

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

March 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, Fire Marshal/Fire Chief Dan Smith, Reporter Ken Stark, and five (5) residents/guests were in attendance.

5. Public Comments on Agenda Items Only

Mrs. Deb Funk, 6th Street resident, approached Council on the topic of the parking permits for 6th Street Parking Lot. Mrs. Funk stated her opinion on the subject, but also stated that like her, some residents have been living in that area and parking in the parking lot for over 20+ years. "For this fee to come out of nowhere, she does not understand." Mrs. Funk just wanted to express her opinion on this situation.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – February 12, 2019

Ms. Crawford made a motion to approve the Council Meeting Minutes from February 12, 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.

7. Treasurer's Report

A-1 Treasurer's Report – February 2019

Ms. Crawford made a motion to approve the Treasurer's Report from February 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.

A-2 Income Statements – February 2019

Ms. Crawford made a motion to accept the Income Statement from February 2019 as presented. 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. Copy included.

A-3 Manager's Report – February 2019

- Payroll Platform: Authorize Borough Manager to Potentially Switch Payroll Company

President Peterson stated they will *table* the discussion on the payroll company until finance has a chance to look it over. President Peterson asked if there were any other questions. No one replied.

Ms. Crawford made a motion to accept the February 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 asked the Fire Marshal, Dan Smith, to read the Fire Marshal's Report of February 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

Chief Dan Smith, Upland Fire Company, read the February 2019 Fire Company report into record. Copy included.

A-3 Discussion and Approval on Live Scan – Police Department Motion to Pass and Adopt Resolution No. 5 of 2019

- Transfer Funds from PLGIT to Purchase the Live Scan System in the Amount of **\$ 47,750.00** (includes purchase price and year 2019 maintenance costs)

Mr. McClintock read Resolution No. 5 of 2019 into record. Mr. McClintock made a motion to pass and adopt Resolution No. 5 of 2019, Authorizing the Transfer of Funds from PLGIT to Purchase the Live Scan System in the Amount of **\$ 47,750.00** (includes purchase price and year 2019 maintenance costs). 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.

10. Code Officer's Report - Leland Hunter

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

11. Building & Grounds Report – Judith Bush

Mrs. Bush made a motion to approve the purchase of the decorative bunting for the Sesquicentennial Celebration, Memorial Day Holiday and the July 4th Celebration in the approximate amount of \$ 2,500.00. 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.

12. Finance & Insurance Report – Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills February 12, 2019 through March 12, 2019 – **\$ 169,433.26**

Ms. Crawford made a motion to approve ratification of the General Fund bills from February 12, 2019 through March 12, 2019, in the amount of **\$ 169,433.26**. Mr. McClintock 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 February 12, 2019 through March 12, 2019 – **\$ 21,481.26**

Ms. Crawford made a motion to approve ratification of the Auburn Village Bills from February 12, 2019 through March 12, 2019 in the amount of **\$ 21,481.26**. 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 Motion to Exonerate Tax Collector

a. Year 2018 Real Estate

- **\$ 22,290.08 plus penalty of \$ 2,228.95 for a total of \$ 24,519.03**

Ms. Crawford made a motion to exonerate the Tax Collector from the Year 2018 Real Estate in the amount of **\$ 22,290.08 plus penalty of \$ 2,228.95 for a total of \$ 24,519.03**. Mr. McClintock 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.

b. Year 2018 Interim (Re-Assessment) Real Estate Taxes

- **\$ 62.79 plus penalty of \$ 6.28 for a total of \$ 69.07**

Ms. Crawford made a motion to exonerate the Tax Collector from the Year 2018 Interim, due to Re-Assessment, Real Estate in the amount of **\$ 62.79 plus penalty of \$ 6.28 for a total of \$ 69.07**. Mr. McClintock 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.

- c. Year 2018 Trash Tax **\$ 14,701.50**
 - **\$ 13,365.00 plus penalty of \$ 1,336.50 for a total of \$ 14,701.50**

Ms. Crawford made a motion to exonerate the Tax Collector from the Year 2018 Trash Tax in the amount of **\$ 13,365.00 plus penalty of \$ 1,336.50 for a total of \$ 14,701.50**. Mr. McClintock 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.

- 1. 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 delinquent Trash Taxes to the delinquent tax collecting agency. Mr. McClintock 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.

13. Ordinances & Resolutions Report – Richard McClintock

- 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 pass and adopt 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.

14. Research & Development – Moira Crawford

Ms. Crawford announced there was a total 6,253 page views on the website for the month of February 2019; an average of 223 per day. The website had 2,208 visitors with an average of 79 per day.

15. Streets & Equipment – Judith Bush

Mrs. Bush reported progress.

16. Community Affairs – Moira Crawford

Ms. Crawford reported the Soup and Salad Dinner – All U Can Eat at MacQueen Hall had an approximate profit of \$ 400.00. The Designer Bag Bingo had a profit of approximately \$ 5,000.00. The Annual Senior Citizen Free Ham & Cabbage Luncheon was held on Monday March 11th at the MacQueen Hall;

there was a light turnout but everyone seemed to enjoy themselves. Photos will be up on the borough website later this week.

Upcoming events include: Breakfast with the Easter Bunny on Saturday, April 20th after the Easter Egg Hunt at the Ballpark; Breakfast ends at 11:00 a.m. The Sesquicentennial Celebration information is available on the Borough website or developed Facebook page "Uplandborough150th". Passport books are now available for purchase at a cost of \$4 per book; for the Saturday May 25th event; 10:00 a.m. to 4:00 p.m; individuals to have the book stamped at the nine (9) locations and submit to the Borough Manager at the MacQueen Hall to be verified and placed into a raffle to win a television donated by the Upland Athletic Club. The Sesquicentennial Dinner will have limited amount of tickets available for the public to purchase. Cost is \$50 per ticket and available to purchase and for individuals to see the Borough Manager.

17. Use & Occupancy Report – Michael J. Ciach

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

18. Mayor's Report –William Dennon

Mayor Dennon read the February 2019 Mayor's Report into record. Copy included with the minutes.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his report into record. Copy included.

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

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

A-1 Approve Partial Payment Request from DCNR in the Amount of \$ 24,550.00

Ms. Crawford made a motion to approve partial payment request from DCNR in the amount of \$ 24,550.00. 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-2 Approve Payment to Recreation Resources USA, LLC in the Amount of \$ 11,432.00 for the Play Equipment

Ms. Crawford made a motion to approve payment request to Recreation Resources USA, LLC in the amount of \$ 11,432.00. 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 Authorize Borough Engineer to Prepare Plans and Specs for the 2019 Road Program

Ms. Crawford made a motion to authorize the Borough Engineer to prepare the plans and specs for the 2019 Road Program. 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.

21. Future Projects – Sandra Deldeo

President Peterson reported progress.

22. Old Business

President Peterson stated that the issue with the Parking Lots and her suggestion was to do nothing at this time. President Peterson entertained a motion to do nothing for the parking permits. Ms. Crawford made a motion to do nothing regarding the need for parking permits. Mr. McClintock had a few questions. Some statements were inaudible. He asked how we would justify the motion. President Peterson explained that Council would revisit the issue if this becomes a problem at a later date.

President Peterson asked if there was a second to the motion. 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. President Peterson stated that the Fee Schedule will need to be revised for April 2019.

President Peterson also stated the special pricing for permits for residents 62 and older and veterans that have an honorable discharge needs to be added in the Fee Schedule. Borough Manager Ciach stated the fee structure could be revised on a Resolution. President Peterson stated to do for the April 2019 meeting.

Ms. Crawford made a motion to add to the Fee Schedule residential, owner occupied, 62 or Older or veteran with Honorable discharge with Form DD214 to receive a 50% permit discount on applications up to a \$10,000; one per year. President Peterson asked if Owner occupied was noted, Ms. Crawford stated it was. The person receiving the discount must reside at the residence.

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 with clarification one (1) per year; Mrs. Peterson –Aye. Motion carries.

23. New Business

A-1 Discussion to Approve New Stone Placement for Marine Corp League at the War Memorial

Mr. McClintock made a motion to approve the new stone placement for Marine Corp League at the War Memorial. 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 Approve Council/Police Chief to Attend 2019 PSAB Spring Conference in Hershey, PA (June 8 – June 12, 2019)

Ms. Crawford made an amended motion to approve the Council and the Police Chief to attend the 2019 PSAB Spring conference in Hershey, PA from June 8, 2019 through June 12, 2019. 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 stated June's Council Meeting will need to be rescheduled due to their attendance at the PSAB Conference.

Ms. Crawford made a motion to cancel the June 11, 2019 Council Meeting and re-schedule the meeting for Tuesday, June 25, 2019. Ms. Kerns seconded the motion. Verbally, all Council voted Aye, no one opposed. Motion carries.

A-3 Discussion on the Sports Dome at the Reese Center

Borough Manager Michael Ciach explained the investor is looking to give us some money to place a sports dome at the Reese Center. Mr. Ciach continued as this will be a long-term project and their intention is to purchase the old Senator Bell property that Widener owns at this time. Mr. Ciach stated the Borough will not incur any costs for this project as the investor would invest over 6 million dollars on this and approximately half million would be invested into the Reese Center.

President Peterson entertained a motion to contact the Federal Government to see if the investor's proposed use would be acceptable.

Ms. Crawford made a motion to authorize the Borough Manager to check with the Federal Government to see if the investor's proposed renovations at the Reese Center (Armory) will be okay. Mr. McClintock seconded the motion. Verbally, all Council voted Aye, no one opposed. Motion carries.

A-4 Cancel the 2nd Meeting of the Month – March 26, 2019

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

24. Floor Open to Public

No one approached Council.

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 7:38 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary