

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

January 9, 2024

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

Dan Smith, Anthony DeMarco, Jeff Hill

5 **Motion to Promote Two (2) Part-Time Officers to Full-Time Patrolmen**

- A-1 Motion to Pass & Adopt Resolution No. 3 of 2024 – Approving the Hiring of Part-Time Officer Michael T. Palmer to Position of Full-Time Patrolman

President Peterson stated she would entertain a motion to pass and adopt Resolution No. 3 of 2024 – approving the hiring of Part-Time Officer Michael T. Palmer to the position of Full-Time Patrolman. Ms. Crawford made said motion. Mr. Bloom seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain. Motion carries.

- A-2 Motion to Pass & Adopt Resolution No. 4 of 2024 – Approving the Hiring of Part-Time Officer Taylor Rish-Klemm to Position of Full-Time Patrolman

President Peterson stated she would entertain a motion to pass and adopt Resolution No. 4 of 2024 – the approving the hiring of Part-Time Officer Taylor Rish-Klemm to the position of Full-Time Patrolman. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain. Motion carries.

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

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Swear-In Full-Time Police Officers

Michael T. Palmer

President Peterson performed the swearing in of Full-Time Police Officer Michael T. Palmer. Congratulatory remarks and applause were offered by Council and the audience.

Taylor Rish-Klemm

President Peterson performed the swearing in of Full-Time Police Officer Taylor Rish-Klemm. Congratulatory remarks and applause were offered by Council and the audience.

President Peterson requested that Ms. Gertner read Resolutions No. 4 and 5. After Ms. Gertner finished reading the resolutions, President Peterson stated that Officer Palmer is replacing an officer that is no longer with the Upland Police Department and Officer Rish-Klemm is a new full-time officer.

President Peterson announced the Return to Normal Order of Business at 6:14 p.m.

6. Public Comments on Agenda Items Only

No comments presented.

7. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – December 12, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of December 12, 2023. Hearing none, Ms. Crawford made a motion to accept the Council meeting minutes of December 12, 2023. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Council Re-Organization Meeting Minutes – January 2, 2024

President Peterson asked if there were any questions on the Council Re-Organization Meeting Minutes of January 2, 2024. Hearing none, Ms. Crawford made a motion to accept the Council Re-Organization Meeting Minutes of January 2, 2024. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

8. **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. Bush – Aye; 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. Hearing none, Ms. Crawford made a motion to accept the Income Statements as presented. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; 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 moved to accept the Manager's Report as presented. Mr. Steigerwalt seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

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

President Peterson stated that Auburn Village reported progress.

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

A-1 Motion to Ratify Decision from Executive Session on 01/02/24, Re-Org Meeting

Ms. Gertner made a motion to ratify the decision from Executive Session on January 2, 2024 for the re-organization meeting. Ms. Crawford seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Fire Marshal/Public Safety Officer's Report – December 2023

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

A-2 Fire Company's Report – December 2023

Mr. Smith introduced the new Fire Chief, Jeff Hill, to Council. He explained that they will be working together so that Fire Chief Hill will be attending the monthly Council meetings. In the event he cannot attend, Mr. Smith will present the Fire Company's Report.

Council welcomed Fire Chief Hill.

A-3 Code Officer's Report – December 2023

Ms. Gertner read the December 2023 and year end Code Officer's Reports figures into the record.

President Peterson stated that the Code Officer, Richard Slifer, is doing a good job. Ms. Gertner added that he is very by the book.

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

President Peterson stated that Buildings & Grounds reported progress.

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

A-1 Approval to Ratify Payment of General Fund Bills December 1, 2023 through December 31, 2023 - \$262,387.60

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills for December 1, 2023 through December 31, 2023 in the amount of \$262,387.60. 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. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Abstained from check number 43975 and Aye on the remainder; Mrs. Peterson – Abstained from check numbers 43953, 43971 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills

December 1, 2023 through December 31, 2023 - \$39,590.97

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills for December 1, 2023 through December 31, 2023 in the amount of \$39,590.97. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; 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

December 2023 - \$6,669.39 & \$99.00 Credit

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for December 2023 in the amount of \$6,669.39 with a \$99.00 credit. 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: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye. Motion carries.

13. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Pass & Adopt Ordinance No. 1 of 2024 – Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2024

Ms. Gertner read Ordinance No. 1 of 2024 into the record.

Ms. Gertner made a motion to pass and adopt Ordinance No. 1 of 2024. 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. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Pass & Adopt Resolution No. 1 of 2024 – Appointments Year 2024

Ms. Gertner read Resolution No. 1 of 2024 into the record.

Ms. Gertner moved to pass and adopt Resolution No. 1 of 2024 – Appointments for Year 2024. 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. Bush – Abstain from A-2, Mindy Kirby and Aye on the remainder; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Crawford – Abstain from Civil Service Commission, Denise Crawford and Aye on the remainder; Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Pass & Adopt Resolution No. 2 of 2024 – Compensations Year 2024

Ms. Gertner read Resolution No. 2 of 2024 into the record.

Ms. Gertner moved to pass and adopt Resolution No. 2 of 2024 – Compensations for Year 2024. 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: Mrs. Bush – Abstain from Linda Kirby and Aye on the remainder; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Abstain from the Borough Administrative Assistant and Aye on the remainder; Mrs. Peterson – Abstain from Police Administrative Assistant, General Maintenance Staff, Maintenance Foreman and Aye on the remainder. Motion carries.

A-4 Motion to Pass & Adopt Resolution No. 5 of 2024 – Ratify Funds Transfer from PLGIT

Ms. Gertner read Resolution No. 5 of 2024 into the record.

Ms. Gertner moved to pass and adopt Resolution No. 5 of 2024 ratifying funds transfer from PLGIT. 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. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson - Aye. Motion carries.

14. Research & Development – Julie Kerns

President Peterson stated that Research & Development reported progress.

15. Streets & Equipment – Judith Bush

President Peterson stated that Streets & Equipment reported progress.

16. Community Affairs – Moira Crawford

EVENTS TO BE HELD BY UPLAND COMMUNITY AFFAIRS ASSOCIATION FOR JANUARY AND FEBRUARY 2024:

Martin Luther King Day of Service (clean- up day in the Borough) – This event is scheduled for Monday – January 15, 2024 starting at 10:00 a.m. and ending approximately at 2:00 p.m. Participants should report to MacQueen Hall at 10:00 a.m. with gloves and/or masks. Trash bags and other supplies will be provided. NOTE: All children must be accompanied by an adult.

Free Senior Citizens' Coffee Club – Saturday – January 20, 2024 from 9:00 a.m. to 11:00 a.m. will be the first continental breakfast for senior citizens of Upland Borough. Any senior wishing to attend must sign up in advance. The deadline for sign up is Friday – January 12, 2024 at the Borough Office.

Basket Bonanza Bingo Fundraiser – This event is scheduled for Saturday- February 3, 2024 at MacQueen Hall. Doors open at 6:00 p.m., games begin at 7:00 p.m. and end approximately at 9:00 p.m.

Tickets: \$20.00 in advance
\$25.00 at the door

There will be 10 rounds of Bingo. In addition, high card wins the raffle basket, there will be a 50/50 and a bonus game will be available.

All proceeds benefit the Community Affairs Association to fund all the free events for the Borough residents.

Soup and Salad Fundraiser – This event is scheduled for Saturday – February 17, 2024 from 4:00 p.m. to 6:00 p.m. at MacQueen Hall. Take out will be available. Tickets will be available in the Borough Office in January 2024. Tickets can also be obtained from Ms. Crawford, Mrs. Bush or Mrs. Kerns.

Tickets: \$12.00 for Adults
\$10.00 for Seniors
\$ 8.00 for Children under 12

All proceeds benefit the Community Affairs Association.

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

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

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

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

President Peterson asked Chief Irey if he wanted to address Council. Police Chief Irey wanted to echo Mr. Smith's sentiments; the police department looks forward to welcoming Fire Chief Hill. Chief Irey stated that he has always been great to work with in the past and they look forward to working with him in the future.

Chief Irey reported that the Police Department submitted a grant request for body worn cameras in December 2023. He expects a decision on the grant in late 2024.

19. Solicitor's Report - Robert O'Connor

President Peterson stated that the Solicitor had no report for the month of December.

20. Engineer's Report –Dan Archdeacon

Mr. Archdeacon reported the following:

CDBG 2024 – The applications for the Reese Center improvements were completed and submitted on January 5, 2024.

CDBG 2022 & 2023 – The contracts were signed and sent to the county and contractor for the Main Street Wall project. He will schedule a preconstruction meeting with the county and contractor over the next few weeks.

Dunkin Donuts, Upland Shopping Center – The revised land development plans were received by the Borough for the Dunkin Donuts drive-thru. The plans and stormwater report are currently under review and the Borough Planning Commission is scheduled to meet on this project on January 23, 2024.

21. Future Projects – Matthew Steigerwalt

President Peterson stated that Future Projects reported progress.

22. Old Business

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

23. New Business

A-1 Motion to Cancel the 2nd Meeting of the Month – January 23, 2024

President Peterson stated she would entertain a motion to cancel the second meeting of the month – January 23, 2024. Ms. Crawford made said motion. Mrs. Kerns seconded the motion. All Council verbally voted Aye; no Nays.

24. Floor Open to Public

No comments/questions were presented.

25. **Adjournment**

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

Council adjourned at 6:34 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary