ATGLEN BOROUGH COUNCIL
BUSINESS MEETING

MONDAY, DECEMBER 8, 2025

President Palmer called the meeting of the Atglen Borough Council to order on Monday, December 8, 2025 at 7:00 pm in Borough Hall. The following members were present:

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

CHRISTIANA FIRE COMPANY REPORT- Kim Moore shared the report which included a summary of the calls and an overview of the 2026 budget. Ms. Moore announced the purchase of a used fire truck. She also announced that Santa will be riding through Atglen on the fire truck on December 12.

PARKESBURG POLICE REPORT- Sergeant Sasso, Parkesburg Police Department, read the monthly police report.

ATGLEN PUBLIC LIBRARY REPORT- Diane Palmer, Library Board President, reported that the library met their annual campaign goal. They have ordered the book walk for Borough Hall Park. Designer Purse Bingo has been rescheduled for February 7. Mrs. Palmer thanked borough council for their support of the library.

PUBLIC WORKS MANAGER REPORT- Ms. Hahn shared Mr. Umble's report which included sewer and water usage numbers and the repair of the West End Pump Station Pump #1 motor.

JUNIOR COUNCILPERSON'S REPORT- Kennason Ware shared her report regarding school sports and extracurricular activities under way at both Octorara and West Fallowfield Schools. Octorara's band marched in the West Chester Christmas Parade and they have a concert on December 18. West Fallowfield School has a Christmas program on December 16.

PARK AND RECREATION COMMISSION REPORT- Mayor Hodorovich gave a summary of the November meeting. He announced that the Winter Wonderland decorating contest is underway. The Commission is continuing to work on the 150th Anniversary details including design of a logo, a cornhole tournament, dinner, tour and a movie night.

MAYOR'S PROCLAMATION – Mayor Hodorovich read a proclamation thanking Charlie Palmer for his many years of service on Atglen Borough Council and declaring December 8 to be Charles Palmer Day.

PUBLIC COMMENT- Joan Vick, Main Street resident, shared her thoughts regarding the current political atmosphere in our country and the concern that this will have repercussions at a local level. She asked that Council give the issue further consideration. Mr. Hahn thanked her for sharing her thoughts.

Judi Bispels, Applewood resident, shared her concerns about the roads and water mains in the development. She specifically cited issues with sinkholes, potholes and the degrading base layer of paving. She also is concerned about the water main being installed at an incorrect depth. Ms. Hahn provided an update based on her call with Carl Chetty earlier in the day. She stated that he said he will be having the entrance and first 300'+/- skim coated within the next week as a temporary fix until final paving can be done in the spring. Mr. Hahn responded to her concerns and explained that the borough will take dedication of the roads once all of the outstanding issues have been resolved.

APPROVE MINUTES, NOVEMBER 3, 2025 - Motion to approve made by Glick/Hall. All members were in agreement, 5 to 0.

APPROVE NOVEMBER BILLS LIST AND NOVEMBER TREASURER'S REPORT - Motion to approve made by Palmer/McClay. The vote was 4 to 0 with 1 abstention. The Aye votes were Glick, Palmer, McClay and Hall. Mr. Hahn abstained due to a personnel conflict of interest with his spouse, a Borough employee.

OLD BUSINESS:

Adopt the 2026 Budget – Mr. Palmer read the following statement:

The Pennsylvania Borough Code requires that Borough Council adopt an annual budget by motion of Council. The budget is an annual estimate of revenues and expenditures for the ensuing year, and, under current circumstances, provides for expenditures to persons or organizations with whom individual Council Members or their family members are associated, as follows:

The proposed budget provides for a contribution to the Atglen Public Library. Diane Palmer, spouse of Borough Council President Charles Palmer, is the President of the Library. Borough Council Member Melissa McClay is also a Board Member and serves as Treasurer to the Atglen Public Library.

Cristi Hahn, spouse of Borough Council Member Brian Hahn, is a full-time employee of Atglen Borough, and, as such, the proposed budget provides for compensation to Mrs. Hahn.

If Charles Palmer, Melissa McClay, and Brian Hahn all abstain from voting on the budget, the legally required vote of approval of the budget would be unattainable. Therefore, the foregoing disclosures made herein are submitted to the Borough Manager for recording in the minutes and a motion for adoption of the budget may be made and voted upon by the full Borough Council in accordance with the Pennsylvania Ethics Act.

Motion to approve the 2026 Budget made by Glick/Hall. The motion carried 5 to 0.

Adopt the Year 2026 Tax Levy Resolution #705-25, 6.50 mills – Motion to approve made by Glick/McClay. Motion carried 5 to 0.

Church Street/Tee Alley Grant – Bid results and recommendation from Hanover Engineering were reviewed and discussed. Motion to Award the Bid to Mason Dixon Contractors and Authorize the Council President to Execute the Contract made by Glick/Hahn. Motion carried 5 to 0.

Applewood Development, Water Main Depth and Paving – Ms. Hahn updated Council. There has been no movement by Chetty on the completion of the water main insulation. The asphalt plants are likely closed for the winter months, so final paving wouldn't be until spring. This will also be contingent on the acceptable completion of the remedy to the water main depth issue.

Fallowfield Road Stream Project, DEP Chapter 102 Permit Application – The permit application was submitted by Hanover on behalf of the Borough. We are still awaiting a decision regarding grant money for this project.

Hunting on Church Street Borough-owned Parcel – Ms. Hahn shared that a neighbor adjacent to the borough parcel asked if he could shoot from a tree stand on his property onto the borough property. Following a brief discussion in which Ms. Hahn stated that both she and public works staff had safety concerns council denied this request. Council did agree to allow archery hunting for those given permission previously to continue through the end of the 2025/2026 hunting season. Mr. Glick said that hunters on our parcel have encountered neighbors on the parcel with dogs attempting to disrupt hunting. Mr. Hahn asked the borough manager to look into trespassing laws with our solicitor.

Swan Road Bridge Update – The Swan Road bridge is currently under repair and the most recent update from PennDOT is that it will reopen by the end of December.

NEW BUSINESS:

Approve Land Development Professional Services Agreement for Jane Jillinski, 310 Charles Street – Motion made by Hahn/Glick. Motion carried 5 to 0.

Year End Invoice Processing – Ms. Hahn recommends the fast tracking of 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. Council was in support.

Act 44 Professional Services Policy & Procedures Related to the Municipal Pension Plan, Resolution #704-25 – Ms. Hahn explained that this resolution is required to bring us into compliance. Helen Esbenshade reviewed the resolution template given to us by the Auditor General's office and approved of its adoption. Motion to approve made by Hall/Hahn. Motion carried 5 to 0.

Authorize Chester County Treasurer to collect Atglen Borough Municipal Real Estate Taxes, Resolution #706-25 & Agreement – Motion made by McClay/Hahn. Motion carried 5 to 0.

Summers & Zim's Use of Borough Hall Parking Lot – Ms. Hahn shared that Summers & Zim's had requested the use of the borough hall lot between the hours of 7-8am for overflow parking. The use would be limited to a few mornings a week. Council approved the use and will revisit when the trail opens if necessary. In addition, winter weather conditions may prevent lot use on occasion.

Professional Service Agreements for 2026 – Ms. Hahn shared that cost increases received from our current professional services have been modest with one exception. Castle Valley Consultants costs for 2026 rose dramatically. Council asked Ms. Hahn to gather quotes from other code services companies. Auditing services were also discussed and Ms. Hahn shared the 2 quotes she had received. Council asked Ms. Hahn to stay with our current auditor for 2026.

MANAGER'S COMMENTS – Ms. Hahn read aloud her report and made the following announcements:

- Leaf Collection ended today, December 8.

- Santa arrives in Atglen on the Christiana Fire Truck on December 12 starting at 6 pm.
- Winter Wonderland Decoration Contest – Community voting December 8-17.

Ms. Hahn also thanked Mayor Darren Hodorovich for his service and commitment to our community as mayor.

MAYOR'S COMMENTS- Mayor Hodorovich shared words of gratitude for his 6 years serving as Atglen's Mayor.

COUNCIL MEMBERS' COMMENTS- Mr. Hahn thanked Charlie Palmer and Darren Hodorovich for their service to the community.

PUBLIC COMMENT- None

ADJOURNMENT – Palmer/Hahn made a motion to adjourn the meeting at 8:43 pm. All members were in agreement, 5-0.

Respectfully submitted,

Cristi Hahn
Borough Manager/Secretary