

ATGLEN BOROUGH COUNCIL

BUSINESS MEETING

MONDAY, OCTOBER 7, 2019

President Palmer called the meeting of the Atglen Borough Council to order on Monday, October 7, 2019 at 7:00 pm in the Borough Hall. The following members were present:

Charles Palmer Jr. Denim Kurtzhals Brian Hahn
Melissa McClay Josh Glick Mayor George Stewart

Mr. Palmer announced Council will go into two Executive Sessions this evening at the latter part of the agenda to discuss personnel matters.

POLICE REPORT – Officer Hughes read aloud the September police report.

PUBLIC COMMENTS

Sandy Hodorovich complimented the Christiana Police Department for the recent changes in patrolling. There is more of a police presence.

COUNCIL ACTION ITEMS

Award the Trash and Recycling Bid – The Borough received four bids. A.J Blosenski Inc. was the low bidder on the Base 3 Year bid and the Optional Years 4 and 5. Jim Clark from AJ Blosenski was present. A discussion was held about the price increases with the conversation focusing on the escalating costs to dispose of the recycling material. A motion was made by Hahn/McClay to award to AJ Blosenski Inc. the 3 year Base bid, Years 2020 to 2022, for a total base bid of \$ 402,482; Year 4- 2023 for \$ 142,735; and Year 5- 2024 for \$149,872. The motion passed 4 to 1 with Mr. Glick voting no.

Authorize the Council President to Execute the A.J. Blosenski Inc. Trash and Recycling Contract – Motion to approve made by Hahn/Kurtzhals. All members were in agreement.

Adopt the Atglen Borough Personnel Policy and Procedures Manual and Repeal the Borough of Atglen Personnel Policy Adopted June 5, 2000 and the Borough of Atglen Employee Handbook Adopted June 5, 2000 – Motion to approve made by Kurtzhals/Glick. Mr. Hahn said he will be abstaining due to his conflict with a Borough employee. The motion passed 4 to 0 with one abstention from Mr. Hahn.

Approve the Payment of Invoice # 4 to Fidelity Contracting LLC, in the Amount of \$ 82,844.75 for the Well #4 Nitrate Removal System and Ridge Avenue Water Main Project - Motion to approve made by Kurtzhals/Hahn. Mr. Palmer asked if the Borough received the payment from Chester County. Ms. Andrews said yes. All members were in agreement.

September 9, 2019 Council Minutes, Bills of Approval, Treasurer's Report, Department and Advisory Reports - Motion to approve made by Palmer/Kurtzhals. All members were in agreement.

COUNCIL DISCUSSION ITEMS

Master Parks Site Development Consultant Bids, Update – Sandy Hodorovich summarized the bid process. Bids were received from 15 consultant firms. The Study Committee evaluated the proposals and interviewed the top five candidates. At the conclusion of the interviews the Study Committee unanimously recommended SALT Design Studio for a contract price including reimbursable expenses not to exceed \$ 62,000. Ms. Andrews said the grant funder, PA DCNR, reviewed the selection process and gave Borough Council permission to make an award. A discussion was held about the funding of this project. PA DCNR will provide \$ 31,000. The Borough will fund the match and soft costs. A motion was made by Hahn/Glick to award the bid to SALT Design Studio for a contract price including reimbursable expenses not to exceed \$ 62,000 and to authorize the Council President to execute the contract. All members were in agreement.

Holiday Event, Parks and Recreation Commission – Emily Reid summarized the Light Festival event. It will be coordinated with Santa's arrival in Atglen. One of this year's changes is the community will vote on the holiday lighting. Ms. Reid asked for Dutchway gift cards in the amount of \$ 100, \$ 75, and \$ 50 to be awarded to the winners. Ms. Reid projects the costs for the luminaires to be \$ 100. Council agreed to pay for these expenses.

Hunt Manor, Willow Lane Dedication, Update – Ms. Andrews said the construction punchlist items are being addressed. The Solicitor is working on the legal documents. A Council discussion was held about the recently installed sewer and water tie-in stubs for the Lowman property, which was on the punchlist. The Borough Manager will discuss with the Lowman family the available public sewer and public water services.

580 Fallowfield Road, Stormwater Management Plan – Ms. Andrews said the construction of an agriculture building is planned in West Fallowfield Township. The proposed new driveway servicing the new building impacts West Sadsbury Township and Atglen Borough. West Fallowfield Township has agreed to hold and manage the financial security for Atglen Borough. When the engineering issues are resolved and the financial security is posted Council will take action.

Applewood-Chetty Development - Mr. Chetty is interested in getting the site work on Phase 1, 37 homes, started and completed by this Winter. The development documents are being reviewed by the Borough Solicitor. Becker Engineering, the Borough Engineer, reviewed the Chetty engineered plans and supporting documents for the water booster pump station and revised SALDO plan. Becker Engineering issued on October 4, 2019 two review letters, a total of 8 pages. Chetty has asked for a special meeting with Borough Council to be held the week of

October 21 to discuss site work. Council said they will try to meet with Mr. Chetty only if he has satisfied the issues of the Borough Engineers and Borough Solicitor.

2020 Budget – Ms. Andrews said she is working on the budget and it will be ready to discuss at the November Council meeting.

PA Small Water Grant, Project: Ridge Avenue Water Line Replacement - There was a discussion about this grant opportunity. It was agreed due to financial concerns and staff availability to not make an application in this round.

PARK AND RECREATION COMMISSION, UPDATE

Denim Kurtzhals, Sandy Hodorovich, and Emily Reid summarized the 5k walk/run event held the morning of Community Day. There were 46 participants. The participants donated 156 pounds of non-perishable food. It was taken to the Octorara Area Food Cupboard.

MANAGER'S COMMENTS

Ms. Andrews said there was a water leak that developed this afternoon when PP&L was performing a utility pole replacement on Israel Mill Road at Valley Avenue. The Borough staff quickly responded and restored water service to the community. Fidelity Contracting is on-site as we sit in this Council room this evening performing the repairs to the water main. Ms. Andrews will be discussing with PP&L the financial recovery.

Ms. Andrews announced the hydrant flushing to maintain the public water lines is on October 15. Leaf collection begins on October 21.

The silver maple trees surrounding the Borough Hall parking lot were reviewed by an arborist today. There is one tree that is showing trunk issues. The arborist saw where the tree is healing itself. He recommended pruning every tree. A proposal is forthcoming. Council favors tree preservation.

Ms. Andrews read aloud her report and responded to questions. She said Brian Hahn resigned from the Master Parks Study Committee due to family obligations and other volunteer commitments.

VISITORS COMMENTS

Kayla Hancock, Ridge Avenue, spoke about her inability to install a fence greater than 3 ½ feet in her rear yard due to the definition of alley. Her property backs up to Mifflin Street. Council explored options with Ms. Hancock. Ms. Hancock said this is a community issue, the cost of the Zoning Hearing Board application is expensive, and there are no guarantees of a positive

response. She requested Council amend the Zoning Ordinance. Ms. Andrews asked for assistance from Ms. Hancock on the language changes.

MAYOR'S COMMENTS

Mayor Stewart summarized the proposed proclamation for the Atglen Borough Clean Energy Day on October 19 and requested a Council vote. Motion to approve the proclamation made by Kurtzhals/McClay. All members were in agreement.

Mayor Stewart spoke on the recent changes in community policing, the results, and the positive feedback from the community.

COUNCIL MEMBER COMMENTS - There were no comments.

FIRST EXECUTIVE SESSION

President Palmer asked for a motion to go into the first of two Executive Sessions at 10:05 pm. Motion made by Kurtzhals/Glick. All members were in agreement, 5 to 0. At 10:18 pm the Council reconvened.

RECONVENED, PUBLIC MEETING AFTER FIRST EXECUTIVE SESSION

Kurtzhals/McClay made a motion to approve the following wage increases effective January 1, 2020: Borough Manager 2.75%, Public Works Manager 2.75%, Laborer II 2.75%. All members were in agreement, 5 to 0.

Kurtzhals/Hahn made a motion to give a net \$ 100 holiday bonus with the November 29 pay to the Borough Manager, Public Works Manager, Laborer II, and Laborer I. All members were in agreement, 5 to 0.

Glick/Kurtzhals made a motion to add five days of vacation per year to the Borough Manager's vacation schedule effective on her service anniversary date, Year 2020. All members were in agreement, 5 to 0.

Brian Hahn left the meeting and Borough Hall at 10:20 pm. Mr. Hahn did not participate in the second Executive Session, nor was he present when the meeting reconvened into public session after the second Executive Session.

SECOND EXECUTIVE SESSION

President Palmer asked for a motion to go into the second and last Executive Session of the night at 10:21 pm. Motion made by Kurtzhals/Glick. The motion passed 4 to 0. Voting aye: Palmer, Kurtzhals, Glick, McClay. At 10:25 pm the Council reconvened.

RECONVENED, PUBLIC MEETING AFTER SECOND EXECUTIVE SESSION

Glick/Kurtzhals made a motion to approve a 2.75% wage increase for the Administrative Assistant effective January 1, 2020. The motion passed 4 to 0. Voting aye: Palmer, Kurtzhals, Glick, McClay.

Palmer/McClay made a motion to give a net \$ 100 holiday bonus with the November 29 pay to the Administrative Assistant. The motion passed 4 to 0. Voting aye: Palmer, Kurtzhals, Glick, McClay.

Glick/Kurtzhals made a motion to add 8 hours to the Administrative Assistant's weekly work schedule bringing her to 28 hours per week effective immediately. The motion passed 4 to 0. Voting aye: Palmer, Kurtzhals, Glick, McClay.

ADJOURNMENT

Motion to adjourn made by Kurtzhals/McClay. Meeting adjourned at 10:26 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Caren D. Andrews". The signature is fluid and cursive, with the first name "Caren" being more prominent than the last name "Andrews".

Caren D. Andrews
Borough Manager/Secretary