

MINUTES**REGULAR MEETING OF UPLAND BOROUGH COUNCIL****DATE**

November 14, 2023

TIME

6:12 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 6:12 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; Ms. Gertner – Present; Mrs. Bush – Present; Mr. Bloom – Present; Mr. Steigerwalt – Present; Mayor Dennon – Present; Mr. Archdeacon, Catania Engineering – Present; Robert E. O'Connor, Esquire – Present; and Mr. Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS IN ATTENDANCE

Dan Smith, Anthony DeMarco

5. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – October 10, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of October 10, 2023. Hearing none, Ms. Crawford made a motion to accept the Council meeting minutes of October 10, 2023. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

6. 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. President Peterson requested a roll call. Roll Call was taken: Mrs.

Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Income Statements

President Peterson asked if there were any questions on the Income Statements. Hearing none, Ms. Crawford moved to accept the Income Statements as presented. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Kerns – Aye; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Manager's Report

a) Motion to Authorize Borough Manager to Advertise the 2024 CDBG Public Hearing for December 12, 2023

President Peterson asked if there were any questions authorizing the Borough Manager to advertise the 2024 CDBG public hearing for December 12, 2023. Hearing none, Ms. Gertner made said motion. Ms. Crawford seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

7. **Auburn Village Report – Matt Steigerwalt**

President Peterson stated that Auburn Village reported progress.

8. **Public Safety Report – Abigail Gertner**

A-1 Fire Marshal/Public Safety Officer's Report – October 2023

Mr. Smith read the Fire Marshal/Public Safety Officer's Report for October 2023 into the record.

Mr. Smith informed Council that after speaking with the County Health Department, he is now a liaison between the County Health Department and the Borough. He provided the following issues/resolutions.

10/16/23 – A follow-up inspection for Family Dollar was performed. They had been shut down due to overcrowding of the rear storage space and animal droppings. The storage area was cleared out and reconfigured. The developer for the Upland Shopping Center, Nate Seaman, is in talks with Family Dollar about adding an extension off the back of the building to increase their storage space.

10/19/23 – Sam & Sam's had a complaint inspection (someone directly contacted the County Health Department to file a complaint). This complaint was cleared.

10/27/23 – Sam & Sam’s had a follow-up inspection.

A-2 Fire Company’s Report – October 2023

President Peterson stated that ” while the Borough and residents are paying bills and giving donations, I guess Chief Zyla does not find it important to give us reports.”

A-3 Code Officer’s Report – October 2023

Ms. Gertner read the year to date Code Officer’s Report figures into the record.

10. Buildings & Grounds Report – Judith Bush

Mrs. Bush reported that the Highway Department will be putting up the Christmas Tree and changing the banners. In addition, they will be removing the Memorial Day decorations.

11. Finance & Insurance Report - Moira Crawford

A-1 Approval to Ratify Payment of General Fund Bills
October 1, 2023 through October 31, 2023 - \$565,245.65

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills for October 1, 2023 through October 31, 2023 in the amount of \$565,245.65. Mrs. Kerns 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; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
October 1, 2023 through October 31, 2023 - \$119,511.33

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills for October 1, 2023 through October 31, 2023 in the amount of \$119,511.33 of which \$82,296.45 was a transfer into the General Fund. 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; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
October 2023 - \$5,406.74

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for October 2023 in the amount of \$5,406.74. Mrs. Kerns 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; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

- A-4 Motion to Accept and Adopt the Second Reading of the 2024 Proposed General Fund Budget, Income: \$5,101,930; Expenditures: \$5,101,930

Ms. Crawford made a motion to accept and adopt the second reading of the 2024 General Fund budget, income: \$5,101,930.00; expenditures: \$5,101,930.00. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

- A-5 Motion to Accept and Adopt the Second Reading of the 2024 Proposed Auburn Village Budget, Income: \$899,160; Expenditures: \$899,160

Ms. Crawford made a motion to accept and adopt the second reading of the 2024 Auburn Village budget, income: \$899,160.00; expenditures: \$899,160.00. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

- A-6 Motion to Purchase Candy Canes for the Fire Company/Santa – Total \$193.50

Ms. Crawford made a motion to purchase candy canes for the Fire Company to hand out for Santa in the amount of \$193.50. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

12. Ordinances & Resolutions Report – Abigail Gertner

- A-1 Motion to Approve Amending Resolution 14 of 2023 – A Resolution to Approve Upland Borough's Police Application for a Body Cam Grant (Revision to Resolution No. 14 of 2023 passed 10/10/23) to Increase the Amount of the Requested Grant from \$40,000.00 to \$101,616.16

Ms. Gertner made a motion to approve amending the Resolution 14 of 2023 as so described above. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

- A-2 Motion to Approve Resolution No. 16 of 2023: To Authorize the Advertising and Solicitation of an RFQ on Upland Estates/Vista Village.

Ms. Gertner read Resolution 16 of 2023 – To Authorize the Advertising and Solicitation of an RFQ on Upland Estates/Vista Village.

Ms. Gertner made a motion to approve Resolution 16 of 2023. Ms. Crawford 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; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Motion to Advertise Ordinance 4 of 2023 Titled “Garage and Yard Sales”

Ms. Gertner made a motion to advertise Ordinance 4 of 2023 titled “Garage and Yard Sales”. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

13. Research & Development - Julie Kerns

Mrs. Kerns reported progress.

14. Streets & Equipment – Judith Bush

Mrs. Bush reported progress.

15. Community Affairs – Moira Crawford

Events Held Since Last Council Meeting:

Annual Halloween Parade – This event was rescheduled to October 29, 2023 in order for the Upland Fire Company to participate. Approximately 600 goodie bags were distributed to the children. Ms. Crawford again thanked the Upland Fire Department and Upland Police Department for their participation.

Annual Seniors Free Thanksgiving Dinner – This event was held on November 4, 2023 at MacQueen Hall and served approximately 75 dinners. The number of attendees was smaller than in past years, but higher than during COVID.

Designer Bag Bingo Fundraiser – This event was held on November 11, 2023 and raised approximately \$5,000.00 before costs.

Last Event to be Held by Upland Community Affairs Association for 2023:

Annual Tree Lighting Ceremony – This event is scheduled for Friday – November 24, 2023 at Main Street and Castle Avenue. There will be the tree lighting with Santa after which, Santa will make another appearance at the Pavilion in Bristol Lord Field. He will have gifts for Borough children 13 and under that have signed up in advance. NOTE: Gifts must be picked up at the event.

President Peterson asked if all community events are listed on the Borough website. Ms. Crawford stated that they are on the calendar and under the events section.

President Peterson said that someone call 911 to find out what time the Bingo started. Ms. Crawford responded that Bingo was also advertised on the sign at 6th and Main Streets. She added that a phone call went out about this event.

16. Use & Occupancy Report – Michael Ciach

Mr. Ciach read the October 2023 Use and Occupancy Report into the record.

17. Mayor’s Report – William Dennon

Mayor Dennon read the October 2023 Mayor’s Report into the record.

Mayor Dennon also informed Council that a resident had called him and wanted to thank Officer Erik Schwab. He had helped one of her family members by consoling her and getting her through a bad time.

18. Solicitor’s Report - Robert O’Connor

President Peterson stated that the Solicitor had no report for the month.

19. Engineer’s Report –Dan Archdeacon

Mr. Archdeacon reported the following:

CDBG 2022 & 2023 – The plans and specifications for the Main Street wall restoration have been prepared and the project was advertised for bid. Two bids were received. The low bid was from Premier Building Restoration of Erdenheim, PA in the amount of \$144,595.00. The second bid was from Schneider Restoration Inc. in the amount of \$287,600.00. Mr. Archdeacon recommended award to Premier Building Restoration in the amount of \$144,595.00.

A-1 Motion to Approve Bid Minutes and Bid Award for Main Street Wall Restoration

Ms. Crawford made a motion to approve bid minutes and bid award in the amount of \$144,595.00 for the Main Street wall restoration. Mrs. Bush 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; Ms. Gertner – Aye; Mrs. Bush – Aye; Mr. Bloom – Aye; Mr. Steigerwalt – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

Ms. Crawford made a motion to have the Solicitor draw up the contracts for the Main Street wall restoration. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Mr. Steigerwalt reported progress.

21. Old Business

President Peterson stated that a phone poll was taken and approval was given for a community garden for one of the residents in Auburn Village. President Peterson informed him that the rules must be posted.

22. New Business

A-1 Motion to Approve the Borough Manager to Advertise the Council Meeting Dates for Year 2024

Ms. Gertner made a motion to approve the Borough Manager to advertise the Council meeting dates for year 2024. Ms. Crawford seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

A-2 Motion to Approve 2024 Holiday Schedule

Ms. Crawford made a motion to approve the 2024 holiday schedule. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

A-3 Motion to Authorize a Donation to the Upland Senior Citizen's Club - \$400.00

Ms. Crawford made a motion to authorize a donation to the Upland Senior Citizens' Club in the amount of \$400.00. Mrs. Kerns seconded the motion. President Peterson asked if there were any questions. Hearing none, Council voted Aye on the motion – no Nays – Mr. Bloom abstained. Motion carries.

A-4 Discussion on Donations to Private Sector Organizations

Ms. Crawford made a motion to donate \$6,000.00 to the Upland Baptist Food Bank. Mrs. Bush seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

A-5 Motion to Cancel the 2nd Meeting of the Month (11/28/23)

Ms. Crawford made a motion to cancel the second meeting of the month, November 28, 2023. Mrs. Bush seconded the motion. All Council verbally voted Aye; no Nays.

A-6 Motion to Approve the 2024 Calendar for Printing

Ms. Crawford made a motion to approve the 2024 calendar for printing. Ms. Gertner seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

23. Floor Open to Public

Mr. Smith addressed Council concerning Adam Hart. Adam was 16 years old when he joined the Upland Fire Company. After graduating high school, he went into the military career of a fire fighter. A few weeks ago, Adam lost his life in the line of duty at the age of 38. He was a member of the Upland Fire Company for 22 years. The military accepted this service and promoted him to a 20 year rank through the military. The Upland Fire Company will have a memorial for Adam on December 16, 2023.

Due to the memorial for Adam, the day Santa rides through the Borough will be changed to December 9, 2023.

24. Adjournment

President Peterson stated she would entertain a motion to adjourn. Ms. Crawford made a motion to adjourn. Mrs. Kerns seconded the motion. All Council verbally voted Aye; no Nays.

Council adjourned at 6:36 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary