

ATGLEN BOROUGH COUNCIL

BUSINESS MEETING

MONDAY, DECEMBER 7, 2020

President Palmer called the meeting of the Atglen Borough Council to order on Monday, December 7, 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

4PARKS MASTER SITE DEVELOPMENT PLAN, PRESENTATION

Sara Pevaroff Schuh and Jon Matz, SALT Design Studio, shared a power point presentation. Ms. Pevaroff Schuh explained the planning process, methods used to engage the public, and the outcomes. Ms. Pevaroff Schuh reviewed the concept plan for the four parcels and the projected development costs. It is recommended the downtown parks be completed first. The downtown parks are defined as Borough Hall and 206 W. Main Street. The third park to be completed is the Church Street park. And the last and most expensive park is the 17 acres on Valley Avenue.

President Palmer asked for a [motion to adopt the 4Parks Master Plan Report Dated December 2020](#) – Motion to approve made by Hahn/Glick. All members were in agreement, 5 to 0.

President Palmer asked for a [motion to adopt the Resolution to Close Out the PA DCNR Community Conservation Partnership Project, BRC-TAG-24-191, 4Parks Master Site Development Plan, Resolution # 626-20](#) – Motion to approve made by Glick/McClay. All members were in agreement, 5 to 0.

WINTER WONDERLAND LIGHTING AND DECORATION CONTEST, UPDATE

Emily Reid, the Chair of the Park and Recreation Commission outlined the holiday event currently underway. Residents can register on-line to participate with registration ending on December 9. The new twist to this event is the community will vote for their most favorite decorated houses. The tool for voting will be an on-line survey link. Ms. Reid asked for gift cards to be awarded to the top three winners. Hahn? Glick made a [motion to approve the purchase of three gift cards - \\$ 100, \\$75, \\$50](#) – for the winners of the Holiday Light Fest, Park and Recreation Commission Event. All members were in agreement, 5 to 0.

CASTLE VALLEY CONSULTANTS, CODE SERVICES

Craig Kologie introduced his multi-faceted firm. They provide code services, planning services, and engineering services. With code services they focus on providing quality and timely communication with the citizenry, contractors, developers, and Borough staff. A question was asked if Atglen would be assigned a designated Code Officer. Mr. Kologie said yes.

PUBLIC COMMENTS - There were no comments.

COUNCIL ACTION ITEMS

Adopt the 2021 Budget – Motion to approve made by Glick/McClay. Ms. Andrews summarized the changes since it was last presented in November. There is no call for rate and fee changes. The vote was as follows: Palmer, Glick, McClay, and Stewart – yes; Hahn abstained due to a family conflict. The motion carried 4 to 0 with 1 abstention.

Adopt the Year 2021 Tax Levy Resolution # 625-20, 5.50 mills – Motion to approve made by Glick/McClay. All members were in agreement, 5 to 0.

Approve the Payment of Invoice # 7 to Lenni Electric Corporation in the Amount of \$ 27,761.62 for the Security Features at WEPS and Church Road Water Plant Project Subject to the Approval of the Chester county Department of Community Development in the Amount of \$ 27,658.17 - Motion to approve made by Hahn/Glick. All members were in agreement, 5 to 0.

Ms. Andrews asked to add this motion to the agenda – the acceptance of the resignation of Tara Wheeler, Tax Collector. Hahn/Glick made a motion to accept Tara Wheeler's resignation as Tax Collector. All members were in agreement, 5 to 0.

Appoint the Atglen Borough Tax Collector, Resolution– Ms. Andrews said one letter of interest for the Tax Collector position was received from Richard Ferrier. Glick/Hahn made a motion to appoint Richard Ferrier to Serve as the Atglen Borough Tax Collector, Resolution # 627-20. All members were in agreement, 5 to 0.

Approve the Medical Leave Request for Laborer II – Motion to approve made by Glick/Hahn. All members were in agreement, 5 to 0.

November 2, 2020 Council Minutes, Treasurer's Report, Bills of Approval, Department and Advisory Reports – Motion to approve made by Palmer/Glick. All members were in agreement.

COUNCIL DISCUSSION ITEMS

Year 2021 Meeting Dates – Ms. Andrews said there are two date conflicts on the Council schedule. One is the September meeting and Labor Day. The second is the July meeting, which falls on July 5, a Borough holiday. It was agreed to move the July meeting to July 12 and the September meeting to September 13. Ms. Andrews will advertise the meetings.

Committee Reappointments and Vacancies – The Park and Recreation Commission has two members with expiring terms at year end. The members are Denim Kurtzhals and Ellen Brown. Mr. Kurtzhals asked to not renew his term. Carmen DeLiberty, the Park and Recreation Commission alternate, may be interested in the voting member position. Council asked Ms. Andrews to check with Ms. Brown and Ms. DeLiberty. John Mickel's term on the Zoning Hearing Board expires in February 2021. Ms. Andrews was asked to check with Mr. Mickel.

Year End Invoices and Accounts Payable Process - Ms. Andrews said she recommends fast tracking December invoices to reflect payment in this year's financial records. The Borough maintains a cash basis system of accounting with the fiscal year closing on December 31. Everyone was in support.

Positions of Building Code Official, Building Inspector and Plan Reviewer, Code Enforcement Officer, and Zoning Officer Hereinafter Referenced as Code Services –

There was a discussion about the current Code Services being provided by LTL Consultants. Ms. Andrews did revisit the five Code Service proposals received in August 2020. An updated proposal was requested from Castle Valley Consultants and posted in the December Council packet. Ms. Andrews did check with one of our neighboring municipalities who is using Castle Valley. The feedback was positive. Mr. Glick asked for additional firms to be vetted.

Hahn/Glick made a motion to terminate LTL Consultants effective December 31, 2020. All members were in agreement, but requested Ms. Andrews to confirm there is no termination penalty. If there is, she must report back.

Stewart/Hahn made a motion to appoint Castle Valley Consultants for Code Services, start date January 1, 2021, conditional upon the following: no termination penalty with LTL Consultants and no termination penalty with Castle Valley Consultants. Castle Valley will be at-will allowing for a change, if needed. The vote was as follows: Palmer, Hahn, McClay, and Stewart – yes; Glick voted no. The motion carried 4 to 1.

Medical Leave and Earned Accrual Use – Mr. Glick expressed concerns that an employee must not be forced to use their earned vacation leave and compensatory time during periods of medical leave. Full-time employees have a Borough provided disability benefit. Council agreed and asked Ms. Andrews to prepare a revised policy for Council action.

Announcements - The Christmas tree at Gateway Park was donated by Charlie Meyer of CT Tree Farm, Parkesburg. Quotes are being received for grass cutting, snow shoveling, and snow plowing.

VISITORS COMMENTS

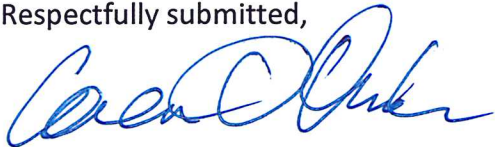
Sydney Burkhardt, Junior Councilperson, spoke about the virtual schooling experience at Octorara Area School District. All parades and concerts have been cancelled. The FFA is planning a food drive.

MAYOR'S COMMENTS – Mayor Hodorovich said the kindergarten through 2nd graders are back in-person learning at Octorara. The Boy Scouts are working on a fundraising drive to pick-up Christmas trees, instead of placing them in the household trash. The Mayor presented Atglen Borough to the Western Chester County Chamber of Commerce at a recent luncheon. The tree lighting this past Sunday at Penningtonville Presbyterian Church was a success.

COUNCIL MEMBER COMMENTS – Brian Hahn thanked the members of the 4Parks Study Committee for their time and assistance on the 4Parks Master Site Development Plan.

ADJOURNMENT – Hahn/Stewart made a motion to adjourn the meeting at 9:15 pm. All members were in agreement.

Respectfully submitted,



Caren D. Andrews
Borough Manager/Secretary