

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

April 12, 2022

TIME

6:19 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 6:19 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. McClintock – Present; Mr. Steigerwalt – Absent; Mayor Dennon – Present; Mr. Archdeacon, Catania Engineering – Present; Mr. Robert E. O'Connor, Esquire – Present; and Mr. Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS IN ATTENDANCE

Todd Chalfant, Anthony DeMarco

5. Public Comments on Agenda Items Only

No comments presented.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – March 8, 2022

President Peterson asked if there were any questions on the minutes of March 8, 2022. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting of March 8, 2022 as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – 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. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – 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. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – 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. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

8. **Auburn Village Report - Richard McClintock**

Reported Progress

9. **Public Safety Report – Richard McClintock**

A-1 Fire Marshal's Report – March 2022

Progress was reported.

A-2 Fire Company's Report – March 2022

Todd Chalfont presented the Fire Company's March 2022 report.

A-3 Code Officer's Report – Richard McClintock

Mr. McClintock read the Code Officer's March 2022 report into the record.

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

Reported Progress

13. Finance & Insurance Report - Moira Crawford

- A-1 Approval to Ratify Payment of General Fund Bills
March 1, 2022 through March 31, 2022 - \$268,162.94

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills March 1, 2022 through March 31, 2022 in the amount of \$268,162.94. Mrs. Bush seconded the motion. Ms. Crawford asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Crawford–Abstain for check number 41972 – Aye for the remainder ; Mrs. Peterson-Aye. Motion carries.

- A-2 Approval to Ratify Payment of Auburn Village Bills
March 1, 2022 through March 31, 2022 - \$272,872.16

President Peterson asked if there were any questions on the approval to ratify payment of the Auburn Village Bills for \$272,872.16. Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills March 1, 2022 through March 31, 2022 in the amount of \$272,872.16. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Crawford– Aye; Mrs. Peterson-Aye. Motion carries.

- A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
March 2022 - \$3,083.78

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for March 2022 in the amount of \$3,083.78. 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; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

14. Ordinances & Resolutions Report – Abigail Gertner

President Peterson stated she would entertain a motion to hire Daniel Smith as the Public Safety Official. Ms. Crawford made said motion. Mrs. Bush seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

- A-1 Motion to adopt Resolution 5 of 2022 Fill the Position of “Public Safety
Official” PSO

Ms. Gertner made a motion to adopt Resolution 5 of 2022 Fill the Position of Public Safety Official. Mrs. Bush seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

Prior to Mr. McClintock's vote above, he wanted his following comments added to the record:

"Dan Smith has the credentials that are needed for this job. Had anybody else applied, I doubt they would have the credentials he has."

A-2 Motion to adopt Resolution 6 of 2022 Setting Updated Comprehensive Fee Schedule

President Peterson asked about the parking fees that were noted in the Resolution. Mr. Ciach explained that this has been in the Comprehensive Fee Schedule all along. It has been updated with all other fees even though we are currently not charging parking fees. In the future should Council require parking fees, they will already be established in the Comprehensive Fee Schedule.

Ms. Gertner made a motion to adopt Resolution 6 of 2022 Setting Updated Comprehensive Fee Schedule. Ms. Crawford seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

15. Research & Development - Julie Kerns

Mrs. Kerns read her report for March 2022 into the record.

Mrs. Peterson inquired about the preparation for the Memorial Day Parade. Mrs. Kerns reported the following:

- Fire House confirmed (Greg Zyla)
- Dan Smith confirmed that he will assume his annual responsibilities
- Ed at the Marine Corp. League is taking care of the bugler taps, gun salute and speaker (confirmed)
- 3 bands confirmed
- Golf cart is rented and contract obtained for it
- She has the fabric, decorations and silverware
- Pipes (need Cindy Romeo's file to confirm contracts)

16. Streets & Equipment – Judith Bush

A-1 Motion to approve rental of Street Sweeper at a cost of \$10,000.00 per month (Budgeted Item)

Mrs. Bush made a motion to approve the rental of a Street Sweeper at a cost of \$10,000.00 per month which is a budgeted item. Ms. Crawford seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

17. Community Affairs – Moira Crawford

Ms. Crawford reported that the Senior Citizens St. Patty's Day free luncheon was held on Monday, March 14, 2022. Approximately 63 lunches were received by Borough seniors.

Upcoming Events:

Saturday – April 16, 2022 at 9:00 a.m. – The annual Easter Egg Hunt will take place in Bristol Lord Field. This event is sponsored by the Upland Athletic Club, Upland Fire Company, Marine Corp. League and Borough Council.

Saturday – April 16, 2022 at 9:30 a.m. – Breakfast with the Easter Bunny will resume and take place in the Borough Hall. This event is free for all Borough children, \$5.00 for adults, \$3.00 for nonresidents or no proof of residency for a child. In addition, there will be free pictures with the Easter Bunny.

Saturday – May 14/22 at dusk – Free movie in the park (Bristol Lord Field). There will be free popcorn and everyone is invited. Community Affairs is currently working on what movie to show.

A-1 Motion to approve a donation of \$250.00 to the Upland Athletic Club for the Easter Eggs (Budgeted Item)

Ms. Crawford made a motion to approve a donation of \$250.00 to the Upland Athletic Club for the Easter Eggs for the Easter Egg Hunt which is a budgeted item. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

18. Use & Occupancy Report – Michael Ciach

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

19. Mayor's Report – William Dennon

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

Ms. Crawford stated that the tow figures seem to be low. President Peterson stated that it was related to the time of the year.

Mr. McClintock commented on the \$2,700.00 for the police K-9. President Peterson stated that the money covers the dog and the training/schooling of the officer. All the funds are from private sector donations. President Peterson also stated that officer Canzanese and Chief Irey did all the work concerning the donations.

20. Solicitor's Report - Robert O'Connor

Mr. O'Connor reported finalizing the trash and MacQueen Hall CDBG contracts. He added his thanks to Mr. Ciach and Mr. Archdeacon for all their help.

21. Engineer's Report –Dan Archdeacon

Mr. Archdeacon reported that the contracts have been prepared and distributed to contractors by the solicitor for the CDBG 2021 MacQueen Hall addition project. He is coordinating the outstanding documents from the contractors. A preconstruction meeting will be scheduled with the contractors and county when all required documents are received and contracts are signed.

The PaDEP is offering a one-time reimbursement grant to assist with the costs of video inspection and reports. The Borough will be responsible for costs associated with line cleaning. Proposals were received from four contractors to provide inspection and line cleaning of eligible storm sewers. The low bid came from General Sewer Service, Inc. in the amount of \$2,725.50 for the line cleaning. This is the same amount of the cost of the video inspection to be reimbursed by the PaDEP.

An updated cost estimate was obtained from the sign manufacturer for the street name signs. There is an approximate 3% increase from last September.

A-1 Motion to approve the Engineer to Advertise for Bid for the Street Name Sign Project

Ms. Crawford made a motion to approve the Engineer to advertise for bid for the Street Name Sign Project. Mrs. Bush seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mrs. Kerns – Aye; Mr. McClintock – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon had a virtual meeting with the County's Engineering Consultants and the County Conservation District regarding the playground and field improvements at the County's Park. Improvements to the playground are expected to start early summer. Improvements to the field are expected late summer/early fall.

The Proposed CDBG Action Plan which was issued by County Council on March 17, 2022, includes the Main Street Wall improvements with funding in the amount of \$140,000.00. This is approximately half of what was requested in total. The Final Action Plan will be approved by County Council at their meeting on April 20, 2022.

22. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt was not present.

23. **Old Business**

Nothing for old business to report.

24. **New Business**

A-1 Motion to Cancel the Second Meeting of the Month – April 26, 2022

President Peterson stated she would entertain a motion to cancel the second meeting of the month. Ms. Crawford made a motion to cancel the second meeting of the month, April 26, 2022. Mrs. Kerns seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

25. **Floor Open to Public**

No comments/questions/issues from the public.

26. **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 6:52 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary