

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

December 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; Ms. Gertner – Present; Mrs. Bush – Absent; 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

Carol Bloom, Anthony DeMarco, Dan Smith

President Peterson announced Out of Normal Order of Business at 6:21 p.m..

Public Oath of Office for New Council Member “Harris Bloom”

Mayor Dennon officiated the swearing in of Mr. Bloom as the new Councilman replacing Mr. McClintock. Congratulations and a round of applause was offered by all in attendance.

Executive Session on a Contract Matter

President Peterson stated that the Contract Matter listed on the agenda will be tabled since Council had not discussed the issue presently.

2023 CDBG Public Hearing

The 2023 CDBG Public Hearing was handed over to Mr. Archdeacon by President Peterson.

Mr. Archdeacon stated that the application for the Delaware County CDBG (Community Development Block Grant) is due by Friday – January 6, 2023. Projects may be recommended

by the public as well as Council. Upon hearing the projects suggested, Council will decide which to submit for funding. With that said, Mr. Archdeacon asked if the public had any projects they would like to have considered. Hearing none, he asked Council for their suggested projects. Ms. Crawford recommended the Main Street Wall - Phase-II. Mr. Archdeacon stated that he would prepare the application for this project and have it submitted by January 6, 2023.

President Peterson stated she would entertain a motion to approve said recommendation. Ms. Crawford made a motion to approve the 2023 CDBG for Main Street Wall – Phase II. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

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

5. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 22, 2022

President Peterson asked if there were any questions on the minutes of November 22, 2022. With no questions, Ms. Crawford made a motion to accept the Council Meeting minutes of November 22, 2022. Ms. Gertner seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson –Aye. Motion carries.

6. 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: : Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – 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: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – 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, Council voted Aye on the motion and Mr. Bloom abstained.

7. Auburn Village Report – Matt Steigerwalt

President Peterson stated that Mr. Steigerwalt reported progress.

8. Public Safety Report – Abigail Gertner

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

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

A-2 Fire Company's Report – November 2022

Ms. Gertner stated that the Fire Company was not in attendance, but submitted reports for several months.

9. Code Officer's Report – Abigail Gertner

Ms. Gertner read the November 2022 Code Officer's Report into the record.

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
November 1, 2022 through November 30, 2022 - \$236,229.45**

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills November 1, 2022 through November 30, 2022 in the amount of \$236,229.45. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

**A-2 Approval to Ratify Payment of Auburn Village Bills
November 1, 2022 through November 30, 2022 - \$76,063.31**

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills November 1, 2022 through November 30, 2022 in the amount of \$76,063.31. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Abstain from check numbers 9769 and 9774 and Aye on the remainder; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
November 2022 - \$2,421.63

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for November 2022 in the amount of \$2,421.63. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Accept the Second Reading and the Adoption of 2023 Proposed
General Fund Budget – Income \$5,370,027.00 & Expenses \$5,370,027.00

Ms. Crawford made a motion to accept the second reading and adoption of the 2023 proposed General Fund budget – income \$5,370,027.00 and expenses \$5,370,027.00. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-5 Motion to Accept the Second Reading and the Adoption of the 2023
Proposed Auburn Village Budget – Income \$899,160.00 & Expenses
\$899,160.00

Ms. Crawford made a motion to accept the second reading and adoption of the 2023 proposed Auburn Village budget – income \$899,160.00 and expenses \$899,160.00. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

12. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Adopt Resolution 21 of 2022 “**PA Small Water and Sewer
Grant Application**”

Ms. Gertner read Resolution 21 of 2022 – PA Small Water and Sewer Grant Application.

Ms. Gertner made a motion to accept Resolution 22 of 2022 – PA Small Water and Sewer Grant Application. Ms. Crawford seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson added that she gives credit to Dan Smith as it was his idea to pursue this grant.

A-2 Motion to Adopt Resolution 22 of 2022 “**PRELIMINARY/FINAL
LAND DEVELOPMENT APPROVAL AGRONOMED BIOLOGICS
GP – PHASE III 400 W. 24th STREET**”

Ms. Crawford read Resolution 22 of 2022 – PRELIMINARY/FINAL LAND DEVELOPMENT APPROVAL AGRONOMED BIOLOGICS GP – PHASE III 400 W. 24th STREET.

Ms. Gertner made a motion to adopt Resolution 22 of 2022 – Preliminary/Final Land Development Approval Agronomed Biologics GP – Phase III. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, Council voted Aye on the motion and Mr. Bloom abstained.

A-3 Motion to Adopt Resolution 23 of 2022 “Compensations for 2023”

Ms. Gertner read Resolution 23 of 2022 – Compensations for 2023.

Ms. Gertner made a motion to pass Resolution 23 of 2022 – Fixing Compensations for 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: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Abstained from Administrative Assistant and Aye on the remainder; Mrs. Peterson – Abstained from Police Administrative Assistant and Maintenance Forman and Aye on the remainder. Motion carries.

A-4 Motion to Adopt Resolution 24 of 2022 “Appointments for 2023”

Ms. Gertner read Resolution 24 of 2022 – Appointments for 2023.

Ms. Gertner made a motion to pass Resolution 24 of 2022 – Appointments for 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: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Abstained from Civil Service Commission, Denise Crawford and Aye on the remainder; Mrs. Peterson – Abstained from Zoning Board, James Ginyard and Aye on the remainder. Motion carries.

A-5 Motion to Advertise Ordinance 1 of 2023 (Setting of Real Estate Property Tax Rate and Trash Tax for FY 2023)

Ms. Gertner made a motion to advertise Ordinance 1 of 2023 (Setting of Real Estate Property Tax Rate and Trash Tax for FY 2023). Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

13. Research & Development - Julie Kerns

President Peterson stated that Research & Development reported progress.

14. Streets & Equipment – Judith Bush

President Peterson stated that Streets & Equipment reported progress.

15. Community Affairs – Moira Crawford

President Peterson stated that Community Affairs reported progress.

16. Use & Occupancy Report – Michael Ciach

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

17. Mayor’s Report – William Dennon

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

18. Solicitor’s Report - Robert O’Connor

Mr. O’Connor stated that he worked on a municipal lien for 361 W. 21st Street. He also did some follow up work with our auditor, John Hanna in connection with the Auditor’s letter.

He then wished everyone a merry Christmas. In addition, he extended a thank you and expressed his enjoyment concerning the Borough’s Christmas party. He gave a special shout out to Mrs. Bush for the goodies she wrapped up for him.

19. Engineer’s Report –Dan Archdeacon

Mr. Archdeacon stated that the punch list inspection was completed on December 8, 2022 for the MacQueen Hall Project to identify outstanding items. The contractors will be out to make the final repairs. The final payments for all contractors are being held.

A-1 Approve Application for Payment #6 to L. J. Paoella Construction, Inc. in the amount of \$44,978.48 for Payment by Upland Borough

Mr. Archdeacon stated application for payment #6 for Contract 1 was submitted by L. J. Paoella Construction, Inc. in the amount of \$44,978.48 and is recommended for payment by Upland Borough.

Ms. Crawford made a motion to approve application for payment #6 to L. J. Paoella Construction, Inc. in the amount of \$44,978.48 for payment by Upland Borough. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approve Change Order #1 for Contract 3 – Electrical in the amount of \$5,864.28

Mr. Archdeacon stated that a change order #1 was submitted by CSME, Inc. in the amount of \$5,864.28 for additional, unforeseen work. He recommends approval for this payment.

Ms. Crawford made a motion to approve change order #1 for Contract 3 – Electrical in the amount of \$5,864.28 and payment for change order 1 to CSME, Inc. in the amount of \$5,864.28 for payment by Upland Borough. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approve Payment of Change Order #1 to CMSE, Inc. in the Amount of \$5,864.28 for Payment by Upland Borough

Addressed in A-2 above.

A-4 Approve Change Order #1 for Contract 4 – Plumbing in the amount of \$3,796.00

Mr. Archdeacon stated that a change order #1 was submitted by John J. Bee, Inc. in the amount of \$3,796.00 for additional, unforeseen work. He recommends approval for this payment.

Ms. Crawford made a motion to approve change order #1 for Contract 4 – Plumbing in the amount of \$3,796.00 and payment for change order 1 to John J. Bee, Inc. in the amount of \$3,796.00 for payment by Upland Borough. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call

was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

A-5 Approve Payment for Change Order #1 to John J. Bee, Inc. in the Amount of \$3,796.00 for Payment by Upland Borough

Addressed in A-4 above.

A-6 Street Name Signs – Approve for Payment #2 & Final to A to U Services, Inc. in the amount of \$2,020.20

Mr. Archdeacon stated that a list of poles which were out of plumb was submitted to the Borough Manager (approximately 13 locations). It was determined that the cause was the existing poles which were crooked. He felt that the Borough's maintenance crew could correct the issue. They could probably replace the poles and slide the new one over the replacement.

President Peterson confirmed with Mr. Ciach that he had the list. Mr. Ciach stated that he and Patrick White, Maintenance Foreman had the list and were currently working on the issue.

Mr. Archdeacon reported that one new pole had already been hit at Upland Avenue and Hill Street.

Mr. Archdeacon stated the maintenance bond was submitted by the contractor and payment 2/final had been submitted in the amount of \$2,020.20 from A to U Services, Inc. He recommends approval for this payment.

Ms. Crawford made a motion to approve application for payment #2 and payment to A to U Services, Inc. in the amount of \$2,020.20. Mrs. Kerns seconded the motion. Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon informed Council there were other updates in his report for their review.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Future Projects reported progress.

21. Old Business

Nothing for old business to report.

22. New Business

President Peterson stated she would entertain a motion for a donation to Upland Baptist Church Food Bank in the amount of \$5,000.00. Ms. Crawford made a motion to donate \$5,000.00 to the Upland Baptist Church Food Bank. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson stated she would entertain a motion for a donation to Family Promise in the amount of \$4,000.00. Ms. Crawford made a motion to donate \$4,000.00 to Family Promise. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. Bloom – Abstain; Ms. Gertner – Aye; Mrs. Kerns – Aye; Ms. Crawford– Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson stated she would entertain a motion to cancel the second meeting of the month – December 27, 2022. Ms. Crawford made a motion to cancel the second meeting of the month – December 27, 2022. Ms. Gertner seconded the motion. Council voted Aye on the motion and Mr. Bloom abstained. 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. All Council verbally voted Aye; no Nays.

Council adjourned at 6:59 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary