

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

October 10, 2023

TIME

6:03 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 6:03 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 – Absent; 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, Anthony DeMarco

5. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – September 12, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of September 12, 2023. Hearing none, Ms. Crawford made a motion to accept the Council meeting minutes of September 12, 2023. Mr. Steigerwalt seconded the motion. Council unanimously voted Aye on the motion – no Nays. 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. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken:

Mr. Steigerwalt – Aye; Mr. Bloom – 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. Hearing none, Ms. Crawford moved to accept the Income Statements as presented. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – 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 – September 2023

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

President Peterson asked Mr. Smith if the Police Department has a key for the gate to Incinerator Road. Mr. Smith confirmed that they do.

Mr. Smith stated that he received a request for a propane controlled fire pit for 105 Griffith Street on October 3, 2023. He spoke with the tenant, Ms. Megan Bush about the rules and regulations. She has met all the qualifications and he is seeking Council's approval.

Mr. Smith then addressed Mr. Archdeacon concerning the status of the hydrology study discussed earlier this year. He was questioning when the Borough will receive the bill in order to submit for payment from the County. Mr. Archdeacon stated that the bill is ready and will be sent to the Borough. He also added that the study is still being developed.

Ms. Crawford asked Mr. Smith about the potholes on Upland Avenue. Mr. Smith advised that he had been speaking with Mike Burns of PennDot about this issue. Mr. Burns went to the sight and noticed that the potholes were not filled in even though the workers were told twice to do so.

He had the job supervisor handle the situation immediately. Mr. Smith said that the areas were starting to cave in again due to the material used to fill in the potholes. He feels that the Borough needs a definite answer concerning who is responsible for the pipe under Upland Avenue. Once known, he can move forward on looking into how to handle the issue.

A-2 Fire Company's Report – September 2023

President Peterson stated that the Fire Company's report will be tabled.

A-3 Code Officer's Report – September 2023

Ms. Gertner read the year-to-date Code Officer's Report figures 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
September 1, 2023 through September 30, 2023 - \$133,715.49

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills for September 1, 2023 through September 30, 2023 in the amount of \$133,715.49. 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: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
September 1, 2023 through September 30, 2023 - \$142,537.80

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills for September 1, 2023 through September 30, 2023 in the amount of \$142,537.80. Mr. Bloom seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
September 2023 - \$5,421.48

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for September 2023 in the amount of \$5,421.48. Mr. Bloom seconded the

motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 First Reading of the 2024 Auburn Village Budget, Income: \$899,160;
Expenditures: \$899,160

Ms. Crawford made a motion to accept the first reading of the 2024 Auburn Village budget, income: \$899,160.00; expenditures: \$899,160.00. Mrs. Kerns 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-5 First Reading of the 2024 General Fund Budget, Income: \$5,101,930;
Expenditures: \$5,101,930

Ms. Crawford made a motion to accept the first reading of the 2024 General Fund budget, income: \$5,101,930.00; expenditures: \$5,101,930.00. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

Ms. Crawford made a motion to post and advertise the proposed budgets for Auburn Village for 2024 and General Fund for 2024. Mrs. Kerns seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

11. Ordinances & Resolutions Report – Abigail Gertner

A-1 Resolution 14 of 2023 – A Resolution to Approve Upland Borough's
Police Application for a Body Cam Grant

Ms. Gertner read Resolution 14 of 2023 into the record.

Ms. Gertner made a motion to accept Resolution 14 of 2023. Ms. Crawford 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-2 Resolution 15 of 2023 – A Resolution Eliminating Police Officers'
Contributions to the Police Pension Plan for the Year 2024

Ms. Gertner read Resolution 15 of 2023 – A Resolution eliminating Police Officers' contributions to the Police Pension Plan for the year 2024 into the record.

Ms. Gertner made a motion to accept Resolution 15 of 2023. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. 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 first Winter Coat pick up for the Borough children went well with about 36 children receiving coats.

The Fall Festival and Free Movie in the Park were cancelled due to the weather forecast announced the Wednesday prior to the event. Unfortunately, this event cannot be rescheduled this year due to other planned activities. However, it will be back next year.

Upcoming Events:

Annual Halloween Parade – Saturday, October 28, 2023 – The parade will begin at 4:00 p.m. Ms. Crawford thanked the Upland Fire Company, Upland Police Department and Chief Irey for their participation in this event.

Annual Free Thanksgiving Dinner for Seniors – Saturday, November 4, 2023 – Dinner will begin at 6:00 p.m. in MacQueen Hall. Upland seniors 62 and older need to register with the Borough office.

Designer Bag Bingo Fundraiser – Saturday, November 11, 2023 – Doors open at 6:00 p.m. at MacQueen Hall. Bingo starts at 7:00 p.m. There will be 10 rounds of Bingo plus one bonus round for \$5.00. The prize for the bonus round will be a pink Michael Kors carry on. Additionally, there will be a 50/50 and raffle baskets.

Advance Tickets - \$30.00

Tickets Purchased at the Door - \$35.00

Annual Tree Lighting Ceremony – Friday, November 24, 2023 – The tree lighting will be at Main Street and Castle Avenue at 6:00 p.m. Following the tree lighting, Santa will make an appearance at the Pavilion in Bristol Lord Field.

In order for Santa to have a gift for children 13 years and under who live in Upland, a sign up form must be completed for the child. Forms are available on the Borough website or in the Borough office. The completed form(s) need to be received by November 3, 2023. PLEASE NOTE: Gifts must be picked up at the event.

15. Use & Occupancy Report – Michael Ciach

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

16. Mayor's Report – William Dennon

Mayor Dennon read the September 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 the following:

Delco Greenways Grant application was submitted on September 29, 2023 for the Hill Street Park play area. Applications will be reviewed by the Greenways evaluation team and they will provide recommendations for County Council's consideration. Grant awards are expected to be announced in November or December.

The Annual MS4 Report was submitted to PaDEP on September 29, 2023 as required.

The CDBG projects for 2022 and 2023 – Mr. Archdeacon was given approval to bid these projects. He expects to have bids for the next Council meeting.

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 there is no new business to report.

22. Motion to Cancel the Second Meeting of the Month – October 24, 2023

President Peterson stated she would entertain a motion to cancel the second meeting of the month (October 24, 2023). Ms. Crawford made said motion. Mr. Bloom seconded the motion. All Council verbally voted Aye; no Nays.

23. **Floor Open to Public**

No comments/questions were presented.

24. **Adjournment**

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

Council adjourned at 6:23 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary