

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

January 12, 2020

TIME

7:00 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 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 – Absent/Excused; Mr. Steigerwalt – Present; Mr. McClintock – Present; Ms. Gertner – Present (via telecommunications); 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 Officers from Upland Police Department, Photographer and one resident

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

Mr. McClintock made a motion to hire part time police officer. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

Out of Normal Order of Business at 7:02 p.m.

Swear-In Part-Time Police Officer

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

President Peterson dismissed the Police Officers and Caitlyn White, photographer.

President Peterson stated return to normal business at 7:04 p.m.

President Peterson stated there was an Executive Session between the Caucus and the regular scheduled meeting. Ms. Gertner read Resolution No. 3 of 2021 – *Form Special Litigation Committee*, into record. Mr. McClintock made a motion to pass and adopt Resolution No. 3 of 2021. Ms. Crawford seconded the

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

6. Public Comments on Agenda Items Only

President Peterson asked if anyone had any questions. No response.

7. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – December 8, 2020

President Peterson asked if anyone had any questions on the Council Meeting Minutes of December 8, 2020. There was no response.

Ms. Crawford made a motion to accept the Council Meeting Minutes of December 8, 2020. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – 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 response, 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; 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 response, Ms. Crawford made a motion to accept the Income Statement as presented. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – 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 response, Ms. Crawford made a motion to accept the Manager's Report as presented. Mr. McClintock seconded the motion. All Council verbally voted Aye.

9. Auburn Village Report - Richard McClintock

President Peterson stated Mr. McClintock reported progress.

10. Public Safety Report – Richard McClintock

- A-1 Fire Marshal's Report – December 2020
- A-2 Fire Company's Report – December 2020

President Peterson stated that both reports are to be tabled until next month as Mr. Smith is ill.

11. Code Officer's Report – Richard McClintock

Mr. McClintock read the Code Officer's report for December 2020. President Peterson stated the Code Officer is doing a really, really good job.

12. Building & Grounds Report – Judith Bush

President Peterson stated Mrs. Bush is excused due to illness; progress noted.

13. Finance & Insurance Report - Moira Crawford

- A-1 Approval to Ratify Payment of General Fund Bills December 3, 2020 through December 31, 2020 - **\$ 190,272.12**

Ms. Crawford made a motion to ratify payment of the General Fund Bills of December 3, 2020 through December 31, 2020 in the amount of \$ 190, 272.12. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Abstain from check number 40604 and Aye on the remainder; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-2 Approval to Ratify Payment of General Fund Bills January 1, 2021 through January 8, 2021 - **\$ 61,068.38**

Ms. Crawford made a motion to ratify payment of the General Fund Bills of January 1, 2021 through January 8, 2021 in the amount of \$ 61,068.38. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – 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 Auburn Village Bills December 3, 2020 through December 31, 2020 - **\$ 79,234.08**

Ms. Crawford made a motion to ratify payment of the Auburn Village Bills December 3, 2020 through December 31, 2020 in the amount of \$ 79,234.08. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs.

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

A-4 Approval to Ratify Payment of Auburn Village Bills January 1, 2021 through January 8, 2021 - \$ 22,585.75

Ms. Crawford made a motion to ratify payment of the Auburn Village Bills January 1, 2021 through January 8, 2021 in the amount of \$ 22,585.75. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-5 Approval to Ratify Payment of the PLGIT Procurement Credit Card Statement December 2020 - \$ 2,685.73

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement of December 2020 in the amount of \$ 2,685.73. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – 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 via telecommunication

A-1 Ordinance No. 1 of 2021
- *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021*

Ms. Gertner read Ordinance No 1 of 2021, Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021. Ms. Gertner made a motion to approve Ordinance No. 1 of 2021; *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021*. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Pass & Adopt Resolution No. 1 of 2021
- *Compensations Year 2021*

Ms. Gertner read Resolution No. 1 of 2021; *Compensations Year 2021*. Mr. McClintock made the motion to approve Resolution No. 1 of 2021; *Compensations Year 2021*. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain on Administrative Assistant and Aye on the remainder; and Mrs. Peterson – Abstain on Police Administrative Assistant and Maintenance Workers and Aye on the remainder. Motion carries.

A-3 Motion to Pass & Adopt Resolution No. 2 of 2021
- *Appointments Year 2021*

Ms. Crawford read Resolution No. 2 of 2021; *Appointments Year 2021*. Mr. McClintock made a motion to approve Resolution No. 2 of 2021; *Appointments Year 2021*. Ms. Gertner seconded the motion. Roll

Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain on Civil Service, Denise Crawford and Aye on the remainder; and Mrs. Peterson – Aye. Motion carries.

- A-4 Motion to Pass & Adopt Resolution No. 3 of 2021
- *Form the Special Litigation Committee*

Passed at the beginning of the meeting.

- A-5 Motion to Pass & Adopt Resolution No. 4 of 2021
- *Eliminating Police Officers Contributions (with certain criteria)*

Ms. Gertner read Resolution No. 4 of 2021; Eliminating Police Officers Contributions (with certain criteria). Mr. McClintock made a motion to approve Resolution No. 4 of 2021; Eliminating Police Officers Contributions (with certain criteria). Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-6 Motion to Authorize Borough Manager to Advertise Ordinance No. 2 of 2021;
Revise *Chapter 170 – Vehicles; Covers Prohibited*

Ms. Crawford read the revised portion of Ordinance No. 2 of 2021; Chapter 170 - Vehicles; Covers Prohibited. Mr. McClintock made a motion to authorize the Borough Manager to advertise Ordinance No. 2 of 2021; Chapter 170 - Vehicles; Covers Prohibited. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

President Peterson stated that this revision will allow solid car covers on the vehicles; however the license plate must be visible.

15. Research & Development - Julie Kerns

Mrs. Kerns read the website update for December 2020.

16. Streets & Equipment – Judith Bush

President Peterson reported progress.

17. Community Affairs – Moira Crawford

Ms. Crawford reported:

Non Profit status has been approved.

Winners of the Holiday Contest were announced:

- 1217 Oak Lane - \$100
- 407 9th Street - \$50

- 506 Front Street - \$25

Upcoming scheduled events include:

Monday, January 18, 2021 - Service Day honoring Dr. Martin Luther King, Jr. is scheduled for Monday January, 18, 2021. At the current time, Ms. Crawford and Mrs. Kerns are scheduled to volunteer and the Committee is in need of volunteers.

February 13, 2021 - Soup & Salad for Take-Out; offering choice of 2 pints of either homemade chili &/or chicken & dumplings served with salad, bread, dessert, & beverage. Cost is \$8 for Senior Citizens and \$10 for all others. If there are not enough purchased tickets, they may need to cancel this event. Tickets can be purchased by seeing a Committee Member or at the Borough Office.

February 27, 2021 - Bingo/Raffle Online – we await more information on this event.

18. Use & Occupancy Report – Michael Ciach

Borough Manager Michael Ciach read the Use & Occupancy Report for December 2020 into record.

Mr. McClintock asked of the Borough Manager, why do we need to hire another attorney? President Peterson and Mr. Ciach both explained that Mr. Maddren was the special counsel on this project from beginning.

19. Mayor's Report – William Dennon

Mayor Dennon read the Mayor's Report for December 2020 into record. Mayor Dennon read a letter from Parkside Police Department, addressed to Chief Michael Irely. Letter offered gratitude to Upland Police Department for a recent police incident in their borough. Letter on record.

President Peterson stated that she had an additional 4 call on the Mayor's Report (just read). President Peterson added that with 365 days in the year, 2 shifts, the Police Department is receiving 9 calls per shift. Nine calls per shift, plus traffic duties, walk-ins, mutual aid; President Peterson wanted to bring that to everyone's attention as the Police Department is working hard. Mayor Dennon wanted to offer kudos to the Police Department as well; good job.

20. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his December 2020 Solicitor Report into record.

Mr. O'Connor offered well wishes to Councilman McClintock as his birthday is approaching and he will be turning 92 years young this Sunday.

21. Engineer's Report – Daniel Archdeacon for Lisa Catania

A-1 Approve Change Order #1 and Final in the Amount of \$ 4,320.00

Ms. Kerns made a motion to approve Change Order #1 and Final in the amount of \$ 4,320.00. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Approve Application for Payment #3 and Final in the Amount of \$ 7,436.00 to Premier Building Restoration, Inc.

Ms. Kerns made a motion to approve application for Payment #3 and Final in the amount of \$ 7,436.00 to Premier Building Restoration, Inc. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Upland Firehouse Roof – Approve Application for Payment #1 and Final in the Amount of \$ 66,900.00 to JB Roofing Systems, Inc.

Ms. Kerns made a motion to approve Application for Payment #1 and Final in the amount of \$ 66,900.00 to JB Roofing Systems, Inc. for the Upland Firehouse Roof. Mr. McClintock seconded the motion. President Peterson asked if there were any questions. With no questions, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon read the remainder of his December 2020 report into record.

As for the Road Program, President Peterson stated Mr. Steigerwalt is to work with Mr. Ciach on this to decide what streets need improvements

22. Future Projects – Matthew Steigerwalt

Mr. Steigerwalt reported progress.

23. Old Business

A discussion occurred regarding Upland Avenue and the repair that is needed in the road. Is this the Borough's responsibility or PennDot responsibility for the storm water culvert. Mr. Archdeacon will schedule to get the line videoed first to determine whose responsibility it is.

A-1 Approval to Hire Michael Maddren, Esq. as Special Counsel

Discussion ensued regarding hiring Mr. Maddren as a special counsel for no more than \$1,000.00. If additional costs, approval is required.

Ms. Crawford made a motion to authorize the Borough Manager to enter into an agreement with Michael Maddren, Esq. as special counsel for no more than \$1,000.00 and approval needed for any additional cost. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye;

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

24. New Business

A-1 Code Enforcement Program – MyGov.com amount \$ 4,065.00

Ms. Crawford made a motion to approve the purchase of the MyGov.com program in the amount of \$ 4,065.00. Mr. Steigerwalt seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford –Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Copier COSTARS – Amount \$ 468.35

Ms. Crawford made a motion to approve the lease of new copiers for the Borough Office and the Police Department in the total amount of \$ 468.35 per month COSTARS pricing. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford –Aye; and Mrs. Peterson – Aye. Motion carries.

Borough Manager Ciach wanted to mention that Pennsylvania State Association of Borough had recently recognized Upland Borough for their website. A plaque is hanging in Council Chambers. President Peterson stated a good job to Ms. Crawford.

25. Floor Open to Public

No one approached Council.

A-1 Cancel the 2nd Meeting of the Month – January 26, 2021

Ms. Crawford made a motion to cancel the second meeting of the month, January 26, 2021. Mr. McClintock seconded the motion. President Peterson called for a verbal; all Council unanimously voted Aye. Motion carries.

26. Adjournment

President Peterson entertained a motion to adjourn. Mr. McClintock made a motion to adjourn. Ms. Crawford seconded the motion. All Council stated Aye; no one opposed. Motion carries.

Council adjourned at 7:49 p.m.

Respectfully submitted,

Michael J. Ciach

Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary