

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

December 11, 2018

TIME

7:00 P.M.

PLACE

Upland Municipal Building, 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. Deldeo – Present; Mrs. Bush – Present, Mr. McClintock – Absent/Excused (Ill), Mr. Hunter – Present; Mayor Dennon – Present; Mr. Robert E. O'Connor, Esquire – Present; Daniel Archdeacon, P.E., Catania Engineering – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS/RESIDENTS IN ATTENDANCE

Fire Marshal & Upland Fire Chief Daniel Smith, Reporter Ken Stark, and approximately five (5) residents were in attendance.

Out of Normal Order of Business at 7:03 p.m.

2019 Community Development Block Grant Public Hearing

- Council Input on CDBG Funds for Year 2019

Council suggested projects of Bristol Lord Field Pavilion Bathroom Facilities and as an alternate, 7th Street Parking Area.

- Public (Input) Comments on CDBG Funds for Year 2019

No public comments.

- Motion to Pass and Adopt Resolution No. 20 of 2018
- Application to Participate in the Community Development Block Grant Program (CDBG)

Ms. Crawford read Resolution No. 20 of 2018, Application to Participate in the Community Development Block Grant Program. Ms. Crawford made a motion to pass and adopt Resolution No. 20 of 2018. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Back into the Normal Order of Business at 7:06 p.m.

5. Public Comments on Agenda Items Only

No one approached Council.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 13, 2018

Ms. Crawford made a motion to approve the Council Meeting Minutes from November 13, 2018.

Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

7. Treasurer's Report

A-1 Treasurer's Report – November 2018

Ms. Crawford made a motion to accept the November 2018 Treasurer's Report as presented. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-2 Income Statements – November 2018

Ms. Crawford made a motion to accept the November 2018 Income Statements as presented. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-3 Manager's Report – November 2018

Ms. Crawford made a motion to accept the November 2018 Manager's Report as presented. Mrs. Deldeo seconded the motion. All Council verbally voted Aye, no Nays. Motion carries. Copy included.

8. Auburn Village Report

President Peterson reported progress; Mr. McClintock absent this evening.

9. Public Safety Report – Richard McClintock absent, Dan Smith reported.

A -1 Fire Marshal's Report

Fire Marshal Dan Smith read the Fire Marshal's Report of November 2018 into record. Copy included with minutes. Mr. Smith stated there were 180 properties that were still not in compliance with the fire Safety Inspection; hopefully next year there will not be so many.

A-2 Fire Company's Report

Fire Chief Dan Smith mentioned the report was unavailable at this time. Chief Smith did state that the Santa Visit on the firetruck is postponed until Saturday December 22; due to impending inclement weather.

10. Code Officer's Report - Leland Hunter

Mr. Hunter read the November 2018 into record. Copy included.

11. Building & Grounds Report – Judith Bush

Mrs. Bush reported progress.

12. Finance & Insurance Report – Moira Crawford

A-1 Approval to Ratify General Fund Bills from November 9, 2018 through December 7, 2018 – \$ **198,415.28**

Ms. Crawford made a motion to ratify the General Fund bills from November 9, 2018 through December 7, 2018, in the amount of \$ **198,415.28**. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-2 Approval to Ratify Auburn Village Bills from November 9, 2018 through December 6, 2018 for \$ **175,794.09**

Ms. Crawford made a motion to ratify the Auburn Village Bills from November 9, 2018 through December 6, 2018, in the amount of \$ **175,794.09**; *with note that one transaction was for a large transfer to General Fund*. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-3 Motion to Approve the 2019 Proposed Budget for General Fund - Income \$ **3,616,381.00** & Expenses \$ **3,616,381.00**

Ms. Crawford made a motion to approve the 2019 Budget for General Fund; Income \$ **3,616,381.00** and Expenses \$ **3,616,381.00**. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-4 Motion to Approve the 2019 Proposed Budget for Auburn Village - Income \$ **852,000.00** & Expenses \$ **852,000.00**

Ms. Crawford made a motion to approve the 2019 Budget for Auburn Village; Income \$ **852,000.00** and Expenses \$ **852,000.00**. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs.

Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-5 Motion to Approve 2019 Contract for Mr. Ken Stark and the Use of Country Press for the Monthly Newsletter

Ms. Crawford made a motion to approve the 2019 contract for Mr. Ken Stark and to use Country Press for the 2019 monthly newsletter. Ms. Deldeo seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-6 Motion to Ratify “CODY Records for Anywhere” for Police Department to Replace the Alert System
- Installment Payment Plan 1 of 2; First Payments in the amount of \$ 21,331.17 & \$ 1,519.80; Second Payments due January 11, 2019

Ms. Crawford made a motion to ratify payment to “CODY Records for Anywhere” for Police Department to replace the alert system; installment payment plan 1 of 2; first payments in the amount of \$ 21,331.17 & \$ 1,519.80 with second payments due January 11, 2019. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

13. Ordinances & Resolutions Report – Julie Kerns for Richard McClintock

A-1 Motion to Approve Ordinance No. 6 of 2018
- Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2019

Mrs. Kerns made a motion to pass and adopt Ordinance No. 6 of 2018, Fixing the Tax Levy or Rate for the Fiscal and Calendar Year 2019. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Authorize the Borough Manager to Advertise Ordinance No. 1 of 2019
- Develop Lieutenant’s Position Description

Mrs. Kerns made a motion to authorize the Borough Manager to advertise Ordinance No. 1 of 2019, Develop Lieutenant’s Position Description. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Authorize the Borough Manager to Advertise Ordinance No. 2 of 2019
- Amending Chapter 162 “Taxation”; Fees for Certification and Duplicate Requests

Mrs. Kerns made a motion to authorize the Borough Manager to advertise Ordinance No. 2 of 2019, Amending Chapter 162 “Taxation”; Fees for Certification and Duplicate Requests. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

14. Research & Development – Moira Crawford

Ms. Crawford announced there was a total 5,228 page views on the website for the month of November 2018; an average of 174 per day. The website had 1,541 visitors with an average of 51 per day.

15. Streets & Equipment – Judith Bush

A-1 Purchase the Truck Bed Salt Vibrator

Mrs. Bush made a motion to authorize the purchase of the Truck Bed Salt Vibrator. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-2 Purchase Motor for the Code Vehicle

Mrs. Bush made a motion to purchase a motor for the Code Vehicle. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

16. Community Affairs – Moira Crawford

Ms. Crawford reported the most recent event was the Annual Tree Lighting and Party. There was a great turnout for this annual event. Photos were taken and are posted on the website for all to view. Also noted, the 2019 events schedule will be listed on the Borough calendar and the borough website for residents to view.

17. Use & Occupancy Report – Michael J. Ciach

Mr. Ciach read into record the Use and Occupancy Report for the month of November 2018. Copy included with minutes.

18. Mayor's Report –William Dennon

Mayor Dennon read the November 2018 Mayor's Report into record. Copy included with the minutes.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor reported progress.

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

A-1 Auburn Village Roof Repair Phase Phase II – Payment #2 & Final to Ram Siding \$ 3,911.00

Ms. Crawford made a motion to approve Payment #2 and Final Payment to RAM Siding in the amount of \$ 3,911.00 however this payment is contingent upon satisfactory submission of Contract Closeout documents. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-2 Hill Street Park – Authorize Engineer to Purchase Play Equipment for Hill Street Park through COSTARS

Ms. Crawford made a motion to authorize Borough Engineer to purchase play equipment for Hill Street Park through COSTARS program. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-3 Authorize Borough Engineer to Prepare the 2019 CDBG Applications for Projects Selected by Council during the CDBG Public Hearing
- Primary: Municipal Park Pavilion Bathroom and
Alternate: 7th Street Parking Area

Ms. Crawford made a motion to authorize Borough Engineer to prepare the 2019 CDBG Applications for projects selected by Council during the CDBG Public Hearing; Primary is the Municipal Park Pavilion Bathroom and the alternate is the 7th Street Parking Area. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

21. Future Projects – Sandra Deldeo

Mrs. Deldeo reported progress.

22. Old Business

President Peterson noted to **table** the discussion on the replacement member for the Upland Zoning Board.

23. New Business

A-1 Motion to Approve New Phone System from KDI for the Borough Offices and the Police Station at Cost of \$1,265.52 per Month which includes Internet and Phone (savings from old plan of \$1,157.10 per month; recommended by Steve G.)

Ms. Crawford made a motion to approve the new phone system from KDI for the Borough Offices and the Police Station at Cost of \$1,265.52 per Month which includes Internet and Phone with a savings from old plan of \$1,157.10 per month. Mrs. Kerns seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Kerns – Aye, Mrs. Bush – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-2 Cancel the 2nd Meeting of the Month – December 18, 2018

Ms. Crawford made a motion to cancel the second meeting of the month, December 18, 2018. Mrs. Deldeo seconded the motion. All Council verbally voted Aye, no one opposed. Motion carries.

24. Floor Open to Public

Dan Smith, property owner of Patton Avenue residence, approached Council. He stated there was an ongoing issue with a sinkhole near the fire hydrant in front of his rented property on Patton Avenue. Chester Water Authority states it is not their problem, and Delcora states it's not their problem. Mr. Smith stated he has conferred with Borough Manager trying to find a solution to this problematic situation. Borough Manager Ciach asked if the engineer can evaluate this situation as it is an ongoing issue. Mr. Archdeacon from Catania Engineering stated he will contact Delcora.

Lou Kutlus, property owner of Front Street residence, approached Council. Mr. Kutlus is concerned about the tree on Borough property which is next to his rented property. He is afraid the tree is unstabled and worries it will fall onto his property. President Peterson stated they will take under advisement and check it out.

Bob C., Mulberry Street resident, approached Council as he wondered if the borough will be involved in the selling/purchasing of Senator Bell's property; concerned about big developers purchasing the property. President Peterson replied, stating the borough cannot afford the purchase of the desired property or probably cannot receive a grant large enough to purchase the property. President Peterson assured the resident that there may be other buyers interested in the property that would not be harmful to the Borough.

25. Adjournment

Ms. Crawford made a motion to adjourn. Mrs. Bush seconded the motion. All Council verbally voted Aye, no Nays. Motion carries.

Council adjourned at 7:43 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary