

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

February 11, 2020

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 due to Illness; Mrs. Deldeo – Present; Mr. McClintock – Present; Ms. Gertner – 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

Police Chief Michael Irely, Fire Chief/Fire Marshall Daniel Smith and approximately six (6) guests were in attendance.

5. Recommendation from Upland Borough’s Civil Service Commission

A-1 Motion to Hire Three (3) Part-Time Police Officers:

- *Ryan Canzanese*
- *Joseph Cristello*
- *Michael Palmer*

Mr. McClintock made a motion to hire three (3) part time Police officers: Ryan Canzanese, Joseph Cristello and Michael Palmer. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

A-2 Motion to Approve and Adopt Resolution No. 3 of 2020

- *Approval of the Civil Service Commission Resolution No. 1 of 2019 and Resolution No. 1 of 2020; Amending the Upland Borough Civil Service Rules and Regulations*

Ms. Gertner read Resolution No. 3 of 2020 into record. Ms. Gertner made a motion to approve and adopt Resolution No. 3 of 2020. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Hire One (1) Full-Time Police Officer

Mr. McClintock made a motion to hire one (1) Full-Time Police officer. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

A-4 Motion to Approve and Adopt Resolution No. 4 of 2020
- *Hire John Zebley as a Full Time Police Officer*

Mr. McClintock read Resolution No. 4 of 2020 into record. Mr. McClintock made a motion to approve and adopt Resolution No. 4 of 2020, hiring full-Time Police Officer John Zebley. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Kerns – Aye; Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

Mr. McClintock asked if President Peterson wanted to explain why she abstained from the vote. President Peterson stated she abstained from the vote because she works with Officer Zebley and all positions.

Out of Normal Order of Business at 7:07 p.m.

Out of Normal Order of Business
Swear-In of Three (3) Part-Time Police Officers

- *Ryan Canzanese*
- *Joseph Cristello*
- *Michael Palmer*

Mayor William Dennon performed the swearing in of newly hired part time Police Officers Ryan Canzanese, Joseph Cristello and Michael Palmer. Congratulatory remarks and applause was offered by Council and the audience after each officer was sworn in by Mayor Dennon.

Swear-In One (1) Full-time Police Officer
John Zebley

Mayor William Dennon performed the swearing in of part time officer John Zebley to full time status. Congratulatory remarks and applause was offered by Council and the audience.

Back into Normal Order of Business at 7:23 p.m.

6. Public Comments on Agenda Items Only

Mr. Hunter, Fourth Street resident, approached Council. Mr. Hunter inquired about the agenda item of the fire extinguishers. It was explained that Council seeks approval to switch companies from Cintas to Tri-State. Mr. Hunter also asked about the Temp agency hiring; it was explained by President Peterson it is for one (1) month for filing purposes.

7. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – January 14, 2020

President Peterson asked for a motion to approve Council Meeting Minutes of January 14, 2020.

Ms. Crawford made a motion to approve the Council Meeting Minutes of January 14, 2020. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

8. Treasurer's Report

A-1 Treasurer's Report – January 2020

President Peterson asked for if there were any questions on the Treasurer's Report. With no questions, President Peterson requested a motion on the Treasurer's Report.

Ms. Crawford made a motion to accept the Treasurer's Report of January 2020 as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

A-2 Income Statements – January 2020

President Peterson asked if there were any questions on the Income Statements. With no questions asked, President Peterson requested a motion.

Ms. Crawford made a motion to accept the Income Statements of January 2020 as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

A-3 Manager's Report – January 2020

- a. Motion to Approve Three (3) Individuals to Attend the American Stormwater Institute in Philadelphia – April 2 & 3, 2020 (\$ 750 ea / \$2,250 total)

President Peterson entertained a motion for the three (3) Individuals to Attend the American Stormwater Institute in Philadelphia – April 2 & 3, 2020 (\$ 750 ea / \$2,250 total).

Ms. Crawford made a motion to approve three (3) individuals to attend the American Stormwater Institute in Philadelphia on April 2 & 3, 2020 at a cost of \$750 each individual; \$ 2,250 total cost. The individuals were Chuck Boyd, Michael Ciach and Patrick White. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

- b. Motion to Approve Three (3) Individuals to attend the Floodplain Management Course in Exton – March 16 through March 19, 2020 (\$100 per person; \$300)

President Peterson entertained a motion to approve three (3) individuals to attend the Floodplain Management course in Exton, March 16 through March 19, 2020 (\$100 per person; \$300).

Ms. Crawford made a motion to approve three (3) individuals to attend the Floodplain Management Course in Exton, March 16 through March 19, 2020; at a cost of \$100 per person. The individuals were Chuck Boyd, Michael Ciach and Patrick White. Mr. McClintock seconded the motion. Roll Call was

taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

- c. Motion to Approve the Borough Manager to Contract with a Temp Agency for One (1) Month for a Person to Help with Office Needs PT (Contract Price not to exceed \$24/hour including agency fee)

President Peterson entertained a motion to approve the Borough Manager to contract with a Temp Agency for one (1) month for a person to help with Office needs part time (contract price not to exceed \$24/hour that does include the agency fee).

Ms. Crawford made a motion to approve the Borough Manager to contract with a Temp agency for one (1) month for a person to help with Office needs part-time with contract price not to exceed \$24/hour which includes an agency fee. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

- d. Motion to Approve the Borough Manager to Enter into a Contract with Tri-State Fire Device Maintenance and Update (5 borough sites) (*COSTARS*)

President Peterson entertained a motion to approve the Borough Manager to enter into a contract with Tri-State Fire Device Maintenance and Update (5 borough sites) with *COSTARS* pricing.

Ms. Crawford made a motion to approve the Borough Manager to enter into a contract with Tri-State Fire Device Maintenance and Update for five (5) borough sites with *COSTARS* pricing. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Abstain, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

- e. Motion to Contract with Executive Tree Service for Removal of Some Dangerous Trees in the Borough (See Plan)

President Peterson entertained a motion to Contract with Executive Tree Service for Removal of Some Dangerous Trees in the Borough as per included plans.

Ms. Crawford made a motion to contract with Executive Tree Service for removal of some dangerous trees in the Borough as per included plans. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

9. Auburn Village Report - Richard McClintock

President Peterson stated Mr. McClintock reports progress.

10. Public Safety Report – Richard McClintock

President Peterson asked Mr. Smith for his report. Fire Marshal Dan Smith read his January 2020 report into record. Copy included.

A-2 Fire Company's Report – January 2020

Fire Chief Dan Smith read the Fire Company Report of January 2020. Copy included.

A-3 Police Car – *Purchase in the Amount of \$ 38,800.00 (COSTARS)*

President Peterson entertained a motion to Purchase a Police Car in the amount of \$ 38,800.00 COSTARS pricing.

Mr. McClintock made a motion to authorize the purchase of a new police car in the amount of \$ 38,800.00 through COSTARS. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

A-4 Motion to Approve Three (3) Individuals to Attend the CODY Education Conference – May 18-20, 2020

President Peterson entertained a motion to approve three (3) individuals to attend the CODY Education Conference. President Peterson stated Mr. McClintock has more information.

Mr. McClintock read a request, with detailed explanation, from Chief Michael Ireby to attend the CODY Education Conference with Lt. Curran and Cpl. White. Mr. McClintock made a motion to approve three (3) police officers to attend the CODY Education Conference from May 18-May 20, 2020. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye.

11. Code Officer's Report – Richard McClintock

Mr. McClintock read the January 2020 Code Officer's Report into record. Copies included.

12. Building & Grounds Report – Judith Bush

President Peterson reported progress.

13. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills from January 14 through February 8, 2020 - **\$ 264,650.80.**

Ms. Crawford made a motion to ratify the payment of the General Fund Bills from General Fund Bills from January 14 through February 8, 2020 in the amount of **\$ 264,650.80**. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the \$ 264,650.80. With no questions, a Roll call was taken: Mrs. Kerns – Abstained on check number 39491 and Aye on the remainder; Mrs.

Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain on check number 39521 and Yes on the rest. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills from January 10 through February 11, 2020 - **\$ 52,132.00**

Ms. Crawford made a motion to ratify the payment of the Auburn Village Bills from January 10 through February 11, 2020 in the amount of **\$ 52,132.00**. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the auburn Village Bills in the amount of \$ 52,132.00. With no questions, a Roll call was taken: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases January 14 through February 11, 2020 - **\$ 2,316.25**

Ms. Crawford made a motion to ratify the payment of the PLGIT Procurement Credit Card Purchases January 14 through February 11, 2020 in the amount of **\$ 2,316.25**. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the PLGIT Procurement Credit Card Purchases January 14 through February 11, 2020 in the amount of **\$ 2,316.25**. Ms. Gertner asked a question on the Lowes bill that reflected a purchase for the Police Department. President Peterson answered it was a purchase for a coat rack for Police Department. Roll call: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

14. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Pass and Adopt Resolution No. 5 of 2020
– *Amending Resolution No. 22 of 2019 with Corrected Dates at the Recommendation of PennDOT*

Ms. Gertner read Resolution No. 5 of 2020 into record. Ms. Gertner made a motion to pass and adopt Resolution No. 5 of 2020. Mr. McClintock seconded the motion. Roll call: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

15. Research & Development – Julie Kerns

Mrs. Kerns reported on Ms. Crawford's reports:

- 1) Website for January 2020 – New Google Analytics Reports are now available:
 - a) Visitors – 771 visitors with 1,080 Sessions
 - b) Acquisition Overview Report: out of the 771 visitors –
 - i) 316 were organic (searched by borough name)
 - ii) 304 were direct (searched by website name)
 - iii) 132 were social (via Facebook)
 - iv) 32 were referral (other website mentions)
 - c) Overview by Devices Used to Access:
 - i) 367 (47.48%)- Desktop

- ii) 364 (47.09%) - Mobile
- iii) 42 (5.43%) – Tablet

2) Email transfer still being worked on by Steve Giancristoforo. Equipment upgrades are being completed and transfer will occur shortly thereafter.

3) Social media accounts for the borough have been set up:

- a) Facebook – Upland Borough DELCO PA
- b) Instagram – uplandborough
- c) twitter – @uplandpa

16. Streets & Equipment – Judith Bush

President Peterson reported progress.

17. Community Affairs – Moira Crawford

Ms. Crawford reported the following events are scheduled:

- All You Can Eat at McQueen Hall – Annual Soup & Salad – scheduled for Saturday, February 15th. Tickets are available for purchase in the borough office. Adult \$10, Senior \$8 and child (under 12) \$5. Take out will be available.
- Designer Bag Bingo – scheduled for Saturday March 14, 2020. This is a “bring your own food and beverage event”. Tickets are available at the borough offices or see Julie, Judy or I. Cost \$30 at the door \$35. There will be basket raffles, 50/50, bonus bag game tickets available for purchase.

Ms. Crawford announced the paying events that are held in the Borough, financially help run the free events that are offered throughout the year.

18. Use & Occupancy Report – Michael Ciach

Borough Manager Michael Ciach read the Use and Occupancy report for January 2020 into record. Copy included.

19. Mayor’s Report – Mayor Dennon

Mayor Dennon read the Mayor’s Report into record for the month of January 2020. Copy included.

Mayor Dennon also mentioned that the CRC Watershed will be doing a clean-up on Saturday, April 4, 2020, from 9:30 a.m. -12:00 p.m.; volunteers are always welcomed. On Saturday, April 25, CRC will have a tree and shrub planting on/near the creek banks.

20. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his January 2020 report into record. Copy included.

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

A-1 Borough Hall Roof Repairs

After much discussion in Caucus, it was determined to use Premier Roofing to repair the outside chimney issues above MacQueen Hall.

Ms. Crawford made a motion to authorize Premier Roofing to repair the outside chimney issues with a cost not to exceed Eleven Thousand (\$ 11,000.00). Mrs. Kerns seconded the motion. Roll call: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

Mr. Archdeacon stated PA One Call has mandated a regulation via Pennsylvania Utility Commission (PUC) to report all calls; all lines need to be marked and verified. The Borough Manager reached out to Catania Engineering, Mr. Archdeacon, to perform the confirmation of the markings prior to work being done. Mr. Ciach explained that the regulation indicated it is the responsibility of the Borough to verify if lines were marked for a job; if not, citations could be imposed on Upland Borough.

22. Future Projects – Sandra Deldeo

President Peterson noted progress.

23. Old Business

No Old business addressed.

24. New Business

A-1 Approve Council, Mayor & Police Chief to attend the Spring PSAB Conference at Hershey Lodge – June 6 -10, 2020

President Peterson entertained a motion to approve the Council, Mayor & Police Chief to attend the Spring PSAB Conference at Hershey Lodge from June 6 through June 10, 2020.

Ms. Crawford made a motion to approve Council, Mayor and Police Chief to attend the Spring PSAB Conference at Hershey Lodge from June 6, through June 10, 2020. Mrs. Kerns seconded the motion. Roll call: Mrs. Kerns – Aye, Mrs. Deldeo – Aye; Mr. McClintock – Aye; Ms. Gertner– Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Cancel Second Meeting of the Month – February 25, 2020

President Peterson entertained a motion to cancel second meeting of the month.

Ms. Crawford made a motion to cancel the second meeting of the month, February 25, 2020. Mr. McClintock seconded the motion. Verbally, all council voted Aye, no one opposed. Motion carries.

25. Floor Open to Public

Mr. Leland Hunter, Fourth Street resident.

- #2 Church Street

Mr. Hunter asked what is going on with the car that has been parked on this property for a long time; car is parked in the yard area for well over a month. This case had previously gone to court.

Mr. Ciach stated he would contact the Mr. Wills regarding this issue tomorrow and will provide an answer to Mr. Hunter.

- 21st and 22nd Street

Mr. Hunter asked what is going on as the Police Department mentioned in their report about these streets. President Peterson replied that there is a lot of debris trash, old mattresses and other) in that area. Mr. Hunter asked why does Upland Police Department take care of the individuals who do not pay taxes. President Peterson replied that we will take that into consideration.

Mrs. Payne, Mulberry Street resident

- Light request for 11th Street extension

Ms. Payne stated she had concerns regarding the 11th Street extension. Poor lighting, a lot of debris as well as high-traffic on that small cut-through. Ms. Payne as if this could be put back onto the table to discuss this issue with the 11th street extension. President Peterson stated that if they were to close off the extension, Upland would need to pay back \$ 85,000.00.

President Peterson mentioned that discussion is already underway for additional lighting in the Borough for certain areas; they will include this area as an area of concern. Also, discussion is already in the works regarding possible a speed bumps for certain areas and the Highway Department will take care of the debris issue.

George Oronzio, Woodside Avenue

- Mr. Oronzio stated a resident is working in property on Woodside Avenue with no permits posted. Mr. Ciach stated he would check into this matter.

26. Adjournment

Ms. Crawford made a motion to adjourn. Mr. McClintock seconded the motion. Verbally, all Council voted Aye, No one opposed. Motion carries.

Council adjourned at 8:15 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary