

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

January 10, 2023

TIME

6:05 P.M.

PLACE

Upland MacQueen Hall, 224 Castle Avenue, Upland, PA

CALL TO ORDER

President Peterson called the Regular Scheduled Meeting for Upland Borough Council to order at 6:05 p.m.

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

President Peterson led the Pledge of Allegiance and a moment of silence.

ROLL CALL

Mrs. Peterson – Present; Ms. Crawford – Present; Mrs. Kerns – Present; Ms. Gertner – Present; Mrs. Bush – Present; Mr. Bloom – Present; Mr. Steigerwalt – 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

Dan Smith, Lou Kutlus, Jen Steigerwalt

President Peterson announced Out of Normal Order of Business at 6:06 p.m.

The meeting was taken out of the normal order of business to hire and swear in two (2) part-time police officers (Dalton Menasion and Michael Palmer).

Motion to Hire 2 Part-Time Police Officers

President Peterson stated she would entertain a motion to hire 2 part-time Police Officers. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain. Motion carries.

Swearing In Part-Time Police Officer: Dalton Menasion

Mayor Dennon mentioned that Mr. Menasion just graduated from the Academy and today is his birthday. Birthday wishes and applause were offered by all in attendance.

Mayor Dennon performed the swearing in of Part-Time Police Officer Dalton Menasion. Congratulatory remarks and applause were offered by Council and the audience.

Swearing In Part-Time Police Officer: Michael Palmer

Mayor Dennon performed the swearing in of Part-Time Police Officer Michael Palmer. Congratulatory remarks and applause were offered by Council and the audience.

President Peterson announced the Return to Normal Order of Business at 6:15 p.m.

5. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – December 13, 2022

President Peterson stated that she would entertain a motion to accept the minutes of December 13, 2022. Ms. Crawford made said motion. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

6. Treasurer's Report

A-1 Treasurer's Report

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

A-2 Income Statements

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

A-3 Manager's Report

President Peterson asked if there were any questions on the Manager's Report. With no questions, Ms. Crawford made a motion to accept the Manager's Report as presented. Mrs.

Kerns seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

7. Auburn Village Report – Matt Steigerwalt

President Peterson stated that Auburn Village reported progress.

8. Public Safety Report – Abigail Gertner

A-1 Fire Marshal/Public Safety Officer's Report – December 2022

Mr. Smith, PSO, read the Fire Marshal/Public Safety Officer's December 2022 report into the record.

A-2 Fire Company's Report – December 2022

Mr. Smith read the Fire Company's December 2022 report into the record.

Mr. Smith informed Council that he is now the 2nd Alarm Post Officer for Chester.

President Peterson stated that she received a call from Chief Zyla earlier concerning the purchase of a new fire engine and that he was gathering the numbers for this purchase. She explained to the Chief that, due to COVID, things have been put on the back burner. He responded that if it were ordered now, the payment would not be due for two years. President Peterson reiterated that things were backed up because of COVID, and short of getting some significant money in, this purchase would not happen anytime soon.

Ms. Crawford asked if the purchase was for a new fire engine or another fire vehicle. President Peterson and Mr. Smith both confirmed that it was for a new fire engine. Mr. Smith continued stating that they would sell the current engine and that money would go toward the purchase of a new engine.

Ms. Gertner asked if the Fire Company looked into any grant or funding from the state. Mr. Smith explained that state grants do not go toward apparatus until it is extremely old.

Ms. Crawford questioned the timing of replacing an engine so soon and the cost involved. Mr. Smith stated that if this type of apparatus is not kept up to date, it will impact insurance rates. President Peterson stated that Chief Zyla said the cost is 1.8 million.

A-3 Motion to Ratify Approval of the Chief's Contract

President Peterson stated she would entertain a motion to ratify approval of the Chief's contract. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. President Peterson asked for

a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Ratify Approval of the Police Support Contract between Upland
& Parkside Boroughs

President Peterson stated she would entertain a motion to ratify approval of the Police Support Contract between Upland and Parkside Boroughs. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

9. Code Officer's Report – Abigail Gertner

President Peterson stated that the Code Officer's report is tabled for this month.

10. Buildings & Grounds Report – Judith Bush

President Peterson stated that Buildings and Grounds reported progress.

11. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills
December 1, 2022 through December 31, 2022 - \$380,721.74

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills December 1, 2022 through December 31, 2022 in the amount of \$380,721.74. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Abstain on check no. 42852 and Aye on the remainder; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Abstain from checks 42808, 42809 and Aye on the remainder; Mrs. Peterson – Abstain from checks 42808, 42809 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
December 1, 2022 through December 31, 2022 - \$144,351.30

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills December 1, 2022 through December 31, 2022 in the amount of \$144,351.30. Mr. Bloom seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Abstain from checks 9787, 9793, 9796, 9805, 9806, 9808, 9812 and Aye on the remainder; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases
December 2022 - \$5,330.37

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for December 2022 in the amount of \$5,330.37. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Accept the 2021 DCED Audit

Ms. Crawford made a motion to accept the 2021 DCED Audit. Mr. Bloom seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-5 Motion to Advertise the 2021 Summary Financial Statement

Ms. Crawford made a motion to advertise the 2021 Summary Financial Statement. Mr. Steigerwalt seconded the motion. Unanimously, Council voted Aye on the motion, no nays. Motion carries.

12. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Adopt Ordinance 1 of 2023 (Setting of Real-Estate Property Tax Rate and Trash Tax for FY 2023)

Ms. Crawford read Ordinance 1 of 2023 – Setting of Real-Estate Property Tax Rate and Trash Tax for fiscal year 2023.

Ms. Crawford made a motion to adopt Ordinance 1 of 2023 – Setting of Real-Estate Property Tax Rate and Trash Tax for fiscal year 2023. Mr. Bloom seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Ratify the Adoption of Resolution 25 of 2022 – Approval to Participate in the 2023 CDBG Application Process

Ms. Crawford read Resolution 25 of 2022 – Approval to Participate in the 2023 CDBG Application Process.

Ms. Crawford made a motion to ratify the adoption of Resolution 25 of 2022 – Approval to Participate in the 2023 CDBG Application Process. Mrs. Bush seconded the motion. President

Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

A-3 Motion to Adopt Resolution 1 of 2023 Ratifying the Budget Approved
Transfer of \$250,000 from PLGIT Special Revenue to the General Fund

Ms. Crawford read Resolution 1 of 2023 – Ratifying the Budget Approved Transfer of \$250,000 from PLGIT Special Revenue to the General Fund

Ms. Crawford made a motion to adopt Resolution 1 of 2023 - Ratifying the Budget Approved Transfer of \$250,000 from PLGIT Special Revenue to the General Fund. Mr. Bloom seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

13. Research & Development - Julie Kerns

Mrs. Kerns read the November 2022 and December 2022 website updates into the record.

14. Streets & Equipment – Judith Bush

President Peterson stated that Streets & Equipment reported progress.

15. Community Affairs – Moira Crawford

Ms. Crawford stated that the 2023 events are scheduled and are reflected on the Borough calendar which has been delivered to residents. In addition, the schedule also appears on the Borough's website.

January 16, 2023 – Martin Luther King's Day of Service – Anyone wishing to volunteer should report to MacQueen Hall by 10:00 a.m. In honor of the day, those participating will be cleaning the various parks in the Borough.

January 21, 2023 – Senior Citizens' Coffee Club – This is a new event to be held at MacQueen Hall starting at 9:00 a.m. A free continental breakfast will be provided to the Borough seniors.
PLEASE NOTE: Anyone attending must sign up by January 14, 2023.

February 18, 2023 – Soup and Salad Fundraiser – This event will be held at MacQueen Hall from 4:00 p.m. to 6:00 p.m. Take out will be available. Tickets are available for purchase in the Borough Office or through any Council member.
Cost: Adults - \$12.00 Seniors - \$10.00 Children Under 12 - \$8.00

16. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the December 2022 Use and Occupancy Report into the record.

17. Mayor's Report – William Dennon

Mayor Dennon read the December 2022 Mayor's Report into the record.

18. Solicitor's Report - Robert O'Connor

Mr. O'Connor stated that he worked on a new municipal lien on Church Street.

19. Engineer's Report –Dan Archdeacon

Mr. Archdeacon reported that the punchlist inspection was completed in December for the CDBG 2021 MacQueen Hall Addition. There are a few outstanding items which the contractor will work on starting this week. All work is expected to be completed by next Council meeting.

President Peterson asked how a sink could be installed and a wall built which were too big for a wheelchair. Mr. Archdeacon stated that a wheelchair will fit. He stated that the trim is protruding an inch more than it should between the sink and the wall. The trim will be cut off. In addition, a foot is needed on the side of the door for ADA compliance. They are working on this issue.

For the CDBG 2022, the County's Historic Preservation Council confirmed that the project can proceed and is not expected to impact any historic resources. The project will be bid once the Notice to Proceed is issued by the County.

The application for the CDBG 2023 Main Street Wall Phase II was submitted on Friday – January 6, 2023.

The grant agreement from PaDEP for the Flood Protection Video Inspection Grant was forwarded to the Borough Manager for electronic signature. Once the signed agreement is received, PaDEP will issue a Notice to Proceed in order for the video process to take place.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt reported progress.

21. Old Business

Nothing for old business to report.

22. New Business

Nothing for new business to report.

23. Motion to Cancel the Second Meeting of the Month (January 24, 2023)

President Peterson stated she would entertain a motion to cancel the second meeting of the month – January 24, 2023. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

24. Floor Open to Public

Ms. Jen Steigerwalt inquired about the crossing guard at 6th and Main Streets. With no crossing guard and cars parked on both sides of Main Street which blocks the view of pedestrians and drivers, it is a dangerous situation. She had witnessed some close calls with the children including her own child when a driver went through the red light.

President Peterson stated she has been sending letters, making phone calls and sending emails to Chester Upland for the last 8 years. Finally, the school district sent a crossing guard. President Peterson mentioned recently to Chief Irey that she has not seen the crossing guard since before Christmas. Ms. Steigerwalt interjected that is was actually before Thanksgiving. As a result, President Peterson had sent another email to Chester Upland.

President Peterson agreed with Ms. Steigerwalt and stated that, unfortunately, the crossing guard issue is the responsibility of Chester Upland. She does not know what the answer is to this situation as she has continued to pursue a resolve. She wants to ensure Ms. Steigerwalt that she and Chief Irey are working on this issue and it will not be forgotten.

As for the parking issue, President Peterson explained that the school's parking lot is limited and now used by the buses (due to children now attending Main Street from outside our immediate area). So, parents have to park on the street to pick up their children.

Both Ms. Steigerwalt and President Peterson are hoping that there will be some action by Chester Upland before the next Council meeting.

Mr. Lou Kutlus presented his concerns over the parking lot which is adjacent to the side of his property (Front Street). His home is 108 years old and he has owned it for 32 years. He spoke with PSO Smith about placing water barricades on the lot along with the Borough's barriers.

President Peterson stated that PSO Smith made them aware of the issue and wanted to clarify that his only concern was the placing of the water barricades.

Mr. Kutlus stated he has drawings and specifications for Council and would be purchasing the barricades himself at a cost of over \$1,600.00. He said he could have then set up in the lot as early as Monday – 01/16/23. President Peterson stated that the lot is not opened yet as the Borough's barriers have not been installed at this point.

To resolve the situation, President Peterson told Mr. Kutlus to meet with PSO Smith. If PSO Smith has no issue with his additional barricades, then it is fine with the Borough.

25. Adjournment

President Peterson stated that she would entertain a motion to adjourn. Ms. Crawford made a motion to adjourn. Mrs. Kerns seconded the motion. All Council verbally voted Aye; no Nays.

Council adjourned at 6:49 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary