

MINUTES

REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE

December 12, 2023

TIME

6:02 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 6:02 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. Bush – Present; Mrs. Kerns – Present; Ms. Gertner – Present; Mr. Steigerwalt – Present; Mr. Bloom – 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, George Oronzio

President Peterson announced Out of Normal Order of Business at 6:04 p.m.

2024 Community Development Block Grant Public Hearing

President Peterson turned the meeting over to Mr. Archdeacon.

- Public (Input) Comments on CDBG Funds for Year 2024

Mr. Archdeacon asked if there were any comments from the public. No one came forward.

- Council Input on CDBG Funds for Year 2024

Mr. Archdeacon asked if Council had any recommendations for the 2024 CDBG funds. Ms. Crawford stated that Council would like to recommend the Reese Center renovation for the Police Department (Phase 1). Mr. Archdeacon asked if this project was lower level portion or the entire building. Ms. Gertner state that the first phase would be updated the plan since the old plan is so old at this point. An update is needed to aide in the understanding of how much it will cost now, etc.

Ms. Crawford stated she believed the original cost factor was astronomical – way more than what was needed. Ms. Gertner pointed out that was why the money is needed for a new plan in order to make it more reasonable for the Borough to handle.

Mr. Smith asked if Council is planning on a new heating and air conditioning system in the building since it has been failing regularly. Mr. Archdeacon stated that it doesn't matter what the building is used for, it will need to be updated. President Peterson mentioned to Mr. Archdeacon to include the air conditioning/heating in the plan. He stated it was already considered for updating and that this was an expensive portion of the cost. President Peterson reiterated that this should be included in the new plan.

- Motion to Pass and Adopt Resolution No. 17 of 2023 – Application to Participate in the Community Development Block Grant Program (CDBG)

President Peterson stated she would entertain a motion to pass and adopt Resolution No. 17 of 2023. Ms. Crawford made said motion. Ms. Gertner seconded the motion. President Peterson asked if there were any questions. Hearing none, Council unanimously voted Aye on the motion – no Nays. Motion carries.

President Peterson announced the Return to Normal Order of Business at 6:07 p.m.

5. Public Comments on Agenda Items Only

No comments presented.

6. Approval of Previous Meeting Minutes

A-1 Council Meeting Minutes – November 14, 2023

President Peterson asked if there were any questions on the Council Meeting Minutes of November 14, 2023. Hearing none, Ms. Crawford made a motion to accept the Council meeting minutes of November 14, 2023. Mr. Bloom seconded the motion. Council unanimously voted Aye on the motion – no Nays. 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. Mr. Bloom seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs.

Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – 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. Mr. Steigerwalt seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Manager's Report

President Peterson asked if there were any questions on the Manager's Report. With no questions, Ms. Crawford made a motion to accept the Manager's Report as presented. Ms. Gertner seconded the motion. Council unanimously voted Aye on the motion – no Nays. Motion carries.

8. Auburn Village Report – Matt Steigerwalt

President Peterson stated that Auburn Village reported progress.

9. Public Safety Report – Abigail Gertner

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

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

Mr. Smith commented about the gas leak on JFK Drive. This was a large event and could not have gone smoother. Mr. Smith had a meeting with the County that night and afterwards.

He has put together a Power Point presentation of the entire event. If Council wishes to see the presentation, Mr. Smith will follow up with them.

The County was impressed with Upland. The Borough was prepared with everything needed for the emergency shelter. Mr. Ciach and Mr. Smith purchased some additional items for future use in the emergency shelter.

Mr. Smith wanted Council and the Borough Manager to know that he appreciated their support.

Mr. Smith is involved with PECO in a joint venture. PECO's training committee contacted him to form a different type of training event related to these types of environments. This training will be used to teach other fire companies to perform the same way.

A-2 Fire Company's Report – November 2023

Ms. Gertner stated that the Fire Company again, has not filed a report. This makes these reports about 5 months in arrears.

A-3 Code Officer's Report – November 2023

Ms. Gertner read the November 2023 Code Officer's Report and year to date figures into the record.

10. **Buildings & Grounds Report – Judith Bush**

President Peterson stated that Buildings & Grounds reported progress.

11. **Finance & Insurance Report - Moira Crawford**

A-1 Approval to Ratify Payment of General Fund Bills
November 1, 2023 through November 30, 2023 - \$170,540.77

Ms. Crawford made a motion to approve to ratify payment of the General Fund bills for November 1, 2023 through November 30, 2023 in the amount of \$170,540.77. 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. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Abstained from check no. 43903 and Aye on the remainder; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval to Ratify Payment of Auburn Village Bills
November 1, 2023 through November 30, 2023 - \$66,198.89

Ms. Crawford made a motion to approve to ratify payment of the Auburn Village bills for November 1, 2023 through November 30, 2023 in the amount of \$66,198.89. Mr. Steigerwalt seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-3 Approval to Ratify Payment of the PLGIT Procurement Credit Card
Purchases
November 2023 - \$3,196.69

Ms. Crawford made a motion to approve to ratify payment of the PLGIT Procurement Credit Card Statement for November 2023 in the amount of \$3,196.69. Mr. Bloom seconded the motion. President Peterson asked if there were any questions. Hearing none, she asked for a roll

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

12. Ordinances & Resolutions Report – Abigail Gertner

A-1 Motion to Pass and Adopt Ordinance No. 4 of 2023 – Garage and Yard Sales

Ms. Gertner read the headlines of Ordinance No. 4 of 2023 – Garage and Yard Sales into the record.

Ms. Gertner moved to accept Ordinance No. 4 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. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Motion to Authorize the Borough Manager to Advertise Ordinance No. 1 of 2024 – Fixing Tax Levy (Rate) and Trash Fee for Calendar Year 2024

Ms. Gertner made a motion to authorize the Borough Manager to advertise Ordinance No. 1 of 2024 which is fixing the tax levy (rate) and trash fee for calendar year 2024. The levy rate is 1.264262 mills and trash tax is \$235.00 per household. 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.

14. Streets & Equipment – Judith Bush

President Peterson stated that Streets & Equipment reported progress.

15. Community Affairs – Moira Crawford

EVENTS HELD SINCE LAST COUNCIL MEETING:

Annual Tree Lighting Ceremony and Visit with Santa – This event was held on Friday – November 24, 2023. The Grinch and an Elf also showed up. While it was quite cold, there was a good turnout for this event. Ms. Crawford wanted to thank everyone who volunteered to help.

EVENTS TO BE HELD BY UPLAND COMMUNITY AFFAIRS ASSOCIATION FOR JANUARY AND FEBRUARY 2024:

Martin Luther King Day of Service – This event is scheduled for Monday – January 15, 2024. Clean up of the Borough will begin at 10:00 a.m. at MacQueen Hall and will wrap up at 2:00 p.m. Anyone wishing to participate should contact the Borough Office. NOTE: All children must be accompanied by an adult.

Free Senior Citizens' Coffee Club – This event is scheduled from 9:00 a.m. to 11:00 a.m. on Saturday – January 20, 2024. The Community Affairs Association will hold a free continental breakfast for Borough senior citizens. The deadline for sign up is Friday – January 12, 2024 at the Borough Office.

Basket Bonanza Bingo Fundraiser – This event is scheduled for Saturday- February 3, 2024 at MacQueen Hall. Doors open at 6:00 p.m., games begin at 7:00 p.m. and end approximately at 9:00 p.m.

Tickets: \$20.00 in advance
\$25.00 at the door

All proceeds benefit the Community Affairs Association to help fund all the free events for the Borough seniors and children.

Soup and Salad Fundraiser – This event is scheduled for Saturday – February 17, 2024 from 4:00 p.m. to 6:00 p.m. at MacQueen Hall. Take out will be available. Tickets will be available in the Borough Office in January 2024.

Tickets: \$12.00 for Adults
\$10.00 for Seniors
\$ 8.00 for Children under 12

All proceeds benefit the Community Affairs Association.

16. Use & Occupancy Report – Michael Ciach

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

17. Mayor's Report – William Dennon

Mayor Dennon read the November 2023 Mayor's Report into the record.

18. Solicitor's Report - Robert O'Connor

Mr. O'Connor stated that he did some work on the CDBG contract.

He ended his report to Council by thanking Mr. Archdeacon who started working on the report promptly and wrapped it up as Mr. O'Connor was ill.

He also thanked Council for the Christmas party. He and his wife had a very good time and it was appreciated.

19. Engineer's Report –Dan Archdeacon

Mr. Archdeacon reported the following:

CDBG 2022 & 2023 – The low bidder for the Main Street Wall projects was Premier Building Restoration of Erdenheim, PA and approved by Delaware County OHCD. The contracts were prepared by the Borough solicitor and the award letter was sent to the contractor. The contracts were received back on Monday – 12/11/23. Mr. Archdeacon had the contracts at the Council meeting for the Borough's signatures. Once signed, they will be sent out to the County and he will schedule a precon meeting with the contractor.

CDBG 2024 – Mr. Archdeacon will do the application for the Reese Center.

Ms. Crawford made a motion to authorize the Engineer to submit application to the Delaware County OHCD for the 2024 CDBG grant. Mrs. Kerns seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

20. Future Projects – Matthew Steigerwalt

President Peterson stated that Future Projects reported progress.

21. Old Business

President Peterson stated that there is no old business to report.

22. New Business

A-1 Motion to Ratify the Employee Holiday Gratitude/Gifts

President Peterson stated she would entertain a motion to approve the employee holiday gifts. Ms. Crawford made said motion. Ms. Gertner seconded the motion. President Peterson requested a roll call. Roll Call was taken: Mrs. Bush – Aye; Mrs. Kerns – Aye; Ms. Gertner – Aye; Mr. Steigerwalt – Aye; Mr. Bloom – Aye; Ms. Crawford – Abstain from employee

Shannon Billick and Aye on the remainder; Mrs. Peterson – Abstain from herself and Patrick White and Aye on the remainder. Motion carries.

A-2 Motion to Cancel the 2nd Meeting of the Month - December 19, 2023

President Peterson stated she would entertain a motion to cancel the second meeting of the month. Ms. Crawford made said motion. Ms. Gertner seconded the motion. All Council verbally voted Aye; no Nays.

23. Floor Open to Public

Mr. George Oronzio of Woodside Avenue wanted to compliment the Highway Department for their excellent job with the leaves. He sees them and Code Enforcement going up and down the street a lot. Unfortunately, he has not seen much of the Police on patrol on Woodside Avenue. He knows they are busy responding to calls, but proactive community policing would call for routine patrols.

President Peterson responded by saying that she thinks the people calling complaining about the parking tickets would not agree with him.

Mr. Oronzio stated that he sits by the window which sees everything that goes up and down the street. He added that being an old retiree, he has nothing else to do.

President Peterson thanked him.

24. Adjournment

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

President Peterson said good night to everyone and wished all a beautiful, wonderful holiday and will see everyone next year.

Council adjourned at 6:30 p.m.

Respectfully submitted,

Michael J. Ciach
Borough Manager/Secretary/Treasurer

Dana A. Dudek
Recording Secretary