

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

June 8, 2021

### 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 – Absent/Excused; Mrs. Bush – Absent/Excused; Mr. Steigerwalt – Present; Mr. McClintock – Present; Ms. Gertner – Present; Mayor Dennon – Absent/Excused; 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

Chief Irey Upland Police Department, Fire Chief/Fire Marshal Daniel Smith, several police officers, and two (2) residents were in attendance.

#### 5. Motion to Hire Two (2) New Part-Time Police Officers

Mr. McClintock made a motion to hire two (2) new part-time police officers. Ms. Crawford seconded the motion. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; Mrs. Peterson - Abstain. Motion carries.

President Peterson explained why she abstains from the Police Department new hires is because she works there.

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

#### Swear-In Part-Time Police Officer

- *John Croumbley*

Borough Manager Michael Ciach performed the swearing in of newly hired part time Police Officer John Croumbley. Congratulatory remarks and applause was offered by Council and the audience.

- *Pierce Gilsenan*

Borough Manager Michael Ciach performed the swearing in of newly hired part time Police Officer Pierce Gilsenan. Congratulatory remarks and applause was offered by Council and the audience.

Photographs were taken by George Patterson.

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President Peterson dismissed the Police Officers and their families from the meeting.

*Back into the normal order of business at 7:05 p.m.*

## 6. Public Comments on Agenda Items Only

President Peterson asked if there were any public comment on agenda items only. There were no questions.

## 7. Approval of Previous Meeting Minutes

### A-1 Council Meeting Minutes – May 11, 2021

President Peterson asked if there were any questions on the minutes of May 11, 2021. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting minutes of May 11, 2021 as presented. Ms. Gertner seconded the motion. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

### A-2 Bid Minutes: Trash Collection 2022 – 2026 – June 8, 2021

President Peterson asked if there were any questions on the Bid Minutes: Trash Collection 2022 – 2026 of June 8, 2021. President Peterson stated she is sending this back to the Committee, Mr. Steigerwalt, Ms. Crawford and Ms. Gertner, for their recommendation to be heard at the meeting of August 31, 2021.

Ms. Crawford asked if minutes should still be approved; President Peterson confirmed. Ms. Crawford made a motion to accept the Bid Minutes of Trash Collection 2022 – 2026 from June 8, 2021 as presented. Ms. Gertner seconded the motion. Roll Call was taken: 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 accept the Treasurer's Report as presented. Mr. Steigerwalt seconded the motion. Roll Call was taken: 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 accept the Income Statements as presented. Mr. Steigerwalt seconded the motion. Roll Call was taken: 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 accept the Manager's Report as presented. Mr. McClintock seconded the motion. Council unanimously voted Aye; no Nays. Motion carries.

#### 9. Auburn Village Report - Richard McClintock

Progress was noted.

#### 10. Public Safety Report – Richard McClintock

##### A-1 Fire Marshal's Report – May 2021

Fire Marshal Smith read his Fire Marshal's Report for May 2021 into record.

President Peterson asked Mr. Smith if a new gas station was coming into 799 Upland Avenue. Fire Marshall Smith stated it will be a Shell. Mr. Smith explained the new company promises to properly follow procedures and clean up the property.

##### A-2 Fire Company's Report – May 2021

Fire Chief Smith read the Fire Company's Report for May 2021 into record.

#### 11. Code Officer's Report – Richard McClintock

Mr. McClintock read the Code Officer's Report for May 2021 into record. Mr. McClintock made a motion to approve the Code Officer's Report of May 2021. Ms. Gertner seconded the motion. Council unanimously voted Aye; no Nays. Motion carries.

#### 12. Building & Grounds Report – Judith Bush

President Peterson stated Mrs. Bush reports progress.

#### 13. Finance & Insurance Report - Moira Crawford

##### A-1 Approval to Ratify Payment of General Fund Bills May 1, 2021 through May 31, 2021 - \$ **212,478.45**

Ms. Crawford made a motion to ratify payment of the General Fund Bills from May 1, 2021 through May 31, 2021 in the amount of \$ 212,478.45. Ms. Gertner seconded the motion. President Peterson asked if there were any questions on the General Fund Bills. With no questions, she asked for a roll call. Roll

Call was taken: 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 Auburn Village Bills May 1, 2021 through May 31, 2021 - **\$ 31,417.25**

Ms. Crawford made a motion to ratify payment of the Auburn Village Bills from May 1, 2021 through May 31, 2021 in the amount of \$ 31,417.25. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions on the Auburn Village Bills. With no questions, she asked for a roll call. Roll Call was taken: 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 Statement May 2021 - **\$ 6,028.05**

Ms. Crawford made a motion to ratify payment of the PLGIT Procurement Credit Card Statement of May 2021 in the amount of \$ 6,028.05. Ms. Gertner seconded the motion. President Peterson asked if there were any questions on the PLGIT Procurement Credit Card Statement. With no questions, she asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Approve Retention Continuance Agreement with Mingis, Gutowski & Company, LLP for Auditing Services (Audit Years 2020 through 2022)

Ms. Crawford made a motion to approve the Retention Continuance Agreement with Mingis, Gutowski & Company, LLP for Auditing Services (Audit Years 2020 through 2022). Ms. Gertner seconded the motion. President Peterson stated it was moved and seconded; she asked for a roll call. Roll Call was taken: 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 Resolution No. 10 of 2021 Approving the Subdivision Plan for “*The Carriage House Development*”

Ms. Gertner read Resolution No. 10 of 2021; Approving the Subdivision Plan for “The Carriage House Development”. Ms. Gertner made a motion to pass and approve Resolution No. 10 of 2021 “Approving the Subdivision Plan for the Carriage House”. Ms. Crawford seconded the motion. President Peterson asked if there were any questions on Resolution No. 10 of 2021. Ms. Gertner made a motion to pass and approve Resolution No. 10 of 2021 “Approving the Subdivision Plan for the Carriage House”. Ms. Crawford seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

15. Research & Development – Moira Crawford for Julie Kerns

Ms. Crawford read the May 2021 report into record.

16. Streets & Equipment – Judith Bush

President Peterson stated Mrs. Bush reports progress.

17. Community Affairs – Moira Crawford

Ms. Crawford read her report into record:

Events Held:

- Movie in Bristol Lord Field - Saturday, May 22, 2021: Nice turnout - approximately 35 residents attended to view Jumanji -The Next Level. We gave out free popcorn which was appreciated.
- Carnival in Bristol Lord Field - Wednesday, May 26 through Saturday, May 29<sup>th</sup>: Unfortunately, bad weather and really only had one night of great weather - Thursday, May 27<sup>th</sup>. Had a really good turnout the entire night. Still made approximately 2K profit for Community Affairs.
- Memorial Day Festivities - Monday, May 31, 2021: Great day for a parade which had a nice turnout. Services were done as usual at the Upland Baptist Church, then the parade which ended at the War Memorial where we had another wreath laying ceremony.

Events scheduled:

- Designer Bag Bingo - Saturday, June 26, 2021: Tickets are available in the office or see Judy Bush, Julie Kerns, or me. Price \$30 per ticket pre-paid. Will have basket raffles and 50/50 available. This is a BYO food and beverage.
- July 4th Celebration - Sunday, July 4, 2021: Will be offering a free fried chicken lunch for borough residents that sign up in advance. Form is available in the office as well as the website and Facebook. Deadline to sign up is Friday, June 18<sup>th</sup>

Scheduled events will start back up in September.

18. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the May 2021 Use & Occupancy Report into record.

19. Mayor's Report – Michael Ciach for William Dennon

Mr. Ciach read the May 2021 Mayor's Report into record.

20. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his May 2021 report into record.

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

A-1 Final Payment for 2021 Road Program – A.F. Damon \$ *10,001.14*

Ms. Crawford made a motion to approve final payment for the 2021 Road Program to A.F. Damon in the amount of \$ *10,001.14*. Mr. McClintock seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon read his May 2021 report into record.

22. Future Projects – Matthew Steigerwalt

A-1 Motion to Approve Engineer to Advertise for Bids – Street Signs

Mr. Steigerwalt explained that the pricing has been challenging so he made a motion for the Engineer to Advertise for new Bids on the Street Signs. Ms. Crawford seconded the motion. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

23. Old Business

There was no old business.

24. New Business

A-1 Motion to Cancel the Second Meeting of the Month – June 22, 2021

Mr. McClintock made the motion to cancel the second meeting of the meeting, June 22, 2021. Ms. Crawford seconded the motion. Council unanimously voted Aye; no Nays. Motion carries.

A-2 Motion to Cancel the July 27, 2021 Council Meeting and August 10, 2021 Council Meeting

Ms. Crawford made a motion to cancel the July 27<sup>th</sup> and the August 10<sup>th</sup>, 2021 Meetings. Ms. Gertner seconded the motion. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Approve the Repair the failure to the Fire Sprinkler System at the Police Department by Independence Fire Sprinkler Company, LLC – Amount \$ 3,500.00

Ms. Crawford made a motion to approve the repair to the Police Fire Sprinkler at a cost of no more than \$3,500.00. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries

25. Floor Open to Public

President Peterson asked if there were any public concerns. No one approached Council.

26. Adjournment

Ms. Crawford made a motion to adjourn. Ms. Gertner seconded the motion. Council unanimously voted Aye.

Council adjourned at 7:27 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon M. Strigle  
Recording Secretary