

MINUTES

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

DATE

May 12, 2020

TIME

7:00 P.M.

PLACE

Upland Municipal Building, 224 Castle Avenue, Upland, PA

CALL TO ORDER

President Peterson called the Regular 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. Steigerwalt – 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 stated there's no public comment on agenda items.

President Peterson stated that during the Caucus, we spoke about before Resolution No. 11 of 2020 was fixed, because it does not reflect in the minutes that there was a mistake on the date. However, Shannon does not type the minutes verbatim but if we listen to the tape; that is verbatim. So, I would prefer we fix that term before we voted on the minutes. President Peterson asked Ms. Gertner to please fix this.

- A- 1 Resolution No. 11 of 2020
 - Clarify the Date of Term for Matthew Steigerwalt
(*passed and adopted April 21, 2020*)

Ms. Gertner stated that on April 21, 2020, the Council passed Resolution No. 11 of 2020. During that time (of recording), the audio blipped and so, the end term date for Councilman Matthew Steigerwalt is December 31, 2021. The motion, which was passed and signed, actively reflects this.

6. Approval of Previous Meeting Minutes

- A-1 Council Meeting Minutes – April 21, 2020

President Peterson asked if there were any questions on the Council Meeting Minutes of April 21, 2020. As there were no questions, Ms. Crawford made a motion to accept the Telecommunication/Virtual Council Meeting Minutes of April 21, 2020. Mrs. Bush seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Ms. Gertner – Aye; Mr. McClintock – 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. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Ms. Gertner – Aye; Mr. McClintock – 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. With no questions, Ms. Crawford made a motion to accept the Income Statements as presented. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Ms. Gertner – Aye; Mr. McClintock – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Manager's Report

- Liquid Fuels Tax Fund Audit - January 1, 2018 to December 31, 2018

President Peterson asked if there were any questions on the Manager's Report. With no questions, Ms. Crawford made a motion to accept the Managers Report as presented and to acknowledge the State Audit for Liquid Fuels to be made part of the record. Mr. McClintock seconded the motion. President Peterson asked for a verbal vote. Council unanimously voted Aye on accepting the Manager's Report as presented. Motion carries.

8. Auburn Village Report - Richard McClintock

President Peterson stated Mr. McClintock reports progress.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshal's Report – April 2020

Fire Marshal Dan Smith read his April 2020 report into record. Copy included.

A-2 Fire Company's Report – April 2020

Fire Chief Dan Smith read his April 2020 report into record. Copy included.

10. Code Officer's Report - Richard McClintock

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

11. Building & Grounds Report – Judith Bush

Mrs. Bush mentioned the 8th Street Park, if you get a chance to do over to look at it, is beautiful; the contractors did a wonderful job.

12. Finance & Insurance Report - Moira Crawford

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

- *April 17, 2020 through May 7, 2020 - \$ 136,461.72*

Ms. Crawford made a motion to approve to ratify the payment of the General Fund Bills from April 17, 2020 through May 7, 2020 in the amount of \$ 136,461.72. Mr. McClintock seconded the motion. President Peterson asked if there were any questions on the bills. With no replay, President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Abstained on check number 39783 and Aye on the remainder; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

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

- *April 17, 2020 through May 7, 2020 - \$ 286,063.49*

Ms. Crawford made a motion to approve to ratify the payment of the Auburn Village Bills from April 17, 2020 through May 7, 2020 in the amount of \$ 286,063.49; Mrs. Bush seconded the motion. President Peterson asked if there were any question on the Auburn Village bills. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries. Ms. Crawford stated of that amount, \$ 248,000.00 came out of Auburn Village for transfer to General Fund.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Purchases:

- *April 18, 2020 through May 8, 2020 - \$ 7,344.07*

Ms. Crawford made a motion to approve to ratify the payment of the PLGIT Procurement Credit Card Purchases from April 18, 2020 through May 8, 2020 in the amount of \$ 7,344.07. Mrs. Bush seconded the motion. President Peterson asked if there were any questions on the PLGIT Credit Card Purchases. With no reply, President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

Mr. McClintock did ask President Peterson if the \$ 7,000.00 is an unusual amount of money spent on the credit card. President Peterson replied that it was not unusual; it depends as a lot of it was for Personal Protective Equipment (PPE). Mr. Ciach also stated we paid three (3) insurance bills with the credit card and the credit card will be reimbursed by Auburn Village. Mr. McClintock stated it just seemed like a lot of money for one (1) month.

13. Ordinances & Resolutions Report – Abigail Gertner

A- 1 Resolution No. 11 of 2020

- Motion to Clarify the Date of Term for Matthew Steigerwalt
(*passed and adopted April 21, 2020*)

President Peterson stated that Ms. Gertner already addressed this item (see #5. A-1).

14. Research & Development - Julie Kerns

Mrs. Kerns read the report into record. Copy included.

Mrs. Kerns stated the Memorial Day Parade is canceled, but there will be a private Memorial Service with members of Council, Color Guard, Police Chief and Fire Chief, Pastor Shaw; all in attendance. For the public, Michael Ciach will video tape it live on Facebook and a posting will be made on Upland Borough Facebook page and ultimately posted on the Upland Borough website. Mr. McClintock will be the speaker and unfortunately there will be no essay contest.

All are to gather at the Upland Baptist Church at 8:45 a.m. on Monday May 25, 2020 for services to begin at 9:00 a.m.

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: Carnival and all the scheduled Movies in the Park for the summer. The Movies in the Park can be rescheduled. Should the restrictions be lifted and the availability of the vendor; this will be re-visited in the summer. For the Fourth of July Celebration; as the normal celebration gathering is canceled, there will be a lunch form designed for Borough residents to complete. There will be pickup and delivery of the lunch; more details to follow and residents will be advised.

17. Use & Occupancy Report – Michael Ciach

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

18. Mayor's Report – William Dennon

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

President Peterson asked Chief Ireby if he had anything to add to the report; Chief Ireby stated he did not.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his report that indicated "No Report".

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 8th, Hill and Upland Park

- Approve Change Order No. 2 for a deduct amount of \$ 2,902.50
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Ms. Crawford made a motion to approve the Change Order No. 2 and Final for deduction amount of \$ 2,902.50. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- Approve Payment Certificate #3 & Final to Premier Concrete, Inc. in the amount of \$ 49,063.50

Ms. Crawford made a motion to approve the payment certificate #3 and final to Premier Concrete, Inc. in the amount of \$ 49,063.50. Mr. McClintock seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-2 Chelton Road Storm Water

- Authorize the Borough Engineer to Solicit Three (3) Quotes for Necessary Repairs

Ms. Crawford made a motion to authorize the Engineer to solicit three (3) quotes for necessary repairs on Chelton Road storm water. Mrs. Kerns seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Abstain; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

21. Future Projects – President Peterson

President Peterson stated Mr. Steigerwalt reports progress.

22. Old Business

President Peterson stated there was no Old Business to address.

23. New Business

A-1 Cancel the Second Meeting of the Month – May 26, 2020

Ms. Crawford made a motion to cancel the second meeting of the month, May 26, 2020. Mr. McClintock seconded the motion. Council unanimously voted Aye. Motion carries.

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

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

25. Adjournment

President Peterson stated that she hopes everyone continues to be safe and hopefully, we can go back to normal soon. President Peterson entertained a motion to adjourn.

Ms. Crawford made a motion to adjourn. Mrs. Kerns seconded the motion. Council unanimously voted Aye; motion carries.

Council adjourned at 7:21 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Shannon Strigle
Recording Secretary