

**ATGLEN BOROUGH COUNCIL**

**BUSINESS MEETING**

**MONDAY, JULY 12, 2021**

President Palmer called the meeting of the Atglen Borough Council to order on Monday, July 12, 2021 at 7:00 pm in the Borough Hall. The following members were present:

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

President Palmer thanked Sydney Burkhardt for her years of Junior Councilperson service and wished her well in her future endeavors.

**TOWER HEALTH, ADVANCED LIFE SUPPORT MEDICAL SERVICES, UPDATE** - Scott Dunbar described the services being offered by Tower Health. They have a unit housed at the Keystone Valley Firehouse. Tower Health complements the services of Christiana Ambulance.

**CHRISTIANA AMBULANCE, UPDATE** - Michele Neckerman, Ambulance Board President, provided an update. She thanked Council for their recent donation. There was a discussion on staffing, capital needs for a new truck and equipment, and capital planning. Approximately 8% of the ambulance calls are in Atglen Borough. Mr. Palmer asked about reciprocity with Keystone Ambulance. The answer was we are working on it.

**SELLARS NONWOVENS, 808 VALLEY AVENUE, UPDATE** - Michael Johnson, the Plant Manager, reported on the \$690,000 of improvements planned for the Sellars facility. Some have been completed. The new sign requires a variance and is being considered by the Zoning Hearing Board later this month.

**PUBLIC WORKS MANAGER REPORT**

Bryan Umble reviewed the monthly water and sewer report. He discussed the water leak repair at 331 Church Road. PA DEP performed an inspection of the water facilities. All went well, no issues. The water main for the Ridge Avenue Water Main Replacement, Phase 2 is installed. House connections are being made.

A list of potential projects for the American Rescue Plan Act was developed. Mr. Umble and Ms. Andrews reviewed the list. Council asked to cost out the Fallowfield Road stormwater project.

## **PUBLIC COMMENT**

Sonny Reimold, Christiana Fire Chief, provided an update. The call volumes are down. Eight new volunteers have joined the Company. A decision will be made soon regarding hosting this year's Kid Experience Camp.

## **COUNCIL ACTION ITEMS**

Approve the Payment of Invoice # 1 to Passerini and Sons in the Amount of \$ 56,381.40 for the Ridge Avenue Water Main Replacement, Phase 2 Subject to the Approval of the Chester County Department of Community Development - Motion to approve made by Glick/Hahn. All members were in agreement, 5 to 0.

Approve the Payment of Invoice # 2 to Passerini and Sons in the Amount of \$ 83,034 for the Ridge Avenue Water Main Replacement, Phase 2 Subject to the Approval of the Chester County Department of Community Development - Motion to approve made by Glick/Hahn. All members were in agreement.

Declare the Water Leak Repair at 331 Church Street and Costs Associated with Said Repair to be an Emergency as Defined by Act 99 of 2018, Resolution # 595-19 – Motion to approve made by Stewart/McClay. Mr. Hahn questioned the Resolution number. Ms. Andrews thanked him and said the number is incorrect. The Resolution number is 640-21. Mr. Palmer asked for an amended motion as follows: Declare the Water Leak Repair at 331 Church Street and Costs Associated with Said Repair to be an Emergency as Defined by Act 99 of 2018, Resolution # 640-21. Amended Motion to approve made by Stewart/McClay. All members were in agreement.

June 7, 2021 Council Minutes, Treasurer's Report, Bills of Approval, Department and Advisory Reports – Motion to approve made by Palmer/Hahn. All members were in agreement.

## **COUNCIL DISCUSSION ITEMS**

Juneteenth Federal Holiday, June 19 – Ms. Andrews said the Federal government recently made Juneteenth a Federal holiday. She said the Borough has in the past followed the Federal holiday schedule. A discussion was held. A motion was made by Hahn/Stewart to amend the Borough's holiday schedule as defined in the Personnel Policy and Procedure Manual to include Juneteenth, June 19. All members were in agreement, 5 to 0.

Sunshine Act Amendment, Act 65 of 2021 – Ms. Andrews discussed the changes to agendas, posting requirements of the agendas, and amended agendas. There was a discussion about motions coming to the Council floor during the public meeting involving expenditures. Ms. Andrews said it must be on the agenda or wait until the next public meeting where it can be included on the posted agenda.

Auditor Proposals – Ms. Andrews said the agreement with Barbacane Thorton has concluded. We have received a proposal from Barbacane for Years 2021, 2022, and 2023. The Borough has been using Barbacane since Year 2013. Council said to solicit quotes for auditing services.

Utility Billing and Payments, e-Bill and On-Line Bill Payment Software – Ms. Andrews summarized our current system for paper billing and customer payment options. There is software that will allow us to move to e-billing, view your utility account on-line, and pay the utility bill on-line. The on-line product will interface with the Borough's utility software. Currently 10% of our customers pay by credit card, 1% by e-check. There was a discussion about convenience fees for on-line payments. Ms. Andrews is waiting for the revised proposal and will report back.

Applewood Development, Update – Ms. Andrews said administratively all items have been addressed. The plans and agreements are recorded. Site work can begin.

Ridge Avenue Water Main Replacement, CRP Project, Update – Most of the update was covered in the Public Works report. Ms. Andrews said we hope to wrap up the road restoration and project by the end of this month.

Borough Hall and Public Works Staffing – Ms. Andrews said Applewood Homes will add to our utility responsibilities 62 new customers and a booster station. We will have in the future additional road and winter maintenance obligations for this development. In Year 2014 we had 3 generators. Today we have 6 generators with 1 to be added as part of the Applewood development. Ms. Andrews asked Council what information they need to evaluate workforce demands. Council asked her to prepare a list of tasks that need to get done and are being delayed and assignments that are causing the staff to regularly work in excess of their assigned hours.

**MANAGER'S COMMENTS** - Ms. Andrews announced the Zoning Hearing Board meeting for Selllars NonWovens, sign variance, is scheduled for July 29. She said the permit fees and rental inspection fees need to be revised to reflect current costs. At a future meeting she will present her recommendations. Ms. Andrews read aloud her report and responded to questions.

**VISITORS COMMENTS** - Sydney Burkhardt, Junior Councilperson, said the Octorara High School graduation was held on June 16. The AP test scores will be available within the next couple of weeks. Ms. Burkhardt said this is her last meeting. She thanked Council and the Mayor for allowing her to serve.

**MAYOR'S COMMENTS** – Mayor Hodorovich said the street art outside of Borough Hall is wonderful. The High School Senior Caravan was a success. He discussed starting a mission type project to benefit a needy family(families) in Atglen Borough. There was a discussion about the 4<sup>th</sup> of July weekend fireworks.

**COUNCIL MEMBER COMMENTS** – There were no comments.

**ADJOURNMENT** – Glick/Hahn made a motion to adjourn the meeting at 9:25 pm. All members were in agreement.

Respectfully submitted,



Caren D. Andrews  
Borough Manager/Secretary