

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

March 9, 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.

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 (via telecommunication) ; 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

Chief Irely Upland Police Department, Fire Chief/Fire Marshal Daniel Smith, several police officers, and two (2) residents were in attendance.

5. Motion to Hire One (1) Part-Time Police Officer

Ms. Crawford made a motion to hire one (1) part time police officer. 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.

President Peterson stated Out of Normal Order of Business at 7:01 p.m. to swear in Part Time Police Officer.

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*Out of the Normal Order of Business at 7:01 p.m.*

Swear-In Part-Time Police Officer

- Christopher Connelly

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

Chief Irely offered his remarks on Officer Connelly’s background. Chief Irely stated that Officer Connelly is a 20+ year veteran of Wilmington City Police Department; Officer Connelly comes to Upland with extensive canine experience as well as a SWAT canine expert. Chief stated he is honored to have him join Upland Police Department.

Photographs were taken by Caitlyn White.

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*Back into the normal order of business at 7:05 p.m.*

6. Public Comments on Agenda Items Only

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

7. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – February 9, 2021

President Peterson asked if there were any questions on the minutes of February 9, 2021. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting minutes of January 12, 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.

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; 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. 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-3 Manager's Report

President Peterson asked if there were any questions on the Manager's Report. President Peterson asked if there were any questions. With no questions, President Peterson entertained a motion. Ms. Crawford made a motion to accept the Manager's Report. Mrs. Bush seconded the motion. Verbally, all Council voted Aye; no one opposed.

9. Auburn Village Report - Richard McClintock

Mrs. Peterson noted progress on behalf of Mr. McClintock.

# 10. Public Safety Report – Matthew Steigerwalt for Richard McClintock

## A-1 Fire Marshal's Report – February 2021

Fire Marshal Smith read his Fire Marshal's Report for February 2021 into record.

Mr. Smith also read into record a request from 11 Sixth Street to operate a fire pit. Fire Marshall recommended approval of the request. President Peterson entertained a motion. Ms. Crawford made a motion to approve the fire pit at 11 Sixth Street. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Abstain; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

## A-2 Fire Company's Report – February 2021

Fire Chief Smith read the Fire Company's Report for February 2021 into record.

President Peterson asked Chief Smith about the volunteer firefighters participating in the newsletter. Chief Smith stated that the fire fighters were unsure of what information was needed for the newsletter; Chief Smith stated that Ann Marie would draft a sheet with basic questions. President Peterson agreed as there has been Council and Police participate, it will be good for the Fire Department.

## A-3 Activation of Civil Service Commission

- Motion to Authorize Civil Service Commission to Create an Eligibility List for the Promotional Position of Corporal

Mr. Steigerwalt made a motion to authorize Civil Service Commission to create an eligibility list for the promotional position of Corporal. 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.

- Motion to Authorize Civil Service Commission to Create an Eligibility List for a Full Time Patrol Officer

Mr. Steigerwalt made the motion to authorize Civil Service Commission to create an eligibility list for a full time Patrol Officer. Ms. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Abstain; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

## A-4 Approval to Purchase Budgeted Police Vehicle Computers

Mr. Steigerwalt made a motion to approve the purchase of the budgeted police vehicle computers. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Abstain; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

11. Code Officer's Report – Matthew Steigerwalt for Richard McClintock

Mr. Steigerwalt read the Code Officer's Report for February 2021 into record.

12. Building & Grounds Report – Judith Bush

Mrs. Bush stated progress.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills:

- *February 1, 2021 through February 28, 2021 - \$ 131,723.62*

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills from February 1, 2021 through February 28, 2021 in the amount of \$ 131,723.62. 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 – Abstained on check number 40745 and Aye on the remainder; Mrs. Bush – Abstain on check number 40758 and Aye on the remainder; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain on check number 40774 and Aye on the remainder; and Mrs. Peterson – Abstain on check number 40762 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills:

- *February 1, 2021 through February 28, 2021 - \$ 158,073.26*

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills from February 1, 2021 through February 28, 2021 in the amount of \$ 158,073.26. Mrs. Kerns 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:

- *February 2021 - \$ 10,141.99*

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Purchases for February 2021 in the amount of \$ 10,141.99. Mr. Steigerwalt 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.

A-4 Motion to Exonerate Tax Collector

- A. Year 2020 Real Estate \$ 10,939.08  
     (\$ 9,944.62 plus penalty of \$ 994.46)

Ms. Crawford made a motion to exonerate the Tax Collector for Year 2020 Real Estate Taxes in the amount of \$ 10,939.08; of which \$ 9,944.62 plus penalty of \$ 994.46. Mr. 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.

B. Year 2020 Trash Tax \$ 14,107.50  
 (\$ 12,825.00 plus penalty of \$ 1,282.50)

Ms. Crawford made a motion to Exonerate the Tax Collector from Year 2020 Trash Tax in the amount of \$ 14,107.50; of which \$ 12,825.00 plus penalty of \$ 1,282.50. 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.

C. Motion to Allow Borough Manager to Forward Delinquent Trash Taxes  
 to Delinquent Tax Collecting Agency

Ms. Crawford made a motion to allow the Borough Manager to forward the delinquent trash taxes to delinquent tax collecting agency. 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.

#### 14. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Approve and Pass Resolution No 8. of 2021  
 - Lt. Curran Signatory Authority with the Commonwealth of Pennsylvania,  
 Department of Transportation (PCIT Onboarding)

Ms. Gertner read Resolution NO. 8 of 2021, Lt. Curran Signatory Authority with the Commonwealth of Pennsylvania, Department of Transportation (PCIT Onboarding), into record. Ms. Gertner made a motion to approve and pass Resolution No. 8 of 2021. Ms. Crawford seconded the motion. President Peterson asked if there were any questions on Resolution No. 8 of 2021. With no questions, she requested 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.

#### 15. Research & Development - Julie Kerns

Mrs. Kerns read the February 2021 report into record.

#### 16. Streets & Equipment – Judith Bush

Mrs. Bush noted progress.

17. Community Affairs – Moira Crawford

Ms. Crawford reported the following:

Events Held -

Feb. 13th – Soup & Salad Take Out

- Great turnout. Sold approximately 28 gallons of soup and salad.
- Took in \$ 1,143.00; best fundraising Soup & Salad event to date.

March 8th – Free Senior Citizen Ham & Cabbage Lunch – Take Out

- Nice response
- Made 60 meals for borough senior citizens

Events Coming Up -

March 27, 2021 – 9:00 a.m. - Easter Egg Hunt

March 27, 2021 – 9:30 a.m. - Celebration with the Easter Bunny

- Lite refreshments will be served from the Pavilion, while supplies last!
- Photos with the Easter Bunny

Movies in Bristol Lord Field

- April 24, 2021 – Movie title pending
- May 22, 2021 – Movie title pending

May 26 – 29th - Carnival in Bristol Lord Field

18. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the February 2021 Use & Occupancy Report into record.

19. Mayor's Report – William Dennon

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

President Peterson asked Chief Ireby, Upland Police Department, if he had anything for Council. Chief Ireby approached Council. Chief Ireby wanted to commend Lieutenant Curran as he handles 13 separate municipalities with his grant work; which, in turn, makes a great credit to us. Chief Ireby updated Council that he spent under \$ 16,000.00 for the Body-Worn cameras; he is looking to retrieve half the cost via a grant.

President Peterson asked for an update regarding purchasing the canine for \$1.00. Chief Ireby reiterated that Officer Connelly is highly trained with K-9s. Chief Ireby, through discussion, updated that the commander of the Wilmington PD declined to advance the offer again; President Peterson mentioned that there is no need to do not need to worry about at this time."

20. Solicitor's Report - Robert O'Connor

President Peterson stated Mr. O'Connor had no report for this evening.

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

Mr. Archdeacon read his report into record.

- A-1 Authorize Engineer to Prepare a Demolition Program Application with Del. Co. OHCD (#2 Seventh Street)

Ms. Crawford made a motion to authorize the Borough Engineer to prepare a demolition program application with Delaware County OHCD (# 2 Seventh Street). 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.

Mr. Archdeacon mentioned an upcoming meeting with PennDot. The meeting is for their findings of the sinkhole on Upland Avenue. It is understood by Council a meeting is long-overdue.

- A-2 Authorize Engineer to Prepare Plans and Specifications and Advertise for 2021 Road Program (2021 Road Program)

Ms. Crawford made a motion to authorize the Borough Engineer to prepare plans and specifications and advertise for 2021 Road Program. 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.

22. Future Projects – Matthew Steigerwalt

Mr. Steigerwalt noted progress.

23. Old Business

President Peterson stated there was no old business.

24. New Business

- A-1 Motion to Cancel the Second Meeting of the Month – March 23, 2021

President Peterson entertained a motion to cancel the second meeting of the month, March 23, 2021. Ms. Crawford made the motion to cancel the second meeting of the meeting, March 23, 2021. Ms. Gertner seconded the motion. Verbally, all Council voted Aye; no one opposed.

- A-2 Upland Baptist Church – Request the Use of Bristol Lord Field September 26, 2021  
- Remembrance of Lives Lost to COVID 19

Ms. Crawford read a letter from Pastor Brenda Shaw to President Peterson. Pastor Shaw wished to utilize Bristol Lord Field on Sunday, September 26, 2021 at 7:00p.m. for a remembrance ceremony to honor all the lives lost to COVID 19. Ms. Crawford made a motion to approve Pastor Shaw to use Bristol Lord

field on September 26, 2021. Mrs. Bush seconded the motion. Verbally, all Council voted Aye; no one opposed.

### A-3 Donation to Upland Athletic Club – Easter Egg Hunt

Ms. Crawford read a letter from Upland Athletic Club's President Donald Kirby. The Upland Athletic Club is seeking a kind donation for the Easter Egg Hunt and seeking volunteers to help hide the eggs. Ms. Crawford made a motion to donated \$ 250.00 to the Upland Athletic Club for the Easter Egg Hunt. 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.

### 25. Floor Open to Public

Mr. Kosinuk from Mulberry Street approached Council. Mr. Kosinuk stated he received a violation last year for having a cover on his car. He asked if the ordinance offers any exceptions. Through much discussion, President Peterson stated that the ordinance has recently changed where car covers are allowed but some details of the vehicle must be visible. President Peterson also stated that she will send the Ordinance to the appropriate committee for another review and provide revisions if warranted.

Ms. Gertner offered a suggestion that Upland may consider keeping documentation on file for those covered vehicles that are legally inspected and registered.

Mr. Kosinuk had a question regarding his macadam/driveway, as well as Senator Bell's property. President Peterson replied to Mr. Kosinuk to provide his phone number to Mr. Ciach and he can inquire with the inspector regarding the driveway issue. President Peterson informed Mr. Kosinuk that Senator Bell's property was sold to a private developer.

### 26. Adjournment

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

Council adjourned at 7:50 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon M. Strigle  
Recording Secretary