

**ATGLEN BOROUGH COUNCIL**

**BUSINESS MEETING**

**MONDAY, MAY 4, 2020**

President Palmer called the meeting of the Atglen Borough Council to order on Monday, May 4, 2020 at 7:00 pm, live stream, Zoom video conferencing platform. The meeting place change was posted in the Daily Local newspaper, on the Borough's website, and on the front door at Borough Hall. The Borough is in a State of Emergency due to COVID-19.

The following members were present:

Charles H. Palmer Jr.	Joshua Glick	George Stewart
Melissa McClay	Brian Hahn	Mayor Darren Hodorovich

**PUBLIC COMMENTS**

Erin Metzler said due to COVID-19 the Atglen Library Board has cancelled the DiAtglen Alley Wizard Faire scheduled for July. The event will be back in Year 2021. She thanked Council for their support.

**COUNCIL ACTION ITEMS**

Approve the Payment of Invoice # 1 to Lenni Electric Corporation in the Amount of \$ 3,748.50 for the Security Features at WEPS and Church Road Water Plant Project Subject to the Approval of the Chester County Department of Community Development - Motion to approve made by Hahn/Glick. Ms. Andrews said the grant payment application has been submitted to the County. All members were in agreement.

Change Order #2, Generator and Site Security Upgrade Project, Value: \$ 14,624.84 – Motion to approve made by Stewart / Hahn. The change order is for the West End Pump Station electrical system and pump controls. This is grant funded. All members were in agreement.

April 6, 2020 Council minutes, Treasurer's Report, Bills of Approval, Department and Advisory Reports – Motion to approve made by Palmer/McClay. All members were in agreement.

**COUNCIL DISCUSSION ITEMS**

Vacancy on Park and Recreation Commission – Ms. Andrews announced we received no candidates. There are now two vacancies. Bill Burns resigned last week. Council said to readvertise.

Extending Year 2020 Municipal Real Estate Tax Due Date, Face Amount – Ms. Andrews said Governor Wolf signed Act 15 of 2020 which gives the Borough the authority to extend the due dates on the discount period and face period for the Year 2020 municipal real estate tax. Action must be made by May 19 and be done by Resolution. Ms. Andrews said the County serves as your agent on the billing and collection of this tax. The County will not process the refund, if Council approves a waiver. The refund must be issued by the Borough. Ms. Andrews said we are following last year's collection pattern and are at 84% collected as of March 31. A lengthy discussion was held. The decision was to keep the due dates as is.

2020 Budget – Ms. Andrews discussed the impact of COVID-19 on the revenue stream for the General Fund, Sewer Fund, and Water Fund. She discussed cutbacks in the expenditures. A decision was made to continue the General Fund transfer to Capital Reserve. A decision was made to temporarily adjust the police shifts and gave authority to the Mayor and Manager to make the shift decisions.

Manager's Job Description – The workforce had job descriptions developed in Year 2018. Those descriptions are being revisited now. The Manager's description is defined in two Ordinances. Ms. Andrews has shared with Council a draft job description. There was a discussion about the proposed minimum qualifications. Everyone was in agreement with the description as presented.

**PLANNING COMMISSION, UPDATE** – Brian Hahn said the planners met last month via Zoom and discussed the Applewood Development Water Booster Station. The Borough Engineer participated. Everyone was comfortable with submitting to PA DEP the booster station application.

**PARK AND RECREATION COMMISSION, UPDATE** – Emily Reid discussed last month's meeting. The Commission met by Zoom. The Clean-Up and Yard Sale Events have been postponed due to COVID-19. The Commission is partnering with Mayor Hodorovich to assist him with his events. The May meeting will be held via Zoom.

**MASTER PARK STUDY COMMITTEE, UPDATE** – Darren Hodorovich said two meetings were held in May to review the first version of the concept site plans. SALT Design is in the process of modifying the plans based on the Committee's feedback. Due to COVID-19 the second public meeting has been delayed. This delay will not impact the DCNR grant due date.

**VISITORS COMMENTS** - Ms. Andrews announced hydrant flushing will occur on May 12 with a rain date of May 14. This is an annual maintenance task done in the Spring to keep the distribution lines clear of sediment.

**MAYOR'S COMMENTS** - Mayor Hodorovich said the community has been quiet. He has noticed more vegetable gardens being planted this year. The sidewalk chalk art continues. The bell ringing occurred on Sunday. The homecoming parade is moving forward with the date being

October 3. A resident is spearheading a vehicle caravan celebrating the graduating Octorara seniors. This week is Teacher's Appreciation Week.

**EMERGENCY MANAGEMENT COORDINATOR COMMENTS** – Geoff Burkhart thanked Council and the Atglen community for their support during these unprecedented times. Ms. Andrews said Herr's Foods donated to the Borough for the first responders two cartons of chips. The cartons were distributed to the Christiana Ambulance and the Emergency Management Coordinator.


**JUNIOR COUNCILPERSON COMMENTS** – Sydney Burkhardt said the students are doing on-line remote learning. The AP tests are next week.

**COUNCIL MEMBER COMMENTS** - Mr. Palmer announced Octorara Junior /Senior High School ranked in the top 100 high schools in the Philadelphia region per the *US News and World Report*.

**ADJOURNMENT**

Motion to adjourn made by Hahn /Glick. Meeting adjourned at 8:15 pm.

Respectfully submitted,



Caren D. Andrews

Borough Manager/Secretary