

## **ATGLEN BOROUGH COUNCIL**

### **BUSINESS MEETING**

**MONDAY, MAY 7, 2018**

President Charles Palmer Jr. called the meeting of the Atglen Borough Council to order on Monday, May 7, 2018 at 7:00 P.M. in the Borough Hall. The following members were present.

Charles H. Palmer Jr.	Denim Kurtzhals (arrived at 7:02 pm)	Josh Glick
Melissa McClay	Brian Hahn	Mayor George Stewart

#### **AUDITOR PRESENTATION 2017 AUDIT**

Jeff Kowalczyk, a partner with Barbacane Thorton, summarized the 2017 audit. Mr. Kowalczyk announced it was a clean report with no findings or deficiencies. The Capitalization policy was adopted in Year 2017.

Mr. Kurtzhals arrived at 7:02 pm.

#### **HARRY POTTER FESTIVAL UPDATE, ATGLEN LIBRARY**

Erin Metzler said the day's event is posted on social media. There are 50 volunteers. A discussion was held about the Escape Room and contacting the State.

#### **COMMUNITY DAY PRESENTATION**

Cristi Hahn reviewed the history of the Community Day event. The event is entering its 6<sup>th</sup> year. In 2017 the event had record attendance with \$ 13,000 being distributed back to the community. This year's date is September 15.

Ms. Hahn handed out an event list and venue map. Last year the Borough served as a lead sponsor and funded Live Music provided by Matt Holub, the Science Show, and Bob's Critters. Glick/Kurtzhals motioned to fund the same three activities as last year not to exceed \$ 1000. After discussion the motion was modified by Glick/Kurtzhals to fund Matt Holub, the Science Show, Bob's Critters, and the dunk tank not to exceed \$ 1100. All members were in agreement.

#### **PUBLIC WORKS MANAGER'S REPORT**

Bryan Umble reviewed the Water and Sewer Report. Hydrant flushing is scheduled for May 15. The majority of the streets have been swept. The Veteran banners and Spring banners were installed. Mr. Umble recommended replacing the 1997 Chevy truck within the next year. The 2003 Dodge pick-up will have to be replaced after the 1997 Chevy is retired.

Mayor Stewart inquired about the water supply at Well #3. Mr. Umble is investigating.

## **PUBLIC COMMENT**

Arden Hahn spoke about wanting to raise chickens at her home. She discussed the need for an ordinance, setback requirements, care, and prohibiting roosters. Mr. Palmer asked Ms. Hahn to check with her neighbors and come back to Council if the neighbors support the chickens in her backyard.

## **COUNCIL ACTION ITEMS**

Restate the Existing MetLife Deferred Compensation 457(b) Plan, Plan # 931335, Adopt the New Plan Documents, and Authorize the Borough Manager to Serve as the Borough's Representative to Execute the Plan Documents and Act on Administrative Tasks – Ms. Andrews said this is an employee funded retirement plan. The existing MetLife plan is not in compliance with Federal regulations. The proposed documents will remedy this issue. Motion to approve made by Kurtzhals/Hahn. All members were in agreement. There was a discussion about changing the plan administrator/investment agent to ICMA-RC. Ms. Andrews will report back to Council.

Expand the Membership of the Western Chester County Regional Uniform Construction Code Board of Appeals to Include the City of Coatesville, Resolution # 571-2018 – Motion to approve made by Hahn/Glick. Mr. Palmer questioned if there is a financial burden to the Borough. Ms. Andrews said no. All members were in agreement.

September 15 Community Day Road Closures – Motion to approve made by Glick/Kurtzhals. Ms. Hahn said there is no change to the road closures – same as previous years. The Borough will contact the impacted neighbors. All members were in agreement.

April 2, 2018 Council Minutes, Treasurer's Report, Bills of Approval, Department and Advisory Reports – Motion to approve made by Palmer/Kurtzhals. All members were in agreement.

## **COUNCIL DISCUSSION ITEMS**

Kehoe Property, 121 W. Main Street, New Use: Atglen Public Library – The Borough Solicitor has reviewed the previous zoning file, Zoning Code, and Subdivision and Land Development Ordinance. She has determined the parking lot to be non-conforming. The parking plan needs to be prepared by Kehoe's engineer and reviewed and acted upon by Borough Council. Since it is two tax parcels the Solicitor recommends restrictions be added to the property deeds to preserve the parking for the building.

Residential Rental Unit Permit and Tenant Registration Ordinance, Proposed – Ms. Andrews is recommending a repeal of the current Ordinances and a redrafting of the legislation. The proposed Ordinance eliminates resale Use and Occupancy permits, defines when a change of occupancy triggers an inspection, defines family rentals and exemptions for said units, and clarifies

tenant registrations. There was a discussion about the definition of family rentals and its practice. Council asked for more time to digest the draft Ordinance.

#### **PARK AND RECREATION COMMISSION UPDATE**

Mr. Stewart summarized the Keep Atglen Beautiful event which took place on April 14. Twelve volunteers picked up 11 bags of litter from the Atglen roadways.

Mr. Kurtzhals announced the DCNR Master Park Concept grant application was timely filed. Mr. Kurtzhals said due to lack of interest from the food truck vendors none will be present at the May 5 Community Yard and Book Sale event.

**COMPREHENSIVE PLAN TASK FORCE, UPDATE-** Mr. Palmer said the plan is in draft form being reviewed by the Task Force.

**MANAGER'S COMMENTS** - Caren Andrews read aloud her report and responded to questions. The July meeting is scheduled for July 2. Ms. Andrews asked Council to review their holiday schedule. She will bring this up again at the June Council meeting.

**VISITORS' COMMENTS IN GENERAL PERTAINING TO THE BOROUGH-** No comments.

**MAYOR'S COMMENTS** – No comments.

#### **COUNCIL MEMBERS' COMMENTS FOR THE GOOD OF THE BOROUGH**

Mr. Kurtzhals thanked Bryan Umble and the public works staff on maintaining the inviting appearance of the Borough. It shows our Atglen pride.

Mr. Palmer thanked the public works staff for a job well done with snow removal.

#### **ADJOURNMENT**

Motion made by Palmer/Glick at 8:45 PM to adjourn. All members agreed.

Respectfully submitted,

Caren D. Andrews  
Borough Manager/Secretary