

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

June 13, 2023

TIME

6:08 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 6:08 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; Mrs. Bush – Absent; Mr. Steigerwalt – Present; Mr. Bloom – Present; Ms. Gertner – Present; Mayor Dennon – Absent; Mr. Archdeacon, Catania Engineering – Present; Robert E. O'Connor, Esquire – Present; and Mr. Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS IN ATTENDANCE

Anthony DeMarco

5. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – May 9, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of May 9, 2023. Hearing none, Ms. Crawford made a motion to accept the Council meeting minutes of May 9, 2023. Mr. Steigerwalt seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – 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. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs.

Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – 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. Ms. Crawford stated that the Income Statements from April had been tabled and made a motion to accept the May Income Statements as presented. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – 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. Mr. Bloom 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 and that the inspections are moving along.

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

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

Mr. Steigerwalt read the Fire Marshal/Public Safety Officer's Report for May 2023 into the record.

A-2 Fire Company's Report – May 2023

Ms. Gertner stated that there is no Fire Company's Report for May 2023. Therefore, this will be tabled until next month.

A-3 Code Officer's Report – May 2023

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

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

President Peterson stated that Buildings & Grounds reported progress.

10. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills May 1, 2023 through May 31, 2023 - \$154,987.77

Ms. Crawford made a motion to ratify payment of the General Fund bills for May 1, 2023 through May 31, 2023 in the amount of \$154,987.77. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Abstained from check number 43370 and Aye on the remainder; Ms. Gertner – Aye; Mr. Steigerwalt – Abstained from check number 43371 and Aye on the remainder; Mr. Bloom – Abstained from check numbers 43354 and 43369 and Aye on the remainder; Ms. Crawford – Abstained from check numbers 43315 and 43330 and Aye on the remainder; Mrs. Peterson – Abstained from check number 43368 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills May 1, 2023 through May 31, 2023 - \$98,362.75

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills for May 1, 2023 through May 31, 2023 in the amount of \$98,362.75 of which \$54,864.30 was put into the General Fund. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Abstained from check number 9918 and Aye on the remainder; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases May 2023 - \$5,353.27

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for May 2023 in the amount of \$5,353.27. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

11. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Adopt Ordinance 2 of 2023 – Change in Tax Collector Fees

Ms. Gertner read Ordinance 2 of 2023 – Change in Tax Collector Fees into the record.

Ms. Gertner moved to enact Ordinance 2 of 2023 – Change in Tax Collector Fees. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she

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

A-2 Motion to Adopt Ordinance 3 of 2023 – Providing for Local Administration of a Few Named Minor Offences

Ms. Gertner read Ordinance 3 of 2023 – Providing for Local Administration of a Few Named Minor Offences into the record.

Ms. Gertner made a motion to adopt Ordinance 3 of 2023 – Providing for Local Administration of a Few Named Minor Offences. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Adopt Resolution 9 of 2023 – Traffic Signal Agreement Approval with Penndot

Ms. Crawford read Resolution 9 of 2023 – Traffic Signal Agreement Approval with Penndot into the record.

Ms. Crawford made a motion to adopt Resolution 9 of 2023 – Traffic Signal Agreement Approval with Penndot. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Adopt Resolution 10 of 2023 – FFY2024-2026 Police Traffic Services Enforcement Grant Program Approval

Ms. Crawford read Resolution 10 of 2023 – FFY2024-2026 Police Traffic Services Enforcement Grant Program Approval into the record.

Ms. Crawford made a motion to adopt Resolution 10 of 2023 – FFY2024-2026 Police Traffic Services Enforcement Grant Program Approval. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

12. Research & Development - Julie Kerns

Present Peterson stated that Research & Development reported progress.

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

President Peterson stated that Streets & Equipment reported progress.

14. **Community Affairs – Moira Crawford**

Ms. Crawford stated that the Free Movie in the Park which was scheduled for May 20, 2023 was postponed due to the forecasted inclement weather. This event will be rescheduled.

Upcoming Events:

- **Senior Citizens' Coffee Club** – June 24, 2023 at MacQueen Hall from 9 a.m. to 11:00 a.m. This event includes a free continental breakfast for Borough senior citizens. Any senior interested in attending must sign up at the Borough office no later than Friday, June 16, 2023.
- **Fourth of July Celebration** – July 4, 2023 at Bristol Lord Field from 11:00 a.m. to 1:00 p.m. There will be games from Bette's Bounce, a DJ, face painting, sculptured balloons, food and beverages in the Pavilion (while supplies last) for current Borough residents.
- **Basket Bonanza Bingo Fundraiser** – July 22, 2023 at MacQueen Hall. Doors will open at 6:00 p.m. – Bingo will start at 7:00 p.m. There will also be raffle baskets, 50/50 as well as a bonus game available for purchase.

Tickets: \$20.00 if purchased in advance – \$25.00 if purchased at the door. Tickets can be purchased from Ms. Crawford, Mrs. Bush, Mrs. Kerns or the Borough office.

Newly Added Events:

- **Free School Supplies** – August 12, 2023 at MacQueen Hall from 9:00 a.m. to 11:00 a.m. This event is for current Borough children. Parents or Guardians must sign up their child or children to be eligible. Sign up forms can be found on the Borough website or at the Borough office. Completed forms must be received no later than August 1, 2023 to be eligible. Please note that items must be picked up on August 12, 2023.
- **Free Winter Coats** – September 16, 2023 at MacQueen Hall from 9:00 a.m. to 11:00 a.m. This event is for current Borough children. Parents or Guardians must sign up their child or children to be eligible. Sign up forms can be found on the Borough website or at the Borough office. Completed forms must be received no later than September 1, 2023 to be eligible. Please note that coats must be picked up on September 16, 2023.

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

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

16. Mayor's Report – William Dennon

Mr. Bloom read the May 2023 Mayor's Report into the record.

17. Solicitor's Report - Robert O'Connor

President Peterson stated that the Solicitor reported progress.

18. Engineer's Report –Dan Archdeacon

Mr. Archdeacon reported that the notice to proceed was issued for June 5, 2023 for the 2023 Road Program. A.F. Damon submitted invoice number 23134 in the amount of \$98,202.20 which included additional quantities of asphalt wearing course. Change Order number 1 and Final has been provided for final quantities in the amount of \$10,511.70.

A-1 Approve Change Order No. 1 & Final in the Amount of \$10,511.70

Ms. Crawford made a motion to approve Change Order No. 1 & Final in the amount of \$10,511.70. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated that payment certificate number 1 in the amount of \$88,381.98 has been provided and is recommended for approval.

A-2 Approve Application for Payment #1 in the Amount of \$88,381.98 to A. F. Damon, Inc. – DEP Flood Protection Video Inspection Grant

Ms. Gertner made a motion to approve application for Payment #1 in the amount of \$88,381.98 to A. F. Damon – DEP Flood Protection Video Inspection Grant. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated that General Sewer completed cleaning and video inspection work on May 18, 2023 in connection with the PaDEP Flood Protection Video Inspection Grant. General Sewer submitted invoice number 144701 in the amount of \$7,689.60. The work has been completed, but he is still waiting on the video files to be submitted. He recommends partial payment be made to General Sewer in the amount of 3,844.80.

A-3 Approve Application for Payment #1 in the Amount of \$3,844.80

Ms. Crawford made a motion to approve application for Payment #1 in the amount of \$3,844.80. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon informed Council that the above mentioned project will be partially funded by a grant from the PaDEP. The Borough will be responsible for any maintenance work which is the cleaning of the pipe so that they can video it.

19. Future Projects – Matthew Steigerwalt

President Peterson stated that Future Projects reported progress.

20. Old Business

President Peterson stated that there is no old business to report.

21. New Business

President Peterson stated that the Special Litigation Committee will meet before the next Council meeting. As a result, an Executive Session will be included in the June Council Meeting. The Special Litigation Committee will look at the Borough's options for what was discussed earlier. Once this occurs, Council will be updated.

22. Motion to Cancel the Second Meeting of the Month – June 27, 2023

President Peterson stated she would entertain a motion to cancel the second meeting of the month – June 27, 2023. Ms. Crawford made said motion. Ms. Kerns seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

23. Motion to Cancel the July 25, 2023 (July second) and August 8, 2023 (August first)

President Peterson stated she would entertain a motion to cancel the **July 25, 2023 (second meeting) and August 8, 2023 (first meeting)**. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

24. Floor Open to Public

No comments/questions were presented.

25. **Adjournment**

President Peterson made a motion to adjourn. Ms. Gertner seconded the motion. All Council verbally voted Aye; no Nays.

Council adjourned at 6:27 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary