

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

October 13, 2020

TIME

7:00 P.M.

PLACE

Upland MacQueen Hall, 224 Castle Avenue, Upland, PA

CALL TO ORDER

President Peterson called the Second 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 – Present; Mr. Steigerwalt – Present; Mr. McClintock – Present; Ms. Gertner – Present via telecommunication; 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 Irely, Lieutenant Curran, Fire Chief/Fire Marshal Daniel Smith, Officers of Upland Borough Police Department, and several residents/guests in attendance.

5. Motion to Hire Part-Time Police Officer Christopher Fox

Mr. McClintock made a motion to hire part-time officer Christopher Fox. Ms. Crawford seconded the motion. Roll Call was taken: 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 – Abstain. Motion carries.

\*\*\*\*\*

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

Swear In Part Time Police Officer Christopher Fox

Mayor Dennon performed the swearing of newly hired part time Police Officer Christopher Fox. Congratulatory remarks and applause was offered by Council and the audience.

Swear In Part-Time Code Officer Richard E. Slifer

Mayor Dennon performed the swearing of newly hired part time Code Enforcement Officer Richard E. Slifer. Congratulatory remarks and applause was offered by Council and the audience.

Pictures were taken and President Peterson excused those that wished to leave the meeting.

---

*Back into the normal order of business at 7:08 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 – September 8, 2020

President Peterson asked if there were any questions on the Minutes of September 8, 2020. With no questions, Ms. Crawford made a motion to accept Council meeting minutes of September 8, 2020. 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.

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. 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 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. 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-3 Manager's Report

a. Motion to Approve Continuing DCIU Healthcare Trust Plan, Noting No Changes or Increases

Ms. Crawford made a motion to approve continuing the DCIU Healthcare Trust Plan noting no changes or increases. 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.

President Peterson asked for a verbal approval of the Borough Manager's Report. Council unanimously voted Aye, no one opposed. Report accepted.

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 – September 2020

Fire Marshal Smith read his Fire Marshal's Report for September 2020 into record.

A-2 Fire Company's Report – September 2020

Fire Chief Smith tabled the Fire Company Report for September 2020.

11. Code Officer's Report – Richard McClintock

Mr. McClintock read the Code Officer's Report for September 2020 into record.

12. Building & Grounds Report – Judith Bush

President Peterson noted Mrs. Bush reports progress.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills

- *September 4, 2020 through September 30, 2020 – \$ 314,698.92*

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills from September 4, 2020 through September 30, 2020 in the amount of \$ 314,698.92. 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: Mrs. Kerns – Abstain on check number 40272 and Aye on the remainder; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstained on check number 40351 and Aye on the remainder. Motion carries.

- *October 1, 2020 through October 9, 2020 – \$ 165,876.00*

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills from October 1, 2020 through October 9, 2020 in the amount of \$ 165,876.00. Mr. McClintock 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: 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 Approval to Ratify Payment of Auburn Village Bills

- *September 4, 2020 through September 30, 2020 – \$ 28,529.47*

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills from September 4, 2020 through September 30, 2020 in the amount of \$ 28,529.47. Mr. McClintock 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: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- *October 1, 2020 through October 9, 2020 – \$ 24,628.40*

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills from October 1, 2020 through October 9, 2020 in the amount of \$ 24,628.40. Mr. McClintock 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: 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:

- *September 2020 - \$ 1,132.09*

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Credit Card Purchases for September 2020 in the amount of \$ 1,132.09. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the PLGIT Credit Card Purchases. 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.

## 14. Ordinances & Resolutions Report – Abigail Gertner

President Peterson noted Ms. Gertner reports progress.

## 15. Research & Development - Julie Kerns

Mrs. Kerns read into record:

### Website for September 2020 – Google Analytics Reports:

- 1,205 visitors with 1,471 Sessions and 8,704 page views. Increase due to views on September 4<sup>th</sup> and September 6<sup>th</sup> – account for approximately 2,000 views and 50% viewing the borough calendar.

### Acquisition Overview Report:

- 577 were organic (searched by borough name)
- 516 were direct (searched by website name)
- 121 were social (Facebook, Twitter, Instagram)

- 6 were referral (other website mentions)

Overview by Devices Used to Access:

- 719 (61.39%) – Mobile
- 463 (36.81%) - Desktop
- 23 (1.91%) – Tablet

Ms. Kerns also reported an update on the Buy-A-Brick Program. The bricks will be ordered by the end of the week. The contractor Zyla should break ground by the end of the week. The totals received so far are 7 small tiles, 18 large tiles, 8 small bricks, and 12 large bricks.

President Peterson stated she had hoped we had more orders. Mrs. Kerns stated maybe once they are placed, more should come in.

16. Streets & Equipment – Judith Bush

Progress was noted.

17. Community Affairs – Moira Crawford

Next Scheduled Events:

- Halloween Parade 10/24/20, 6pm

Community Affairs Committee with members of the Upland Fire Company and the Upland Police Department will be “parading” around Upland Borough beginning at 6:00 p.m. Some individuals will be dressed up in costume. It is recommended to not congregate and have the children on the sidewalks so treat bags can be distributed to them.

- Thanksgiving Dinner 11/07/20, MacQueen Hall

Unfortunately the sit-down Thanksgiving dinner for the Seniors is canceled this year due to COVID-19. However, sign-ups are available for the Seniors to pick up a Dinner on November 7, between 2pm – 4pm at MacQueen Hall. The Committee with their volunteers will be preparing the dinner. Delivery will be available if necessary. October 30<sup>th</sup> is the cut off to sign up and Upland Athletic club will donate the turkeys.

- Annual Holiday Party 11/27/20; outside of Borough Hall

Outdoor event; please remember to social distance & wear masks. Tree Lighting and light refreshments will be held outdoors. Parent needs to sign up their children 13 and younger for a gift; gifts are to be picked up the day of the event. Sign-Up forms are available on the website as well as at Borough Offices.

Ms. Crawford stated the Community Affairs Committee is currently working on the 2021 calendar-year events. The events will be added to the website calendar and advertised on the website when available.

18. Use & Occupancy Report – Michael Ciach

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

19. Mayor's Report – William Dennon

Mayor Dennon read the September 2020 Mayor's Report into record.

President Peterson confirmed with the Mayor that Upland is not cancelling Halloween.

President Peterson asked Chief Irey if he had anything to add. Chief Irey approached Council:

Chief Irey offered the following:

- The Police department is in receipt of the body cameras; and currently being tested by certain officers; seems to be going well. All Body Worn Cameras will be in service by 11/11/20.
- Thanked Councilwomen Bush and Kerns for their help with the speed bump research.
- President Peterson asked Chief Irey if he had anything else he had to report. Chief Irey stated he graduated from Northwestern University School of Police Staff and Command training; he attended for 22 weeks. Chief Irey stated she wanted to thank everyone for their support and for budgeting in his training. President Peterson suggested Chief Irey to inform every one of his grade. Chief Irey stated he earned a 94.45 GPA. Congratulatory remarks and applause was given to Chief Irey.

21. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his September 2020 report into record.

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

- A-1 Approve Application for Payment #1 to Premier Building Restoration, Inc. in the amount of \$ 16,826.40 (Borough Hall Roof)

Ms. Crawford made a motion to approve payment #1 to Premier Building Restoration, Inc. in the amount of \$ 16,826.40. 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 Approve Contract A Application for Payment #1 in the amount of \$ 14,850.00 to MAS General Contractors, LTD. Payment to be made by Delaware County OHCD (Municipal Park Restroom – CDBG 2018, rebid)

Ms. Crawford made a motion to approve Contract A Application for Payment #1 in the amount of \$ 14,850.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD. 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-3 Approve Contract B Application for Payment #1 in the amount of \$ 6,975.00 to MAS General Contractors, LTD. Payment to be made by Delaware County OHCD (Municipal Park Restroom – CDBG 2018, rebid)

Ms. Crawford made a motion to approve Contract B Application for Payment #1 in the amount of \$ 6,975.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD.

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.

Mr. Archdeacon read the remainder of this report into record.

## 22. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt reports progress.

## 23. Old Business

There was no old business.

## 23. New Business

- A-1 Cancel the Second Meeting of the Month – October 27, 2020

Mr. McClintock made a motion to cancel the second meeting of the month. Ms. Crawford seconded the motion. Council voted unanimously to cancel the second meeting of the month; no one opposed.

- A-2 Letters to Request Use of Bristol Lord Field and Pavilion for Toys for Tots Kickball Tournament – December 5<sup>th</sup> & 6<sup>th</sup>, 2020

Mrs. Kerns read both letter into record. The letters are from Meghan Bush, resident of 6<sup>th</sup> Street.

President Peterson asked for a joint verbal approval for the use of Bristol Lord Field and the Pavilion on December 5<sup>th</sup> & 6<sup>th</sup>, 2020 for the Toys for Tots Kickball Charity Event. Council voted unanimously to approve both requests; no one opposed.

## 24. Floor Open to Public

- Mr. Peter Gemborys, 2<sup>nd</sup> Street resident, approached Council. Through much discussion, Mr. Gemborys sought answers as to why his trailer was tagged with a citation; why the office did not help with a mold situation. After a lengthy discussion, President Peterson offered the Police Department's telephone number so Mr. Gemborys can speak to Chief Irely regarding his department of transportation registration problems; Chief Irely offered his business card; Fire Marshal Dan Smith regarding his mold situation at the residence 13 2<sup>nd</sup> Street and the rental property inspection as this is a rental property. President Peterson stressed that the issues

regarding landlord tenant issues need to be dealt with his landlord and the tenant. Tenant stated that he is a veteran, disabled and not financially able to deal with these problems. Solicitor Robert O'Connor offered Mr. Gemborys his business card.

- Mr. Leland Hunter, 4<sup>th</sup> Street resident, asked why there are now two (2) Code Enforcers. It was explained that 2 enforcers are needed; training needs.
- Greg MacIntosh, Juniper Lane resident, complained the Park at Kent Lane has teenagers congregating after dusk. President Peterson asked Mr. MacIntosh if he called 911. Mr. MacIntosh stated he did not. Through discussion, it was explained that the resident needs to call 911 if they witness after dusk congregation in the park and the park has been there for many years and it cannot be relocated.

## 25. Adjournment

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

Council adjourned at 7:55 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary