

**ATGLEN BOROUGH COUNCIL**

**BUSINESS MEETING**

**MONDAY, SEPTEMBER 11, 2023**

President Palmer called the meeting of the Atglen Borough Council to order on Monday, September 11, 2023 at 7:00 pm in the Borough Hall. The following members were present:

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

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

**POLICE REPORT** – No report.

**PUBLIC WORKS MANAGER REPORT** – Bryan Umble reviewed the water and sewer report. The public water and sewer systems are performing well. A decision will be made later in the month if hydrant flushing will occur next month. The reason: drought warning. The SWIP testing for the Big Mackie spring is wrapping up with one more month to go. The staff is working on the DEP water lines lead inventory. The tar and chip project is completed. Community Day is this Saturday. The staff will provide a variety of services for this event. PAWC gave us a skid of water, 84 cases. Some are being donated to Community Day. We videotaped the storm pipe at the Main Street underpass and found some damaged pipe. The Borough Engineer will review and make recommendations.

**JUNIOR COUNCILPERSON REPORT** – No report

**PUBLIC COMMENTS** – No comments.

**APPROVE MINUTES, AUGUST 7, 2023** - Motion to approve made by Palmer/Hahn. All members were in agreement, 4 to 0.

**APPROVE BILLS LIST AND THE AUGUST TREASURER'S REPORT** - Motion to approve made by Palmer/Glick. The motion carried 4 to 0.

**OLD BUSINESS**

Award the Road Project Bid – Ms. Andrews said four bids were received. The low bidder was \$6600 less than the Borough Engineer's estimate. The project calls for the base bid of Steelville Mill Road patch repairs and 500 and 600 Blocks of Mifflin Street mill and overlay. Alternate A is to mill, overlay, and a stormwater repair on the 100 block of Church Street. Alternate B is to mill and overlay Jones Street. The low bidder for the Base Bid, Alternate A, and Alternate B is Long's

Asphalt Inc for \$ 180,901.50. Hanover Engineering, the Borough Engineer, recommends the bid be awarded to Long's Asphalt Inc. Ms. Andrews recommends construction costs are paid by the Highway Aid Fund/State Appropriation Fund and soft costs get paid by the General Fund, ARPA, or Capital Reserve.

Glick/Hahn made a motion to award the Base Bid, Alternate A, and Alternate B Long's Asphalt Inc for \$180,901.50 and use the Highway Aid Fund/State Appropriation Fund for these construction costs. The motion carried 4 to 0.

Borough Hall Park Update – Construction has begun. By mid-week there will be no parking lot. The substantial completion date is May 2024. The PA DCNR supplemental funding ask of \$ 62,500 was submitted. Ms. Andrews asked Council if they want a ground breaking ceremony or ribbon cutting grand opening event. Council said to plan a ribbon cutting grand opening event.

ARPA Funded Projects and Future Projects – Ms. Andrews said \$121,338 of the \$ 148,000 grant has been earmarked. The Borough must assign the balance of approximately \$ 26,700 by year end 2024 and draw down to \$0 by Year 2025. Council said to move this topic forward to next month when the 2024 Budget will be discussed.

2024 Budget – Ms. Andrews is working with the staff on gathering their wish lists and plugging in numbers in the line item accounts

**PUBLIC COMMENTS** – No comments

## **NEW BUSINESS**

Atglen Public Library, 2024 Budget Request – Diane Palmer and Robbyn Kehoe spoke on behalf of the library. Mrs. Palmer thanked the Council for the construction of the new Borough Hall Park. Mrs. Palmer summarized the monthly newsletter. Mrs. Palmer said with the DiAtglen Alley Wizard Faire not going forward, they are asking for additional funding in the Borough's annual contribution. It is a swap in that the funds set aside for the DiAtglen Faire can be redirected and merged with the annual contribution. The Library is in need of another part-time employee and program funds. They asked for \$ 10,000. There was no motion because two of the four Council members present had a conflict. Ms. Andrews said she will plug the request in the 2024 Budget; and, this can be discussed as part of the 2024 Budget process. Mr. Hahn asked for an explanation on why the DiAtglen Faire was discontinued. Mrs. Palmer said it was due to the loss of key volunteers and the capacity of the current Board to handle this event.

Air Conditioner Unit, 2<sup>nd</sup> Floor, Borough Hall, and Associated Costs – As part of the park project we are repairing the cement pad in which this unit is installed. The park contractor is recommending replacing the unit due to the age and potential issues at time of re-installation.

Ms. Andrews received a quote from Summers and Zims of \$ 8,700. To replace the unit is not in the park contract. The unit is rarely turned on. The decision was made to not do anything at this time.

Christiana Police Officers Servicing Atglen Borough, Resolution # 677-23 - Ms. Andrews said Officer Amber Smith has been added to the Resolution and Officer Paul Hossler has been removed. Motion made by McClay/Hahn. All members were in agreement, 3 to 1. Aye votes were McClay, Hahn, and Palmer. Nay vote was Glick.

### **MANAGER'S COMMENTS**

Ms. Andrews announced the Family Fun Run/Walk is this Saturday, September 16. Community Day events will follow the Run/Walk. Ms. Andrews read aloud the Minimum Municipal Obligations for the Pension Plans, Year 2024. She read aloud her report and responded to questions.

**MAYOR'S COMMENTS** – Mayor Hodorovich spoke about the Certificate of Recognition ceremony for McKayla Mickel, a recent graduate of the Air Force Academy. He spoke about Noah Zink and his Eagle Scout ceremony. The Mayor provided a summary of the Fun Run/Walk event. Mayor Hodorovich held a discussion about police services and his recent conversation with Christiana Borough Mayor Mark Carner. He reminded citizens to pick up after their dogs. The planning for this year's Veteran's Day event is underway.

**COUNCIL MEMBER COMMENTS** – Brian Hahn thanked Caren Andrews for her efforts in grant writing and administration.

### **PUBLIC COMMENTS**

Zach Hall asked if the homecoming parade will occur this year in Atglen Borough. Mayor Hodorovich said not this year. The new Athletic Director at the Octorara Area School District wants it to remain on the school campus.

### **EXECUTIVE SESSION**

President Palmer called for the first of two Executive Sessions at 8:28 pm. At 8:54 pm Council reconvened.

### **RECONVENED, PUBLIC MEETING AFTER FIRST EXECUTIVE SESSION**

Glick /Hahn made a motion to give a net \$200 holiday bonus with the November pay to the Borough Manager, Public Works Manager, Laborer II, and Laborer I Certified Operator. All members were in agreement, 4 to 0.

Glick /McClay made a motion to approve the following wage/bonus increases effective January 1, 2024: 3.1% for the Borough Manager, \$2500 bonus for the Public Works Manager, 3.1% for the Laborer II, and 3.1% for the Laborer I Certified Operator. All members were in agreement, 4 to 0.

Brian Hahn left the meeting and Borough Hall at 8:56 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.

Mr. Palmer called for the Second Executive Session at 8:57 pm. At 9:15 pm Council reconvened.

**RECONVENED, PUBLIC MEETING AFTER SECOND EXECUTIVE SESSION**

Glick / McClay made a motion to give a net \$ 200 holiday bonus with the November pay to the Administrative Assistant. All members were in agreement, 3 to 0, as follows: Aye: McClay, Palmer, Glick.

Glick/Palmer made a motion to approve the rate of \$ 22.68/hour for the Administrative Assistant effective January 1, 2024. All members were in agreement, 3 to 0, as follows: Aye: McClay, Palmer, Glick.

**ADJOURNMENT** – Palmer/McClay made a motion to adjourn the meeting at 9:16 pm. All members were in agreement, 3 to 0.

Respectfully submitted,



Caren D. Andrews  
Borough Manager/Secretary