

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

February 12, 2019

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. Kerns – Present; Mrs. Bush – Present; Mrs. Deldeo – Present, Mr. McClintock – Present; 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

Chief of Police Michael Irely, Reporter Ken Stark, and three (3) residents/guests were in attendance.

5. Public Comments on Agenda Items Only

No one approached Council.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – January 8, 2019

Ms. Crawford made a motion to approve the Council Meeting Minutes from January 8, 2019.

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

A-2 Bid Meeting Minutes – January 29, 2019

- *Welcome Sign & Electronic Message Board, Municipal Park Improvements and Hill Street Park Improvements*

Ms. Crawford made a motion to accept the Bid Meeting Minutes of January 29, 2019 for the Welcome Sign & Electronic Message Board, Municipal Park Improvements and Hill Street Park Improvements.

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

7. Treasurer's Report

A-1 Treasurer's Report – January 2019

Ms. Crawford made a motion to approve the Treasurer's Report from January 2019. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries. Copy included.

A-2 Income Statements – January 2019

Ms. Crawford made a motion to accept the Income Statement from January 2019 as presented. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries. Copy included.

A-3 Manager's Report – January 2019

Ms. Crawford made a motion to accept the January 2019 Manager's Report as presented. Mrs. Bush seconded the motion. All Council verbally voted Aye, no Nays. Motion carries. Copy included.

8. Auburn Village Report – Mr. McClintock

President Peterson stated Mr. McClintock reports progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report

Mr. McClintock read the Fire Marshal's Report of January 2019 into record. Mr. McClintock made a motion to accept the Fire Marshal's report. Mrs. Kerns seconded the motion. All Council verbally voted Aye, no Nays. Motion carries. Copy included.

A-2 Fire Company's Report

President Peterson stated the January 2019 Upland Fire Company report was unavailable at this time.

A-3 Motion to Authorize the Civil Service Committee to Meet and Test for the Lieutenant's Position

Ms. Crawford made a motion to authorize the Civil Service Committee to meet and test for the Lieutenant's position. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Abstain. Motion carries. Copy included.

10. Code Officer's Report - Leland Hunter

Mr. Hunter read the January 2019 report into record. Copy included.

President Peterson to Mr. Hunter: (referring to the report) Were there letters sent out?

President Peterson stated that this is the third month she has asked, how many citations have been issued?

President Peterson asked Mr. Ciach: "How many citations have been issued?"

Mr. Ciach: I had a conversation with the Code Enforcer last week, and there will be. Not for last month, this is January's report.

President Peterson: I have been asking since the end of last year, how many citations have been written?

Mr. Ciach: None in January but there will be some in February.

President Peterson: I know there is zero as I have not put any on the transmittals.

11. Building & Grounds Report – Judith Bush

President Peterson reported progress on behalf of Mrs. Bush.

12. Finance & Insurance Report – Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills January 8, 2019 through February 7, 2019 – **\$ 214,970.21**

Ms. Crawford made a motion to approve ratification of the General Fund bills from January 8, 2019 through February 7, 2019, in the amount of **\$ 214,970.21**. Mr. Hunter seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Deldeo – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

A-2 Approval to Ratify Payment of Auburn Village Bills January 8, 2019 through February 7, 2019 – **\$ 38,449.66**

Ms. Crawford made a motion to approve ratification of the Auburn Village Bills from January 8, 2019 through February 7, 2019 in the amount of **\$ 38,449.66**. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

13. Ordinances & Resolutions Report – Richard McClintock

A-1 Motion to Pass and Adopt Ordinance No. 3 of 2019
- *Amending Chapter 150: Article II, Private Sanitary Sewer Lateral Connections*

Mr. McClintock read the caption of Ordinance No. 3 of 2019. Mr. McClintock made a motion to pass and adopt Ordinance No. 3 of 2019 Amending Chapter 150: Article II, Private Sanitary Sewer Lateral

Connections. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Pass and Adopt Ordinance No. 4 of 2019
 - *Amending Comprehensive Fee Schedule / Code*

Mr. McClintock read the revisions of Ordinance No. 4 of 2019. Mr. McClintock made a motion to pass and adopt Ordinance No. 4 of 2019: Amending Comprehensive Fee Schedule / Code. Mrs. Bush seconded the motion.

President Peterson stated prior to voting	How did Sixth Street Parking Lot get on the Ordinance? It was discussed and that we were not going to do that.
Mr. Ciach	Whether we do all Borough parking lots or no Borough parking lots; so we can grandfather that separately, so it's on there for now.
President Peterson	We need to grandfather that parking lot then because the reason we are charging for the other parking lot that we are making, is because I wanted to make extra spots on those streets that don't have enough parking to allow someone to use that and we will need to maintain and keep up with that because we put money out for that. However, this particular parking lot has been there for years and years and years and even though we maintain it by plowing it, the Borough did not put anything out for that.
Mr. Ciach	There will be work done on it this year; painting and maintenance.
Mrs. Bush	Many residents from other streets park in the 6 th Street Lot; residents from Church Street and 5 th Street. Some residents from 6 th Street cannot even get a parking space in there. So even the new people that moved in and put a driveway in, they have 4 cars parking over there.
President Peterson	That is my suggestion; does anyone have another way?
Mrs. Bush	If the sign would say "For 6 th Street Residents Only", it would need to be for only 6 th Street residents.
President Peterson	If someone from another street wants to park there and they buy a permit, then they can park there.

Through discussion, Mr. Hunter also asked if guest's spots will be available. It was confirmed that there will be guest spaces available in the 6th Street Parking. Some discussion was inaudible.

President Peterson	If someone was to visit someone on 6 th Street and that person has a permit, they can temporarily park in the guest space in the lot. However, for the 8 th Street Parking Lot, with only 7 spots, where there is plenty
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of on-street parking, there will be no guest spots available.
 Mr. Ciach We will paint the guest spots on 6th Street like how we did the parking in Auburn Village.
 Ms. Crawford So, you don't get a permit for the guest spot?
 Mr. Ciach No, they will be temporary parking enforced.

President Peterson asked if there were any other further questions in keeping the Ordinance the way it is written. President Peterson asked if there was a second to the motion. Mrs. Bush confirmed. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson stated that she is still working on obtaining information on Veteran's discounts for work permits. Veteran's discount can be declared via a Resolution.

- A-3 Motion to Authorize the Borough Manager to Advertise Ordinance No. 5 of 2019
 - *Amending Chapter 173, Vehicles and Traffic; Article VI Miscellaneous Provisions; Section 38 Violations and Penalties*

Mr. McClintock read Ordinance No. 5 of 2019 - Amending Chapter 173, Vehicles and Traffic; Article VI Miscellaneous Provisions; Section 38 Violations and Penalties. Mr. McClintock made a motion to authorize the Borough Manager to advertise Ordinance No. 5 of 2019. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

- A-4 Motion to Pass and Adopt Resolution No. 4 of 2019
 - *Comprehensive Fee Schedule*

Ms. Crawford read the first half of Resolution No. 4 of 2019 - Comprehensive Fee Schedule and Mrs. Kerns completed the reading into record.

During Mrs. Kerns reading, President Peterson asked about the Solicitation Fee.

President Peterson I thought we had no solicitation in the borough?
 Mr. Ciach One would need to apply for a permit to solicit.
 President Peterson When did this practice start because I was always told there is no soliciting?
 Mr. Ciach There is a permit application and there are conditions to issuing a permit.
 President Peterson So someone can get a permit and solicit?
 Mr. Ciach Yes, the applicant would need to adhere to the Borough Code.

Mrs. Bush asked the religious groups would need to get a permits; it was stated through much discussion and confirmed by Mr. Ciach that the applicant would need to adhere to Borough Code.

Mrs. Kerns continued reading the Ordinance. Mrs. Kerns made a motion to pass and adopt Resolution No. 4 of 2019. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries. Copy included.

14. Research & Development – Moira Crawford

Ms. Crawford announced there was a total 10,780 page views on the website for the month of January 2019; an average of 251 per day. The website had 2,287 visitors with an average of 74 per day.

15. Streets & Equipment – Judith Bush

A-1 2018 Holiday Decoration Contest Winners

Mrs. Bush announced the winners of the 2018 Holiday Decoration Contest. 1st Place is 21 Upland Avenue, 2nd Place is 301 Birch Lane and 3rd Place is 411 Fourth Street.

16. Community Affairs – Moira Crawford

Ms. Crawford reported two (2) events are coming up; Soup and Salad Dinner on Saturday, February 16th, 4 p.m. to 6 p.m. To purchase tickets you can see Ms. Crawford, Councilwoman Kerns, Councilwoman Bush or the Borough Offices; tickets also available at the door. Cost is children under 12 is \$5, Senior Citizen's \$7, and Adults are \$10.

The Designer Bag Bingo is scheduled for Saturday, February 23 at MacQueen Hall from 6 p.m. to 11 p.m. Table reservations are available but you must purchase 10 tickets prior to the event. To purchase tickets, please contact Ms. Crawford, Councilwoman Bush, Councilwoman Kerns or the Borough Offices. Tickets are \$30 each in advance, \$35 at the door if any are available. This is a BYOB event and bring your own food; it will include 10 rounds of bingo; additional cards available to purchase, a bonus bingo round available for purchase, 50/50s and raffle baskets.

Merchandise for the Sesquicentennial Celebration is available for purchase: shirts, hats, magnets, etc.; price range from \$5 to \$20.

Ms. Crawford set up a Facebook page. Events are listed.

The Sesquicentennial Celebration, 150th anniversary of incorporation of Upland, will be held in May 2019. The weekend of May 24 – May 27, events held in the Borough will include:

- On Friday May 24th: Time Capsule Dedication at 6:00 p.m. Pending items from the locations for the Time Capsule from the locations
- Sesquicentennial Dinner at MacQueen Hall at 7:00 p.m.; tickets for the dinner will be available to purchase for \$50.
- On Saturday May 25th: Passport event from 10:00 a.m. – 4:00 p.m.; cost per booklet is \$4 per book. There will be a raffle drawing after in conjunction with the Passport event and this will be held in the Ballpark at 6:00 p.m; prize donated by the Upland A.C. After the drawing, there will be a Movie in the Park that is scheduled to begin at 7:00 p.m. The movie will be “Ralph Breaks the Internet”. Upland Police Department will be selling refreshments in the pavilion and all proceeds will go towards the Annual Night Out event they hold each year
- On Sunday May 26th, Church services will be at Bristol Lord Field, services provided by Upland Baptist Church and Resurrection Life Church. The services begin at 10:00 a.m. – 11:30am. Afterwards, there will be a Picnic Bag Lunch for sale in the Ballpark from 11:30 p.m. – 1:00 p.m.;

advanced sales for the lunch that community Affairs will set up. Expected cost per lunch is \$5 and merchandise will also be available to purchase. Ms. Crawford announce they await specifics on the Corn Hole tournament; Donald Kirby to assist Community Affairs on the set up. Carnival games, clowns, music and a fun time will be held in the Ballpark from 1:00 p.m. to 6:00 p.m. and at dusk, a fireworks display.

- On Monday, May 27th, we will have our Memorial Day services and parade; services begin at 9:00 a.m. and after, the Picnic in the Park by the local.

Mr. Ciach asked if a motion was needed for the transfer of the monies into Community Affairs for the Sesquicentennial Celebration, even though they already ratified the payment through General Fund. President Peterson confirmed it should be done.

Ms. Crawford made a motion to ratify the transfer of \$20,000.00 to Community Affairs from General Fund that was budgeted in 2019, for the events for the Sesquicentennial Celebration. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

17. Use & Occupancy Report – Michael J. Ciach

Mr. Ciach read into record the Use and Occupancy Report for the month of January 2019. Copy included with minutes.

18. Mayor's Report –William Dennon

Mayor Dennon read the January 2019 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

Mr. Archdeacon read his report into record, copy included, with following action needed.

- A-1 Approve Payment #3 and Final to J&J Concrete and Paving, LLC in the Amount of \$ 2,130.50

Ms. Crawford made a motion to approve the payment #3 and final to J&J Concrete and Pavement, LLC in the amount of \$ 2,130.50. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

- A-2 Approve Request for Payment #3 and Final to John McPhillips and Sons in the Amount of \$ 56,755.50

Ms. Crawford made a motion to approve the request of payment #3 and final to John McPhillips and Sons in the amount of \$ 56,755.50. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-3 Award Contract to Lechmanik, Inc. in the Amount of \$ 35,115.10 for the Hill Street Park DCNR Grant

Ms. Crawford made a motion to award the contract to Lechmanik, Inc., for the Hill Street Park DCNR Grant, in the amount of \$ 35,115.10. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-4 Award Contract to Lechmanik, Inc. in the Amount of \$ 103,806.59 with an Alternate Bid for Wood Fiber Service for the Upland Municipal Park

Ms. Crawford made a motion to award the contract to Lechmanik, Inc., with the alternate bid in the amount of \$ 103,806.59 for the Upland Municipal Park. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-5 Authorize Borough Manager to request Additional Funding from OHCD in the Amount of \$ 10,708.84

Ms. Crawford made a motion to authorize the Borough Manager to request additional funding from OHCD in the amount of \$ 10,708.84. Mrs. Kerns seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-6 Authorize Engineer to Purchase Play Equipment through CoStars and Submit Payment #1 to County OHCD in the amount of \$ 11,182.25

Ms. Crawford made a motion to authorize the Borough Engineer to purchase play equipment through CoStars and submit payment #1 to the County OHCD in the amount of \$ 11,182.25. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-7 Award Contract to KC Sign Company in the Amount of \$ 37,991.00 for the Electronic Sign (Gaming Funds)

Ms. Crawford made a motion to award contract to KC Sign Company in the amount of \$ 37,991.00 for the Electronic Sign Gaming Funds. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-8 Authorize Solicitor to Prepare Contracts for the Three (3) Projects Awarded: Hill Street Park, Upland Municipal Park and the Electronic Sign

Ms. Crawford made a motion to authorize the solicitor to prepare contracts for the three (3) projects awards: Hill Street Park, Upland Municipal Park and the Electronic Sign. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

President Peterson asked the Chief of Police, Chief Ireby, if he had anything to address.

21. Future Projects – Sandra Deldeo

Progress reported.

22. Old Business

President Peterson asked if there was anything that needed to be addressed. Mr. Hunter asked about permits and through discussion, Ken Stark, Reporter, asked if the permits for 6th Street Parking Permits are good for 8th Street Parking. President Peterson replied the parking permit would be good for either lot.

President Peterson stated that her Welcome Packet, which she began last year, is finally together. With new tenants coming to town, we can begin to give them out. Who lives in the house, how many people in the house, how many people should be paying. President Peterson stated she relied on Eddystone Borough's packet to help develop Upland's Packet. Through discussion, it was stated to possibly put the packet on the Upland Borough's website. Ms. Crawford also suggested adding a Borough calendar to the hard copy of the packet so those new residents know what events will be offered.

23. New Business

A-1 Cancel the 2nd Meeting of the Month – February 26, 2019

Ms. Crawford made a motion to cancel the second meeting of the month, February 26, 2019. Mr. McClintock seconded the motion. All Council verbally voted Aye, no one opposed. Motion carries.

24. Floor Open to Public

Kevin Kozlowski, Willow Way resident, approached Council. He wanted to offer his gratitude to the Police Chief and the officers who responded to a call at his house regarding his mother.

25. Adjournment

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

Council adjourned at 8:11 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary