

MINUTES

SECOND MONTHLY MEETING OF UPLAND BOROUGH COUNCIL (*Telecommunication/Virtual Meeting due to COVID-19*)

DATE

April 21, 2020

TIME

7:00 P.M.

PLACE

Upland Municipal Building, 224 Castle Avenue, Upland, PA

CALL TO ORDER

President Peterson called the Second Monthly 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; 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 IN ATTENDANCE

Police Chief Michael Irely, Fire Chief/Fire Marshal Daniel Smith, IT Specialist Steve Giancristoforo, and Shannon Strigle, Recording Secretary.

5. Public Comments on Agenda Items Only (emails will be read)

President Peterson asked Michael Ciach, Borough Manager, if there were any emails received pertaining to the agenda posted on the website. Mr. Ciach replied he had not received any emails.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – March 10, 2020

President Peterson asked if there were any questions on the Council Meeting Minutes of March 10, 2020. As there were no questions, Ms. Crawford made a motion to accept the Meeting Minutes of March 10, 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Bush – Aye; Ms. Gertner – Aye; Mr. McClintock – Aye; Mrs. Kerns – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Minutes of Emergency Virtual Meeting held March 20, 2020 (Adopt Resolution 8)

President Peterson asked if there were any questions on the Minutes of Emergency Virtual Meeting held March 20, 2020 (Adopt Resolution 8). As there were no questions, Ms. Crawford made a motion to accept the Minutes of Emergency Virtual Meeting held March 20, 2020 (Adopt Resolution 8). Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Abstain; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Minutes of Emergency Virtual Meeting held March 26, 2020 (Adopt Resolution 9)

President Peterson asked if there were any questions on the Minutes of Emergency Virtual Meeting held March 26, 2020 (Adopt Resolution 9). As there were no questions, Ms. Crawford made a motion to accept the Minutes of Emergency Virtual Meeting held March 26, 2020 (Adopt Resolution 9). Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

7. Treasurer's Report

A-1 Treasurer's Report

President Peterson asked if there were any questions on the Treasurer's Report. As there were no questions, Ms. Crawford made a motion to accept the Treasurer's Report as presented. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Income Statements

President Peterson asked if there were any questions on the Income Statements. As there were no questions, Ms. Crawford made a motion to accept the Income Statements as presented. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Manager's Report

President Peterson asked if there were any questions on the Manager's Report. President Peterson asked for a verbal vote. Council unanimously voted Aye on accepting the Manager's Report as presented; no one opposed. Motion carries.

8. Auburn Village Report - Richard McClintock

President Peterson stated progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – March 2020

Fire Marshal Dan Smith read his March 2020 report into record.

A-2 Fire Company's Report – March 2020

Fire Chief Dan Smith read his March 2020 report into record.

10. Code Officer's Report - Richard McClintock

Mr. McClintock read the March 2020 Code Officer's report into record.

11. Building & Grounds Report – Judith Bush

President Peterson stated progress.

12. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills:

- March 11, 2020 through April 17, 2020 – \$ **259,305.73**

President Peterson asked if there were any questions on the General Fund Bills for March 11, 2020 through April 17, 2020 in the amount of \$ 259,305.73. With no questions, Ms. Crawford made a motion to approve to ratify the payment of the General Fund Bills from March 11, 2020 through April 17, 2020 in the amount of \$ 259,305.73. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Abstained on check number 39702 and Aye on the remainder; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstained on check number 39666 and Aye on the remainder; and Mrs. Peterson – Abstained on check numbers 39665 & 39678 and Aye on the remainder. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills:

- March 11, 2020 through April 17, 2020 - \$ **98,942.63**

Ms. Crawford made a motion to approve to ratify the payment of the Auburn Village Bills from March 11, 2020 through April 17, 2020 in the amount of \$ 98,942.63. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – 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:

- March 11, 2020 through April 17, 2020 - \$ **1,489.66**

Ms. Crawford made a motion to approve to ratify the payment of the PLGIT Procurement Credit Card Purchases from March 11, 2020 through April 17, 2020 in the amount of \$ 1,489.66. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

13. Ordinances & Resolutions Report – Abigail Gertner

A-1 Resolution No. 8 of 2020

- *Motion to Ratify the Passing & Adoption of Resolution No. 8 of 2020: State of Emergency due to the Coronavirus (COVID-19); Continuation of Proclamation 1 of 2020 dated March 20, 2020*

Ms. Gertner read Resolution No. 8 of 2020; *Motion to Approve and Adopt Resolution No. 8 of 2020: State of Emergency due to the Coronavirus (COVID-19); Continuation of Proclamation 1 of 2020 dated March 20, 2020* into record. Ms. Crawford made a motion to ratify the approval and adoption of Resolution No. 8 of 2020 dated March 20, 2020. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Resolution No. 9 of 2020

- *Motion to Ratify the Passing and Adoption of Resolution No. 9 of 2020: Extension of Property Tax Deadlines dated March 26, 2020*

Ms. Gertner read Resolution No. 9 of 2020; *Motion to Approve and Adopt Resolution No. 9 of 2020: Extension of Property Tax Deadlines dated March 26, 2020* into record. Ms. Gertner made a motion to ratify the approval and adoption of Resolution No. 9 of 2020 dated March 26, 2020. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Resolution No. 10 of 2020

- *Motion to Adoption of Resolution No. 10 of 2020: Appointing a new Zoning Board Member to fill vacancy*

Ms. Gertner read Resolution No. 10 of 2020: *Appointing a new Zoning Board Member to Fill Vacancy* into record. Ms. Gertner made a motion to adopt and pass Resolution No. 10 of 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Abstain. Motion carries.

A-4 Resolution No. 11 of 2020

- *Motion to Adoption of Resolution No. 10 of 2020: Appointing a new Council Member to fill vacancy*

Ms. Gertner read Resolution No. 11 of 2020: *Motion to Adoption of Resolution No. 11 of 2020: Appointing a new Council Member to Fill Vacancy* into record. Ms. Crawford made a motion to adopt and pass Resolution No. 11 of 2020. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

14. Research & Development - Julie Kerns

Mrs. Kerns thanked Ms. Crawford for her reports.

1) Website for March 2020

- a) Visitors – 1,696 visitors; 2,212 sessions; 4,965 page views. This is up substantially from February 2020 as those numbers were: 711 visitors with 954 sessions; 3,386 page views
- b) Acquisition Overview Report:
 - i) 1,064 were social media (Facebook, Twitter, Instagram)
 - ii) 410 were organic (searched by borough name)
 - iii) 218 were direct (searched by website name)
 - iv) 23 were referrals (other website mentions)
- c) Overview by Devices Used to Access:
 - i) 1,244 (73.35%) - Mobile
 - ii) 382 (22.52%) - Desktop
 - iii) 70 (4.13%) – Tablet

2) Email transfer still pending

15. Streets & Equipment – Judith Bush

President Peterson reported on behalf of Mrs. Bush, progress.

16. Community Affairs – Moira Crawford

Ms. Crawford reported most recent scheduled events that were canceled due to the COVID-19 pandemic were: the Designer Bag Bingo, Ham & Cabbage Luncheon for the Seniors Club, Easter Egg Hunt, and the Breakfast with the Easter Bunny.

During the week prior to Easter, there was a contest offered on Facebook to the children of Upland Borough, age up to 13. It seemed children had a fun time participating in the riddle contest.

Ms. Crawford stated that the Carnival is scheduled but at this time, unsure if it will be held. An update will be provided as soon as possible.

17. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the March 2020 Use & Occupancy Report into record.

18. Mayor's Report – William Dennon

Mayor Dennon read the March 2020 Mayor's Report into record.

President Peterson asked Chief Ireby if he had anything to add to the report. Chief Ireby reported that there have been no illnesses in his department. Also, there will be a large gathering at Crozer tomorrow, Wednesday, April 22, 2020 at 2:00 p.m. They expect over 175 people at the event; there will be a live band and food trucks. This is to honor all the frontline workers and first responders.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read a statement for Council and the public pertaining to the COVID-19 pandemic:

“During the unprecedented COVID-19 crisis, the Upland Borough Council and Borough Officials are striving to take appropriate steps to provide for the public safety of its residents while ensuring continued public services and protocols.

As a result of the COVID-19 crisis and the existing Declaration of Emergency issued by the Federal, State and local authorities, tonight's regularly scheduled Upland Borough Council meeting will be conducted remotely utilizing electronic videoconferencing and audio technology. The Mayor, members of Borough Council and other essential Borough staff will be remotely present and will be participating in the meeting.

The agenda for tonight's meeting has been previously posted on the Upland Borough website (www.uplandboro.org) for the public's review. The website provided instructions to any member of the public wishing to participate.

Any member of the public wishing to participate has been asked to submit their questions or comments to Council using the Borough's website. All submitted questions or comments will be read aloud at tonight's meeting and recorded into the official minutes of the meeting.

Tonight's Council meeting is being recorded and will be made available on the Borough's website for public viewing as soon as possible. While Borough Officials regret this inconvenience, they believe that this good faith effort has been provided to ensure the public's participation in the meeting during this difficult time in our community."

A-1 Comcast Franchise Agreement

Mr. O'Connor continued regarding adoption of the Comcast Agreement that has been reviewed by Mr. O'Connor and Mr. Ciach. Mr. Ciach added the Comcast Agreement has been signed by Upland and we wait for their signature to execute.

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

Mr. Archdeacon read his report and had a couple of action items to address.

A-1 Mulberry Street U-Drain Repair – A.F. Damon \$ 8,360.00

Mrs. Bush made a motion to approve payment to A.F. Damon for the repair of the U-Drain on Mulberry Street in the amount of \$ 8,360.00. Ms. Crawford seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 2020 Road Program

President Peterson noted this will be addressed at a later date.

21. Future Projects – President Peterson

Progress reported.

22. Old Business

President Peterson stated there was no Old Business to address.

23. New Business

President Peterson stated there was no New Business to address.

24. Floor Open to Public (emails will be read)

President Peterson stated there were no emails with questions received from the Public.

President Peterson wanted to address everyone by thanking “the employees; specifically the Borough Manager who has been doing a great job, the Chief of Police and the officers are doing a tremendous job. I just want to tell everyone to say safe out there.”

25. Adjournment

Mr. McClintock made a motion to adjourn. Ms. Crawford seconded the motion. Council unanimously voted Aye on adjourning.

Council adjourned at 7:39 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary