ATGLEN BOROUGH COUNCIL
BUSINESS MEETING

MONDAY, JANUARY 5, 2026

Mayor Kurtzhals called the meeting of the Atglen Borough Council to order on Monday, January 5, 2026 at 7:00 pm in Borough Hall. The following members were present:

Dwight Weaver Joshua Glick Zachary Hall Brian Hahn Melissa McClay
Mayor Denim Kurtzhals

PLEDGE OF ALLEGIANCE AND ROLL CALL BY MAYOR

Mayor Kurtzhals led the Pledge of Allegiance, took roll call, and announced an Executive Session to take place at the end of the regular meeting to discuss a personnel issue.

SWEARING IN OF COUNCIL MEMBERS

Mayor Kurtzhals swore in Joshua Glick, Melissa McClay and Dwight Weaver.

NOMINATION AND ELECTION OF PRESIDENT

The Mayor asked for nominations for President. Brian Hahn nominated Josh Glick. There were no other nominations. Mayor Kurtzhals called for a roll call vote. The vote was unanimous to elect Josh Glick as President, 5 to 0.

President Glick presided over the rest of the meeting.

NOMINATION AND ELECTION OF VICE PRESIDENT

Mr. Glick asked for nominations for Vice President. Zach Hall nominated Brian Hahn. Mr. Hahn declined the nomination. Brian Hahn nominated Melissa McClay. Mr. Glick called for a roll call vote. The vote was unanimous to elect Melissa McClay as Vice President, 5 to 0.

CHRISTIANA FIRE COMPANY REPORT- No report

PARKESBURG POLICE REPORT- No report

ATGLEN PUBLIC LIBRARY REPORT- Melissa McClay, Library Board Treasurer, reported that the library has two fundraisers coming up: a Designer Purse Bingo on February 7 and a gift card raffle.

PUBLIC WORKS MANAGER REPORT- Ms. Hahn shared that staff have observed an increase in numbers are looking for an active leak in the water lines. Holiday decorations have been taken down. Staff have been called out for several winter weather events already this season. They continue to do a fantastic job maintaining our borough.

JUNIOR COUNCILPERSON'S REPORT- Kennason Ware shared her report regarding school sports and extracurricular activities at both Octorara and West Fallowfield Schools.

PARK AND RECREATION COMMISSION REPORT- Ms. Hahn reported that there was no December meeting. There is a vacancy on the Park and Recreation Commission.

PUBLIC COMMENT- Pete Keegan, Braeburn Drive, thanked Chief Murtagh and the Parkesburg Police for their high degree of visibility and responsiveness to Atglen.

Adam Grossman, Westwood Fire Company, shared his report which included 48 ALS calls to Atglen Borough in 2025.

APPROVE MINUTES, DECEMBER 8, 2025 - Motion to approve made by Hahn/Hall. All members were in agreement, 5 to 0.

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

OLD BUSINESS:

Church Street/Tee Alley Improvements – Ms. Hahn shared a summary of the project. The project was awarded to Mason Dixon Contractors. The Notice of Award documents are being prepared and executed. Once executed a preconstruction meeting will be scheduled.

Applewood Development Update – Ms. Hahn updated Council on the current status of the water main issue and final paving. There has been no more movement by Chetty on the completion of the water main insulation.

Fallowfield Road Stream Project Update – Ms. Hahn reported that we have not received a decision on our grant application, however the CCCD has indicated that this project is a good fit for several grant opportunities.

Professional Servies, Codes Services – Ms. Hahn shared that she has reached out to four businesses that provide building and zoning code services. All four were recommended by neighboring municipalities. She expects to have proposals for review at the February meeting.

NEW BUSINESS:

Annual Appointments – A motion was made by Hahn/McClay to approve the following annual appointments. All were in favor 5-0.

1. Engineers – Herbert, Rowland & Grubic, Inc. and Hanover Engineering
2. Solicitor – Helen Esbenshade, Lamb McErlane PC
3. Zoning Hearing Board Solicitor – Amanda Sundquist, Unruh Turner Burke & Frees
4. Auditor – Carl Hogan, CliftonLarsonAllen LLP (CLA)
5. Emergency Management Coordinator – Beckett Walters
6. Fire Marshal – Zachary Vandenbosch
7. Vacancy Board Chair – Carol McGrath
8. Bank Depository, All Funds – Fulton Bank

Motion made by Hahn/Glick to 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 – Motion carried, 5-0.

Appointment of Josh Glick, Representative, Zachary Hall, First Alternate Representative, and Dwight Weaver, Second Alternate Representative to the Western Chester County Council of Governments – Motion made by Hahn/McClay to approve the appointment and carried, 5-0.

Appointment of Cristi Hahn as the Board Representative to the Western Chester County Regional UCC Appeals Board – Motion made by Weaver/McClay to approve the appointment and carried, 5-0.

Planning Commission Re-Appointment of Michael Honan, Resolution 707-26 - Motion made by Hahn/Glick to approve the appointment and carried, 5-0.

Planning Commission Re-Appointment of Darren Hodorovich, Resolution 708-26 – Motion made by Hahn/Glick to approve the appointment and carried, 5-0.

Park & Recreation Commission Re-Appointment of Renee Toto, Resolution 709-26 – Motion made by Weaver/Hall to approve the appointment and carried, 5-0.

Designation of Emergency Providers, Resolution 710-26 – Motion made to approve by Hall/Hahn and carried, 5-0.

Applewood Homes LLC – Financial Security Reduction Request #16 in the Amount of $82,700 for Sanitary Sewer, Water and Water Booster Station Facility. Council reviewed the recommendation letter from HRG Engineering regarding this reduction request. A motion was made by Glick/Hahn to deny this request and carried 5-0.

Applewood Homes LLC – Financial Security Reduction Request #17 for Site Work. Council reviewed the recommendation letter from Hanover Engineering. Weaver/Hahn made a motion to approve a reduction of $5,685.90 as outlined by Hanover Engineering. All were in favor, 5-0.

Request from Applewood Developer to Contract with Atglen Borough as a backup to Valley Creek Property Services for Winter Road Maintenance occurring on Sundays only as needed. Motion made by Hahn/Weaver to contract directly with Valley Creek Property Services to provide winter road maintenance for Sunday work on an as needed basis. All were in agreement, 5-0.

MANAGER'S COMMENTS – Ms. Hahn read aloud her report and announced that there is a vacancy on the Park & Recreation Commission.

MAYOR'S COMMENTS- Mayor Kurtzhals expressed his enthusiasm as he begins his tenure as mayor. He thanked former Mayor Hodorovich, Atglen Borough residents and staff.

COUNCIL MEMBERS' COMMENTS- Mr. Hahn welcomed Councilperson Dwight Weaver and Mayor Denim Kurtzhals.

PUBLIC COMMENT- None

ADJOURN TO EXECUTIVE SESSION – 8:27 PM

RECONVENE – 8:30 PM

ADJOURNMENT – Hahn/McClay made a motion to adjourn the meeting at 8:30 pm. All members were in agreement, 5-0.

Respectfully submitted,

Cristi Hahn
Borough Manager/Secretary