

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

September 13, 2022

TIME

6:17 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 6:17 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; Mrs. Bush– Absent; Mr. Steigerwalt – Present; Mr. McClintock – Absent; Ms. Gertner – 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

Todd Chalfant, Greg Zyla, Kenvon Mingledoff, Brandan Weaver, Daniel Smith

President Peterson announced Out of Normal Order of Business at 6:19 p.m.

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The meeting was taken out of the normal order of business for an Executive Session to discuss a contract matter.

President Peterson announced the Return to Normal Order of Business at 6:26 p.m.

5. Public Comments on Agenda Items Only

No comments presented.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – August 30, 2022

President Peterson asked if there were any questions on the minutes of August 30, 2022. With no questions, Ms. Crawford made a motion to approve the Council Meeting minutes of August 30, 2022. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

A-2 Bid Minutes – September 8, 2022

President Peterson asked if there were any questions on the Bid Minutes. Hearing none, Ms. Crawford moved to accept the bid opening – parking lot construction on Borough lot – 21 Front Street from September 8, 2022. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – 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; Mr. Steigerwalt – Aye; Ms. Gertner – 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; Mr. Steigerwalt – Aye; Ms. Gertner – 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 Auburn Village reported progress.

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

A-1 Fire Marshal/Public Safety Officer's Report – August 2022

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

A-2 Fire Company's Report – August 2022

Mr. Zyla read the Fire Company's Report for August 2022 into the record.

A-3 Code Officer's Report – Richard McClintock for August 2022

Mr. Steigerwalt read the August 2022 Code Officer's Report into the record.

10. Buildings & Grounds Report – Judith Bush

A-1 Motion to Award 2nd Street Parking Lot Bid to Damon Construction in the Amount of \$28,300.00

President Peterson stated that she would entertain a motion to award the 2nd Street Parking Lot Bid to Damon Construction. 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; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

11. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills
August 1, 2022 through August 31, 2022 - \$413,620.50

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills August 1, 2022 through August 31, 2022 in the amount of \$413,620.50. 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; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
August 1, 2022 through August 31, 2022 - \$110,543.83

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills August 1, 2022 through August 31, 2022 in the amount of \$110,543.83. 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; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

- A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases
August 2022 - \$6,580.46

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for August 2022 in the amount of \$6,580.46. 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; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

12. Ordinances & Resolutions Report – Abigail Gertner

- A-1 Motion to Adopt Ordinance 4 of 2022 PROVIDE FOR ENFORCEMENT LIMITATIONS REGARDING BANS OF CERTAIN REPRODUCTIVE HEALTH SERVICES

Ms. Gertner read Ordinance 4 of 2022 – Provide for Enforcement Limitations Regarding Bans of Certain Reproductive Health Services.

Ms. Gertner moved to adopt Ordinance 4 of 2022. 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 Motion to Adopt Ordinance 5 of 2022 Amending Chapter 157 Stormwater Management

Ms. Gertner stated that the Stormwater Management Ordinance requires updating from time to time. A copy of these changes is in the Borough Office for review by the public.

Ms. Gertner made a motion to adopt Ordinance 5 of 2022. 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.

13. Research & Development - Julie Kerns

Mrs. Kerns read the August 2022 website update report into the record.

14. Streets & Equipment – Judith Bush

President Peterson stated that Streets & Equipment reported progress.

15. Community Affairs – Moira Crawford

Ms. Crawford stated that tickets are now available for the Raffle. Tickets are \$10.00 with the potential of winning \$1,000.00. There will be 1 (one) winner which will be announced at the Fall Festival on October 8, 2022.

Tickets are available for the Designer Bag Bingo scheduled for November 12, 2022.

The Halloween Parade is scheduled for October 22, 2022 at 4:00 p.m. Ms. Crawford is hopeful that the Police and Fire Departments will participate again this year.

16. Use & Occupancy Report – Michael Ciach

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

17. Mayor’s Report – William Dennon

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

18. Solicitor’s Report - Robert O’Connor

Mr. O’Connor stated that he had three items. First, work performed on Upland Park permit issues. Second, some municipal liens were filed. Third, he responded to some Right to Know requests.

19. Engineer’s Report –Dan Archdeacon

A-1 CDBG 2021 MacQueen Hall Addition – Approve Application for Payment #4 to CMSE, Inc. in the Amount of \$14,813.00 for Payment by Delaware County OHCD

Mr. Archdeacon reported that the CDBG 2021 MacQueen Hall Addition work is approximately 60% complete. Application for payment #4 for Contract 3 Electrical Construction was submitted by CMSE Inc. in the amount of \$14,813.00 and is recommended for payment by Delaware County OHCD.

Ms. Crawford made a motion to approve application for payment #4 to CMSE Inc. in the amount of \$14,813.00 for payment by Delaware County OHCD. 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-2 2022 DCNR C2P2 Grant – Approve Engineer to Prepare Plans and Cost Estimate for Grant Application to Replace the Existing Pavilion/Snack Bar at Bristol Lord Field.

Mr. Archdeacon stated that DCNR is offering an additional round of grants for small communities and applications are due by October 27, 2022. A 20% match is required with no cap on the project size for projects related to Parks, Recreation and Conservation.

Ms. Crawford made a motion to approve the Engineer to prepare plans and cost estimate for grant application to replace or renovate the existing Pavilion/Snack Bar at Bristol Lord Field. 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.

Mr. Archdeacon informed Council that the Street Name signs have been delivered. He had a preconstruction meeting on September 12, 2022 with the contractor. Work is expected to begin in the next two weeks or so.

President Peterson asked where the contractor will be starting. Mr. Archdeacon said he did not, however, the contractor will provide him with a schedule.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt has a meeting on Thursday.

21. Old Business

Nothing for old business to report.

22. New Business

President Peterson stated that she would entertain a motion to advertise Ordinance #6. Ms. Gertner made a motion to advertise Ordinance #6 of 2022 regarding a school crossing guard. Ms. Crawford seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

23. Motion to Cancel the Second Meeting of the Month (September 27, 2022)

President Peterson stated that she would entertain a motion to cancel the second meeting of the month (September 27, 2022). Ms. Crawford made said motion. Ms. Gertner seconded the motion. Unanimously, Council voted Aye on the motion, no Nays. Motion carries.

24. **Floor Open to Public**

No comments/questions were presented.

25. **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 7:00 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary