

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

November 10, 2020

TIME

7:00 P.M.

PLACE

Upland MacQueen Hall, 224 Castle Avenue, Upland, PA

CALL TO ORDER

Vice-President Crawford called the Regular Scheduled Meeting for Upland Borough Council to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

Vice-President Crawford led the Pledge of Allegiance and a moment of silence.

ROLL CALL

Mrs. Peterson – Absent/Excused; Ms. Crawford – Present, Mrs. Kerns – Present; Mrs. Bush – Present; 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

Fire Chief/Fire Marshal Daniel Smith and couple of residents were in attendance.

5. Public Comments on Agenda Items Only

Vice-President Crawford asked if there were any public comment on agenda items only. No one approached Council.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – October 13, 2020

Vice-President Crawford asked if there were any questions on the minutes of October 13, 2020. With no questions, Mr. McClintock made a motion to accept Council meeting minutes of October 13, 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

7. Treasurer's Report

A-1 Treasurer's Report

Vice-President Crawford asked if there were any questions on the Treasurer's Report. With no questions, Ms. Gertner 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; and Ms. Crawford – Aye. Motion carries.

A-2 Income Statements

Vice-President Crawford asked if there were any questions on the Income Statements. With no questions, Ms. Gertner 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; and Ms. Crawford – Aye. Motion carries.

A-3 Manager's Report

Ms. Crawford asked if there were any questions on the Manager's Report. Borough Manager Michael Ciach stated the County wishes to utilize the Reese Center on November 16th and 17th for COVID-19 testing.

With no additional comments, Mr. McClintock made a motion to approve the Manager's Report. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

8. Auburn Village Report - Richard McClintock

Mr. McClintock reported progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – October 2020

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

A-2 Fire Company's Report – October 2020

Fire Chief Smith read the Fire Company Report for October 2020 in record.

Fire Chief Smith also stated that they will have their annual Christmas Tree Sales this year. The Fire house has locked in since last year and they will sell Christmas Trees, wreaths and blankets. They will begin to sell them Friday November 27th until they are sold out.

10. Code Officer's Report – Richard McClintock

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

11. Building & Grounds Report – Judith Bush

Mrs. Bush reported the Ballpark bathrooms are almost done; all other is in progress.

12. Finance & Insurance Report – Julie Kerns for Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills

- *October 9, 2020 through November 6, 2020 - \$ 283,632.50*

Mrs. Kerns made a motion to approve to ratify payment of the General Fund Bills from October 9, 2020 through November 6, 2020 in the amount of \$ 283,632.50. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Abstain on check number 40405 and Aye on the remainder; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills

- *October 9, 2020 through November 5, 2020 - \$ 64,129.48*

Mrs. Kerns made a motion to approve to ratify payment of the Auburn Village Bills from October 9, 2020 through November 5, 2020 in the amount of \$ 64,129.48. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases

- *October 2020 – \$ 4,451.49*

Mrs. Kerns made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for October 2020 in the amount of \$ 4,451.49. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-4 Motion to Accept the First Reading of the 2021 Proposed General Fund Budget

- *Income \$ 4,873,949.00 & Expenses \$ 4,873,949.00*

Mrs. Kerns made a motion to accept the First Reading of the 2021 Proposed General Fund Budget; Income \$ 4,873,949.00 & Expenses \$ 4,873,949.00. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-5 Motion to Accept the First Reading of the 2021 Proposed Auburn Village Budget

- *Income \$ 1,183,560.00 & Expenses \$ 1,183,560.00*

Mrs. Kerns made a motion to accept the First Reading of the 2021 Proposed Auburn Village Budget; Income \$ 1,183,560.00 & Expenses \$ 1,183,560.00. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-6 Motion to Authorize the Borough Manager to Advertise the 2021 Proposed Budgets for General Fund and Auburn Village and to Post for Public

Mrs. Kerns made a motion to authorize the Borough Manager to advertise the 2021 proposed budgets for General Fund and Auburn Village and post for the public. Mrs. Bush seconded the motion. Roll Call was

taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-7 Motion to Purchase Candy Canes for the Fire Company/Santa – Total \$ 150.15

Mr. McClintock made a motion to purchase candy canes for the Fire Company for Santa's visit in the amount of \$ 150.15. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

13. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Authorize Borough Manager to Advertise Ordinance No. 2 of 2020
- *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021*

Ms. Gertner made a motion to authorize the Borough Manager to advertise Ordinance No. 2 of 2020; Fixing the Tax Levy or Rate for the Fiscal and Calendar Year 2021. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-2 Motion to Authorize the Borough Manager to Advertise 2021 CDBG Public Hearing for December 8, 2020

Ms. Gertner made a motion to authorize the Borough Manager to advertise 2021 CDBG Public Hearing for December 8, 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

14. Research & Development - Julie Kerns

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

For the website for October 2020:

- Google Analytics Reports: 1,524 visitors with 1,855 sessions and 12,098 page views
- Acquisition Overview Report: 756 were direct (searched by website name), 540 were organic (searched by borough name), 229 were social (Facebook, Twitter, Instagram), and 15 were referral (other website mentions)
- Overview by devices used to access: 973 (63.80%) desktop, 510 (33.44%) mobile and 42 (2.75%) tablet.

15. Streets & Equipment – Judith Bush

Mrs. Bush stated progress.

16. Community Affairs – Judith Bush for Moira Crawford

Mrs. Bush reported the following events were held:

Halloween Parade – October 24, 2020:

- Was a huge success – the borough children seemed to enjoy
- Thanks to our volunteer fire department and UPD for their participation
- This event has been added to our 2021 schedule

Take out/Pick up Thanksgiving Dinner – November 7, 2020:

- Approximately 80 seniors signed up
- Thanks go out to all our volunteers for their help

Mrs. Bush stated the following events are upcoming:

Annual Holiday Celebration – November 27, 2020:

- Will be held outdoors while practicing social distancing; wear masks if still required
- Tree lighting and refreshments served outdoors

Mrs. Bush reported the 2021 Community Event schedule will be available at the next Council meeting in December 2020.

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor's Report – William Dennon

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

19. Solicitor's Report - Robert O'Connor

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

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

- A-1 Approve Application for Payment #2 to Premier Building Restoration, Inc. in the amount of \$ 11,217.61 for the Borough Hall Roof

Ms. Gertner made a motion to approve application for Payment #2 to Premier Building Restoration, Inc. in the amount of \$ 11,217.61 for the Borough Hall Roof. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

- A-2 Approve Contract A Application for Payment #2 in the amount of \$ 6,750.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD

Mrs. Bush made a motion to approve Contract A application for Payment #2 in the amount of \$ 6,750.00 to MAS General Contractors, LTD and payment to be made by Delaware County OHCD. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-3 Approve Contract B Application for Payment #2 in the amount of \$ 5,985.00 to MAS General Contractor, LTD; payment to be made by Delaware County OHCD.

Mrs. Bush made a motion to approve Contract B Application for Payment #2 in the amount of \$ 5,985.00 to MAS General Contractor, LTD and payment to be made by Delaware County OHCD. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

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

21. Future Projects – Matthew Steigerwalt

Mr. Steigerwalt reported progress.

22. Old Business

There was no old business.

23. New Business

A-1 Motion to Approve the Borough Manager to Advertise the Council Meeting Dates for Year 2021

Mr. Steigerwalt made a motion to approve the Borough Manager to advertise the Council Meeting Dates for Year 2021. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-2 Motion to Approve 2021 Holiday Schedule

Ms. Gertner made a motion to approve the 2021 Holiday Schedule for the employees without collective bargaining agreements. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-3 Motion to Authorize a Donation to the Upland Senior Citizen's Club

Mr. McClintock made a motion to authorize a donation to the Upland Senior Citizen's Club in the amount of \$ 400.00. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-4 Discussion on Marine Corp League – Donation Request Letter

Mr. McClintock made a motion to authorize a donation to the Marine Corps League in the amount of \$ 2,000.00. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

A-5 Motion to Cancel the Second Meeting of the Month – November 24, 2020

Ms. Gertner made a motion to cancel the second meeting of the month, November 24, 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns –Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; and Ms. Crawford – Aye. Motion carries.

24. Floor Open to Public

Leland Hunter, Fourth Street resident, approached Council. He wanted to thank the Community Affairs Committee for the take-out Thanksgiving meal. He stated it was great and he enjoyed it.

Mr. McClintock stepped away.

25. Adjournment

Vice-President Crawford entertained a motion to adjourn. Ms. Gertner made a motion to adjourn. Mrs. Kerns seconded the motion. Council present, unanimously voted Aye.

Council adjourned at 7:26 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary