

MINUTES                      REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE                              September 12, 2017

TIME                              7:00 P.M.

PLACE                            Upland Municipal Building, 224 Castle Avenue, Upland PA

CALL TO ORDER    President Peterson called the Regular Meeting of the 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, Mayor Dennon – Present; Mr. McClintock – Present, Mr. Hunter – Present; Mrs. Bush – Present; Mr. Mitchell – Absent; Mrs. Deldeo – Present; Daniel Archdeacon, P.E., Catania Engineering – Present; Mr. Robert E. O’Connor, Esquire – Present; and Michael Ciach, Borough Manager/Secretary/Treasurer - Present.

GUESTS/RESIDENTS IN ATTENDANCE  
Mr. Ken Stark, Reporter, Upland Fire Chief Dan Smith, and approximately ten (10) residents/guests were also in attendance.

\*\*\*\*\*

Out of the Normal Order of Business at 7:02 p.m.

Hiring/Swearing In of Part-Time Police Officer Sean Mullen

Mr. McClintock made a motion to hire Sean Mullen as a part time police officer. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Abstain. Motion carries.

Mayor Dennon performed the swearing in of part time police officer, Sean Mullen. Council and the audience provided a round of applause and photographs were taken.

\*\*\*\*\*

Back in the normal order of business at 7:06 p.m.

5.        Public Comments on Agenda Items Only

No one addressed Council.

6.        Approval of Previous Meeting Minutes

Ms. Crawford made a motion to approve the Council Meeting Minutes of August 22, 2017. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

## 7. Treasurer's Report

### A-1 Treasurer's Report

Ms. Crawford made a motion to accept the Treasurer's Report as presented. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

### A-2 Income Statements

Ms. Crawford made a motion to accept the Income Statements as presented. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

## 8. Auburn Village Report – Mr. McClintock

President Peterson reported inspections began for the units and noted progress for Mr. McClintock.

## 9. Public Safety Report – Richard McClintock

### A-1 Fire Marshall's Report

Mr. McClintock read the Fire Marshal's Report of August 2017 into record. Copy included with the minutes.

### A-2 Fire Company's Report

Chief Dan Smith read the August 2017 report into record. Chief Smith also wanted all to note that there were only four (4) calls outside the Borough. Copy included with the minutes.

### A-3 Approval to Purchase Two (2) Forensic Software Licenses

Chief Irey explained in a memo that the Upland Borough Police Department was awarded a grant in the amount of \$5,000.00 to go toward the purchase of the hardware/software of the forensic system. However, an additional amount of \$1,490.00 was needed for the licensing. A copy of the memo and supporting documents are included in the minutes.

Mr. McClintock made a motion to approve the purchase of two (2) forensic software licenses at a cost of \$ 1,490.00. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-4 Discussion/Request to Revise Field Officer Training Compensation Format

To be addressed with the Mayor's Report.

10. Code Officer's Report - Leland Hunter

Mr. Hunter read the Code Officer's Report of August 2017 into record. Copy included with the minutes.

11. Building & Grounds Report – Judith Bush

President Peterson stated that Mrs. Bush reported progress.

12. Finance & Insurance Report - Moira Crawford

A-1 Approval of General Fund Bills – August/September 2017 **\$ 309,025.28**

President Peterson asked if anyone had any questions on the General Fund Bills for August/September 2017. With no response, Ms. Crawford made a motion to approve the General Fund Bills for the month of August/September 2017 in the amount of **\$ 309,025.28**. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Approval of Auburn Village Bills – August/September 2017 **\$ 36,250.67**

Ms. Crawford made a motion to approve the Auburn Village Bills for the month of August/September 2017 in the amount **\$ 36,250.67**. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Abstained on check number 7405 and Aye on the remainder; Mrs. Peterson – Abstained on check numbers 7395, 7396, 7398, and 7408; and Aye on the remainder. Motion carries.

13. Ordinances & Resolutions Report – Richard McClintock

A-1 Ordinance No. 4 of 2017 – Motion to Approve

- Authorizing the Amendment of the Code of the Borough Of Upland Chapter 150; Article II; Private Sanitary Sewer Lateral Connections

Mr. McClintock read the amended parts of the Ordinance No. 4 of 2017; Authorizing the Amendment of the Code of the Borough of Upland Chapter 150; Article II; Private Sanitary Sewer Lateral Connections. Mr. McClintock made a motion to pass Ordinance No. 4 of 2017. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

A-2 Resolution No. 10 of 2017 – Motion to Pass and Approve  
- Authorize Issuance of Individual Procurement Cards

Ms. Crawford read Resolution No. 10 of 2017, Authorize Issuance of Individual Procurement Cards. Ms. Crawford made a motion to pass and adopt Resolution No. 10 of 2017. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

14. Research & Development - Moira Crawford

Ms. Crawford reported for the month of August 2017, the website had 4,098 page views, with an average of 132 per day. There were 1,414 visitors with an average of 46 per day. Photos from the Labor Day Fireworks were added to the website.

15. Streets & Equipment – Leland Hunter

President Peterson reported progress on behalf of Mr. Hunter.

16. Community Affairs – Moira Crawford

Ms. Crawford stated they cancelled the Annual Spaghetti Dinner and it will be rescheduled sometime early next year.

The upcoming events are: The Annual Columbus Day Senior Citizen's Trip to Shady Maples will be on October 9, 2017, seating is limited. Right now we are on a stand by wait list as seats filled up fast. The Annual Youth Halloween Party is scheduled for October 28, 2017, 4:00 pm to 6:00 pm at MacQueen Hall.

Ms. Crawford sought confirmation of the Halloween Trick or Treat hours from President Peterson; the normal hours are 6:00pm to 8:00 pm. Ms. Crawford concluded her portion. Mrs. Bush had additional comments.

Mrs. Bush explained that we had recently sent out letters to the Marine Corps League, the Fire House, the Athletic Club, and two (2) churches for donations to purchase gift cards so they could chance off on the bus trip to Shady Maples. Mrs. Bush also mentioned that there is currently a waitlist for the Shady Maples trip. "The bus only holds 50 something people. We are on a secondary list. Last year I had to use the secondary list; some people either forgot to show up or got sick, or whatever. Please, if you call up here, leave a phone number as I will be the one calling you to come up and meet the bus. The bus comes promptly and leaves promptly. I don't want anyone left out if they don't have to be." The bus leaves at 10:00 am.

17. Future Projects – Sandra Deldeo

President Peterson stated the signage was ready to go. They picked Option #2. Documentation is included in the minutes.

18. Use & Occupancy Report – Michael Ciach

Borough Manager, Michael J. Ciach, read the August 2017 Use and Occupancy Report into record. A copy is included with the minutes.

19. Mayor's Report – Mayor Dennon

Mayor Dennon read the August 2017 Mayor's Report into record. A copy is included with the minutes.

Mayor Dennon explained the request to have the pay structure for the training of new officers to be revised. The training hours are 240 hours. The first 120 hours are at non-pay, and the remaining 120 hours are with pay.

Mr. McClintock made a motion to pay the officers an additional 40 hours. Ms. Crawford asked if that would be a total of 120 hours. It was confirmed by Council members. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

20. Solicitor's Report - Robert O'Connor, Esq.

Robert O'Connor, Esquire, read the August 2017 Solicitor's Report into record. A copy is included with the minutes.

21. Engineer's Report – Daniel Archdeacon, P.E. for Lisa Catania

Mr. Archdeacon read the August 2017 Engineer's Report into record. A copy is included with the minutes.

Ms. Crawford made a motion for Catania Engineering to draw up plans for the parking lot at Eighth Street area including Storm Water Management. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

22. Old Business

President Peterson stated there was no old business to address.

23. New Business

Mr. McClintock made a motion to transfer the amount of \$5,000.00 from General Fund to Community Affairs Event fund for their operation. Ms. Crawford seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mrs. Bush – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

### Cancel the Second Meeting of the Month

Ms. Crawford made a motion to cancel the second meeting of the month. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

### 24. Floor Open to Public

Mrs. Smith, Clearwater Lane resident, approached Council. Mrs. Smith presented a letter of concern regarding incidents that happened at her property address. A copy of the letter is included with the minutes.

In conclusion, Mrs. Smith asked President Peterson if she can provide copies of the letter to her, for her review later on and consider her requests. President Peterson requested she provide the copy to Chief Irey and he can handle.

Chief Irey approached Council. Upland Borough Police Department applied for and was recently awarded through Vest-A-Cop Foundation this evening, a \$1,000 grant to purchase a bullet-proof vest.

Chief Irey wanted to address the issue of how the department's reports are issued. Upland Borough participates in the Alert System and they have the ability to redact any information on the report, such as private information. However, the reports are public. Anyone has a right to request a copy of the report. What we do in that case, we redact the private information such as social security numbers. The reporting process allows you to redact the private information all at once; no need to do line by line.

Mr. Novak, Church Street resident, approached Council. Mr. Novak asked about his fire pit and could he bring wood in from a relative's house, can he burn it in his pit. President Peterson asked Chief Smith for his input. Chief Smith stated per the Borough ordinance, there is no controlled burning in the Borough. After much discussion, President Peterson stated the use of fire pits were granted on an individual basis. Chief Smith stated he could not burn any type of lumber and he could not bring any kind of lumber from New Jersey into the State of Pennsylvania. Chief Smith stated the type of wood he would burn would be natural habitation, no household lumber or construction materials. Mr. Novak stated his intentions were to burn just the natural habitation and no construction materials.

President Peterson stated that if the Fire Marshall performs the inspection, gives his report then the approval for the fire pit would be issued on an individual basis. Chief Smith, for the record, stated that it would be great for the Fire Marshall to communicate that to the local fire company. President Peterson stated that for the record, the Fire Chief should call the Fire Marshall.

### 25. Adjournment

Ms. Crawford made a motion to adjourn. Mrs. Bush seconded the motion. Verbally, all Council voted Aye. Motion carries.

The meeting adjourned at 7:49 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary