

**MINUTES****REGULAR MEETING OF UPLAND BOROUGH COUNCIL****DATE**

March 14, 2023

**TIME**

6:23 P.M.

**PLACE**

Upland MacQueen Hall, 224 Castle Avenue, Upland, PA

**CALL TO ORDER**

Vice President Crawford called the Regular Scheduled Meeting for Upland Borough Council to order at 6:23 p.m.

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**

Vice President Crawford led the Pledge of Allegiance and a moment of silence.

**ROLL CALL**

Mrs. Peterson – Absent; Ms. Crawford – Present; Mrs. Kerns – Present; Mrs. Bush – Present; Mr. Steigerwalt – Present; Mr. Bloom – Present; Ms. Gertner – Present; Mayor Dennon – Present; Mr. Archdeacon, Catania Engineering – Present; Robert E. O'Connor, Esquire – Present; and Mr. Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

**GUESTS IN ATTENDANCE**

Daniel Smith, Anthony DeMarco

**5. Approval of Previous Meeting Minutes**

A-1 Council Meeting Minutes – February 14, 2023

Vice President Crawford asked if there were any questions on the Council Meeting Minutes of February 14, 2023. Hearing none, Mrs. Kerns made a motion to approve the previous Council meeting minutes of February 14, 2023. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Abstain; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye. Motion carries.

**6. Treasurer's Report**

A-1 Treasurer's Report

Vice President Crawford asked if there were any questions on the Treasurer's Report. With no questions, Mr. Bloom made a motion to accept the Treasurer's Report as presented. Mr. Steigerwalt seconded the motion. Vice President Crawford requested a roll call. Roll Call was

taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

## A-2 Income Statements

Vice President Crawford asked if there were any questions on the Income Statements. With no questions, Mr. Steigerwalt made a motion to accept the Income Statements as presented. Mr. Bloom seconded the motion. Vice President Crawford requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

## A-3 Manager's Report

Vice President Crawford asked if there were any questions on the Manager's Report. With no questions, Ms. Gertner made a motion to accept the Manager's Report as presented. Mr. Steigerwalt seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

## 7. Auburn Village Report – Matt Steigerwalt

Vice President Crawford stated that Auburn Village reported progress.

## 8. Public Safety Report – Abigail Gertner

### A-1 Fire Marshal/Public Safety Officer's Report – March 2023

Mr. Smith, PSO, read the Fire Marshal/Public Safety Officer's March 2023 report into the record.

Mr. Smith mentioned that he met with Jason Snyder, Penndot Advocate, to review the bridge at Upland Avenue. He is waiting on the start/final hydrology study in order for things to move forward.

Mr. Smith spoke to someone from the County Planning Department who said that the Borough does not need the RFP's (Request for Proposal). This means that the project can begin when the hydrology study is complete. He does not know how long this study may take to complete. Mr. Archdeacon stated that it does take a little time. Information needs to be requested from FEMA and then Catania Engineering can start putting it together.

Mr. Smith suggested that Council request Catania Engineering to begin their part. Mr. Ciach stated that he would like to get the check before they get started. Mr. Smith said as long as we are using it, we can request the check. Vice President Crawford instructed Mr. Ciach to request the check.

A-2 Fire Company's Report – February 2023

Mr. Smith read the Fire Company's February 2023 report into the record.

A discussion ensued between Mr. Smith and Vice President Crawford concerning the categorizing of actions on the report.

A-3 Code Officer's Report – February 2023

Ms. Gertner read the Code Officer's Report for February 2023 into the record.

A-4 Motion to Approve Dan Smith to Attend Solar Panel Safety Certification Class Estimated Cost of the Class/Travel/Room /Expense (Meals)  
\$1,200.00

Ms. Gertner made a motion to approve Dan Smith to attend the Solar Panel Safety Certification Class with an estimated cost of the class, travel, room and expense (meals) not to exceed \$1,200.00. Mr. Bloom seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

A-5 Motion to Ratify the Renewal/Upgrade Contract as Budgeted with Cody in the Amount of \$11,962.00

Ms. Gertner made a motion to approve ratify the renewal/upgrade contract budgeted with Cody in the amount of \$11,962.00. Mrs. Kerns seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

**10. Buildings & Grounds Report – Judith Bush**

A-1 Motion to Approve the Annual Fireworks Show on September 3, 2023 with D&M Fireworks for a Cost of \$9,400.00

Vice President Crawford asked if there were any questions on the motion to approve the annual fireworks show on September 3, 2023 with D&M Fireworks for a cost of \$9,400.00. Hearing none, Mrs. Bush made said motion. Mr. Bloom seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

A-2 Motion to Approve Upgrade of our Current Keyscan Security Entry System to the Aurora Keyscan Panels & Software. Our Current Keyscan which is 13 Plus Years Old is Obsolete and Giving Us Issues. Cost of Upgrade \$17,575.00

Vice President Crawford asked if there were any questions on the motion to approve the upgrade of our current keyscan security entry system to the Aurora Keyscan panels and software. Our current keyscan is 13 plus years old, is obsolete and is giving us issues. This is a non-budgeted item. Hearing no questions, Mrs. Bush made said motion. Mrs. Kerns seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

## **12. Finance & Insurance Report - Moira Crawford**

- A-1 Approval to Ratify Payment of General Fund Bills  
February 1, 2023 through February 28, 2023 - \$220,734.67

Ms. Gertner made a motion to ratify payment of the General Fund bills February 1, 2023 through February 28, 2023 in the amount of \$220,734.67. Mr. Steigerwalt seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Abstain from check 43022 and Aye on the remainder. Motion carries.

- A-2 Approval to Ratify Payment of Auburn Village Bills  
February 1, 2023 through February 28, 2023 - \$33,949.91

Vice President Crawford asked if there were any questions on the Auburn Village bills. Hearing none, Ms. Gertner made a motion to ratify payment of the Auburn Village bills for February 2023 in the amount of \$33,949.91. Mrs. Bush seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

- A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card  
Purchases  
February 2023 - \$1,223.37

Vice President Crawford asked if there were any questions for the approval to ratify payment of the PLGIT Procurement Credit Card purchases for February 2023 in the amount of \$1,223.37. Hearing none, Ms. Gertner made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for February 2023 in the amount of \$1,223.37. Mr. Bloom seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

- A-4 Motion to Exonerate Tax Collector

1. Year 2022 Real Estate Taxes \$14,274.42  
(\$12,976.70 plus penalty of \$1,297.72)

Ms. Gertner made a motion to exonerate the Tax Collector for the year 2022 Real Estate Taxes in the amount of \$14,274.42 which is \$12,976.70 plus a penalty of \$1,297.72. Mrs. Kerns seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

2. Year 2022 Trash Tax  
(\$24,205.00 plus penalty of \$2,420.50)

Ms. Gertner made a motion to exonerate the Tax Collector for the year 2022 Trash Tax which is which is \$24,205.00 plus a penalty of \$2,420.50. Mrs. Kerns seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

3. Motion to Allow Borough Manager to Forward Delinquent Trash Taxes to Delinquent Tax Collecting Agency

Ms. Gertner made a motion to allow the Borough Manager to forward delinquent trash taxes to delinquent tax collecting agency. Mr. Steigerwalt seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

4. Discussion on Adding a Drop Box for the Tax Collector to be Located at MacQueen Hall

Vice President Crawford state that the adding of a drop box for the Tax Collector was discussed in Caucus. She asked if there were any further questions. Hearing none, Ms. Gertner made a motion to add a drop box for the Tax Collector to be located at MacQueen Hall. Mrs. Bush seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

A-5 Motion to Approve members of Council, the Mayor, the Police Chief and the Borough Manager to Attend the Pennsylvania State Association of Borough's Conference – June 2-7, 2023

Ms. Gertner made a motion to approve members of Council, the Mayor, the Police Chief and the Borough Manager to attend the Pennsylvania State Association of Boroughs Conference scheduled for June 2<sup>nd</sup> through 7<sup>th</sup> 2023. Mr. Steigerwalt seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

**13. Ordinances & Resolutions Report – Abigail Gertner**

A-1 Motion to Adopt Resolution 5 of 2023 – Delaware County Hazard Mitigation Plan Municipal Adopt Resolution

Ms. Gertner read Resolution 5 of 2023 – Municipal Adoption Resolution of the Delaware County Mitigation Plan into the record.

Ms. Gertner made a motion to adopt Resolution 5 of 2023 - Delaware County Hazard Mitigation Plan Municipal Adopt Resolution. Mrs. Kerns seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

A-2 Motion to Adopt Resolution 6 of 2023 – Borough Council Support of the PA-05 Community Funding Projects for Conversion of the Reese Center Conversion to be Utilized as a Police Department/Emergency Management Center

Ms. Gertner read Resolution 6 of 2023 – Borough Council Support of the PA-05 Community Funding Projects for Conversion of the Reese Center Conversion to be Utilized as a Police Department/Emergency Management Center into the record.

Ms. Gertner made a motion to ratify the adoption of Resolution 6 of 2023 – Memorializing the Borough of Upland’s Support of the PA-05 Community Funding Project for Conversion of the Reese Center to be Utilized as a Police Department and Emergency Management Center. Mr. Steigerwalt seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

A-3 Motion to Adopt Resolution 7 of 2023 – Replacement of an Appointment of a Zoning Board Member for Replacement

Ms. Gertner read Resolution 7 of 2023 – Replacement of an Appointment of a Zoning Board Member for Replacement into the record.

Ms. Gertner made a motion to approve Resolution 7 of 2023 – The Appointment of Carmela Dawson into the Zoning Hearing Board. Mr. Steigerwalt seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Crawford– Aye. Motion carries.

**14. Research & Development - Julie Kerns**

Mrs. Kerns read the February 2023 website update into the record.

**15. Streets & Equipment – Judith Bush**

Vice President Crawford stated that Streets & Equipment reported progress.

**16. Community Affairs – Moira Crawford**

Mrs. Bush presented the following:

The Soup and Salad Fundraiser was held on February 18, 2023. This was the first time since 2019 that this fundraiser was held in-house. There was a good turnout for this all you can eat event at MacQueen Hall. There were also many takeout orders. Community Affairs took in \$1,237.00.

The Basket Bonanza Bingo was held on March 4, 2023. There were 100 tickets sold. Community Affairs profited approximately \$4,000.00. There is another Basket Bonanza Bingo scheduled for July 22, 2023.

The senior citizens' St. Patty's Day Luncheon was held on March 13, 2023. Approximately 30 residents and 10 employees attended.

The next event scheduled is the Easter Egg Hunt and Breakfast with the Easter Bunny on April 8, 2023. This event will begin at 9 a.m.

**17. Use & Occupancy Report – Michael Ciach**

Mr. Ciach updated Council concerning Resolution 6. He and Chief Irely attended a virtual meeting with US Congresswoman Scanlon's office regarding the funds. He is seeking support at the County level as well as from the State Representative and the Senator. Senator Kane has already committed the letter to be done by March 15, 2023. Mr. Ciach has a call into State Representative Krueger's office. He is sure she has been in support of this from the beginning. The Borough is seeking \$2 million dollars for the renovations to the Reese Center.

Mr. Ciach then read the February 2023 Use and Occupancy Report into the record.

**18. Mayor's Report – William Dennon**

Mayor Dennon read the February 2023 Mayor's Report into the record.

**19. Solicitor's Report - Robert O'Connor**

Mr. O'Connor stated that he worked on a municipal lien in which payment was received. After Shannon Strigle and he did some research, it was discovered that this lien was previously paid and a refund will be processed.

**20. Engineer's Report –Dan Archdeacon**

Mr. Archdeacon reported progress. The report submitted to Council shows updates on pending matters.

**21. Future Projects – Matthew Steigerwalt**

Vice President Crawford stated that Future Projects reported progress.

**22. Old Business**

Nothing for old business to report.

**23. New Business**

Nothing for new business to report.

**24. Motion to Cancel the Second Meeting of the Month – March 28, 2023**

Ms. Gertner made a motion to cancel the second meeting of the month currently scheduled for March 28, 2023. Mr. Bloom seconded the motion. Vice President Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford– Aye. Motion carries.

**25 Floor Open to Public**

Mr. Smith stated that Easter Flowers along with a bake sale will take place at the Fire House as follows:

April 7, 2023 – Noon to 6 p.m.

April 8, 2023 – 9 a.m. to 5 p.m.

April 9, 2023 – 9 a.m. to 1 p.m.

Vice President Crawford stated that she will have this added to the Borough website.

**Adjournment**

Vice President Crawford stated that she would entertain a motion to adjourn. Ms. Gertner made said motion. Mr. Steigerwalt seconded the motion. All Council verbally voted Aye; no Nays.



Council adjourned at 6:51 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Dana A. Dudek  
Recording Secretary