

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

October 12, 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.

President Peterson announced there was an Executive Session regarding personnel issues between Caucus and Council Meetings.

### 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/Ill; Mr. Steigerwalt – Present; 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

Daniel Smith, Fire Marshal / Fire Company Chief and five (5) residents. There were many in attendance for the Police Department but left the meeting after the Award Ceremony.

#### 5. Motion to Accept the Resignation of a Part-Time Officer

Mr. McClintock made a motion to accept the resignation of a Part-Time Officer. Ms. Crawford seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Absent; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

#### 6. Motion to Hire two Part-Time Police Officers

A-1 Erik Schwab

A-2 Kyle Paup (as an Emergency Provision due to recent resignation)

Mr. McClintock made a motion to hire two (2) part-time police officers. Ms. Crawford seconded the motion. President Peterson requested 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 – Abstain. Motion carries.

7. Motion to Approve Civil Service Commission Recommendations

A-1 Motion to Hire Full Time Officer

Mr. McClintock made a motion to approve to hire a Full Time Police Officer. Ms. Crawford seconded the motion. President Peterson requested 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 – Abstain. Motion carries.

A-2 Motion to Promote to Corporal Position

Mr. McClintock made a motion to approve to promote a Full-Time Officer to Corporal position. Ms. Crawford seconded the motion. President Peterson requested 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 – Abstain. Motion carries.

8. Motion to Pass and Adopt Resolution No. 13 of 2021

– Hire/Promote to Full Time Police Officer – Officer Jonathan T. Keeney

Mr. McClintock made the motion to pass and adopt Resolution No. 13 of 2021, Hire/Promote Police Officer Jonathan Keeney to Full-Time Status. Ms. Crawford seconded the motion. Ms. Gertner read Resolution No 13 of 2021 into record; Hire/Promote to Full Time Police Officer, Jonathan Keeney into record. President Peterson requested 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 – Abstain. Motion carries.

9. Motion to Pass and Adopt Resolution No. 14 of 2021

– Authorizing the Promotion to Corporal – Officer Joshua D. Van Horn

Mr. McClintock made the motion to pass and adopt Resolution No. 14 of 2021; Promote to Corporal – Joshua D. Van Horn. Ms. Crawford seconded the motion. Ms. Gertner read Resolution No 14 of 2021 into record; Promote to Corporal – Joshua D. Van Horn into record. President Peterson requested 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 – Abstain. Motion carries.

President Peterson explained her reasoning of abstaining for the Police Department motions; she does not vote on the hiring, firing or promotions as she works within that Department.

*Out of Normal Order of Business at 7:07 p.m.*

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Swearing in Part Time Police Officer: Erik Schwab

- Mayor Dennon performed the swearing-in of newly hired part-time Police Officer Erik Schwab. Congratulatory remarks and applause was offered by Council and the audience.

Swearing in Part Time Police Officer: *Kyle Paup*

- Mayor Dennon performed the swearing-in of newly hired part-time Police Officer Kyle Paup. Congratulatory remarks and applause was offered by Council and the audience.

Swearing-In of Full Time Officer: *Jonathan T. Keeney*

- Mayor Dennon performed the swearing-in of newly promoted to full-time Police Officer Jonathan Keeney. Congratulatory remarks and applause was offered by Council and the audience.

Swearing-In of Corporal: *Joshua D. Van Horn*

- Mayor Dennon performed the swearing-in of newly promoted full-time officer to Corporal position, Corporal Joshua D. Van Horn. Congratulatory remarks and applause was offered by Council and the audience.

Police Department Award Presentation – *Chief Michael Ireby*

Chief Michael Ireby presented the Police Department Awards to the following individuals:

- *Community Member of the Year / 2021 Citizen of the Year Award: Donald Kirby*

Chief Ireby introduced this community member as an outstanding citizen, donating time to Upland Borough. The recipient of the award: Donald Kirby, President of Upland Athletic Club.

Mr. Kirby thanked Council, the Fire House, and the Marine Corps League as they have been supportive in the Borough as well. Mr. Kirby further mentioned the Council; it has been extraordinary the last couple of years.

- *2021 Officer of the Year/Captain Robert Love Award: Officer Lawrence Porter*

Chief Ireby described this recipient as the nicest officer, always friendly and not one person would say a bad thing about. The recipient of the award: Officer Lawrence Porter.

Officer Porter thanked everyone who put him into this category and for the Chief approving it.

Chief Ireby explained that within the Police Department, they take a vote on the award categories.

- *2021 Supervisor of the Year / Chief John Easton Award: Corporal Carl White*

Chief Ireby stated this was the second year in a row for Corporal White. Corporal White was not present so Chief Ireby accepted for Corporal White.

Also, Chief Ireby wanted to echo the sentiments of Mr. Kirby; I have been in law enforcement for 28 years and this Council has the most supportive municipal leadership.

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*Return to Normal Order of Business at 7:27 p.m.*

## 10. Public Comments on Agenda Items Only

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

## 11. Approval of Previous Meeting Minutes

### A-1 Council Meeting Minutes – September 14, 2021

President Peterson asked if there were any questions on the minutes of September 14, 2021. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting minutes of September 14, 2021 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 Bid Opening Minutes – October 12, 2021 - *Trash/Recycling Collection (5 year period: 2022 – 2026)*

President Peterson asked if there were any questions on the Bid Opening minutes of October 12, 2021 for the Trash/Recycling Collection for 5-year period 2022 – 2026. With no questions, Ms. Crawford made a motion to accept the minutes of the Bid Opening minutes of October 12, 2021 for the Trash/Recycling Collection for 5-year period 2022 – 2026 as presented. 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.

## 12. 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; 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. 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-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. Steigerwalt seconded the motion. Council unanimously voted Aye; no Nays. Motion carries.

13. Auburn Village Report - Richard McClintock  
President Peterson note progress on behalf of Mr. McClintock.

14. Public Safety Report – Richard McClintock

A-1 Fire Marshal’s Report – September 2021

Dan Smith, Fire Marshal, read his September 2021 report into record.

A-2 Fire Company’s Report – September 2021

Dan Smith, Fire Chief, read his September 2021 report into record.

15. Code Officer’s Report – Richard McClintock

Mr. McClintock read the Code Officer’s Report into record.

16. Building & Grounds Report – Judith Bush

President Peterson reported progress on behalf of Mrs. Bush.

17. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills September 1, 2021 through September 30, 2021 - **\$ 233,525.71**

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills September 1, 2021 through September 30, 2021 in the amount of \$ 233,525.71. Mrs. Kerns seconded the motion. President Peterson asked if there were any question on ratifying the General Fund bills from September 1, 2021 through September 30, 2021 in the amount of \$ 233,525.71. 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 – Abstain on check number 41424 and Aye on the remainder; and Mrs. Peterson – Abstain on check number 41415 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills September 1, 2021 through September 30, 2021 - **\$ 102,254.82**

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills September 1, 2021 through September 30, 2021 in the amount of \$ 102,254.82. Mrs. Kerns seconded the motion. President Peterson asked if there were any question on ratifying the Auburn Village bills from September 1, 2021 through September 30, 2021 in the amount of \$ 102,254.82. 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 – Abstain on check numbers 9278, 9283, 9294, 9297, 9300, 9319, 9323, and 9327 and Aye on the remainder; and Mrs. Peterson –Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Statement  
September 2021 - \$ **4,206.25**

Crawford made a motion to approve to ratify the PLGIT Procurement Credit Card Statements for September 2021 in the amount of \$ 4,206.25. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions on the PLGIT Procurement Credit Card statement for September 2021. 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.

18. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Pass & Adopt Resolution No. 15 of 2021  
- *Parking (Main Street School)*

Ms. Gertner read Resolution No. 15 of 2021; Parking (Main Street School), into record. Ms. Gertner made a motion to pass and adopt Resolution No. 15 of 2021: Parking (Main Street School). 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 Motion to Pass & Adopt Resolution No. 16 of 2021  
- *Reaffirmation of Final Approval – Upland Park*

Ms. Gertner read Resolution No 16 of 2021: Reaffirmation of Final Approval – Upland Park, into record. Ms. Gertner made a motion to pass and adopt Resolution No. 16 of 2021. Ms. Crawford 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.

19. Research & Development - Julie Kerns

Mrs. Kerns read the Research and Development report into record.

20. Streets & Equipment – Judith Bush

President Peterson reported progress on behalf of Mrs. Bush.

21. Community Affairs – Moira Crawford

Ms. Crawford reported the following:

Events held:

- A Free Movie in Bristol Lord Field - Doolittle - Saturday, September 18th at 7:30 p.m.

- Bring a blanket or chair and your own refreshments to enjoy this free event. Free popcorn while supplies last.

#### Events Scheduled:

- Fall Festival - Saturday, October 16<sup>th</sup> starting at 10:00 a.m.
  - To be held in Bristol Lord Field located at 6th & Church Streets. The Community Affairs Committee will be holding a Fall Flea Market starting at 10:00 a.m. Tables available for \$25.00. Contact [mcrawford@uplandboro.org](mailto:mcrawford@uplandboro.org), [jbush@uplandboro.org](mailto:jbush@uplandboro.org) or [jkerns@uplandboro.org](mailto:jkerns@uplandboro.org) to sign up.
  - Free Pumpkin Painting and other fall free activities are available. We request that you sign up in advance for a pumpkin painting to get an idea on how many will need to be ordered. [mcrawford@uplandboro.org](mailto:mcrawford@uplandboro.org), [jbush@uplandboro.org](mailto:jbush@uplandboro.org) or [jkerns@uplandboro.org](mailto:jkerns@uplandboro.org) to sign up.
  - Free Halloween Movie will be shown at 7:00 p.m. Free popcorn while supplies last!
  - Weather Permitting!
- Halloween Parade - Saturday, October 23<sup>rd</sup> starting at 4:00 p.m.
  - The Community Affairs Committee with participation of the UPD and UFC will parade in costume around the borough starting at 4:00 p.m. Parents should have their children stand in front of their residence at the sidewalk area. Treat bags (while supplies last) will be handed out to borough children 13 years and younger.
- Senior Citizens Thanksgiving Dinner Take-Out - Saturday, November 6<sup>th</sup> starting at 2:00 p.m. to 4:00 p.m.
  - We will do a take-out Thanksgiving Dinner again this year for borough senior citizens who sign up by the deadline of October 30<sup>th</sup>. The form is available at the borough office or online.
- Outdoor Annual Holiday Tree Lighting - Castle Avenue and Main Streets at 6:00 p.m.
  - Post tree lighting activities will be held in Bristol Lord Field at the Pavilion. The CAC will have refreshments available for borough residents.
  - Gifts for borough children 13 years or younger that signed up by the deadline of November 5, 2021 will be available for pick up. Gifts must be picked at this event. Sign up form is available in the Borough Office or online.
- 2022 Events Schedule currently being worked on.

#### 22. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the September 2021 Use and Occupancy Report into record. President Peterson asked regarding the previous conversation during the Code update. She asked why is it that some properties are not in compliance with the procedure of a Use and Occupancy inspection. Mr. Ciach explained that during COVID, a lot of property owners sold without going through procedures and there is, at times, a delay in the transfer listing from the County.

Gertner asked for clarification re: the U&O and Temporary Access Certificates. The loop hole is when the Temporary Access Certificate is issued, there is no follow-up. Mr. Ciach explained not only is this happening but there is no other communication with the new owners or the County. The Borough office

is provided updates via the transfer listing. The office receives the transfer listing at least 30 days from date of settlement or longer. A resident or tenant is then occupying the property.

23. Mayor's Report – William Dennon

Mayor Dennon read the September 2021 Mayor's Report into record.

24. Solicitor's Report - Robert O'Connor

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

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

Mr. Archdeacon read his September 2021 Engineer's Report into record.

26. Future Projects – Matthew Steigerwalt

Mr. Steigerwalt reported progress.

27. Old Business

There was no old business.

28. New Business

A-1 Motion to Approve (RATIFY) Police Detail Contract with Crozer Chester Medical Center

Ms. Crawford made a motion to ratify the Police Detail Contract with Crozer Chester Medical Center; the CCMC contract hours will be filled by non-ranking officers. In the event that the schedule can be filled, a ranking officer may fill the schedule. Ms. Gertner seconded the motion. President Peterson asked if there were any questions on the motion to approve the Police Detail Contract with Crozer Chester Medical Center. 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-1(B) Special Detail Police Assignment Contract – FOP CBA Memorandum of Understanding

Ms. Crawford made a motion to approve the Special Detail Police Assignment Contract; the FOP CBA Memorandum of Understanding. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions on the FOP CBA Memorandum of Understanding. 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 Motion to Cancel 2<sup>nd</sup> Meeting of the Month – October 26, 2021



Ms. Crawford made a motion to cancel the 2<sup>nd</sup> Meeting of the Month, October 26, 2021. Mr. McClintock seconded the motion. President Peterson 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.

29. Floor Open to Public

President Peterson asked if anyone would like to address Council. There was no public participation.

30. Adjournment

Ms. Crawford made a motion to adjourn. Mrs. Kerns seconded the motion. All Council verbally voted Aye; no Nays.

Council adjourned at 7:55pm.