

MINUTES                      REGULAR MEETING OF UPLAND BOROUGH COUNCIL

DATE                              November 14, 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, Mrs. Deldeo – Present; Mr. McClintock – Present, Mr. Hunter – Present; Mrs. Bush – Present; Mr. Mitchell – Absent; Mayor Dennon – Excused; 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 six (6) residents/guests were also in attendance.

5.        Public Comments on Agenda Items Only

No one addressed Council.

6.        Approval of Previous Meeting Minutes

          A-1     Council Meeting Minutes – October 10, 2017

Ms. Crawford made a motion to approve the Council Meeting Minutes of October 10, 2017. Ms. 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 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-3 Manager's Report

Ms. Crawford made a motion to accept the Manager's Report as presented. Mr. McClintock seconded the motion. Council unanimously verbally voted Aye, no Nays. Motion carries.

8. Auburn Village Report – Mr. McClintock

Mr. McClintock reported progress.

A-1 Motion to have Engineer Gather Specs for AV Roofs

As explained in Caucus, there are three (3) unit blocks within auburn village that need new roofs. This job will need to go out to Bid. Mr. McClintock made a motion to authorize the Borough Engineer to gather the specifications for the three (3) Auburn Village roofs that need repair.

9. Public Safety Report – Richard McClintock

A-1 Fire Marshall's Report

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

A-2 Fire Company's Report

Chief Dan Smith read the October 2017 report into record. Copy included with the minutes.

10. Code Officer's Report - Leland Hunter

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

11. Building & Grounds Report – Judith Bush

Mrs. Bush reported progress.

12. Finance & Insurance Report - Moira Crawford

A-1 Approval of General Fund Bills – October/November 2017 **\$ 322,085.56**

Ms. Crawford made a motion to approve the General Fund Bills for the month of October/November 2017 in the amount of \$ 322,085.56. 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 Approval of Auburn Village Bills – October/November 2017 **\$ 194,512.96**

Ms. Crawford made a motion to approve the Auburn Village Bills for the month of October/November 2017 in the amount \$ 194,512.96. 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 – Abstained. Motion carries.

A-3 Motion to Accept the First Reading of the 2018 Proposed Budget for General Fund

Ms. Crawford made a motion to accept the first reading of the 2018 proposed budget for General Fund, with Income of \$ 3,508,053.00 and Expenses of \$ 3,508.053.00. 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-4 Motion to Accept the First Reading of the 2018 Proposed Budget for Auburn Village

Ms. Crawford made a motion to accept the first reading of the 2018 proposed budget for Auburn Village, with Income of \$ 811,560.00 and Expenses of \$ 811,560.00. 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-5 Motion to Authorize the Borough Manager to Advertise the 2018 Proposed Budgets for General Fund and Auburn Village and to Post for Public

Ms. Crawford made a motion to authorize the Borough Manager to advertise the 2018 Proposed Budgets for General Fund and Auburn Village and to Post to Public. 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-6 Motion to Authorize the Borough Manager to Enter into a 3-year Contract Extension for the Borough's Medical and Healthcare Plan with DCIU Health Care Trust No Increase in Premium for Year 2018

Ms. Crawford made a motion to authorize the Borough Manager to enter into a 3-year Contract Extension for the Borough's Medical and Healthcare Plan with DCIU Health Care Trust with No Increase in Premium for year 2018. 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-7 Motion to Purchase Candy Canes for the Fire Company/Santa (\$147.20)

Ms. Crawford made a motion to purchase candy canes for the Fire Company/Santa Visit in the amount of \$ 147.20. 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-8 Motion to Authorize Borough Manager to Issue Final Payment to A.J. Jurich for Demolition of 227 8<sup>th</sup> Street (\$49,000.00)

Ms. Crawford made a motion to authorize the Borough Manager to issue the final payment to A.J. Jurich for demolition of 227 8<sup>th</sup> Street in the amount of \$ 49,000.00. 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; with a stipulation that AJ Jurich repair the fence. Motion carries.

- A-9 Confirming Purchase of Two (2) Police Vehicles using COSTARS Contract & Utilizing the Offset of Insurance Payment  
 - Prices for Vehicles Purchased under COSTARS \$33,890.80 & \$33,446.19  
 - Insurance Offset/Reimbursement of \$10,625.55 for 2010 Charger and \$17,962.50 for 2013 Charger

Ms. Crawford made a motion confirming the purchase of two (2) Police Vehicles using COSTARS contract & utilizing the Offset of Insurance Payment. Prices for vehicles purchased under COSTARS \$33,890.80 & \$33,446.19 and with the insurance offset/reimbursement of \$ 10,625.55 for 2010 Charger and \$ 17,962.50 for 2013 Charger. Mrs. Deldeo 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.

### 13. Ordinances & Resolutions Report – Richard McClintock

- A-1 Motion to Approve Borough Manager to **Advertise** Ordinance No. 5 of 2017  
 - *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2018*

Mr. McClintock read Ordinance No. 5 of 2017 into record; *Fixing Tax Levy or Rate for the Fiscal and Calendar Year 2018*. Mr. McClintock made a motion to advertise Ordinance No. 5 of 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.

- A-2 Motion to Pass and Adopt Resolution No. 13 of 2017  
 - *Pension Plan Funding Cost of Police Pension Plan Year 2018*

Mr. McClintock read Resolution No. 13 of 2017 into record; *Pension Plan Funding Cost of Police Pension Plan Year 2018*. Mr. McClintock made a motion to pass and adopt Resolution No. 13 of 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.

- A-3 Motion to Pass and Adopt Resolution No. 14 of 2017  
 - *Pension Plan Funding Cost of Non-Uniformed Pension Plan Year 2018*

Mr. McClintock read Resolution No. 14 of 2017 into record; *Pension Plan Funding Cost of Non-Uniformed Pension Plan Year 2018*. Mr. McClintock made a motion to pass and adopt Resolution No. 14 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-4 Motion to Pass and Adopt Resolution No. 15 of 2017  
 - *Eliminating Police Officers' Contributions to the Police Pension Plan for the Year 2018*

Mr. McClintock read Resolution No. 15 of 2017 into record; *Eliminating Police Officers' Contributions to the Police Pension Plan for the Year 2018*. Mr. McClintock made a motion to pass and adopt Resolution No. 15 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-5 Motion to Authorize the Borough Manager to Advertise 2018 CDBG Public Hearing for December 12, 2017

Mr. McClintock made a motion to authorize the Borough Manager to advertise the 2018 CDBG Public Hearing for December 12, 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.

14. Research & Development - Moira Crawford

Ms. Crawford reported for the month of October 2017, the website had 4,649 page views, with an average of 150 per day. There were 1,456 visitors with an average of 47 per day. There were photos added from the Police Unity Bingo, Dedication Bench for Joseph “Parker” Ferguson, Youth Halloween Party, and the Annual Senior’s Thanksgiving Dinner.

15. Streets & Equipment – Judith Bush

Mrs. Bush reported progress.

16. Community Affairs – Moira Crawford

Ms. Crawford reported they had the Bench Dedication for Joseph “Parker” Ferguson on October 22, 2017. The dedication had a nice turnout in support of Parker. Events that were held most recently were the Police Unity Bingo, Youth Halloween Party on October 28, 2017. The children seemed to enjoy themselves. And there were approximately 100 people in attendance for the Annual Senior’s Thanksgiving Dinner.

Ms. Crawford stated on behalf of Mrs. Bush and herself, they wish to thank all the volunteers who have helped them with the events. Especially with the Senior’s Thanksgiving Dinner, they are truly grateful for all their support and help.

The next event will be held on Friday, November 25, 2018 for the Annual Tree Lightening Ceremony with refreshments being served immediately after in the MacQueen Hall. A Visit with Santa is also scheduled for the Borough youth, ages 13 and under, who have previously registered for the event.

President Peterson stated that she had the privilege to be in attendance at the Seniors’ Thanksgiving Dinner and the food was very delicious.

17. Future Projects – Sandra Deldeo

Mrs. Deldeo reported progress.

18. Use & Occupancy Report – Michael Ciach

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

19. Mayor’s Report – Leland Hunter for Mayor Dennon

Mr. Hunter read the October 2017 Mayor’s Report into record. A copy is included with the minutes.

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

Robert O’Connor, Esquire, read the October 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 October 2017 Engineer’s Report into record. A copy is included with the minutes.

A-1 Approve Engineer for a Study on Hemlock Lane, Auburn Village

Ms. Crawford made a motion to approve the Engineer to perform a study on Hemlock Lane, Auburn Village, cement in the front of the building. 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 Authorize the Engineer to Perform a Scope of Work on the Firehouse Heating Units

Ms. Crawford made a motion to authorize the Engineer to perform a scope of work on the Firehouse heating units. 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. Mr. McClintock stated he had the pleasure to ride through Towanda, Pennsylvania. The Flags for their Hometown Heroes is a very nice and impressive. He wonders why with the Memorial and the amount of names, why there has not been a lot

more interest in the Hometown Heroes flags. President Peterson replied they reached the 40 plus names, hopefully they will spark more interest.

## 23. New Business

### A-1 Motion to Authorize Scheduling of Community Shred It Days – May 2018 & November 2018

Ms. Crawford made a motion to authorize the scheduling of Community Shred-It Days in May 2018 and November 2018. Mrs. Deldeo seconded the motion. Council unanimously verbally voted Aye, no Nays. Motion carries.

### A-2 Motion to Authorize a Donation to the Upland Senior Citizen's Club

Ms. Crawford made a motion to authorize a donation to the Upland Senior Citizen's Club in the amount of \$ 350.00. Mrs. Bush seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Abstain; Mrs. Bush – Aye; Ms. Crawford – Aye; Mrs. Peterson – Aye. Motion carries.

### A-3 Motion to Authorize Employee Christmas Bonuses

Ms. Crawford made a motion to authorize Employee Christmas Bonuses in the amount of \$ 50.00 for part time employees and \$ 100.00 for full-time employees. Mr. McClintock seconded the motion. Roll call was taken: Mrs. Deldeo – Aye; Mr. McClintock – Aye; Mr. Hunter – Aye; Mrs. Bush – Aye; Ms. Crawford – Abstain on employee Shannon Strigle and Aye on the remainder; Mrs. Peterson – Abstain. Motion carries.

### A-4 Motion to Authorize 2018 Contract for Ken Stark

Ms. Crawford made a motion to authorize the 2018 contract for Ken Stark, \$1,000.00 per month, \$12,000.00 per year. 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.

### Cancel the Second Meeting of the Month – November 28, 2017

Ms. Crawford made a motion to cancel the second meeting of the month. Mrs. Bush seconded the motion. Council unanimously verbally voted Aye, no Nays. Motion carries.

## 24. Floor Open to Public

Mrs. Diane Trout approached Council. Mrs. Trout began to address Council regarding her application for the Auburn Village homes. President Peterson stated that she would need to talk the Borough Manager, Mr. Ciach, regarding any update on her application.

Mrs. Trout stated she wanted to thank everyone for their time.

25. Adjournment

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

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Michael J. Ciach  
Borough Manager/Secretary/Treasurer

Shannon Strigle  
Recording Secretary