

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

December 8, 2020

TIME

7:00 P.M.

PLACE

VIA TELECOMMUNICATIONS –
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 – 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 Marshal/Fire Chief Daniel Smith, Code Officer Richard Slifer and Administrative Assistant Shannon Strigle; Zoom.

An Executive Session by Upland Borough Council Members was held between the Caucus Meeting and the Regularly Scheduled Meeting as explained by President Peterson; Personnel Issues.

A-1 Fraternal Order of Police Collective Bargaining Agreement

- Ms. Crawford made a motion to accept the 2021 through 2025 FOP Contract as discussed in Executive Session. Ms. Gertner 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 Resignation of Part-Time Code Enforcer – With Regret

- Ms. Crawford made a motion to accept the resignation of the part-time code enforcer, with regret as discussed in Executive. Ms. Gertner 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.

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

2021 Community Development Block Grant Public Hearing

- Council Input on CDBG Funds for Year 2021

President Peterson asked Council what improvements are still pending. It was discussed and the two projects they wished to concentrate on are the Main Street Wall Restoration and the MacQueen Hall Renovation with any allocation of monies awarded by CDBG.

- Public (Input) Comments on CDBG Funds for Year 2021

No public comments submitted.

- Motion to Pass and Adopt Resolution No. 16 of 2020
- *Application to Participate in the Community Development Block Grant Program (CDBG)*

Ms. Gertner read Resolution No. 16 of 2020 into record; Application to Participate in the Community Block Grant Program (CDBG). Ms. Gertner made a motion to adopt Resolution No. 16 of 2020. Ms. Crawford 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.

Return to Normal Order of Business at 7:06 p.m.

5. Public Comments on Agenda Items Only

President Peterson asked if there were any public comment on agenda items only. Mr. Ciach announced no one submitted any questions or concerns.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 10, 2020

President Peterson asked if there were any questions on the minutes of November 10, 2020. With no questions, Ms. Crawford made a motion to accept Council meeting minutes of November 10, 2020. Ms. Gertner 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 – Abstain. Motion carries.

7. 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: 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 Treasurer's Report as presented. 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-3 Manager's Report

Present Peterson asked if there were any questions on the Manager's Report. President Peterson entertained a motion for purposes of discussion basis only. Ms. Crawford made a motion to approve the Manager's Report for discussion basis only. Ms. Gertner 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. Auburn Village Report - Richard McClintock

Mr. McClintock reported progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – November 2020

Fire Marshal Smith read his Fire Marshal's Report for November 2020 into record. President Peterson acknowledged Mr. Smith for performing a job well done this past year.

A-2 Fire Company's Report – November 2020

Fire Chief Smith read the Fire Company Report for November 2020 into record.

A-3 Motion to Ratify Purchase of Police Vehicle from Fred Beans with CoSTARS Pricing - \$ 50,052.47

Ms. Crawford made a motion to ratify the purchase of the Police Vehicle from Fred Beans with COSTARS pricing of \$ 50,052.47. Mrs. Bush 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.

10. Code Officer's Report – Richard McClintock

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

11. Building & Grounds Report – Judith Bush

Mrs. Bush reported progress.

12. Finance & Insurance Report – Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills

- *November 6, 2020 through December 3, 2020 - \$ 271,561.03*

President Peterson asked if anyone had any questions on the General Fund Bills. With no comments, Ms. Crawford made a motion to approve to ratify the payments of the General Fund Bills from November 6, 2020 to December 3, 2020 in the amount of \$ 271,561.03. Mrs. Bush 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 Approval to Ratify Payment of Auburn Village Bills

- *November 6, 2020 through December 3, 2020 - \$ 276,889.85*

Ms. Crawford made a motion to approve to ratify the payments of the Auburn Village Bills from November 6, 2020 through December 3, 2020 in the amount of \$ 276,889.85. 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 – Abstain on Check # 8965 and Aye on the remainder, and Mrs. Peterson – Aye. Motion carries.

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

- *November 2020 – \$ 1,715.09*

Ms. Crawford made a motion to approve to ratify the payments of the PLGIT Procurement Credit Card Purchases from November 2020 in the amount of \$ 1,715.09. 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-4 Motion to Approve the 2021 Proposed General Fund Budget

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

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

A-5 Motion to Approve the 2021 Proposed Auburn Village Budget

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

Ms. Crawford made a motion to approve the 2021 Auburn Village Budget with Income as 1,183,560.00 and Expenses of \$ 1,183,560.00. 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-6 Motion to Ratify Year 2019 Financial Audit

Ms. Crawford made a motion to approve and ratify Year 2019 Financial Audit. 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-7 Motion to Authorize Borough Manager to Advertise the 2019 Summary Financial Statement

Ms. Crawford made a motion to authorize the Borough Manager to advertise the 2019 Summary Financial Statement. Ms. Gertner 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.

13. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Approve Resolution No. 17 of 2020 - *Recalculation of the Tax Levy due to County Reassessment Project*

Ms. Gertner read Resolution No. 17 of 2020; Recalculation of the Tax Levy due to the County Reassessment Project. Ms. Gertner made a motion to approve Resolution No. 17 of 2020. Ms. Crawford 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 Motion to Authorize Borough Manager to Advertise Ordinance No. 1 of 2021 - *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021*

Ms. Gertner read Ordinance No. 1 of 2021; Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2021, into record. Ms. Gertner made a motion to authorize the Borough Manager to Advertise Ordinance No. 1 of 2021. Ms. Crawford 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.

14. Research & Development - Julie Kerns

Mrs. Kerns read the report from Ms. Crawford into record:

Website for November 2020 –

Google Analytics Reports:

- 1,132 visitors with 1,431 Sessions and 5,722-page views.

Acquisition Overview Report:

- 579 were organic (searched by borough name)

- 319 were direct (searched by website name)
- 235 were social (Facebook, Twitter, Instagram)
- were referral (other website mentions)

Overview by Devices Used to Access:

- 614 (54.24%) - Mobile
- 489 (43.20%) – Desktop
- 29 (2.56%) – Tablet

15. Streets & Equipment – Judith Bush

Mrs. Bush stated progress.

16. Community Affairs –Moirra Crawford

Ms. Crawford reported the following events held and what is scheduled for year 2021:

Events Held: Annual Holiday Celebration – November 27, 2020

Tree lighting and refreshments served outdoors in Bristol Lord Field.

Nice turnout. May do this for future Holiday Celebrations

2021 Scheduled Events:

- Jan. 18th – Dr. Martin Luther King, Jr. - Day of Service
- Feb. 13th – Soup & Salad
- Feb. 27th – Designer Bag Event
- March 8th – Seniors Ham & Cabbage Luncheon
- March 27th – Easter Egg Hunt
- March 27th – Breakfast with the Easter Bunny
- April 24th – Movie Park/Armory
- May 22nd - Movie Park/Armory
- May 26th-29th – Carnival in Park
- July 4th - July 4th Celebration (Borough Event)
- Sept. 5th – Fireworks (Borough Event)
- Sept. 11th – Spaghetti Dinner
- Sept. 18th – Movie in Park/Armory
- Oct. 9th – Designer Bag Event
- Oct. 11th – Senior Shady Maples Trip
- Oct. 16th – Pumpkin Painting in Park
- Oct. 23rd – Halloween Parade
- Nov. 6th – Senior Thanksgiving Dinner
- Nov. 26th – Tree Lighting and Santa Visit

Ms. Crawford wanted to thank Meghan Bush and the volunteers for the Toys for Tots kickball fundraiser over the weekend. A kind donation, monies raised through food sales and raffle tickets, was given to Upland Borough Community Affairs in the amount of \$ 1,168.00.

Ms. Crawford also updated everyone on the progress of the Community Affairs non-profit status. There has been no approval as of yet; hopefully at the beginning of 2021.

President Peterson offered gratitude to Ms. Meghan Bush, Shawn Long and volunteers for their most recent Kickball tournament. While it was not a Borough-run event, the kids did an amazing job. A total of twelve (12) boxes of toys were donated. It was amazing to see the whole community come together.

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor's Report – William Dennon

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

19. Solicitor's Report - Robert O'Connor

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

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

- A-1 Approve Contract A Application for Payment #3 & Final in the amount of \$ 8,400.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD

Ms. Gertner made a motion to approve Contract A Application for Payment #3 & Final in the amount of \$ 8,400.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD. Ms. Crawford 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 B Application for Payment #3 & Final in the amount of \$ 2,040.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD

Ms. Gertner made a motion to approve Contract B Application for Payment #3 & Final in the amount of \$ 2,040.00 to MAS General Contractors, LTD; payment to be made by Delaware County OHCD. 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-3 Approve Contract C Application for Payment #1 & Final in the amount of \$ 4,700.00 to JT Electrical, LLC. Payment to be made by Delaware County OHCD

Ms. Gertner made a motion to approve Contract C Application for Payment #1 & Final in the amount of \$ 4,700.00 to JT Electrical, LLC. Payment to be made by Delaware County OHCD. 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-4 Motion to Authorize the Engineer to make Application to CDBG for Year 2021

Ms. Crawford made a motion to authorize the Engineer to make Application to CDBG for the 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; Ms. Crawford – Aye, and Mrs. Peterson – 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 Lease Agreement with Delaware County Intercommunity Health to Use the Reese Center to offer COVID-19 Testing/Vaccinations and Flu Vaccines

Ms. Crawford made a motion to approve the Lease agreement with Delaware County Intercommunity Health to Use the Reese Center to offer COVID-19 Testing/Vaccinations and Flu Vaccines. Mrs. Bush 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 Motion to Authorize the Borough Manager to Purchase Employee Holiday Gift Cards

Ms. Crawford made a motion to authorize the Borough Manager to purchase Employee Holiday Gift Cards. Ms. Gertner seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain on Shannon Strigle and Aye on the remainder, and Mrs. Peterson – Abstain. Motion carries.

A-2 Motion to Cancel the Second Meeting of the Month – December 22, 2020

President Peterson asked if there was any objection to keeping the second meeting available at this time. After discussion, the second meeting of the month was not canceled. If need to, we can cancel closer to the date.

A-3 Donation to Local Non-Profits – As Discussed in Caucus

Ms. Crawford made a motion to donate to the Domestic Abuse Project 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; Ms. Crawford – Aye, and Mrs. Peterson – Aye. Motion carries.

Ms. Crawford made a motion to donate to the Upland Baptist Food Bank 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; Ms. Crawford – Aye, and Mrs. Peterson – Aye. Motion carries.

President Peterson asked Ms. Gertner if she had an update regarding the usage of the Reese Center. Through discussion, Ms. Gertner informed everyone that it is being worked on however the process seems to be slower due to the pandemic and old versus new administration. Hopefully answers will come soon.

24. Floor Open to Public

President Peterson asked Mr. Ciach if he had received any questions or had any concerns submitted to him. Mr. Ciach stated he did not receive any emails.

President Peterson asked Ms. Gertner if she had an update regarding the usage of the Reese Center. Through discussion, Ms. Gertner informed everyone that it is being worked on however the process seems to be slower due to the pandemic and old versus new administration. Hopefully answers will come soon.

25. Adjournment

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

Council adjourned at 7:54 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary