ATGLEN BOROUGH COUNCIL

BUSINESS MEETING

MONDAY, JANUARY 13, 2025

President Palmer called the meeting of the Atglen Borough Council to order on Monday, January 13, 2025 at 7:00 pm in the Borough Hall. The following members were present:

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

PLEDGE OF ALLEGIANCE, ROLL CALL, EXECUTIVE SESSION

President Palmer led the pledge of allegiance and took roll call. President Palmer announced an Executive Session was held on December 16 and 22. Mr. Hahn and Mr. Hall were not present at these Executive Sessions. Furthermore, Mr. Palmer announced an Executive Session will be held this evening at the end of the agenda. All Executive Sessions defined in this announcement are addressing personnel matters.

POLICE REPORT – Sergeant Manning read aloud the December report and year to date statistics. Mr. Glick asked for an update on the akita dog. Sergeant Manning responded.

JUNIOR COUNCIL PERSON'S REPORT – Ms. Ware was unable to be in attendance this evening. Mayor Hodorovich read aloud her report. For the Octorara Area High school the upcoming events are a winter band concert, basketball games, bocce, and wrestling. For West Fallowfield Christian School the upcoming events are Winter Wonderland weekend, Designer Bag Bingo, and basketball games.

PUBLIC COMMENTS

Diane Palmer, Atglen Public Library, announced Robbyn Kehoe was promoted to the full-time Library Director. The planning for Summer reading is underway with some activities scheduled at the Borough Hall Park. A scavenger hunt and National Hot Chocolate Day are the upcoming January events.

APPROVE MINUTES, DECEMBER 9, 2024 - Motion to approve made by Hahn/Hall. All members were in agreement, 5 to 0.

APPROVE BILLS LIST AND DECEMBER 2024 TREASURER'S REPORT - Motion to approve made by Palmer/McClay. Ms. Andrews summarized the year end balances. All members were in agreement, 5 to 0.

NEW BUSINESS

Annual Appointments – A motion was made by Palmer/Hahn to approve annual appointments as follows. All members were in agreement, 5 to 0.

- Engineers –Becker Engineering and Hanover Engineering
- Solicitor – Helen Esbenshade, Lamb McErlane PC
- Zoning Hearing Board Solicitor – Amanda Sundquist, Unruh Turner Burke & Frees
- Building Code Official, Building Inspector, Code Officer & Zoning Officer – Castle Valley Consultants, an Arro Consulting Company
- Landscape Architect Services – Salt Design Studio
- Emergency Management Coordinator – Beckett Walters
- Fire Marshal – Zachary Vandenbosch
- Vacancy Board Chair – Carol McGrath
- Bank Depository, All Funds – Fulton Bank

Authorize the Council President, Council Vice President, and Borough Manager as Check Signers on the Fulton Bank Accounts and Require All Borough Checks, Exception Payroll, to have Two (2) Original Signatures – A motion to approve was made by Glick/Hahn. All members were in agreement, 5 to 0.

Appointment of Charles H. Palmer Jr. as Representative, Brian Hahn as the First Alternate Representative, and the Borough Manager as the Second Alternate Representative to the Western Chester County Council of Governments – Motion to approve made by Glick/Hall. All members were in agreement, 5 to 0.

Appointment of the Borough Manager as the Board Representative to the Western Chester County Regional UCC Appeals Board – Motion to approve made by Hahn/Hall. All members were in agreement, 5 to 0.

Zoning Hearing Board Member Re-Appointment, Resolution - Motion to approve made by Glick/Hall. This Resolution calls for the reappointment of Lennie Brown, term expiration date of February 1, 2028. All members were in agreement, 5 to 0.

Park and Recreation Commission Member Re-Appointment, Resolution – Motion to approve made by Glick/Hall. This Resolution calls for the reappointment of Jennifer Grossman, term expiration date of December 31, 2028. All members were in agreement, 5 to 0.

Ms. Andrews said there is a potential candidate for the open Park and Recreation Commission position. She is attending this Wednesday evening's Commission meeting.

Designation of Emergency Providers, Resolution – Motion to approve made by Glick/Hahn. All members were in agreement, 5 to 0.

OLD BUSINESS

Website Redesign, Update - Ms. Andrews said the beta site is ready for testing. One of the Council members has submitted his feedback and questions. If others have suggestions Ms. Andrews asked that this be given to her by the end of this week. We are hoping to go live in February.

Revise the Agreement Between Parkesburg Borough and Atglen Borough for the Providing of Polices Services, Amendment to the Total Annual Hours – Ms. Andrews said the Atglen Borough Solicitor made the edits to the agreement to reflect the increased police service hours in Year 2025. The Parkesburg Solicitor has reviewed the agreement and finds the changes acceptable. The maximum annual hours for Year 2025 is 2184 hours. Mr. Palmer asked for a motion. Motion to approve the Amended Agreement and have the Council President execute said Amended Agreement was made by Hahn /Glick. All members were in agreement, 5 to 0.

MANAGER'S COMMENTS - Ms. Andrews announced the winners for the Winter Wonderland contest. Ms. Andrews read aloud her monthly report and responded to questions. There was a discussion about the December 10 public water incident. Ms. Andrews said further discussion will occur at the February meeting when Mr. Umble is present.

MAYOR'S COMMENTS – Mayor Hodorovich said he will continue community outreach, release a welcome package for new residents, plan the 150th Anniversary celebration, bring together the local faith groups to address needy students, and continue the Memorial Day and Veteran's Day celebrations. The Mayor summarized scouting activities. He discussed introducing a 33' inflatable Santa Claus and placing it in the Gateway Park. Council did not express favor for this idea.

COUNCIL MEMBER COMMENTS – No comments.

PUBLIC COMMENTS – No comments.

EXECUTIVE SESSION

President Palmer called for an Executive Sessions at 8 pm. Brian Hahn left the meeting and Borough Hall at 8 pm. Mr. Hahn did not participate in the Executive Session.

RECONVENE

At 8:20 pm Council reconvened into public session. Mr. Hahn was not present when the meeting reconvened.

APPOINTMENT OF BOROUGH MANAGER IN TRAINING AND BOROUGH MANAGER

Mr. Palmer announced Ms. Andrews is retiring at the end of business on March 31, 2025.

Motion was made by Glick/McClay to appoint Cristi Hahn as the Borough Manager in Training effective January 13, 2025 and the Borough Manager effective April 1, 2025, Salary: $ 72,500. All members were in agreement, 4 to 0, as follows: Aye: McClay, Palmer, Glick, Hall.

Melissa McClay announced the Borough will begin the recruitment process for the full-time Administrative Assistant position tomorrow.

ADJOURNMENT – Glick/Hall made a motion to adjourn the meeting at 8:22 pm. All members were in agreement.

Respectfully submitted,

Caren D. Andrews
Borough Manager/Secretary