

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

July 5, 2022

TIME

6:10 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 6:10 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 – 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, Ann Marie Wehe

President Peterson announced Out of Normal Order of Business at 6:12 p.m.

.....

The meeting was taken out of the normal order of business to take public input on the Mini Parks and Recreation Plan and to swear in three (3) part-time police officers (Paul Crane, Jr., Christopher D’Antonio, Lawrence Hanna).

President Peterson stated she would entertain a motion to open the hearing. Ms. Crawford made a motion to open the hearing for the Mini Parks and Recreation Plan. Ms. Gertner seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

Mike Maddren, Esq. introduced himself to Council and the public. He is supporting the Borough in the adoption of the Parks and Recreation plan and the Fee in Lieu of setting aside recreational lands for facilities Ordinance.

Mr. Maddren stated that Ordinance 3 was previously adopted. This established the fee in lieu, however, the Parks plan was not put in place. The hearing for Ordinance 3 was advertised for July 5, 2022 followed by adoption of the Parks plan then ratification. This hearing was advertised in the Delaware County Daily Times on June 25, 2022 and June 28, 2022 (two consecutive weeks and not less than 7 days in advance of the hearing per the Municipalities

Planning Code). He continued stating that a few exhibits for the hearing will be the proof of publication, the advertisement itself and Ordinance 3.

President Peterson then called for any public input for the Parks and Recreation plan. Hearing none, she stated she would entertain a motion to close the hearing. Ms. Crawford made said motion. Mrs. Bush seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

Motion to Hire 3 Part-Time Police Officers

President Peterson stated she would entertain a motion to swear in 3 part-time Police Officers. Ms. Crawford made said motion. 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. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain. Motion carries.

Swearing In Part-Time Police Officer: Paul Crane, Jr.

- Mayor Dennon performed the swearing in of Part-Time Police Officer Paul Crane, Jr. Congratulatory remarks and applause were offered by Council and the audience.

Swearing In Part-Time Police Officer: Christopher D'Antonio

- Mayor Dennon performed the swearing in of Part-Time Police Officer Christopher D'Antonio. Congratulatory remarks and applause were offered by Council and the audience.

Swearing In Part-Time Police Officer: Lawrence Hanna

- Mayor Dennon performed the swearing in of Part-Time Police Officer Lawrence Hanna. Congratulatory remarks and applause were offered by Council and the audience.

President Peterson announced the Return to Normal Order of Business at 6:40 p.m.

5. Public Comments on Agenda Items Only

No comments presented.

6. Approval of Previous Meeting Minutes

President Peterson asked if there were any questions on the minutes of June 14, 2022. With no questions, Ms. Crawford made a motion to approve the Council Meeting minutes of June 14, 2022. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – 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; 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. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – 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. Bush 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 Public Safety Officer's Report – June 2022

Mr. Smith, PSO, read the Fire Marshal's/Public Safety Officer's June 2022 report into the record.

President Peterson stated that Mr. Smith "is doing a wonderful job and we appreciate it". This was followed by a round of applause from Council.

A-2 Fire Company's Report – June 2022

The Fire Company's Report for June 2022 was tabled until the August Council Meeting.

A-3 Code Officer's Report – Richard McClintock for June

President Peterson stated that the Code Officer's Report is tabled until the August Council Meeting.

10. Buildings & Grounds Report – Judith Bush

President Peterson stated that Mrs. Bush reported progress.

11. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills
June 1, 2022 through June 30, 2022 - \$170,470.52

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills June 1, 2022 through June 30, 2022 in the amount of \$170,470.52. Mrs. Kerns seconded the motion. Hearing no questions, President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
June 1, 2022 through June 30, 2022 - \$89,270.72

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills June 1, 2022 through June 30, 2022 in the amount of \$89,270.72. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the Auburn Village bills. Ms. Gertner asked what CP Abs means. Mr. Ciach explained that President Peterson abstained from a particular payment(s). President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain from check numbers 9615, 9618, 9621 and Aye for the remainder. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
June 2022 - \$13,230.56

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for June 2022 in the amount of \$13,230.56 and credits in the amount of \$4,519.15. Mrs. Bush 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; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain from Item 1 and Aye for the remainder. Motion carries.

12. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Adopt Resolution 10 of 2022 the Upland Mini Parks & Recreation Plan

Ms. Gertner read Resolution 10 of 2022.

President Peterson asked if there were any questions. Hearing none, Ms. Gertner made a motion to enact Resolution 10 of 2022 the Upland Mini Parks Recreation Plan. 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. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Ratification of Ordinance 3 of 2022 – Establishing a SALDO

Ms. Gertner moved to ratify Ordinance 3 of 2022 which was enacted last Council Meeting. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Adopt Resolution 11 of 2022 Approving Lieutenant Curran as Administrator of the DUI Grant for 2022 & 2023

Ms. Gertner read Resolution 11 of 2022.

Ms. Gertner made a motion to adopt Resolution 11 of 2022 Approving Lieutenant Curran as Administrator of the DUI Grant for 2022 and 2023. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

13. Research & Development - Julie Kerns

President Peterson stated that Mrs. Kerns reported progress.

14. Streets & Equipment – Judith Bush

President Peterson stated that Mrs. Bush reported progress.

15. Community Affairs – Moira Crawford

Ms. Crawford reported that the July 4th celebration in the park had a nice turn out.

The next movie in the park will be on Tuesday – August 2 immediately following the Police Department’s Night Out activities. The movie to be shown is Encanto. As a result, the movie in the park scheduled for August 20, 2022 will be cancelled.

16. Use & Occupancy Report – Michael Ciach

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

17. Mayor’s Report – William Dennon

President Peterson stated that the Mayor’s report will be tabled to the August Council meeting.

18. Solicitor’s Report - Robert O’Connor

Mr. O’Connor informed Council of the finalization of the Forsite contract. He worked on the hold harmless agreement and handled some brief issues concerning Upland Park.

19. Engineer’s Report –Dan Archdeacon

A-1 Pay Cert 1 for Contract 1 \$17,174.70

Mr. Archdeacon stated that the notice to proceed on the CDBG 2021 MacQueen Hall addition was issued on June 6, 2022. The excavation work was completed and the contractor was completing the foundation. The application for Payment #1 for Contract 1 General Construction was submitted by L. J. Paoella Construction, Inc. in the amount of \$17,174.70 and he recommended payment.

Ms. Crawford made a motion to approve application for payment number 1 to L.J. Paoella Construction, Inc. in the amount of \$17,174.70 for payment by Delaware County OHCD. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Pay Cert 2 for Contract 3 \$1,620.00

Mr. Archdeacon stated that application for Payment #2 for Contract 3 Electrical Construction was submitted by CMSE Inc. in the amount of \$1,620.00 and he recommended payment.

Ms. Crawford made a motion to approve application for payment number 2 to CMSE Inc. in the amount of \$1,620.00 for payment by Delaware County OHCD. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Pay Cert 1 for Contract 4 \$7,762.50

Mr. Archdeacon stated that application for Payment #1 for Contract 4 Plumbing Construction was submitted by John. J. Bee, Inc. in the amount of \$7,762.50 and he recommended payment.

Ms. Crawford made a motion to approve application for payment number 1 to John J. Bee, Inc. in the amount of \$7,762.50 for payment by Delaware County OHCD. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Approve the Forsite Payment \$78,174.48

Mr. Archdeacon stated he is awaiting the contract for Forsite for sign materials. Once received, materials will be ordered. The payment terms agreed to is 50% down with the signed order and the remaining 50% is due prior to shipping. He suggested approval for the full amount in the event the materials are ready to ship prior to the next Council meeting.

Ms. Crawford made a motion to approve payment of ordering materials for street name signs for Forsite in the amount of \$78,174.48. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-5 Approval for Cleaning and Video of Flood Control Project \$5,451.00

Mr. Archdeacon stated that the DEP is offering a one-time reimbursement grant to assist with the cost of video inspection and reports. The Borough will be responsible for the line cleaning costs. The low quote was provided by General Sewer Service, Inc. in the amount of \$5,451.00 which includes line cleaning and video inspection. The DEP grant will reimburse \$2,725.50 provided the work is not completed before the grant agreement is signed.

Ms. Crawford made a motion for cleaning and video of the flood control project in the amount of \$5,451.00. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon provided updates on other projects which were submitted to Council.

Ms. Gertner asked if there was a list for the 2022 Road Program. Mr. Archdeacon confirmed that there is a continuing map and that most of the streets were addressed in the last program. He stated that he felt this year could be skipped but if the money is not used next year, the Borough will lose it.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt reported progress.

21. Old Business

Nothing for old business to report.

22. New Business

A-1 To Allow the Borough Manager to Advertise for Bids for the 2nd Street Area Parking Lot

President Peterson stated she would entertain a motion to allow the Borough Manager to advertise for bids for the 2nd Street area parking lot and other 2022 paving projects. Ms. Crawford made said motion. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

23. Floor Open to Public

No comments/questions were presented.

24. Adjournment

President Peterson stated that 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.

President Peterson reminded all that the next Council meeting will be held on August 28, 2022. (Note: should be August 30, 2022.)

Council adjourned at 6:59 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary