in conjunction with the township's pending move to a new facility for its administrative and maintenance functions, would be a significant step in positioning the township for the future. The Union City area has been working hard in recent years to counter the job losses and disinvestment of recent decades, efforts made even more important and challenging when factoring in the effects of the Covid pandemic.

While most of those recovery efforts have focused to date on Union City Borough, we recognize the importance of including Union Township to ensure our community's recovery is as wide-ranging and effective as possible. We applaud Union Township for recognizing the importance of planning for the future. Again, we strongly encourage the Erie County Gaming Revenue Authority to award funding to Union Township.

Thank you for your support, and your consideration.

Most Respectfully,

R. Steven Jones
Chairman, The Union City Community Foundation

Board of Trustees

R. Steven Jones, Chairman – Kyle Blakeslee, Vice Chairman – Diane Bowes, Secretary – Shawn Gross, Treasurer
Dr. Rogelio Allanigue - Matt Bennett - Pat Burgess - Shawn Gross - Ronald O. Jones - Larry Obert - Jim Shreve - Norman
Troyer– Karen Surkala – Mark Webb – Cindy Wells - Natalie Wilmoth

President

Karen Bilowith



www.ucasd.org

Union City Area School District

107 Concord Street
Union City, Pennsylvania 16438

(814) 438-3804
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Stacey D. Dell
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sdell@ucasd.org

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Superintendent
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Tara L. Lineman
Business Manager
tlineman@ucasd.org

January 26, 2024

Erie County Gaming Revenue Authority
5340 Fryling Road, #201
Erie, PA 16510

Subject: Union Township's Application for Community Facilities Funding

Dear ECGRA Board of Directors:

The Union City Area School District supports Union Township's application for "Community Facilities" funding from the Erie County Gaming Revenue Authority.

Union Township is located within the boundaries of the Union City Area School District, which means their residents and businesses are also our residents and businesses. As such, we applaud their efforts to provide public space that would allow the township to better serve its constituents. A stronger township makes for a stronger school district.

We appreciate your consideration.

Sincerely,

A handwritten signature in black ink that reads "Matthew W. Bennett".

Matthew W. Bennett
Superintendent
Union City Area School District

Current Union Township Building



New / Future Union Township Building

