

**MINUTES**

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

**DATE**

February 14, 2023

**TIME**

6:06 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 6:06 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 – Absent; 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**

Patti Rish, Jim Doyhan, Greg Zyla, Daniel Smith

**5. Motion to Hire a Part-Time Police Officer**

President Peterson stated she would entertain a motion to hire a part-time Police Officer. 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; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Abstain. Motion carries.

*President Peterson announced Out of Normal Order of Business at 6:08 p.m.*

The meeting was taken out of the normal order of business to swear in a part-time police officer (Taylor Caspian Rish-Klemm).

**Swearing In Part-Time Police Officer: Taylor Caspian Rish-Klemm**

Mayor Dennon performed the swearing in of Part-Time Police Officer Taylor Caspian Rish-Klemm. Congratulatory remarks and applause were offered by Council and the audience.

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*President Peterson announced the Return to Normal Order of Business at 6:11 p.m.*

**6. Approval of Previous Meeting Minutes**

A-1 Council Meeting Minutes – January 10, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of January 10, 2023. Hearing none, Ms. Crawford made a motion to accept the Council Meeting Minutes of January 10, 2023 as presented. Mr. Bloom seconded the motion. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

**7. 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. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – 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. Mrs. Bush seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – 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. Bush seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

**8. Auburn Village Report – Matt Steigerwalt**

President Peterson stated that Mr. Steigerwalt reported progress.

**9. Public Safety Report – Abigail Gertner**

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

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

A-2 Fire Company's Report – January 2023

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

A-3 Motion to Approve Changing All-Call System from Swift-Reach to Civic Ready for \$4,200.00 Per Year Which is a \$300.00 Annual Savings

President Peterson stated she would entertain a motion to change from All-Call System from Swift-Reach to Civic Ready for \$4,200.00 per year. President Peterson asked if there were any questions. Hearing none, Ms. Crawford made said motion. Mr. Steigerwalt seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

**10. Code Officer's Report – Abigail Gertner**

Mr. Steigerwalt read reports from December 2022 and January 2023 into the record.

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

President Peterson stated that Buildings and Grounds reported progress.

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

A-1 Approval to Ratify Payment of General Fund Bills  
January 1, 2023 through January 31, 2023 - \$163,532.79

Ms. Crawford made a motion to ratify payment of the General Fund bills January 1, 2023 through January 31, 2023 in the amount of \$163,532.79. 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 – Abstain from check number 42985 and Aye on the remainder; Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Crawford – Abstain from check number 42966 and Aye on the remainder; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills  
January 1, 2023 through January 31, 2023 - \$55,768.49

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills January 1, 2023 through January 31, 2023 in the amount of \$55,768.49. 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; Mrs. Kerns – Abstain from check numbers 9831, 9837 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  
January 2023 - \$4,034.41

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for January 2023 in the amount of \$4,034.41. Mrs. Bush 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; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

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

- A-1     Motion for Adoption of Ordinance 2 of 2023 – Approval to Participate in the 2023 CDBG Application Process

Ms. Crawford read Ordinance 2 of 2023 – Approval to Participate in the 2023 CDBG Application Process.

Ms. Crawford made a motion to adopt Ordinance 2 of 2023 - Approval to Participate in the 2023 CDBG Application Process. Mrs. Bush 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; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

- A-2     Motion to Adopt Resolution 3 of 2023 – Ratifying the Budget Approved Transfer of \$240,000.00 from PLGIT Special Revenue to the General Fund

Ms. Crawford read Resolution 3 of 2023 – Ratifying the Budget Approved Transfer of \$240,000.00 from PLGIT Special Revenue to the General Fund.

Ms. Crawford made a motion to ratify the adoption of Resolution 3 of 2023 – Ratifying the Budget Approved Transfer of \$240,000.00 from PLGIT Special Revenue to the General Fund. Mrs. Bush 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; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

A-3     Motion to Adopt Resolution 4 of 2023 – Application for County Liquid Fuel Tax Funds

Ms. Crawford read Resolution 4 of 2023 – Application for County Liquid Fuel Tax Funds

Ms. Crawford made a motion to adopt Resolution 4 of 2023 - Application for County Liquid Fuel Tax Funds. 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; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

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

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

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

Mrs. Bush read into the record a letter she received from the Highway Foreman – Mr. Patrick White. The letter stated that Eagle Power and Equipment held its required training and manufacturer’s service class for the new skid steer. He stated that the skid steer is now in service for use throughout the Borough. Mr. White ended his letter with a thank you.

**16.     Community Affairs – Moira Crawford**

Ms. Crawford stated that on January 16, 2023, the Community Affairs Committee held the Dr. Martin Luther King Day of Service event. There was a nice turn out by the residents – approximately 15 participants. They cleaned up several parks and side streets in the Borough.

The Senior Citizens Coffee Club had its initial event on January 21, 2023. Approximately 15 senior citizens attended the continental breakfast. As word spreads, it is anticipated that participation will increase for the next coffee club in June.

The Annual Soup and Salad Fundraiser will be held on February 18, 2023 at MacQueen Hall from 4:00 p.m. to 6:00 p.m. Take out will be available. Tickets are: Adults - \$12.00, Senior Citizens - \$10.00, Children Under 12 - \$8.00.

Basket Bonanza Bingo will be held on March 4, 2023 at MacQueen Hall. Doors will open at 6:00 p.m. Tickets are \$20.00 for 10 rounds of Bingo. The baskets are various themes. Note: This is a bring your own beverage and food event.

Senior Citizens Free St. Patty’s Day Luncheon will be held on March 13, 2023 at MacQueen Hall from noon to 1:00 p.m. Those interested in attending must contact the Borough Office.

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

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

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

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

President Peterson invited Chief Ireby to speak. He informed Council that the parking issue on the 1000/1100 block of Church Street has been addressed. Working along with the Highway Foreman, they saw that signage was installed last week in the problem area.

The Chief also stated that prior to COVID, he had a School Resource Officer in place that worked between the Charter and Main Street schools. The one year, they paid \$60,000.00 which the Borough received. The School Resource Officer has now completed the next \$30,000.00 and the payment should be received no later than the beginning of the second quarter of 2023 by the Department of Education that runs the grant.

Ms. Crawford stated that she thought this was already done. The Chief replied that COVID had delayed things such as funding.

The Chief also informed Council that he is still looking for a crossing guard. So, effective immediately, officers will be stationed at 6<sup>th</sup> & Main Streets. He is hoping to find someone, but there is little interest in this position.

Chief Ireby wanted to commend Officers Keeney and Sellers who were assigned to an anti-crime type of assignment. They are up to 3 or 4 search warrants so far and have seized \$31,000.00 last week. The majority of their time is paid by the County through the drug task force. They are doing a very good job and have other opportunities coming up. By their work, it sends a message that we will not tolerate crime in our community.

Applause and thanks were offered by the Council.

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

Mr. O'Connor stated that he received a new municipal lien this month, he filed a praecipe to mark another one satisfied and did some work on other municipal liens. He also worked on the crossing guard issue and drafted a Hold Harmless Agreement for Swiftwater Lane.

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

Mr. Archdeacon stated that the work is mainly complete on the CDBG 2021 MacQueen Hall Addition. The punch list items have been addressed and a final inspection to verify all work will be performed this week.

Mr. Archdeacon stated application for payment #7 and final for Contract 1 was submitted by L. J. Paolella Construction, Inc. in the amount of \$16,167.00 and is recommended for payment by Upland Borough.

A-1     Approve Application for Payment #7 & Final to L. J. Paolella Construction, Inc. in the amount of \$16,167.00 for Payment by Upland Borough

Ms. Crawford made a motion to approve application for payment #7 and final to L. J. Paolella Construction, Inc. in the amount of \$16,167.00 for payment by Upland Borough. Mrs. Bush 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; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated application for payment #3 and final for Contract 2 was submitted by Five Star, Inc. in the amount of \$7,750.00 and is recommended for payment by Delaware County OHCD.

A-2     Approve Application for Payment #3 & Final to Five Star, Inc. in the amount of \$7,750.00 for Payment by Delaware County

Ms. Crawford made a motion to approve application for payment #3 and final to Five Star, Inc. in the amount of \$7,750.00 for payment by Delaware County OHCD. Mr. Steigerwalt 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; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated application for payment #7 and final for Contract 3 was submitted by CMSE, Inc. in the amount of \$5,211.00 and is recommended for payment by Delaware County OHCD.

A-3     Approve Application for Payment #7 & Final to CMSE, Inc. in the amount of \$5,211.00 for Payment by Delaware County

Ms. Crawford made a motion to approve application for payment #7 and final to CMSE, Inc. in the amount of \$5,211.00 for payment by Delaware County OHCD. Mr. Steigerwalt 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; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated application for payment #5 and final for Contract 4 was submitted by John J. Bee, Inc. in the amount of \$12,990.00 and is recommended for payment by Delaware County OHCD.

A-4 Approve Application for Payment #5 & Final to John J. Bee, Inc. in the amount of \$12,990.00 for Payment by Delaware County

Ms. Crawford made a motion to approve application for payment #5 and final to John J. Bee, Inc. in the amount of \$12,990.00 for payment by Delaware County OHCD. 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; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated that the County has reviewed and approved the project documents for the 2022 CDBG Main Street wall restoration. Once the Notice to Proceed is issued by the County OHCD, the project will be bid. He requested authorization to bid the project when directed by the County.

A-5 Authorize Engineer to Advertise the Project for Bid – CDBG 2022 Main Street Wall Restoration

Ms. Crawford made a motion to authorize the Engineer to advertise the project for bid – CDBG 2022 Main Street Wall Restoration. Mr. Steigerwalt 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; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated that the 2023 DCNR C2P2 Grant applications for small communities will accept applications through April 5, 2023. Since the application submitted for the Pavilion at Bristol Lord Field in the fall was not chosen for funding, the Borough can resubmit this project for this round. Council has until next month to make this decision.

Ms. Crawford asked if it is the same requirements. Mr. Archdeacon said they are a little different, but is basically the same.

Ms. Crawford inquired as to the match. Mr. Archdeacon said he believed it is about the same but will bring specifics to next month's meeting.

## **21. Future Projects – Matthew Steigerwalt**

President Peterson stated that Mr. Steigerwalt reported progress.

## **22. Old Business**



Nothing for old business to report.

**23. New Business**

President Peterson informed Council that the Borough did get the deed back for the Reese Center. She stated that Chief Ireby and Jay Wills worked really hard on this and did a tremendous job. She confirmed that they were able to change the usage to Law Enforcement and Emergency Services.

Mr. Ciach informed Council that he received an email from the US Treasury stating they are opening up COVID funds again starting February 21, 2023 for applications. He will look into this further.

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

President Peterson stated she would entertain a motion to cancel the second meeting of the month – February 28, 2023. Ms. Crawford made said motion. Mr. Bloom seconded the motion. Unanimously, Council voted Aye on the motion. Motion carries.

**25 Floor Open to Public**

No comments/questions were presented.

**26. Adjournment**

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

Council adjourned at 6:37 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Dana A. Dudek  
Recording Secretary