

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

September 8, 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 – Excused - 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

Police Chief Michael Irely, Lieutenant Curran, Fire Chief/Fire Marshal Daniel Smith, Officers of Upland Borough Police Department; Upland and Brookhaven Volunteer Firefighters, and several residents/guests in attendance.

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

Mayor Dennon addressed Council and attendees with Chief Michael Irely. On behalf of Council and the Upland Police Department, Mayor Dennon acknowledged Brookhaven Borough Fire Company # 52 for their assistance and support during the most recent flooding incidents of August 4, 2020 and August 7, 2020. Mayor Dennon and Police Chief Michael Irely presented an award for their extreme efforts and support to our community. Upland's Fire Chief Smith and Brookhaven Fire Chief Montella accepted the award. Much applause and congratulations were offered.

Mayor Dennon and Chief Michael Irely presented an award to Officer Luke McCann. Ofr. McCann was the first officer to respond to an incident during the flood when a truck, with two (2) occupants, was trapped; incident occurred on Race Street.

Mayor Dennon and Chief Irely presented an award to Officer Jonathan Keeney from Borough Council. Officer Keeney, a rookie on the force, responded to a police call and ultimately saved the life of an unresponsive newborn. Much applause was provided by Council and all attendees.

Charmaine Freeman, the mother of baby Mecca, addressed Officer Keeney and presented him with a plaque as well. More applause and many pictures were taken.

Council President Christine Peterson thanked Chief Dan Smith and the Upland Fire Company for their continued dedication and service.

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*Back into the normal order of business at 7:07 p.m.*

5. Executive Session - July 29, 2020 (*via telecommunication*)

President Peterson explained there was an Executive Session on July 29, 2020 via telecommunication, regarding the temporary hiring of additional legal counsel, Scott Rubin, Esquire. Hiring Mr. Rubin is for a potential litigation. Council President Peterson entertained a motion. Ms. Crawford made a motion to authorize to ratify the hire of Scott Rubin, Esq. for potential litigation. Mrs. Kerns seconded the motion. Council unanimously voted Aye; no one opposed. Motion carries.

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 – August 25, 2020

President Peterson asked if there were any questions on the Minutes of August 25, 2020. With no questions, Ms. Crawford made a motion to accept Council meeting minutes of August 25, 2020. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Excused/Ill; 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. 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

a. Authorization to Hire Temporary Part-Time Code Officer

President Peterson asked if there were any questions on hiring a temporary part-time Code Officer. With no questions, Ms. Crawford made a motion to hire a part time code officer at a rate of \$15.00 per hour. Ms. Gertner 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.

b. Assignment of Alternate Temporary Engineer (H. Gilroy Damon Associates, Inc.) for Agronomed Pharmaceuticals Land Development Plans

President Peterson asked if anyone had any questions on the hiring of the temporary Engineer, H. Gilroy Damon Associate's, Inc., for the Agronomed Pharmaceuticals Land Development Plans. With no questions, Ms. Gertner made a motion to hire temporarily H. Gilroy Damon Associate's, Inc. for the Agronomed Pharmaceuticals Land Development Plans. 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.

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 – August 2020

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

A-2 Fire Company's Report – August 2020

Fire Chief Smith tabled the Fire Company Report but had a statement to read regarding the flooding incidents of August 2020.

A-3 Authorization to Make Payment to Photographer for the Police Trading Cards

President Peterson entertained a motion to make payment to the photographer for the Police Trading Cards. Mr. McClintock made a motion to make payment to the photographer, the amount of \$500.00, for the photographs of the police officers for the trading cards. 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.

A-4 Approval of Fire Marshal's Vehicle Radio - \$ 2,500.00

President Peterson entertained a motion to approve the \$2,500.00 for the Fire Marshal's Vehicle Radio. President Peterson explained the police took theirs from the Explorer as it was needed and the Fire Marshall needed one for the refurbished vehicle. With no questions, Mr. McClintock made a motion to approve the Fire Marshall's vehicle radio at a cost of \$ 2,500.00. 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.

11. Code Officer's Report – Richard McClintock

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

12. Building & Grounds Report – Judith Bush (absent)

A-1 Compost – Abigail Gertner

Ms. Gertner spoke about her research into a compost program. Ms. Gertner stated there were three (3) ways to organize this type of program: hire an outside company, combined the program with other surrounding areas (municipalities) or Borough to do themselves and supply compost bins to residents.

Data compiled indicated a compost program could save the Borough money with significantly reduced costs in waste. Ms. Gertner asked Council which method they favored.

President Peterson stated she liked the idea about saving the cost. She asked for any pricing or quotes. Ms. Gertner stated there were no quotes as of yet, but she does know they vary. Ms. Gertner stated that Media Borough did a pilot program which began their compost program; the first year they had 100 families, the second year they had 250 families.

Ms. Gertner suggested that Upland do a pilot program beginning with approximately 50 families or so. President Peterson suggested revisiting when the trash contract is up for renewal. Ms. Gertner agreed it is worth continuing to look into this. President Peterson did express concern about the smell in such a small area as Upland; whether the area to place the compost bins or if residents did in their own backyard. Ms. Gertner stated that there is an advantage to having one (1) big pile, more things can go into the bins. Whereas, if residents did it on their own, only selected items can be done.

President Peterson told Ms. Gertner that a committee is to be formed. The committee will be comprised of the following council people: Mrs. Bush, Ms. Crawford and Ms. Gertner.

President Peterson stated that even though Mrs. Bush is on Building & Grounds Committee, she recommends Ms. Crawford be on the committee as she does finances. President Peterson revised the Committee to be comprised of Mr. Steigerwalt, Ms. Gertner and Ms. Crawford.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills

- *August 20, 2020 through September 3, 2020 – \$ 59,845.33*

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills from August 20, 2020 through September 3, 2020 in the amount of \$ 59,845.33. 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 – Abstained from check number 40218 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 Auburn Village Bills

- *August 23, 2020 through September 3, 2020 - \$ 19,315.96*

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills from August 23, 2020 through September 3, 2020 in the amount of \$ 19,315.96. 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; 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:

- *August 2020 - \$ 2,898.22*

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Credit Card Purchases for August 2020 in the amount of \$ 2,898.22. 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; 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 Motion to Pass and Adopt Ordinance No. 1 of 2020

- *Amending § 170-13 – Car Covers*

President Peterson asked if there were any questions on Ordinance No. 1 of 2020. With no questions, she asked Ms. Gertner to read the Ordinance. Ms. Gertner read Ordinance No. 1 of 2020 – Car Covers, into record. Ms. Gertner made a motion to pass and adopt Ordinance No. 1 of 2020 – Car Covers. 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.

15. Research & Development - Julie Kerns

Mrs. Kerns thanked Ms. Crawford for her report and read the following into record:

Website for August 2020 – Google Analytics Reports:

- 649 visitors with 860 Sessions and 2,306-page views

Acquisition Overview Report:

- 228 were organic (searched by borough name)
- 208 were direct (searched by website name)
- 206 were social (Facebook, Twitter, Instagram)
- 13 were referral (other website mentions)

Overview by Devices Used to Access:

- 324 (49.85%) – Mobile
- 299 (46.00%) - Desktop
- 27 (4.15%) – Tablet

## 16. Streets & Equipment – Julie Kerns for Judith Bush

### A-1 Update on Speed Humps/Bumps – Amount \$ 300.00 per set

A suggestion by Upland Police Chief Michael Irely, Mrs. Kerns made a motion to purchase five (5) sets of street bumps in the amount \$ 1,500.00 for set of five (5). 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 Approval to Purchase Highway Dump Truck – COSTARS \$ 80,853.00

President Peterson asked if anyone had any questions on the purchase of the new Highway Dump Truck. With no questions, Mrs. Kerns made a motion to approve the purchase of the Highway dump truck with COSTARS pricing of \$ 80,853.00. 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-3 Approval of Repairs to Loader – Eagle Power and Equipment Amount \$ 7,099.00

President Peterson asked if anyone had any questions on the repairs to the loader. With no questions, Mrs. Kerns made a motion to approve the repair cost of \$ 7,099.00 for the loader. 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-4 Approval of Repairs to Salt Truck – Mark's Auto Amount \$ 7,750.00

President Peterson asked if anyone had any questions on the repairs to the Salt Truck. With no questions, Mrs. Kerns made a motion to approve the repair cost of \$ 7,750.00 for the salt truck. 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.

## 17. Community Affairs – Moira Crawford

### A-1 501(3)(c) Status – Patrick Rogers, Esq.

President Peterson asked Ms. Crawford for the update of the Community Affairs 501(3)(c) status. Ms. Crawford provided an update that they are seeking approval for the 501 (3)(c) so Community Affairs can offer the Designer Bag Bingos, and other types of raffles whether online or eventually, again in person.

Ms. Crawford made a motion to hire Patrick Rogers, Esquire to file the appropriate paperwork with the Internal Revenue Service so the Community Affairs Department can obtain 501(3)(c) status. 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.

Ms. Crawford continued as she reported the Fireworks were held this past Sunday September 6th at dusk. The Park was closed to public viewing. Special thanks to Councilman Steigerwalt for doing the live video on the Borough's Facebook page also other great videos and photos are out there from the public.

## Next Scheduled Events:

- Youth Halloween Party – October 24th Replaced with Halloween Parade through Borough with UPD and UFC participation starting at 6:00 p.m.; Music on speaker as suggested by Councilwoman Gertner; Notify residents not to congregate, social distance and wear masks; We will also dress up in costume; CAC will hand out treat bags to borough children with items from the UFC and UPD.
- Senior Citizens Thanksgiving Dinner to be held on November 7<sup>th</sup>; the normal banquet indoor sit-down dinner is replaced this year with takeout/pick up; dinner will be offered from 4:00 p.m. – 6:00 p.m. - no banquet indoor dining; Borough Seniors must sign up and deadline October 30<sup>th</sup> ; Forms are available on the Borough website and at the Borough offices; Committee will prepare meal as usual with donated turkeys from Upland Athletic Club.
- Annual Holiday Celebration will be held on November 27<sup>th</sup>; it is replaced with outdoor only Tree lighting with tables outside with cookie and hot chocolate and music. The normal sign-up of borough children for gift/stocking is still in effect but this year with gift pickup by parent/guardian. Unfortunately there will be No Santa visiting via the Upland Fire House firetruck to avoid children congregating; also, there will be No indoor event activities; and No photos with Santa Claus.

## 18. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the August Use & Occupancy Report into record.

## 19. Mayor's Report – William Dennon

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

Mayor Dennon suggested residents use Bristol Lord Field as a Trunk or Treat for Halloween night.

## 20. Engineer's Report – Daniel Archdeacon for Lisa Catania

Mr. Archdeacon read his report into record.

## 21. Solicitor's Report - Robert O'Connor

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

## 22. Future Projects – Matthew Steigerwalt

Progress.

## 23. Old Business

There was no old business.

23. New Business

A-1 Cancel the Second Meeting of the Month – September 22, 2020

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

24. Floor Open to Public

No one approached Council.

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 7:45 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary