

MINUTES REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE December 14, 2021

TIME 7:00 P.M.

PLACE Upland MacQueen Hall, 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; Mr. Steigerwalt – Present; Mr. McClintock – Absent/Excused; Ms. Gertner – Present; Mayor Dennon – Present; P.E., Catania Engineering – Present; Mr. Robert E. O’Connor, Esquire – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

President Peterson announced Out of Normal Order of Business at 7:01 p.m.

.....

The meeting was taken out of the normal order of business for the 2022 Community Development Block Grant public hearing. The Council input for the CDBG funds for 2022 are as follows:

The Main Street Wall Renovation
Carriage House Restoration

Public Input: None as no members of the public were in attendance.

Ms. Gertner read Resolution 18 of 2021. President Peterson stated she would entertain a motion. Ms. Gertner then made a motion to pass Resolution 18 of 2021 prioritizing items for the CDBG grant program. Moira Crawford seconded the motion.

Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson –Aye. Motion carries.

The affidavit of publication is before Council and was published in the Daily Times and Sunday Times on 11/22/21 and the Daily Digital Times and Sunday Digital Times on 11/22/21.

President Peterson stated the Return to Normal Order of Business at 7:04 p.m.

5. Public Comments on Agenda Items Only

No members of the public were present.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 9, 2021

President Peterson asked if there were any questions on the minutes of November 9, 2021. With no questions, Ms. Crawford made a motion to accept the minutes of the Council meeting of November 9, 2021 as presented. Mr. Steigerwalt seconded the motion. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – 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. With 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. Steigerwalt – 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. With 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. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-3 Manager's Report

Ms. Crawford made a motion to accept the Income Statements as presented.. Mrs. Kerns seconded the motion. Unanimously, Council voted Aye on the motion, no nays. Motion carries.

8. Auburn Village Report - Richard McClintock

President Peterson noted progress on behalf of Mr. McClintock.

9. Public Safety Report – Richard McClintock

President Peterson stated that there was no Fire Marshal's or Fire Company's Reports for this month.

10. Code Officer's Report – Richard McClintock

Mr. Steigerwalt read the November 2021 Code Officer's Report into record.

11. Building & Grounds Report – Judith Bush

President Peterson reported progress on behalf of Mrs. Bush.

12. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills November 1, 2021 through November 30, 2021 - **\$ 249,856.00**

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills November 1, 2021 through November 30, 2021 in the amount of \$ 249,856.00. Mrs. Bush seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain from check no. 41635 and Aye on the remainder; and Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills November 1, 2021 through November 30, 2021 - **\$ 48,275.33**

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills November 1, 2021 through November 30, 2021 in the amount of \$ **48,275.33**. Mr. Steigerwalt seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Abstain from check no. 9371 and Aye on the remainder; and Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card Statement
November 2021 - **\$ 3,407.51**

Ms. Crawford made a motion to approve to ratify the PLGIT Procurement Credit Card Statement for November 2021 in the amount of \$ 3,407.51. Julie Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-4 Motion to Approve the 2022 Proposed General Fund Budget
- **Income \$ 5,252,997.00 & Expenses \$ 5,252,997.00**

President Peterson asked if there were any questions. Hearing none, Ms. Crawford made a motion to approve the 2022 proposed General Fund Budget in the amount of income \$ 5,252,997.00 and expenses \$ 5,252,997.00. Mr. Steigerwalt seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-5 Motion to Approve the 2022 Proposed Auburn Village Budget
- ***Income \$ 899,160.00 & Expenses \$ 899,160.00***

Ms. Crawford made a motion to approve the 2022 proposed Auburn Village Budget in the amount of income \$ 899,160.00 and expenses \$ 899,160.00. Mrs. Bush seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Mr. McClintock – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-6 Motion to Ratify Year 2020 Financial Audit

Ms. Crawford made a motion to authorize the ratification of the Year 2020 Financial Audit. Ms. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-7 Motion to Authorize Borough Manager to Advertise the 2020 Summary
Financial Statement

Ms. Crawford made a motion to authorize Borough Manager to advertise the 2020 Summary Financial Statement... Mr. Steigerwalt seconded the motion. Unanimously, Council voted Aye on the motion, no nays. Motion carries.

A-8 Motion to Award the Trash Collection Bid for Years 2022-2026 to B & L
Disposal

Ms. Crawford made a motion to award the trash collection bid for years 2022-2026 to B & L Disposal. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-9 Motion to Authorize Borough Solicitor to Draft Trash Contract

Ms. Crawford made a motion authorize the Borough Solicitor to draft trash contract. Ms. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing no questions, unanimously Council voted Aye on the motion, no nays. Motion carries.

13. Ordinances & Resolutions Report – Abigail Gertner

- A-1 Motion to Pass and Adopt Resolution No. 19 of 2021
-Eliminating Police Officers Contributions to Police Pension Plan (with certain criteria)

Ms. Crawford read Resolution No. 19 of 2021 and made a motion to pass and adopt said Resolution. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-2 Motion to Pass and Adopt Resolution No. 20 of 2021
-Crozer Tax Payments

Ms. Gertner read Resolution No. 20 of 2021 and made a motion to pass and adopt said Resolution. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-3 Motion to Pass and Adopt Resolution No. 21 of 2021
-Trash Collection Contract Years 2022-2026 (Inclusive)

Ms. Crawford read Resolution No. 21 of 2021 and made a motion to pass and adopt said Resolution. Matt Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-4 Motion to Pass and Adopt Resolution No. 22 of 2021 – Increasing Trash Tax

Ms. Gertner read Resolution No. 22 of 2021 and made a motion to pass and adopt said Resolution. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

- A-5 Motion to Authorize Borough Manager to Advertise Ordinance No. 1 of 2022
-Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2022

Ms. Gertner made a motion to pass and adopt Ordinance No. 1 of 2022. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a

roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

A-6 Motion to Authorize Borough Manager to Advertise Ordinance No. 2 of 2022
-Amending Borough Code Chapter 155: Solid Waste

Ms. Gertner made a motion to pass and adopt Ordinance No. 2 of 2022.. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, she requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

14. Research & Development - Julie Kerns

Mrs. Kerns gave the updates for October and November.

15. Streets & Equipment – Judith Bush

President Peterson stated Mrs. Bush noted progress.

16. Community Affairs – Moira Crawford

Ms. Crawford stated that the senior citizens Thanksgiving dinner take out on 11/06/21 went well. There was a nice turn out – approximately 100 meals were distributed.

The tree lighting on 11/26/21 was nicely attended and 75 children received gifts from Santa.

Ms. Crawford ran through the list of events for the first quarter of 2022. Dates/times can be found on the Borough website or the Borough calendar.

17. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the November 2021 Use and Occupancy Report into the record

18. Mayor's Report – William Dennon

Mayor Dennon read the November 2021 Mayor's Report into the record.

19. Solicitor's Report - Robert O'Connor

Mr. O'Connor read his November 2021 report into the record.

20. Engineer's Report –Lisa Catania

As Ms. Catania had to leave, President Peterson asked Council to read her report at their leisure.

21. Future Projects – Matthew Steigerwalt

President Peterson reported progress.

22. Old Business

Nothing for old business to report.

23. New Business

A-1 Motion to Approve the Borough Manager to Purchase Employee Holiday Gift Cards

Ms. Crawford made a motion to approve the Borough Manager to purchase employee holiday gift cards. Mrs. Kerns seconded the motion. Mr. Ciach stated that the amount of this purchase is \$5,300.00. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – abstained from S. Strigle – all others Aye; and Mrs. Peterson –Abstained. Motion carries.

A-2 Motion to Cancel the Second Meeting of the Month – December 28, 2021

Ms. Gertner made a motion to cancel the second meeting of the month, December 28, 2021. Ms. Crawford seconded the motion. Unanimously, Council voted Aye on the motion, no nays. Motion carries.

A-3 Discussion and Approval to switch Payroll Companies from ADP to Paychex – No Increase

Ms. Crawford made a motion to switch payroll companies from ADP to Paychex with no increase. Motion was seconded by Mr. Steigerwalt. With no questions on this issue, unanimously, Council voted Aye on the motion, no nays. Motion carries.

A-4 Motion to Accept the Resignation of a Full-Time Officer

Ms. Crawford made the motion to accept the resignation letter of a full-time officer. Ms. Bush seconded the motion. Unanimously, Council voted Aye on the motion, no nays. Motion carries.

A-5 Donations for Year-End 2021

Ms. Crawford made a motion to donate \$5,000.00 to the Upland Baptist Church Food Bank and \$1,250.00 to Family Promise of Delaware County. Mrs. Kerns seconded the motion. President Peterson asked for a roll call. Roll Call was taken: Mrs. Kerns – Aye; Mrs. Bush – Aye; Mr. Steigerwalt – Aye; Ms. Gertner – Aye; Ms. Crawford – Aye; and Mrs. Peterson – Aye. Motion carries.

24. Floor Open to Public

No one from the public in attendance.

President Peterson closed the meeting with “On behalf of Upland Borough Council, we would like to wish everyone a happy, safe holiday and a healthy New Year. We will see you in January.”

25. Adjournment

Ms. Crawford made a motion to adjourn. Mrs. Bush seconded the motion. All Council verbally voted Aye; no Nays. Council adjourned at 7:31 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary