

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

May 11, 2021

### 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, volunteer fire fighter and approximately five (5) residents.

#### 5. Public Comments on Agenda Items Only

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

#### 6. Approval of Previous Meeting Minutes

##### A-1 Council Meeting Minutes – April 13, 2021

Vice-President Crawford asked if there were any questions on the minutes of April 13, 2021. With no questions, Mr. McClintock made a motion to accept the minutes of the Council meeting minutes of April 13, 2021 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; 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, Mr. McClintock made a motion to accept the Treasurer's Report as presented. 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 Income Statements

Vice-President Crawford asked if there were any questions on the Income Statements for General Fund or auburn Village. With no questions, Mr. McClintock made a motion to accept the Income Statements as presented. 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 Manager's Report

Vice-President Crawford asked if there were any questions on the Manager's Report. With no questions, Mr. Steigerwalt made a motion to accept the Manager's Report. 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.

#### 8. Auburn Village Report - Richard McClintock

Progress was noted.

#### 9. Public Safety Report – Richard McClintock

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

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

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

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

#### 10. Code Officer's Report – Richard McClintock

Mr. McClintock read the Code Officer's Report for April 2021 into record. Mr. McClintock made a motion to approve the Code Officer's Report of April 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.

#### 11. Building & Grounds Report – Judith Bush

##### A-1 Motion to Approve the AC/Heater in Borough Office Foyer - DWD Mechanical Contractor, Inc. – COSTARS price \$ 4,550.00

Mrs. Bush made a motion to approve the AC/Heater in Borough Office Foyer done by DWD Mechanical Contractor, Inc., a COSTARS price in the amount of \$ 4,550.00. 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.

## 12. Finance & Insurance Report - Moira Crawford

### A-1 Approval to Ratify Payment of General Fund Bills April 1, 2021 through April 30, 2021 - **\$ 242,777.36**

Ms. Gertner made a motion to approve to ratify payment of the General Fund bills from April 1, 2021 through April 30, 2021 in the amount of \$ 242,777.36. Mrs. Bush seconded the motion. Vice-President Crawford 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 40916 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 April 1, 2021 through April 30, 2021 - **\$ 184,453.40**

Ms. Gertner made a motion to approve to ratify payment of the Auburn Village bills from April 1, 2021 through April 30, 2021 in the amount of \$ 184,453.40. Mrs. Bush seconded the motion. Vice-President Crawford 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; and Ms. Crawford – Aye. Motion carries.

### A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Statement March 2021 - **\$ 1,587.99**

Mrs. Bush made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement from April 1, 2021 through April 30, 2021 in the amount of \$ 1,587.99. Ms. Gertner seconded the motion. Vice-President Crawford asked if there were any questions on the PLGIT Procurement Credit Card payment for April 2021. 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; and Ms. Crawford – Aye. Motion carries.

## 13. Ordinances & Resolutions Report – Abigail Gertner

### A-1 Ordinance No. 3 of 2021 – Motion to Pass and Approve - Revision of Chapter 170 Vehicles, Section § 170-13: Car Cover Prohibited

Ms. Gertner read Ordinance No. 3 of 2021: Revision of Chapter 170 Vehicles, Section § 170-13: Car Cover Prohibited into record. Ms. Gertner made a motion to pass and approve Ordinance No. 3 of 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 Resolution No. 9 of 2021 – Motion to Pass and Adopt  
 - Preliminary/Final Land Development Approval of Agronomed Biologics, GP  
 (subject to certain conditions of approval)

Ms. Gertner read Resolution No. 9 of 2021 – Preliminary/Final Land Development Approval of Agronomed Biologics, GP (subject to certain conditions of approval). Ms. Gertner made a motion to adopt Resolution No. 9 of 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.

14. Research & Development - Julie Kerns

Mrs. Kerns read the April 2021 report into record.

15. Streets & Equipment – Judith Bush

- A-1 Approval to Rent Street Cleaner – Amount \$ 11,500.00

Mrs. Bush made a motion to approve the rental of the Street Sweeper from 2<sup>nd</sup> week of May 2021 to 2<sup>nd</sup> week of June 2021 in the amount of \$ 11,500.00. 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.

16. Community Affairs – Julie Kerns for Moira Crawford

Ms. Kerns read into record:

Events that were scheduled to be held:

Movies in Bristol Lord Field

April 24, 2021 – Doolittle starring Robert Downey Jr, Rate PG

Postponed due to weather – will be rescheduled to a later date

Events Scheduled:

Movie in Bristol Lord Field

May 22, 2021 – Jumanji – The Next Level rated PG13

To be held in Bristol Lord Field starting at dusk (approximately 8:30p.m.) –  
 weather permitting

Carnival

May 26<sup>th</sup> through May 29<sup>th</sup> – Bristol Lord Field

Memorial Day Festivities

Monday, May 31, 2021

Includes the Annual Parade, War Memorial Service and the Picnic in the Park held  
 by Resurrection Life Church and Upland Baptist Church – Take out only

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor's Report – William Dennon

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

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his April 2021 report into record.

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

- A-1 2021 Road Program (A.F. Damon)
  - Approve Change Order #1 and Final in the Amount of \$ 3,037.84

Mr. Steigerwalt made a motion to approve the Change Order #1 and Final in the amount of \$ 3,037.84 for A.F. Damon for the 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; and Ms. Crawford – Aye. Motion carries.

- A-2 2021 Road Program
  - Approve Payment #1 to A.F. Damon in the Amount of \$ 90,010.30

Mr. Steigerwalt made a motion to approve the Payment #1 to A.F. Damon in the amount of \$ 90,010.30. 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.

Mr. Archdeacon read his April 2021 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 Authorize the Borough Engineer to Advertise for Bids for the Trash Collection of Years 2022 – 2026

Mr. McClintock made a motion to authorize the Borough Engineer to Advertise for Bids for the Trash Collection of Years 2022 – 2026. 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-2 Motion to Cancel the Second Meeting of the Month – May 25, 2021

Mrs. Kerns made the motion to cancel the second meeting of the meeting, May 25, 2021. 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.

24. Floor Open to Public

Mr. Collins, Main Street resident, approached Council. Mr. Collins described parking issues with the lower part of Main Street. There is lack of parking. Mr. Collins continued to describe an event that recently occurred during the roads being resurfaced.

Ms. Jaime Mooney and Ms. Kathryn Zeola, Main Street residents, also approached Council with parking issues in the same area as Mr. Collins.

Through much discussion, it was suggested by Vice-President Crawford for Mr. McClintock, Chair of Public Safety, to set up a meeting with the Chief (Irey) tomorrow when he is in the office.

25. Adjournment

Ms. Kerns made a motion to adjourn. Mr. McClintock seconded the motion. Council unanimously voted Aye.

Council adjourned at 7:49 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon M. Strigle  
Recording Secretary