

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

August 27, 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 – Excused; Mrs. Deldeo – Present, Mr. McClintock – Present; Mr. Hunter – Present; Mayor Dennon – Present; Mr. Robert E. O’Connor, Esquire – Present; Mr. Daniel Archdeacon, P.E., Catania Engineering – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

### GUESTS/RESIDENTS IN ATTENDANCE

Reporter Ken Stark and approximately three (3) guests were in attendance.

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

No public comments.

#### 7. Approval of Previous Meeting Minutes

##### A-1 Council Meeting Minutes – *April 9, 2019 (ratify slight revision)*

Ms. Crawford made a motion to ratify the Council meeting minutes of April 9, 2019, as there was a slight revision. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Abstain; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

##### A-2 Council Meeting Minutes – July 9, 2019

Ms. Crawford made a motion to pass Council meeting minutes of July 9, 2019. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Abstain; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

##### A-3 Planning Department Recommendation – Caramanico’s Property

Ms. Crawford made a motion to accept the Planning Commission’s recommendation to allow C. Caramanico and Son development application. Mr. McClintock seconded the motion. Roll call was

taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Abstain; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

## 7. Treasurer's Report

### A-1 Treasurer's Report – July 2019

Ms. Crawford made a motion to accept the July 2019 Treasurer's Report as presented. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

### A-2 Income Statements –July 2019

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

### A-3 Manager's Report – July 2019

President Peterson asked if there were any questions on the Manager's report. No one responded. Ms. Crawford made a motion to accept the Managers Report for July 2019 as presented. Mr. McClintock seconded the motion. Verbally, all Council stated Aye; noting approval.

## 8. Auburn Village Report - Richard McClintock

President Peterson asked Mr. McClintock if he will report progress; Mr. McClintock confirmed progress.

## 9. Public Safety Report – Richard McClintock

### A-1 Authorize Yearly Payment to Corporal Detective to Compensate Clothing Allowance per Resolution No. 11 of 2018

Mr. McClintock made a motion to authorize the yearly payment to Corporal Detective to compensate his clothing allowance per Resolution No. 11 of 2018. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

### A-2 Fire Marshal's Report – July 2019

Report unavailable.

### A-3 Fire Company's Report – July 2019

Report unavailable.

#### A-4 Discussion on Chief of Police to Attend Northwestern Command School

President Peterson explained school for the Chief at Northwestern Command School; beginning October 2019 through February 2020; two weeks on and two weeks off; Lieutenant Curran and/or Detective Corporal Nicholl will be in charge during the Police Chief's absence. In Caucus it was discussed the cost of schooling of \$4,100.00 and no accrual of comp hours while in attendance.

Mr. McClintock approved the request for the Chief of Police to attend Northwestern Command School, beginning October 2019 through February 2020 with no comp time accrual. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – 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 Code Officer's Report of July 2019 into record. Copy included.

President Peterson asked Borough Manager Ciach to update Council on the property on Church Street. Mr. Ciach stated the property has been cleared by owner; we took owner to court and Borough was given an injunction. Mr. Hunter asked about the macadam, Borough Manager Ciach stated we are giving the owner time to get done.

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

Mrs. Bush excused; no update is unavailable.

#### 12. Finance & Insurance Report - Moira Crawford

##### A-1 Approval to Ratify Payment of General Fund Bills July 3, 2019 through August 23, 2019 – **\$ 287,083.80**

Ms. Crawford made a motion to approve to ratify the payment of the General Fund Bills from July 3, 2019 through August 23, 2019, in the amount of \$ 287,083.80. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Abstained from check numbers 38757 & 38704, and Aye on the remainder; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

##### A-2 Approval to Ratify Payment of Auburn Village Bills July 3, 2019 through August 23, 2019 – **\$ 170,214.43**

Ms. Crawford made a motion to approve to ratify the payment of the Auburn Village Bills from July 3, 2019 through August 23, 2019 in the amount of \$ 170,214.43. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Abstain from check numbers 8193, 8196 & 8219, and Aye on the remainder; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Abstain on check numbers 8189, 8216, 8218, & 8219, and Aye on the remainder; Mrs. Peterson –Abstain from check number 8171 and Aye on the remainder. Motion carries.

A-3 Motion to Accept and Ratify the 2018 General Audit conducted by Mingis, Gutowski & Company, LLP

Ms. Crawford made a motion to accept and ratify the 2018 General Audit conducted by Mingis, Gutowski & Company, LLP. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

13. Ordinances & Resolutions Report – Richard McClintock

A-1 Motion to Approve Advertising of Ordinance 7 of 2019: Establishing a New Compensation Schedule for Borough Inspectors Performing Building, Plumbing, Electrical, Mechanical and Fire Prevention Inspections on Large Construction Projects in the Borough

Mr. McClintock made a motion to approve the advertising of Ordinance No. 7 of 2019. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – 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 stated that for the website for July 2019, there were a total of 5,821 page views, with an average of 188 per day; and 2,498 visitors, with an average of 81 per day. Photos from the Movie in the Park, Dumbo, and the Youth Magic Show were added to the website.

A-1 Motion to Approve Agreement with Civic CMS for new Website Development Contract

Ms. Crawford announced that she and Mr. Ciach meet with a contractor; one that is geared towards website design. The cost of Civic CMS is \$7, 500.00 to develop and a yearly fee of \$ 2,000.00 per year, for three (3) years.

However, an agreement was made for cost of \$ 4,500.00 a year for next three (3) years. The website would be up and running at the end of this year, beginning of next year.

Ms. Crawford made a motion to accept the contract with Civic CMS for website development with a cost of \$ 4,500.00 per year for next three (3) years. Mr. McClintock seconded the motion.

Ms. Crawford also asked if Borough Manager, Mr. Ciach, could get Stevie G on board, as we will need to coordinate the email system and the website at the same time.

15. Streets & Equipment – Judith Bush

President Peterson noted progress.

16. Community Affairs – Moira Crawford

**Movie in the Park “Dumbo”** was rescheduled from August 6 to Saturday, August 10<sup>th</sup>. It was rescheduled due to forecast. Light turn out on Saturday, August 10<sup>th</sup>.

*The Youth Magic Show* with Pizza and Ice Cream was on August 10; there was a good turn out, however, community Affairs may do away with this event in the future and have a Movie in the Park instead.

Upcoming events to include:

**Labor Day Fireworks** on Sunday, September 2; Upland Fire company will be selling refreshments in the Pavilion. Ms. Crawford had asked to please come out and support your local volunteer fire company.

**Spaghetti Dinner** will be held on Saturday, September 14 for 4pm-6pm at MacQueen Hall; dinner to include spaghetti, meatballs, salad bar, garlic bread, dessert and beverage. Cost: Under 10 – \$8, Senior Citizen – \$10 and Adult – \$12. Take out available for an additional \$1. Tickets are available to purchase; please contact Councilwomen Judith Bush, Julie Kerns, or Moira Crawford and/or contact the Borough Offices.

**Designer Bag Bingo** – scheduled for Saturday, October 19, 2019 at MacQueen from 6:00 p.m. – 11:00 p.m. Table reservations available – must purchase 10 tickets prior to the event. To purchase tickets, please contact Councilwomen Moira Crawford, Judith Bush, or Julie Kerns and/or contact the Borough Offices at (610) 874-7317. \$30 for advance ticket and \$35 at door. This event will be BYOB (and your own food) which will include 10 rounds of bingo with additional cards available for purchase and a bonus round available for purchase, 50/50, and baskets to be raffled off.

17. Use & Occupancy Report – Michael Ciach

Borough Manager Michael Ciach read the Use and Occupancy report for July 2019 into record. Copy included.

18. Mayor’s Report – Mayor Dennon

Mayor Dennon read the Mayor’s Report into record for the month of July 2019. Copy included.

President Peterson asked if Chief Irey had any updates for Council. Chief Irey thanked the Mayor and Council and stated that the National Night Out for 2019 was a success. Live Scan System, our processing system, is fully operational as talked about in previous sessions. School is back in session and our officers are back out in full force. On September 17, the department will go live with our records management system; Stevie G has been working with them daily. A check for the School Resource Officer reimbursement has been cut for over \$ 57, 000.00, and we should receive by September 1<sup>st</sup>; this is the first (1<sup>st</sup>) of the two (2) installments we will receive.

19. Solicitor’s Report - Robert O’Connor

Mr. O’Connor read his July 2019 report into record. Copy included.

President Peterson entertained a motion to approve Comcast Renewal Agreement. Ms. Crawford made a motion to approve the Comcast Agreement pending the Solicitor’s approval. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

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

Mr. Archdeacon's Engineer's Report for July 2019 is included.

A-1 Borough Hall Roof – Approve Engineer to Solicit for Bids

Ms. Crawford made a motion to approve authorize the borough Engineer to solicit bids for the Borough Hall roof damage due to water leak. Mrs. Kerns seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

President Peterson stated that situation at Patton Avenue due to a sinkhole will be addressed. President Peterson asked for such in writing.

A-2 Hill St. Park DCNR Grant – Approve Application for Payment #3 to Lechmanik, Inc. in the amount of \$ 3,511.51

Ms. Crawford made a motion to approve payment #3 to Lechmanik, Inc. in the amount of \$ 3,511.51. Mrs. Kerns seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

21. Future Projects – Sandra Deldeo

A-1 Julie Kerns – Brick Program (Memorial Wall & Sidewalk Honors)

Mrs. Kerns updated Council on the Memorial Wall project and the Sidewalk brick program. This is slated for a program to honor and memorialize, not a fundraiser. Mrs. Kerns stated that Greg Zyla, Zyla's Landscaping, will be donating their time, at no cost, to install the project. The borough needs purchase the materials for the install as well as the landscaping and tall trees to hide the building behind the wall. A diagram was provided for viewing.

Cost of 4 x 8 brick is \$60 and the cost of 8 x 8 brick is \$90. Discussion ensued on various symbols for the military branches, angels and animal prints. President Peterson stated that the Borough will offer the set up fee on the symbols. Further detail to be provided at the next Council meeting.

President Peterson stated good job to Mrs. Kerns and to Shannon.

22. Old Business

No old business.

23. New Business

A-1 Authorize Council and Mayor to Attend the Fall PSAB Conference at Penn State (Thursday 10/10/19 – Sunday 10/13/19)

Ms. Crawford made a motion to authorize Council and the Mayor to attend the Fall PSAB Conference at Penn State, Thursday 10/10/19 through Sunday, 10/13/19. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

A-2 Winter Traffic Service Agreement – PennDOT

Ms. Crawford made a motion to authorize the 5-year Winter Traffic Service Agreement with PennDOT. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo - Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson –Aye. Motion carries.

24. Floor Open to Public

No one addressed Council.

25. Adjournment

Ms. Crawford made a motion to adjourn and Mr. McClintock seconded the motion. Verbally, all Council stated Aye; noting approval.

Council adjourned at 7:35 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary