

**ATGLEN BOROUGH COUNCIL**

**BUSINESS MEETING**

**MONDAY, DECEMBER 4, 2017**

President Charles H. Palmer Jr. called the meeting of the Atglen Borough Council to order on Monday, December 4, 2017 at 7:00 pm in the Borough Hall. The following members were present:

Charles H. Palmer Jr.    Denim Kurtzhals    Josh Glick  
James Chapman        Brian Hahn        Mayor Brian Wenzka

President Palmer thanked Jim Chapman for his service on Borough Council and presented him with a Certificate of Appreciation. Mr. Chapman's term finishes at the end of the year.

Christiana Fire Company Update- Eric Lofgren and Kim Moore were present. Eric Lofgren thanked Council for their generous contribution. Mr. Lofgren reviewed the 2018 fire budget, fundraising efforts, and the funding stream for the new truck. Kim Moore spoke about the Kid's Fire Camp.

Atglen Public Library Update – Erin Metzler and Robbyn Kehoe were present. Ms. Metzler spoke about hosting a Harry Potter Festival at the end of July. The venue location is the 100 block of Main Street and involves road closures. They will request assistance from the Park and Recreation Commission. The library is seeking permission to close the road, use Borough Hall, and have a beer garden on the Kehoe lot. Council supported the idea and told them to proceed on developing the event.

BK Campbell Parcel, Agricultural Security Area – Joel Brown, BK Campbell representative; Geoff Shillington from the Chester County Agriculture Preservation Board; Helen Esbenshade, West Sadsbury Township and Atglen Borough Solicitor. Mr. Brown said the landowner wants to enroll his 25 acre Atglen parcel in the Agricultural Security Area of West Sadsbury Township. If approved, he would donate the agricultural easement to Chester County. The Agricultural Security land restrictions move forward with future owners and cannot be renegotiated. Council held a discussion. Some were concerned about the in perpetuity requirement. Some said the Agricultural Security restrictions are counter to the Chester County Boroughs' Urban Center land use approach. Council was not in favor of this idea.

Public Works Manager Report – Bryan Umble spoke on the efficient operation of the new pump at the West End Pump Station. One of the turbine pumps was recently rebuilt at the Water Plant. The water meter upgrade program for the commercial users is going well. The downtown holiday decorations are in place. The leaf collection program is underway.

Ridge Avenue Water Line, CRP Grant – Bryan Umble and Cory Rathman, the Borough Engineer, spoke about the water line. Mr. Umble located the water line and prepared a drawing which is in the Council's packet. Most of the line is contained in the grass or the edge of the road. It was agreed to restrict the paving to trench restoration.

**PUBLIC COMMENTS** - There were none.

### **COUNCIL ACTION ITEMS**

Grant the Extension of Time to Review and Act on the Dolan-Mowday Final Subdivision Plan as Requested in the November 21, 2017 Letter. Extension is to March 5, 2018 – Charlie Gerbron, Mrs. Dolan's attorney; Genie Dolan; Mr. and Mrs. Joe Mowday; and Cory Rathman were present. Motion to approve made by Chapman/Glick. Mr. Gerbron handed out the cost estimates and schematics to construct the sidewalk and curbs on Valley Avenue and Charles Street and a trail on Valley Avenue. Mr. Gerbron said the pedestrian trail, which is the least expensive option, does not conform to the Borough's SALDO Ordinance and may be temporary in that grant funding may be available for sidewalks. Mr. Gerbron suggested instead of installing the trail his client will make a park or trail contribution equal to the trail cost estimate and submit the contribution as part of the final plan approval process. Council instructed Mr. Gerbron to proceed to the final plan. President Palmer called for a vote on the motion to extend the review and act period to March 5, 2018. All members were in agreement.

Authorize the Borough Manager to Execute the Act 537 DEP Sewer Planning Module Plan Exemption documents for the Applewood (Chetty) Development – Ms. Andrews said this was reviewed and recommended for Council action by the Borough Engineer and Borough Solicitor. This was sent to the Planning Commission for their review. Motion to approve made by Kurtzhals/Chapman. All members were in agreement.

Prohibit the Location of a Category 4 Casino Licensed Facility in Atglen Borough, Resolution # 559-17 – Motion to approve made by Kurtzhals/Hahn. All members were in agreement.

Adopt the 2018 Budget – Ms. Andrews said there were no adjustments in the budget documents from last month's presentation to tonight. There is no change in the real estate tax and sewer fees. Motion to approve made by Palmer/Hahn. All members were in agreement.

Adopt the Year 2018 Tax Levy Ordinance # 558-17, 5.20 mills – Motion to approve made by Palmer/Hahn. All members were in agreement.

Amend the Fees for Building and Zoning Permits, Resolution # 560-17 – Ms. Andrews said this Resolution reflects the rate increase in the State UCC fee, a better definition of building permit fees, and a fee change in permit renewals. Motion to approve made by Hahn/Kurtzhals. All members were in agreement.

Renew the Traffic Signal Maintenance Contract with Charles A Higgins & Sons, Inc. for a Three Year Term, October 1, 2017 to September 30, 2020 – Motion to approve by Hahn/Glick. Ms. Andrews said the rate is the same as the last contract. Mr. Hahn asked how the proposed contract interacts with the signal upgrades planned for the Route 372 bridge project. Ms. Andrews said she will check with the vendor. She asked for the motion to be amended to read a one year term. The motion was amended by Hahn/Glick to read a one year term - October 1, 2017 to September 30, 2018. All members were in favor of the one year term contract.

November 6, 2017 Council Minutes, Bills of Approval, Department and Advisory Reports - Motion to approve made by Palmer/Kurtzhals. All members were in agreement.

### **COUNCIL DISCUSSION ITEMS**

Park and Recreation Commission Meeting, Update – Mr. Kurtzhals discussed the 3<sup>rd</sup> Annual Festival of Lights event scheduled for December 15. A new entry is the best decorated snow blower or snow shovel. Santa Claus with help from the Christiana Fire Company will be in Atglen on the evening of December 15. Mr. Kurtzhals read aloud the Commission's goals for Year 2018.

Planning Commission Meeting, Update – Mr. Chapman said at the November meeting the planners discussed the Applewood Chetty Sewer Planning Module Plan Exemption, the process for reviewing the conditional items for the Applewood development, the Dolan- Mowday Final Subdivision plan, and recording their meetings.

Council held a conversation about the rail to trails, Enola Low Grade Trail, and the extension of the Chester Valley trail.

Junior Council Person's Comments – Kristen Reece asked if she could do her report now because she has a school assignment that must be completed this evening. Mr. Palmer said yes. Ms. Reece said the Harry Potter festival is a great idea. She left the meeting.

Comprehensive Plan Task Force Meeting, Update – Mr. Palmer said the November meeting was very productive. The Borough will use this document as the foundation for grant funding. The next Open House is January 23, 5:30 pm to 7:30 pm.

PA DCED Small Water and Sewer Grant – Ms. Andrews briefly described the grant guidelines including the local match requirement and \$ 100 application fee. Ms. Andrews is recommending a grant application be submitted for improving the security measures at the Water Plant, West End Pump Station, and Penningtonville Meadow Pump Station. Council agreed and gave her permission to work with the Borough Engineer.

Vacancy Board Chair – Ms. Andrews said this is an appointment governed by the PA Borough Code and should be done in January.

Israel Mill Road Drainage Parcel, Update – Ms. Andrews said the landowner did a title search. The report came back with unpaid real estate taxes. The landowner offered to pay 50% after the property transfers. Council said no. The unpaid taxes are his obligation.

Capital Expenditures Policy - Ms. Andrews reviewed the proposed financial reporting policy recommended by the Borough auditor. Ms. Andrews suggested the \$4,000 threshold. Motion to approve made by Palmer/Glick. All members were in agreement.

Grass Cutting Service, Borough Properties – Ms. Andrews said Tank’s Lawn Care contract will expire soon. His new proposal is for another two year term and absorbs additional parcels. The staff is very pleased with his work performance. Council said to move forward with Tank’s Lawn Care.

#### **MANAGER’S COMMENTS**

Ms. Andrews announced the next Council meeting, which is the Reorganization Meeting, is Tuesday, January 2. Ms. Andrews will process the invoices that come in before the end of the year for payment in Year 2017.

Ms. Andrews summarized her Manager’s report and responded to questions.

The Borough Hall oil burner failed to operate recently. Ms. Andrews received a quote from Summers and Zims to repair the oil system, to relocate the oil tank, and is waiting for a quote to connect to the PECO gas line. Council agreed to make the oil repair and pursue the gas connection.

**VISITORS COMMENTS** - There were none.

**MAYOR’S COMMENTS** – Mayor Wenzka said there is an Urban Centers Workshop, Topic: Parking, scheduled for December 14. Council is invited.

#### **COUNCIL MEMBER COMMENTS**

Mr. Chapman asked if he can view the software reports that are generated by the speed detecting device. Ms. Andrews said she will request this from Chief Finrock. Mr. Chapman spoke about the Town Watch Program.

Mr. Hahn spoke about the Borough’s interest in the BK Campbell parcel. Council held a discussion.

**ADJOURNMENT**

President Palmer called for a motion. Motion to adjourn made by Glick/Hahn. Meeting adjourned at 10:15 pm.

Respectfully submitted,

Caren D. Andrews  
Borough Manager/Secretary