

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

December 10, 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. Daniel Archdeacon, P.E., Catania Engineering – Present; Mr. Robert E. O'Connor, Esquire – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS/RESIDENTS IN ATTENDANCE

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

Executive Session (Council to Discuss Personnel Matter)

Out of Normal Order of Business at 7:01

President Peterson stated there was an Executive Session between Caucus and the Council Meeting. Mr. McClintock made a motion to approve the payoff of comp time as discussed in the Executive Session; inaudible. 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 – Abstain. Motion carries.

President Peterson announced Back into the Normal Order of Business at 7:02

2020 Community Development Block Grant Public Hearing

- Council Input on CDBG Funds for Year 2020

President Peterson stated that Council discussed the use of the CDBG Funding request for year 2020. The items listed are Restoration of the Main Street Wall and Carriage House. There was no other input.

- Public (Input) Comments on CDBG Funds for Year 2020

President Peterson asked if there was any public input for the CDBG Funds for Year 2020. No one approached Council.

- Motion to Pass and Adopt Resolution No. 24 of 2019
- *Application to Participate in the Community Development Block Grant Program Year 2020 (CDBG)*

Ms. Crawford read Resolution No. 24 of 2019 into record. Ms. Crawford made a motion to adopt and pass Resolution No 24 of 2019; *Application to Participate in the Community Development Block Grant Program for Year 2020 (CDBG)* listing funding as prioritized #1 Restoration of the Main Street Wall and #2 Carriage House. 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.

5. Public Comments on Agenda Items Only

No public comments.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 12, 2019

Ms. Crawford made a motion to accept the Council Meeting Minutes of November 12, 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.

7. Treasurer's Report

A-1 Treasurer's Report – November 2019

Ms. Crawford made a motion to accept the Treasurer's Report of November 2019 as presented. 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 Income Statements – November 2019

Ms. Crawford made a motion to approve the Income Statements of November 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 – November 2019

President Peterson asked if there were any questions on the Manager's Report. With no questions, Manager's report is attached.

8. Auburn Village Report - Richard McClintock

- A-1 Roofing Issue – Update: Approval for the Borough Manager to utilize various roofing contractors to repair loose shingles, downspouts and vents at a per hour rate not to exceed \$35/hour. Borough will pay for and supply all material at our cost.

Mr. McClintock made a motion to grant approval to the Borough Manager to utilize various roofing contractors to repair loose shingles, downspouts and vents at a per hour rate not to exceed \$35 per hour; with Borough paying for all supplied materials for the project. President Peterson stated repairs are for approximately twenty (20 units). 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.

9. Public Safety Report – Richard McClintock

- A-1 Fire Marshal's Report – November 2019

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

- A-2 Fire Company's Report – November 2019

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

10. Code Officer's Report - Leland Hunter

Mr. Hunter read the October 2019 and the November 2019 records into record. Copies included.

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 November 13, 2019 through December 6, 2019 – **\$ 113,544.75**

Ms. Crawford made a motion to ratify the payment of the General Fund Bills from November 13, 2019 through December 6, 2019 in the amount of **\$ 113,544.75**. Mr. McClintock seconded the motion. Roll call: Mrs. Kerns – Abstain from check numbers 39277 & 39294 and Aye on the remainder; Mrs. Bush – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; and Mrs. Peterson – ratified her vote to state Aye. Motion carries.

- A-2 Approval to Ratify Payment of Auburn Village Bills from November 13, 2019 through December 6, 2019 – **\$ 27,049.58**

Ms. Crawford made a motion to ratify the payment of the Auburn Village Bills from November 13, 2019 through December 6, 2019 in the amount of \$ 27,049.58. Mr. McClintock 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 – Abstained on check numbers 8387, 8395, 8400, and 8417 and Aye on the remainder. Motion carries.

- A-3 Motion to Approve the 2020 Proposed General Fund Budget
- *Income \$ 5,287,086.00 & Expenses \$ 5,287,086.00*

Ms. Crawford made a motion to approve the 2020 Proposed General Fund budget with Income of \$ 5,287,086.00 and Expenses of \$ 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 Approve the 2020 Proposed Auburn Village Budget
- *Income \$ 1,027,500.00 & Expenses \$ 1,027,500.00*

Ms. Crawford made a motion to approve the 2020 Proposed Auburn Village Budget with Income of \$ 1,027,500.00 and Expenses of \$ 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 Approve 2019 Employee Holiday Gifts

Ms. Crawford made a motion to approve the 2019 Employee Holiday Gifts. 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 – Abstain from the Holiday Gift to Shannon Strigle and Aye on the remainder; and Mrs. Peterson – Abstain. Motion carries.

13. Ordinances & Resolutions Report – Richard McClintock

- A-1 Motion to Pass and Adopt 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. 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-2 Motion to Pass and Adopt Resolution No. 22 of 2019
- *Authorizing Borough Manager to Sign PennDOT Municipal Winter Traffic Services Agreement Approved at the August Council Meeting*

Mr. McClintock read Resolution No. 22 of 2019. Mr. McClintock made a motion to pass and adopt Resolution No. 22 of 2019; *Authorize the Borough Manager to Sign PennDOT Municipal Winter Traffic Services Agreement approved at the August Council Meeting*. 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 Pass and Adopt Resolution No. 23 of 2019
 - *Setting Terms for the Destruction of Public Documents*

Mr. McClintock read Resolution No. 23 of 2019. Mr. McClintock made a motion to pass and adopt Resolution No. 23 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.

14. Research & Development - Moira Crawford

Ms. Crawford reported there were 5,470 website page views with an average of 182 per day; there were 2,212 visitors with an average of 74 per day. Photos were added of the Holiday Celebration to the Photobucket account and to the Website.

Ms. Crawford reported we are continuing to update the new website with the new vendor. We have a meeting scheduled for the end of next week which will begin our 2nd phase of the project. We hope to have our new website up and running by the beginning of the new year or soon thereafter. The email system is being updated by Stevie G., our IT Specialist, and that is being handled by the Borough Manager.

15. Streets & Equipment – Judith Bush

Mrs. Bush spoke to Pastor Brenda Shaw regarding the Splash Park. As the New Year is upon us, there will be a new Board of Directors at the Upland Baptist Church. Pastor Shaw needs to revisit the Splash Park suggestion in front of the new board members and congregation. She will provide an update to Mrs. Bush as soon as possible.

President Peterson stated that there are allotted monies in the 2020 budget for a new Highway truck. She asked Mrs. Bush to get together with Michael, Borough Manager, to work on this project. Mrs. Bush confirmed she would.

16. Community Affairs – Moira Crawford

Ms. Crawford reported the Annual Holiday Celebration was on November 29; there was a great turnout. Approximately 100 borough children received gifts from Santa. Ms. Crawford expressed gratitude to the Upland Fire Company, Borough employees and all the volunteers; Santa and his 3 elves. Ms. Crawford stated the events would not happen without the help of all the volunteers throughout the year.

Ms. Crawford announced the upcoming 2020 events to include: The All-You-Can-Eat Soup & Salad Dinner on Saturday, February 15th; tickets will be available to purchase in the New Year. Also, on Saturday March 14, the Designer Bag bingo will be held and those tickets will also be available to purchase in the New Year.

Ms. Crawford stated to keep an eye on all the scheduled events for 2020 as they have quite a few new ones scheduled. She also wished everyone a Happy New Year.

President Peterson offered a joke about the amount of events held; comparison from last year to the upcoming 2020 year as there are much more.

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor's Report – Mayor Dennon

Mayor Dennon read the Mayor's Report into record for the month of November 2019. Copy included.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his November 2019 report into record. Copy included.

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

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

A-1 2019 Joint Road Program – *Approve Payment Certificate #2 & Final to A.F. Damon, Inc. in the amount of \$ 15,327.71*

Ms. Crawford made a motion to approve payment certificate #2 & Final to A.F. Damon in the amount of \$ 15,327.71. Mrs. Deldeo 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 8th, Hill and Upland Park – *Approve Payment Certificate #1 to Premier Concrete, Inc. in the amount of \$ 95,149.80*

Ms. Crawford made a motion to approve payment certificate #1 to Premier concrete, Inc. in the amount of \$ 95,149.80. 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 2020 CDBG – *Authorize Engineer to Prepare 2020 CDBG Applications for Projects selected by Council during the CDBG Public Hearing 12/10/19; Primary: Restoration of the Main Street Wall and Alternate: Carriage House*

Ms. Crawford made a motion to authorize the Borough Engineer to prepare the 2020 CDBG Application for the projects selected by council during the CDBG Public Hearing on 12/10/19; Primary: Restoration of the Main Street Wall and Alternate: Carriage House. 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.

21. Future Projects – Sandra Deldeo

Noted progress.

22. Old Business

- A-1 Brandywine Animal Hospital – Contract / Update Approval to allow Borough Manager to move forward with Redlined Version of Contract barring any major revisions by Brandywine Animal Hospital

President Peterson stated there was no update as of yet; TABLE to next meeting.

23. New Business

President Peterson stated she wanted to take a moment to read a certificate of appreciation to Councilman Leland Hunter. The certificate of appreciation is to recognize his 4 full terms/ 12 years serving as an Upland Borough Council Member and thank Mr. Hunter for his hard work and perseverance. A round of applause was given by Council Members and guests.

Mr. Hunter asked President Peterson for a moment to read a statement. Mr. Hunter wanted to take this opportunity to thank the residents of Upland Borough for allowing him to serve them for the last 12 years. Mr. Hunter continued as he thanked the Mayor, Members of Council, the Borough Manager and the employees for working side-by-side to make Upland the best it could be. Another round of applause was given recognizing Mr. Hunter and his dedication to Upland Borough.

- A-1 Motion to Cancel the Second Meeting of the Month – December 24, 2019

President Peterson entertained a motion to cancel the second meeting of the month. Mr. McClintock made a motion to cancel the second meeting of the month, December 24, 2019. Ms. Crawford seconded the motion. Verbally, all Council stated Aye; noting approval.

24. Floor Open to Public

No one approached 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 7:30p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary