

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

May 10, 2022

TIME

6:30 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 6:30 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 – Absent; Mr. Steigerwalt – Present; 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

Kevin Kozlowski, Dan Smith

5. Public Comments on Agenda Items Only

No comments presented.

6 Motion to Adopt Resolution 7 of 2022 “To Hire and Swear In Our K9 Raymond”

President Peterson stated she would entertain a motion to adopt Resolution 7 of 2022 to hire and swear in our K-9, Raymond. Ms. Gertner made a motion to adopt said Resolution. Ms. Crawford seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson announced Out of Normal Order of Business at 6:37 p.m.

The meeting was taken out of the normal order of business for the swearing in of K-9 Officer Raymond by Mayor Dennon.

A hearty applause (with oohs and aahs) was offered by all in attendance.

Officer Canzanese provided some background to Council. He spent 6 weeks in Sharpsville, PA being trained. He gave an overview of the Shallow Creek Kennels program and provided personal details of Officer Raymond such as his age (1 year and 10 months) and he was born in the Netherlands and imported when he was 6 months old. Our new officer is also very happy and good natured.

Another round of applause was given by all.

President Peterson stated the Return to Normal Order of Business at 6:41 p.m.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – April 12, 2022

President Peterson asked if there were any questions on the minutes of April 12, 2022. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting of April 12, 2022 as presented. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; 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. Steigerwalt – 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. Steigerwalt – 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. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

8. Auburn Village Report - Richard McClintock

President Peterson stated that Mr. McClintock reported progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – April 2022

President Peterson stated that the Fire Marshal will give his and the Fire Company's reports. Dan Smith began by thanking Council for his hiring as the Public Safety Official and explained that along with his Fire Marshal's report each month, he would provide information concerning his other roles as well (Emergency Management, Storm Water Management, Flood Plain Management and Health Department). He then read all April 2022 reports into the record.

A-2 Fire Pit Approval – Woodside Avenue

Dan Smith informed Council of his interaction with the residents requesting the fire pit. He explained to them what was required and the residents agreed to meet all requirements. Mr. Smith forwarded his approval recommendation to Mr. Ciach.

It was further discussed that Borough Council still had to give final approval after Mr. Smith's recommendations.

President Peterson stated that she would entertain a motion for the approval of the Woodside Avenue Fire Pit. Ms. Crawford made a motion to approve the fire pit at 900 Woodside Avenue. Mrs. Bush seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

A-3 Fire Company's Report – April 2022

Per the above, Dan Smith presented the Fire Company's April 2022 report.

A-4 Code Officer's Report – Richard McClintock

President Peterson stated that the Code Officer's Report would be tabled until the June 14, 2022 Council Meeting.

President Peterson requested that Lieutenant Curran come to the podium as there were some questions Council would like to ask before voting on the motion to attend the 283rd session of the FBI National Academy.

Question 1 from Ms. Gertner: Could the Lieutenant give information on the training?

Response from Lieutenant Curran: It is a 10 week training in which less than 1% of law enforcement is accepted into the class. This includes law enforcement from around the world. There is physical training along with studies. The Lieutenant will select courses specific to his department. These courses would pertain to the Borough of Upland – managing a Police Department of our size, budgeting and community affairs.

Question 2 from Ms. Gertner: What is the plan to make up his absence since this is a long period of time, and the Lieutenant is second in command?

Response from Lieutenant Curran: He is only 4 hours away. Since he will be local, he can return if needed. He will also have access to a computer to conduct Borough work. The classes go from 8 a.m. to 5:35 p.m. Monday through Friday and he will have the weekends off.

Lieutenant Curran also informed Council that this is a very sought after program with a 5 year minimum waiting list with no guarantees.

Question 3 from Ms. Gertner: Where is the training?

Response from Lieutenant Curran: Quantico, Virginia

Question 4 from Ms. Crawford: Will the Borough need to pay someone to supplement the Lieutenant's hours while he is away?

Response from Lieutenant Curran: No, he will have computer access to do his administrative work.

President Peterson requested Chief Ireby to continue the conversation. Chief Ireby stated that he has coveted this training since he was a young officer. He reiterated much of what Lieutenant Curran stated and added that the Lieutenant is the first and only Upland officer selected for this training.

The curriculum for the FBI Academy classes is through the University of Virginia. The attendees will obtain credits through the University of Virginia free of charge. A virtual meeting is scheduled in June to assist in the selection of classes to best fit the demographics the attendee represents.

As for covering the Lieutenant's duties while he attends this training, Chief Ireby and Corporal White will be handling Lieutenant Curran's responsibilities in order for him to attend these classes with no detriment to the department.

President Peterson inquired about Chief Ireby's schooling (Northwestern). The Chief stated that his training was 22 weeks. It was the hardest thing he had ever done and the most beneficial to his career.

The Chief stated that he cannot express enough the honor it is for him to promote Lieutenant Curran for this Academy and sending in the application. It is an achievement not only for the department, but for the whole town.

Lastly, the Academy was built specifically for municipal law enforcement to attend and to achieve those educational benefits that typically the Borough would pay large amounts for or would not receive due to the size of the Borough.

A round of applause was given to Lieutenant Curran and Chief Ireby by Council.

A-5 Motion to Approve to Send Lieutenant Curran to the 283rd Session of the FBI National Academy from July 10 – September 13

Ms. Crawford made a motion to send Lieutenant Curran to the 283rd Session of the FBI National Academy from July 10 to September 13. Mrs. Kern's seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-6 Motion for the Police to Purchase an Ad in the 44th Annual Hero Bowl Program for \$175

President Peterson stated she would entertain a motion for the Police to purchase an ad in the 44th Annual Hero Bowl Program. Ms. Crawford made the motion to purchase the ad in the 44th Annual Hero Bowl Program for \$175.00. Mrs. Kern's seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-7 Motion to Ratify the Purchase of a Police Package Chevy Tahoe on the Costars Contract for \$41,000 (Budgeted Item)

President Peterson stated she would entertain a motion for a Chevy Tahoe. Ms. Crawford made a motion to ratify the purchase of a Police Package Chevy Tahoe on the Costars contract for \$41,000.00 which is a budgeted item. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

12. Buildings & Grounds Report – Judith Bush

President Peterson stated that Mrs. Bush reported progress.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills
April 1, 2022 through April 30, 2022 - \$148,372.02

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills April 1, 2022 through April 30, 2022 in the amount of \$148,372.02. Ms. Gertner seconded the motion. Hearing no questions on the General Fund bills, President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson-Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
April 1, 2022 through April 30, 2022 - \$60,482.77

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills April 1, 2022 through April 30, 2022 in the amount of \$60,482.77. Ms. Gertner seconded the motion. President Peterson asked if there were any questions on the Auburn Village bills. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford– Aye; Mrs. Peterson-Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
April 2022 - \$9,065.67

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for April 2022 in the amount of \$9,065.67. 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. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

14. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Advertise Ordinance 3 of 2022 “Establishing a SALDO”

President Peterson stated she would entertain a motion to advertise Ordinance 3 of 2022 for Establishing a SALDO. Ms. Gertner made said motion. Ms. Crawford seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

15. Research & Development - Julie Kerns

President Peterson stated that Mrs. Kerns reported progress.

16. Streets & Equipment – Judith Bush

A-1 Motion to Approve the Request to Use the Park and Pavilion for the
Church Memorial Day Picnic

Mrs. Bush made a motion to approve the request to use the park and pavilion for the church Memorial Day picnic. Mrs. Kerns seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

17. Community Affairs – Moira Crawford

Ms. Crawford reported that the movie, Encanto, is scheduled to be shown in the park on Saturday – May 14, 2022 weather permitting. Should the forecast on Saturday morning be bad, she will reschedule the movie for a later date. Otherwise, the movie will start between 8:00 p.m. and 8:30 p.m. This event is free for all to attend.

18. Use & Occupancy Report – Michael Ciach

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

19. Mayor’s Report – William Dennon

Mayor Dennon read the April 2022 Mayor’s Report into the record.

20. Solicitor’s Report - Robert O’Connor

President Peterson stated that there is no report from the Solicitor.

21. Engineer’s Report –Dan Archdeacon

Mr. Archdeacon reported that plans and specifications were prepared for the Street Name Signs project. The project was advertised and the bid opening was May 10, 2022. Two companies submitted bids with the lowest bidder being Forsite in the amount of \$78,174.48 for the furnishing of the Street Name Sign materials.

A-1 Motion to Approve the Engineer to Award the Bid for Street Name Signs

Ms. Crawford made a motion to approve the Engineer to award the bid for the Street Name Signs materials to Forsite in the amount of \$78,174.48. Ms. Gertner seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

Ms. Crawford made a motion to approve the Solicitor to draw up contracts for the bid to Forsite for the Street Name Signs materials. Ms. Gertner seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

Mr. Archdeacon stated that there were 2 bids for contract B – installation of Street Name Signs. The low bid was received by A to U Services in the amount of \$20,202.00.

Ms. Crawford made a motion to approve the Engineer to award the bid for installation of the Street Name Signs to A to U Services in the amount of \$20,202.00. Mr. Steigerwalt seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Ms. Crawford made a motion to approve the Solicitor to draw up contracts for A to U Services for the installation of the Street Name Signs. 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. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

22. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt reported progress.

23. Old Business

Nothing for old business to report.

24. New Business

President Peterson requested that Lieutenant Curran come to the podium to explain procedures for abandoned cars, ticketing, and removal of cars to aid the committee reviewing parking issues within the Borough.

Lieutenant Curran began that all vehicles parked on any street must have a valid registration, valid inspections, valid emissions and no flat tires.

If an officer feels that a vehicle is abandoned due to any violation of the above, the officer sends the information to Lieutenant Curran. The Lieutenant then attempts to contact the owner to resolve the issue. If he is unsuccessful in his attempt, a sticker is placed on the vehicle giving the owner 48 hours to remove the vehicle. Should the vehicle remain after the 48 hours, the police can have the car removed after Lieutenant Curran sends the owner a certified letter stating where the vehicle is and how to obtain it.

President Peterson clarified that if the vehicle does not have a valid registration or insurance, it would only be ticketed, not towed. Lieutenant Curran agreed and stated he would also place a sticker on the vehicle. If there are multiple tickets for expired registration or insurance, he will attempt to contact the owner to resolve the situation.

A-1 Motion to Cancel the Second Meeting of the Month – May 24, 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, May 24, 2022. Mrs. Kerns seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

25. **Floor Open to Public**

Chief Irely thanked Council for the hiring of Dan Smith. The Chief stated that it has been a fruitful relationship. Together, they have been able to get some things done.

In addition, he thanked Council for their support and is aware of the money the Borough spends for the Police. With that being said, the Chief informed Council that he has received a \$2,500.00 grant from Delaware County Interactive Gaming Revenue Authority that goes towards their National Night Out celebration. The grant will provide the best experience they can at the least amount of cost.

Ms. Crawford asked about the date of the National Night Out. Chief Irely confirmed it will be held on August 2, 2022.

Currently, the Chief is working on a ballistic vest grant which pays for 50% of any vests purchased for our officers.

President Peterson mentioned that the Chief is trying to hire some officers. Chief Irely stated that he is scheduling interviews for May 26, 2022.

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 7:12 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary