

## MINUTES

## REGULAR MEETING OF UPLAND BOROUGH COUNCIL

### DATE

November 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; Mr. Daniel Archdeacon, P.E., Catania Engineering – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

President Peterson stated there was an Executive Session between Caucus and the Council Meeting on a Personnel Matter. Mrs. Bush made a motion to authorize the settlement of the personnel issue as discussed in the Executive Session. 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; and Mrs. Peterson – Aye. Motion carries.

### GUESTS/RESIDENTS IN ATTENDANCE

Fire Chief/Fire Marshall Daniel Smith, Reporter Ken Stark and approximately two (2) guests were in attendance.

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

No public comments.

#### 6. Approval of Previous Meeting Minutes

##### A-1 Council Meeting Minutes – October 8, 2019

Ms. Crawford made a motion to approve the Council Meeting Minutes of October 8, 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; and Mrs. Peterson – Aye. Motion carries.

#### 7. Treasurer’s Report

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

Ms. Crawford made a motion to approve the Treasurer's Report of October 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; and Mrs. Peterson – Aye. Motion carries.

### A-2 Income Statements – October 2019

Ms. Crawford made a motion to approve the Income Statements of October 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; and Mrs. Peterson – Aye. Motion carries.

### A-3 Manager's Report – October 2019

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

## 8. Auburn Village Report - Richard McClintock

### A-1 Discussion on Shingle, Downspout and Vent repairs (See study in Manager's Report)

President Peterson requested Borough Manager to retrieve additional information.

## 9. Public Safety Report – Richard McClintock

### A-1 Fire Marshal's Report – October 2019

Fire Marshal Dan Smith read his October 2019 report into record. Copy included.

### A-2 Fire Company's Report – October 2019

Fire Chief Dan Smith read the Fire Company Report of October 2019 into record. Copy included.

## 10. Code Officer's Report - Leland Hunter

President Peterson stated the report will be tabled until the following month.

## 11. Building & Grounds Report – Judith Bush

Mrs. Bush reported progress.

## 12. Finance & Insurance Report - Moira Crawford

- A-1 Approval to Ratify Payment of General Fund Bills from October 8, 2019 through November 8, 2019 – **\$ 271,200.21**

Ms. Crawford made a motion to ratify the payment of the General Fund Bills from October 8, 2019 through November 12, 2019 in the amount of \$ 271,200.21. Mrs. Bush seconded the motion. Roll call: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain on check number 39209 and Aye on the remainder. Motion carries.

- A-2 Approval to Ratify Payment of Auburn Village Bills October 8, 2019 through November 8, 2019 – **\$ 160,221.14**

Ms. Crawford made a motion to ratify the payment of the Auburn Village Bills from October 8, 2019 through November 8, 2019 in the amount of \$ 160,221.14. Mr. McClintock seconded the motion. Roll call: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Abstain on check number 8360 and Aye on the remainder; and Mrs. Peterson – Abstained on check numbers 8328, 8334, 8349, 8356, 8370, 8375, & 8377 and Aye on the remainder. Motion carries.

- A-3 Motion to Accept the First Reading of the 2020 Proposed General Fund Budget- Income - \$ 5,287,086.00 and Expenses - \$ 5,287,086.00

Ms. Crawford made a motion to accept the first reading of the 2020 Proposed Budget for General Fund; Income - \$ 5,287,086.00 and Expenses - \$ 5,287,086.00. 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; and Mrs. Peterson – Aye. Motion carries.

- A-4 Motion to Accept the First Reading of the 2020 Proposed Auburn Village Budget Income - \$ 1,027,500.00 and Expenses - \$ 1,027,500.00

Ms. Crawford made a motion to accept the first reading of the 2020 Proposed Budget for Auburn Village; Income - \$ 1,027,500.00 and Expenses - \$ 1,027,500.00. 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; and Mrs. Peterson – Aye. Motion carries.

- A-5 Motion to Authorize the Borough Manager to Advertise the 2020 Proposed Budgets for General Fund and Auburn Village and to Post for Public

Ms. Crawford made a motion to authorize the Borough Manager to advertise the 2020 Proposed Budgets for General Fund and Auburn Village and to post for Public. 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; and Mrs. Peterson – Aye. Motion carries.

- A-6 Motion to Purchase Candy Canes for the Fire Company/Santa – Cost \$ 147.20

Ms. Crawford made a motion to purchase candy at a cost of \$ 147.20. 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; and Mrs. Peterson – Aye. Motion carries.

A-7 Motion to Ratify Renewal of our Current HealthCare Plan with the DCIU with No Increase for 2020

Ms. Crawford made a motion to ratify renewal of our Current HealthCare plan with the DCIU with no increase for 2020. 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; and Mrs. Peterson – Aye. Motion carries.

13. Ordinances & Resolutions Report – Richard McClintock

A-1 Motion to Approve Borough Manager to Advertise Ordinance No. 8 of 2019  
- *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2020*

Mr. McClintock read Ordinance No. 8 of 2019, *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2020*, into record. Mr. McClintock made a motion to pass and adopt Ordinance No. 8 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; and Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Authorize the Borough Manager to Advertise 2020 CDBG Public Hearing for December 10, 2019

Mr. McClintock made a motion to authorize the Borough Manager to advertise the 2020 Community Development Block Grant (CDBG) public hearing for December 10, 2019. 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; and Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Ratify and Advertise for Public Comment from November 8, 2019 thru December 8, 2019 on issues related to the Borough's Pollutant Reduction Plan as required by the PA DEP

Mr. McClintock made a motion to ratify and advertise for public comment from November 8, 2019 through December 8, 2019, on issues related to the Borough's Pollutant Reduction Plan as required by DEP. 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; and Mrs. Peterson – Aye. Motion carries.

14. Research & Development - Moira Crawford

Ms. Crawford stated that for the website for October 2019, there were a total of 6,266 page views, with an average of 202 per day; and 2,859 visitors, with an average of 92 per day.

Photos were added from various events that include: Designer Bag Bingo, Youth Halloween Party and soon to display the Annual Senior's Thanksgiving Dinner.

Ms. Crawford stated the website is currently being updated and that Stevie G., Upland's IT consultant, is currently updating the email.

15. Streets & Equipment – Judith Bush

Mrs. Bush reported an update on the Salt supply for the winter and the equipment is being winterized.

16. Community Affairs – Moira Crawford

Ms. Crawford announced the most recent events held were” Designer Bag Bingo” held on Saturday, October 19, 2019. There was a nice turnout and a profit of approximately \$3,500.00 was made.

The Annual Halloween Youth Party was held on Saturday, October 26, 2019 and there was a great turnout for this yearly youth-event.

The Free Thanksgiving Dinner for Borough Seniors was held on Saturday, November 9, 2019. Approximately 80+ residents attended. Ms. Crawford stated the Committee would like to thank all the volunteers at the events, as without the volunteers, the events could not continue.

The next event is the Annual Holiday Celebration. All borough residents are invited to join us for the “Annual Holiday Tree Lighting” to be held on Friday, November 29<sup>th</sup> at Bristol Lord Field located at Castle Avenue and Main Street at 6:00 p.m. Refreshments will be served immediately following the tree lighting ceremony at MacQueen Hall. Santa will also be making an appearance for all borough youth 13 years old and under who signed up by the deadline.

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor’s Report – Mayor Dennon

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

19. Solicitor’s Report - Robert O’Connor

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

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

Mr. Archdeacon’s Engineer’s Report for October 2019 is included.

A-1 Patton Ave. Sinkhole – Approve Invoice #1 as submitted by NAP, LLC in the amount of \$ 7,476.00

Ms. Crawford made a motion to approve invoice #1 as submitted by NAP, LLC in the amount of \$ 7,476.00. 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; and Mrs. Peterson – Aye. Motion carries.

A-2 2019 Joint Road Program – Approve Change Order #1 & Final for a project increase in the amount of \$ 3,860.11

Ms. Crawford made a motion to approve change Order #1 & Final for a project increase in the amount of \$ 3,860.11. 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; and Mrs. Peterson – Aye. Motion carries.

A-3 2019 Joint Road Program – Approve Payment Certificate #1 to A.F. Damon, Inc. in the amount of \$ 137,949.40

Ms. Crawford made a motion to approve payment certificate #1 to A.F. Damon, Inc. in the amount of \$ 137,949.40. 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; and Mrs. Peterson – Aye. Motion carries.

21. Future Projects – Sandra Deldeo

Noted progress.

22. Old Business

A-1 Brandywine Animal Hospital – Contract / Update

There were a few revisions; Borough Manager to contact Brandywine to see if revisions were complete. Table until next meeting.

23. New Business

A-1 Motion to Approve 2020 Holiday Schedule

Ms. Crawford made a motion to approve the 2020 Holiday Schedule as revised in Caucus. 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; and Mrs. Peterson – Abstain. Motion carries.

A-2 Motion to Authorize a Donation to the Upland Senior Citizen's Club

Ms. Crawford made motion to authorize a donation for the Upland Senior Citizen's Club in the amount of \$ 400. Mrs. Bush seconded the motion. Roll call was taken; Mrs. Kerns – Aye; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Abstain; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Approve 2020 Council Meeting Schedule and Authorize Borough Manager to Advertise the Schedule

Crawford made a motion to approve the 2020 Council Meeting Schedule and Authorize the Borough Manager to advertise the schedule. 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; and Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Cancel the Second Meeting of the Month – November 26, 2019

Ms. Crawford made a motion to cancel the second meeting of the month, November 26, 2019. Mrs. Kerns seconded the motion. Verbally, all Council stated Aye; noting approval.

A-5 Motion to Authorize the Fire House to Use the Burn Barrel during Christmas Tree Sale

Mrs. Kerns read a letter, addressed to Council from the Upland Fire Company, requesting permission to utilize a burn barrel in the firehouse upper parking lot during their Christmas tree sale from November 22, 2019 through December 31, 2019.

Mrs. Kerns made a motion to authorize the Fire House to use the burn barrel during the Christmas Tree Sale. 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; and Mrs. Peterson – Aye. Letter included. Motion carries.

24. Floor Open to Public

Mr. Ken Stark, Upland's Reporter, addressed Council. Mr. Stark announced his retirement and that he had proudly attended 235 Council meetings and this evening, 11/12/19, would be his last. President Peterson thanked Mr. Stark for his years of service to Upland Borough.

25. Adjournment

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

Council adjourned at 7:33 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary