

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

June 9, 2020

TIME

7:00 P.M.

PLACE

Upland MacQueen Hall, 224 Castle Avenue, Upland, PA

CALL TO ORDER

President Peterson called the Regular Meeting for Upland Borough Council to order at 7:00 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 – Present; Mr. Steigerwalt – Present *via Video Telecommunications*; Mr. McClintock – Present; Ms. Gertner – Present; Mayor Dennon – Present; Mr. Daniel Archdeacon, P.E., Catania Engineering – Present; Mr. Robert E. O'Connor, Esquire – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS IN ATTENDANCE

Police Chief Michael Ireby, Police Lt. Michael Curran, Fire Chief/Fire Marshal Daniel Smith, Police Officers, and several residents/guests in attendance.

5. Motion to Hire One (1) Part-Time Police Officer

President Peterson entertained a motion to hire a part time police officer. Mr. McClintock made a motion to hire one (1) part time officer, Jeffrey Lampinski. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstained; she works with him. Motion carries.

Out of Normal Order of Business at 7:01 p.m.

Swear-In of One (1) Part-Time Police Officer

Jeffrey Lampinski

Mayor William Dennon performed the swearing in of newly-hired part time Police Officer Jeffrey Lampinski. Congratulatory remarks and applause was offered by Council and the audience after Officer Lampinski was sworn in by Mayor Dennon.

Back into Normal Order of Business at 7:03 p.m.

6. Public Comments on Agenda Items Only

President Peterson asked if there were any public comment on agenda items only. No one approached Council.

7. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – Virtual Meeting of May 12, 2020

President Peterson asked if there were any questions on the Minutes of May 12, 2020. With no questions, Ms. Crawford made a motion to approve the minutes of the virtual meeting of May 12, 2020. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and 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 approve the Treasurer's Report as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and 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 approve the Income Statements as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and 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 approve the Manager's Report as presented. Mrs. Bush seconded the motion. President Peterson asked for a verbal vote: council unanimous approved the Manager's Report. Motion carries.

9. Auburn Village Report - Richard McClintock

Mrs. Peterson noted progress on behalf of Mr. McClintock.

10. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – May 2020

Fire Marshal Smith read his Fire Marshal's Report for May 2020 into record. Copy included.

A-2 Fire Company's Report – May 2020

Fire Chief Smith read the Fire Company's Report for May 2020 into record. Copy included.

11. Code Officer's Report - Richard McClintock

Mr. McClintock read the Code Officer's Report for May 2020 into record. Copy included.

12. Building & Grounds Report – Judith Bush

A-1 Discussion on the Use of MacQueen Hall by Joan's Dance Studio

Mrs. Bush read an email into record. In summation, Cheryl Filbert from Joan's Dance Studio, requested to rent MacQueen Hall for a showcase for the dance students. Ms. Filbert's letter is included.

Council needs more detailed information regarding utilizing the MacQueen Hall for this rental as well as ensuring occupancy load. A letter is to be sent to Ms. Filbert.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills:

- *May 8, 2020 through June 3, 2020 - \$ 108,565.46*

Ms. Crawford made a motion to ratify payment of the General Fund Bills, May 8, 2020 through June 3, 2020 in the amount of \$ 108,565.46. Mrs. Bush seconded the motion. President Peterson asked if anyone had any questions on the General Fund bills. With no comments, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstained from check numbers 39889 & 39881 and Aye on the remainder; and Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills:

- *May 8, 2020 through June 3, 2020 - \$ \$58,858.02*

Ms. Crawford made a motion to ratify payment of the Auburn Village Bills, May 8, 2020 through June 3, 2020 in the amount of \$ 58,858.02. Mr. McClintock seconded the motion. President Peterson asked if anyone had any questions on the Auburn Village bills. With no comments, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases:

- *May 9, 2020 through June 4, 2020 - \$ 1,546.48*

Ms. Crawford made a motion to ratify payment of the PLGIT Procurement Credit Card Purchases, May 9, 2020 through June 4, 2020, in the amount of \$ 1,546.48. Mr. McClintock seconded the motion. President Peterson asked if anyone had any questions on the PLGIT Procurement Credit Card Purchases. With no comments, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

14. Ordinances & Resolutions Report – Abigail Gertner

A-1 Approval of Resolution 12 of 2020 Authorizing Lieutenant Curran to Administer the Police Traffic Services Grant

Ms. Gertner read Resolution No. 12 of 2020: authorizing Lieutenant Curran to Administer the Police Traffic Services Grant, into record. President Peterson entertained a motion. Ms. Gertner made a motion to approve Resolution No. 12 of 2020; Authorizing Lieutenant Curran to Administer the Police Traffic Service Grant. Mr. McClintock seconded the motion. President Peterson asked if anyone has any questions for Lt. Curran. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

15. Research & Development - Julie Kerns

Ms. Kerns read the report into record. Copy included.

- 1) Website for May 2020 – reported from Moira Crawford
 - a) Google Analytics Reports:
 - i) 919 visitors with 1,367 Sessions and 3,821-page views.
 - ii) Acquisition Overview Report:
 - (1) 383 were organic (searched by borough name)
 - (2) 334 were social (Facebook, Twitter, Instagram)
 - (3) 195 were direct (searched by website name)
 - (4) 22 were referral (other website mentions)
 - iii) Overview by Devices Used to Access:
 - (1) 553 (60.17%) – Mobile
 - (2) 329 (35.80%) - Desktop
 - (3) 37 (4.03%) – Tablet
 - 2) Email transfer being worked on.

16. Streets & Equipment – Judith Bush

President Peterson stated progress on behalf of Mrs. Bush.

17. Community Affairs – Moira Crawford

- July 4th Celebration – Lunch pick -up at MacQueen Hall with delivery option for senior citizens and those disabled, with advance notification. To be eligible, must sign-up and be a current borough resident. Sign-Up sheets on the website and Facebook. Cut off is June 19, 2020.
- Drive-In Movies – Added Events
 - We have scheduled 2 movies to be held at the Armory parking lot.
 - We are using a new vendor that specializes in very-large screens – 31 foot.
 - Must sign-up in advance – forms on the borough website and Facebook
 - Will be required to comply with any social distancing that may be in place.
 - Port-a-potties and sanitizing stations will be available for use.
 - Free popcorn per vehicle.
 - The UFC may sell food.
 - The first movie “Wonder Park” rated PG is for July 18, 2020 (rain date July 25th) at dusk.
 - The 2nd movie – tentatively is “Lion King” rated PG and scheduled for August 22nd (rain date August 29th).

18. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the May 2020 Use & Occupancy Report into record.

19. Mayor’s Report – William Dennon

Mayor Dennon read the May 2020 Mayor’s Report into record.

21. Solicitor’s Report - Robert O’Connor

President Peterson stated Mr. O’Connor reported no report.

22. Engineer’s Report – Daniel Archdeacon for Lisa Catania

A-1 Chelton Road Storm Sewer - \$5,900.00; Joe Mullen

Ms. Crawford made a motion to approve the repairs in the amount of \$ 5,900.00 to Joe Mullen.

Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford –Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Park Bathroom Re-Bid – General Construction Award: \$ 30,000.00; MAS General Contractors, LTD

Ms. Crawford made a motion to award MAS General Contractors, LTD for the Park Bathroom general contracting at the amount of \$ 30,000.00. Mrs. Bush seconded the motion. Roll Call was taken: Mrs.

Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Park Bathroom Re-Bid – Plumbing Award: \$ 15,000.00; MAS General Contractors, LTD

Ms. Crawford made a motion to award MAS General Contractors, LTD for the Park Bathroom plumbing contracting in the amount of \$ 15,000.00. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-4 Park Bathroom Re-Bid – Electrical Award: \$ 4,700.00 J.T. Electrical, LLC

Ms. Crawford made a motion to award J. T. Electrical, LTD. for the Park Bathroom electrical contracting in the amount of \$ 4,700.00. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

22. Future Projects – Matthew Steigerwalt

President Peterson stated progress on behalf of Mr. Steigerwalt.

23. Old Business

President Peterson stated there was no old business.

24. New Business

A-1 Cancel the Second Meeting of the Month – June 23, 2020

Mr. McClintock made a motion to cancel the second meeting of the month, June 23, 2020. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Cancel the Second Meeting of the Month of July (July 28, 2020) and the First Meeting of August (August 11, 2020) Extended Summer Break

Ms. Crawford made a motion to cancel the second meeting of July 28, 2020 and the first meeting of August 11, 2020, for the extended summer break. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

25. Floor Open to Public

Mr. Leland Hunter, 4th Street resident, approached Council. Though inaudible, Mr. Hunter wanted to inform Council that the following properties/areas had high grass: 18 4th Street and 4th & Church Streets. Mr. Hunter asked for an update on the story of the abandoned car on Church Street as well as one at 28 6th Street. President Peterson stated that the courts have been closed for further action due to the pandemic. Also, it is noted that citations have been issued on Church Street per the Police Chief.

Upland Borough Police Chief Irely approached Council. Though inaudible, Chief Irely wished to add additional comments, especially accolades, on Lieutenant Curran's employment history while at Upland Borough Police Department. Chief Irely also mentioned that Upland Police Department did not get the COPS grant.

Fire Chief Dan Smith approached Council. Though inaudible, Chief Smith requested areas of the Firehouse to be repaired; the air conditioning, flooring and roof. Through discussion, President Peterson asked Mr. Smith to contact Mr. Ciach on his needs.

26. Adjournment

President Peterson entertained a motion to adjourn. Ms. Crawford made a motion to adjourn. Mr. McClintock seconded the motion. Council unanimously voted Aye.

Council adjourned at 7:29 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary