

ATGLEN BOROUGH COUNCIL

BUSINESS MEETING

MONDAY, APRIL 4, 2022

President Palmer called the meeting of the Atglen Borough Council to order on Monday, April 4, 2022 at 7:00 pm in the Borough Hall. The following members were present:

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

President Palmer announced there will be an Executive Session this evening to be held at the end of the agenda to discuss personnel.

PUBLIC WORKS MANAGER REPORT – Caren Andrews read aloud Mr. Umble’s report regarding Well 4. Well 4 was taken out of service on March 23 due to a water leak. Repairs are underway with the well projected to be on-line by April 6. Ms. Andrews asked for the formation of a temporary Council Committee to focus on public water infrastructure and supply sources. Mr. Glick and Mr. Stewart volunteered to serve.

CHRISTIANA FIRE COMPANY, UPDATE – Sonny Reimold and Erik Lofgren were present. Mr. Reimold read aloud the March Fire Report and responded to questions. Mr. Lofgren spoke about volunteer staff, staff training, leadership training, the grant applications, firehouse upgrades, and the re-start this Summer of the Kids Camp. The raffle fundraiser, started during the Covid pandemic, has been very successful and will continue. Covid had a negative impact on the Ladies Auxiliary and caused them to cease operations.

COMMUNITY DAY, YEAR 2022 EVENT – Lillian Thompson distributed a handout. This is the 10th year for Community Day. They have raised over \$ 80,000. Ms. Thompson thanked the Borough for their support. Ms. Thompson summarized this year’s ask found under Council Items.

PUBLIC COMMENTS – There were no comments.

COUNCIL ACTION ITEMS

Approve the Following for Community Day, September 17: a) Pay for the Live Music, Entertainment, and the Porta-Potties with the Total Donation Not to Exceed \$ 2,000; b) Road Closures for Community Day, Main Street from Ridge Avenue to Glen Run Drive, on Ridge Avenue from Main Street to Norwood Street, and on Chester Street from Ridge Avenue to Dallas Street; c) Borough Pays for 2 Signal 88 Security Officers, 6 Hour Shifts per Officer – Motion to approve made by Glick/McClay. All members were in agreement, 4 to 0.

Waive the Residency Requirement for this Round of Junior Councilperson Candidates – Motion to approve made by Stewart/Glick. Mayor Hodorovich introduced Emmerson Ware. She lives in the Atglen community and outside of Atglen Borough. She is a student at Octorara Area High School. All members were in agreement, 4 to 0.

Appoint the Junior Councilperson – Motion to Appoint Emmerson Ware as the Junior Councilperson was made by Glick/Stewart. All members were in agreement, 4 to 0.

Approve the Applewood Homes LLC Letter of Credit, Certificate of Completion- Reduction #7 Revised to Update the New Balance of the Letter of Credit and Authorize the Council President to Execute Said Document – Motion to approve made by McClay / Glick. All members were in agreement, 4 to 0.

Approve the Applewood Homes LLC Letter of Credit, Certificate of Completion- Reduction #8 in the Amount of \$ 83,761.91 and Authorize the Council President to Execute Said Document – Motion to approve made by McClay/Glick. All members were in agreement, 4 to 0.

Ratify the \$ 50 Gift Card to be Presented to the Winner of the Student Designed Atglen Logo and T-Shirt Contest – Motion to approve made by Stewart/McClay. Motion revised by Stewart/McClay to delete the word Student. Revised motion reads as follows: Ratify the \$ 50 gift card to be presented to the winner of the designed Atglen Logo and T-Shirt Contest. All members were in agreement, 4 to 0.

Select the Atglen T-Shirt/Swag Design –Mayor Hodorovich publicized the contest and received three designs. The designs were in the Council packet and put on the meeting room table for discussion. Council agreed that all designs were well done. Motion was made by Stewart/McClay to select the R Cooper design as the favored design. The vote passed 3 to 1 as follows: Aye – Stewart, McClay, Palmer; Nay – Glick. Next year Council requested this be an on-line community vote similar to the holiday lighting contest.

Approve a \$ 950 Contribution to the Christiana Fire Company Kids Camp – Motion to approve a \$ 1000 contribution to the Christiana Fire Company Kids Camp was made by Glick/Stewart. All members were in agreement, 4 to 0.

Approve a \$75 Contribution to the Corporal Brandon Hardy Memorial Scholarship Fund as part of the Park and Recreation Commission Memorial Day Event, Front Porch/Front Door Decorating Contest – Motion to approve made by Glick/McClay. There was a discussion about increasing the amount of the contribution. Glick/McClay revised the motion to read as follows: Approve a \$100 contribution to the Corporal Brandon Hardy Memorial Scholarship Fund as part of the Park and Recreation Commission Memorial Day Event, Front Porch/Front Door Decorating Contest. All members were in agreement, 4 to 0.

Authorize the Council President and Borough Secretary to Execute the Year 2022 Borough Real Estate Tax Collector Certificate – Motion to approve made by Stewart/McClay. Ms. Andrews said Chester County is requiring the submission of this form and reviewed the form with Council. All members were in agreement, 4 to 0.

Designate the Revenue Loss Category as the Use for the American Rescue Plan Act (ARPA) Funds – Ms. Andrews reviewed the eligible uses for the ARPA Funds. When the report gets completed later this month the Borough must designate one of the eligible uses for the purpose of said funds. For municipalities our size the U.S. Treasury Department is recommending we select the Revenue Loss Category. It provides more flexibility. We can use the ARPA for general government services including stormwater management. Motion to approve made by Stewart/Glick. All members were in agreement, 4 to 0.

Authorize the Borough Manager to Execute the Surveyor's Proposal for the Borough Hall Park – Ms. Andrews said five firms were solicited. Two quotes were received. The Borough Engineer is recommending the low bidder, Rettew, at a cost of \$ 5900. Ms. Andrews asked for the motion to include the hiring of Rettew. Glick/Stewart made the Motion to hire Rettew at a cost of \$ 5,900 and authorize the Borough Manager to execute the surveyor's proposal for the Borough Hall Park Parcel. All members were in agreement, 4 to 0.

Approve the SALT Design Studio Contract for the Schematic Design, Design Development, Construction Documentation, Construction Administration and Project Management Services, for the Borough Hall Park, DCNR Grant Project – Ms. Andrews said the contract is in the development stage and not ready for Council action. This was tabled.

March 7, 2022 Council Minutes, Treasurer's Report, Bills of Approval, Department and Advisory Reports – Motion to approve made by Palmer/ McClay. All members were in agreement, 4 to 0.

COUNCIL DISCUSSION ITEMS

Invoice Cloud, On-Line Product for Utility Customers, Update – Ms. Andrews said the postcards were mailed mid-March to all users. Information was posted to the Borough's website. In last week's newsletter we promoted the product. So far, 10% of the users have signed up for paperless billing.

Borough Hall Park, Update – The kickoff meeting with the consultants and DCNR was held in March. Ms. Andrews discussed three potential design changes as follows: Replace the existing Borough Hall sign with a digital sign; remove the Valley Avenue driveway entrance; and remove the drive through canopy. Council had some discussion. They need cost information and a better understanding of the benefits. They asked to meet with the consultants on-site at a public meeting.

Delinquent Utility Collections – Ms. Andrews brought Council up to date. So far, two LIHWAP applications have been submitted.

PARK AND RECREATION COMMISSION, UPDATE – Mr. Palmer announced the free Paper Shredding Event is April 16, 9 am to Noon, at Borough Hall.

Emily Reid said flowers were planted in the Downtown planters with some flowers on order for planting later in the season. Ms. Reid contacted 100 food trucks and only 1 was interested. The food truck event is not going forward. For May the events planned are the Community Yard Sale, Atglen Beautification, and Front Porch/Front Door Decorating Contest.

MANAGER'S COMMENTS

The Atglen Public Library is using the Borough Hall parcel for their Outdoor Storytime, Monday Mornings, April 4 to May 9.

Ms. Andrews read aloud her report and responded to questions. Construction has begun on the Applewood Booster Station. The 2021 Audit is complete. The auditor will give a presentation to Council at an upcoming meeting. Ms. Andrews has done another outreach to PennDot expressing safety concerns about the potholes and road humps.

VISITORS COMMENTS - Emmerson Ware discussed an Earth Day event planned by the Octorara High School students.

MAYOR'S COMMENTS – Mayor Hodorovich said the new library space is wonderful. He thanked the tshirt logo participants. For Earth Day, on April 21, he is handing out native trees. He reminded everyone the Christiana Fire Company Fund Drive is underway. The Mayor is doing a culinary event with his students at the Atglen Public Library. Graffiti was reported to him and addressed.

COUNCIL MEMBER COMMENTS – There were no comments.

EXECUTIVE SESSION

President Palmer called for an Executive Sessions at 8:52 pm. At 9:10 pm the Council reconvened.

RECONVENED, PUBLIC MEETING

Glick/Stewart made a Motion to hire Mason Woodall to the position of part-time as needed Temporary Public Works Laborer 1, at \$15 per hour. All members were in agreement, 4 to 0.

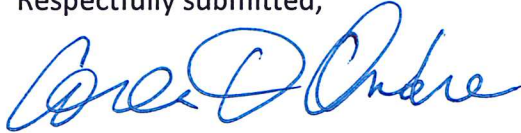
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ADJOURNMENT - Motion to adjourn made by Glick /Stewart. All members were in agreement.
Meeting adjourned at 9:12 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Caren D. Andrews". The signature is fluid and cursive, with the first name "Caren" being the most prominent part.

Caren D. Andrews

Borough Manager/Secretary