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**MINUTES OF THE
GLENDON BOROUGH COUNCIL
GLENDON BOROUGH HALL
February 10, 2022**

6 **Presiding:** Donald Young, Council President

8 **Present:** Thomas Elliott – Solicitor
9 Kathryn Harstine - Council Vice-President
10 Amy Weisenberger-Caswell – Councilperson
11 Donna Breidinger – Councilperson
12 Jeffrey Muschlitz – Councilperson
13 Beth Young – Secretary/Treasurer/Tax Collector

15 **Not Present:** Melody McAllister – Mayor
16 James McAllister-Zoning Officer

18 **Visitors:** Matt Dees, William Skrobut, Natasha Grotenhuis, Mike
19 Veres, Kenny Teske, Alan Asteak

23 The regular meeting of the Glendon Borough Council was held on February 10, 2022 at
24 Glendon Borough Hall. President Donald Young called the meeting to order at 7:00 p.m.
25 with the Pledge of Allegiance and roll call.

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27
28 **Public Participation-**

29 Matt Dees spoke about web development for Glendon. He is on Council for West Easton
30 and has developed the website for their Borough. It is his suggestion to tie a website to a
31 Facebook page and that two people from the Borough should be administrators for ease
32 of accessibility. Solicitor Elliott asked if it is possible to measure traffic on the website.
33 Mr. Dees stated that Facebook has that capability by tracking hits and visitors through the
34 administrative side of the page. He also stated that visits can be seen for the website
35 through an app that can be accessed through the administrative side of the site. The server
36 has a monthly readout of visits and it may be determined whether or not a visitor is local,
37 based on their IP address. Solicitor Elliott asked if West Easton's website or Facebook
38 page has more traffic. Mr. Dees stated that their Facebook page has more hits than their
39 website due to the sharing of posts. Solicitor Elliott also asked if West Easton receives
40 any revenue through their Facebook page. Mr. Dees stated they do not, but advertising is
41 possible on the Borough website due to the fact that it is a .com and not .gov, in which
42 case, advertisements are not allowed. President D. Young asked if it is possible to track
43 how much of the website traffic is from Borough residents. Mr. Dees stated that they
44 have calculated approximately 70-75% of West Easton's website traffic is from residents
45 of their Borough. Councilperson J. Muschlitz asked what is involved in the upkeep of a

1 website. Mr. Dees stated the initial setup is the most labor-intensive and after that
2 upkeep would,

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7
8 **Public Participation (con't)**

9 primarily, be monthly when updating minutes from the meetings. Mr. Dees said he would
10 be available for 6 months to a year to offer support if there were any problems. The
11 website can be created by Mr. Dees for approximately \$300.00 and maintained for
12 approximately \$100.00 a year. A domain name would cost \$90.60 for ten years and three
13 years of the host server would cost \$99.00. Solicitor Elliott asked, based on looking at
14 the West Easton website, what would be included in the \$300.00 setup fee. Mr. Dees
15 stated that the West Easton site uses a different template so the Glendon Borough website
16 would not have all the same tabs and links. The Glendon website could have contacts,
17 permits, calendar, ordinances and a newsletter and that he could set up a dozen, or so,
18 pages customized to the Borough's needs for the \$300.00 setup fee.

19
20 Kenny Teske asked about potholes on High St., Front St. and Main St. that have been
21 worsened by recent heavy rainstorms. He was advised that cold patch will be used to fill
22 the potholes as soon as a road crew can be put together. Mr. Teske also asked to have the
23 motion detector adjusted at the front door of Borough Hall to trigger the light at the front
24 door. It currently only triggers when there is movement at the very end of the ramp
25 approaching the door.

26
27
28 **Complaints –**

29 Vice-President K. Harstine complained about dogs barking at 5 3rd St., also being outside
30 all day and night with no shelter, food or water. She called the Northampton County
31 SPCA who must have contacted the homeowner as she has not seen the dogs outside
32 since.

33
34
35 **Minutes-**

36 Councilperson A. Weisenberger-Caswell made a motion to accept the minutes for
37 January 13, 2022 as presented. Councilperson D. Breidinger seconded and the motion
38 was unanimously approved.

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40
41 **Treasurer's Report-**

42
43 **Bills to be paid:**

44 Treasurer B. Young stated that check #5866 for \$38.17 needs to be removed from the
45 General Fund list of bills to be paid. The new total for payment from the General Fund is
46 \$17,620.00. The bills to be paid from the Sewer Fund and Liquid Fuels (PLGIT) stay the
47 same.

48

1 Councilperson D. Breidinger made a motion to pay all bills from the General Fund,
2 Sewer Fund and Liquid Fuels (PLGIT). Vice-President K. Harstine seconded and the
3 motion was approved with President D. Young abstaining.

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6 February 10, 2022 continued
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9 **Treasurer's Report (con't)-**

10 **Sewer Bills:**

11 A/R Aging Summary was discussed. There are three residents on the payment plan and
12 all payments are current. No houses were posted for water shutoff.
13

14
15 **Tax Collector's Report-**

16 Vice-President K. Harstine made a motion to accept the Tax Collector's Report, subject
17 to audit. Councilperson D. Breidinger seconded. The motion was unanimously
18 approved.
19

20
21 **Mayor's Report-**

22 No report from Mayor M. McAllister.
23

24 Mike Veres asked about complaints that he forwarded to Mayor M. McAllister. He was
25 advised that Solicitor Elliott has spoken with her and his complaints are being addressed.
26

27
28 **Zoning-**

29 Demolition permits were submitted for 111 Main St. and a house on the Chrin property at
30 1290 Industrial Drive where the maintenance garage is being built.
31

32 Mike Veres asked about the status of zoning permits being submitted for houses on
33 Crescent St. and High St. President D. Young stated any zoning questions would need to
34 be answered by the Zoning Officer. Solicitor Elliott stated the house on Crescent St. that
35 had an addition put on with no permit should be under the enforcement of building code
36 enforcement, not zoning. President D. Young stated that Keycodes needs to be called to
37 follow up on that property. Councilperson D. Breidinger asked if a cease-and-desist order
38 could be issued if the work is being done with no permit. Solicitor Elliott stated that
39 should have been done already. Secretary B. Young stated she will follow up with Mayor
40 M. McAllister to see if she has spoken to the homeowner and whether or not she posted
41 the stop work order she was given. If not, Dave Shields at Keycodes will be called.
42

43 **Engineer Report-**

44 No report was submitted by engineer, Monica Wall.
45

46 **RFQ:**

47 Not all of Council had a chance to review the RFQ packets. Councilperson A.
48 Weisenberger-Caswell made a motion to table voting on the RFQ until the February 17,

1 2022 meeting. Councilperson D. Breidinger seconded and the motion was unanimously
2 approved.

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5 Meeting Minutes
6 February 10, 2022 continued
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9 **Committee Reports-**

10 **Signs-** “No truck” signs still need to be put up on Crescent St. Councilperson J.
11 Muschlitz stated he has volunteers available and will submit volunteer forms to the
12 secretary before work is done. President D. Young will mark where the signs need to go,
13 as weather allows. Kenny Teske suggested doing a PA One Call before installing signs.
14 President D. Young stated that only one side of the road needs a new pole installed. The
15 second sign will be posted on the pole that is already installed and has the cross- street
16 signs for Crescent and Holly on it.

17
18 Mr. Teske also stated that the stop sign at Franklin and High St. still needs to be replaced.

19
20 **Roads-** Councilperson J. Muschlitz met with Zack Cooper from The Paving Company
21 and got an estimate for prepping and paving sections of Holly St., Franklin St., Front St.,
22 Willow/Rock Rd. and Pine Lane at a total cost of \$11,200.00. The price is good for 6
23 months. Councilperson A. Weisenberger-Caswell stated there are still quite a few
24 potholes on Main St. that are not accounted for on this estimate. President D. Young
25 stated that the potholes on Main St. were marked with orange paint the last time Mr.
26 Cooper did road work for the Borough, but the budgeted payment did not cover the cost
27 of those potholes and were, therefore, not filled at that time. President D. Young stated
28 that no part of Pine Lane can be paved or low volume, dirt and gravel road grants would
29 not be approved. He said that 2A Modified stone is the only option for filling in the holes
30 on Pine Lane. Lengthy public debate and discussion was had regarding truck traffic
31 being the cause of road decay in the Borough and how the residents present at the
32 meeting believe road repair should be engineered. President D. Young stated that there is
33 nothing to be done with the paving estimates from The Paving Company until Spring.

34
35 Councilperson J. Muschlitz also obtained estimates from Big Mike’s Tree Service and
36 K&R Tree Service for cleaning out the culvert on Berger Rd. Both estimates are
37 \$3,000.00 and include cleaning out the culvert and trimming overhanging trees under the
38 78 overpass, up to the first bridge pillar on Berger Rd. The prices are good until the first
39 day of Spring and Councilperson J. Muschlitz believes this expense can be covered by
40 some of the American Rescue Plan Act grant money. Big Mike’s was a reference from
41 West Easton Borough. President D. Young asked Councilperson J. Muschlitz to get
42 municipal references from K&R for Council’s review.

43
44 **Sewer-** Council reviewed the report from RKR Hess. Councilperson J. Muschlitz stated
45 that he believes the cost of the new transducer for Pump Station 1 is covered by the
46 American Rescue Plan Act grant money.
47
48

1 **Old Business-**

2 **Berger Rd.** – Due to potential litigation, Solicitor Elliott suggested Council go into
3 Executive Session at the next Council meeting on February 17, 2022.

4
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6 February 10, 2022 continued
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10 **Old Business (con't)-**

11 **Hilton St. West-** Solicitor Elliott has received paperwork from Chrin. He has the legal
12 descriptions for the street and the as built drawing; both need to be referred to engineer
13 Monica Wall for review. Once both are approved, they need to go back to Chrin's
14 counsel to prepare the deeds. When those are done, a resolution needs to be passed,
15 adopting Hilton Street West into Glendon Borough's street system.

16
17 **Truck Supplies-** Councilperson J. Muschlitz emailed a link to President D. Young for a
18 wireless backup camera system, including a 7-inch quad view display with built in DVR.
19 The cost is \$508.79. President D. Young stated that only \$200.00-\$300.00 was budgeted
20 for a truck camera and the proposal that was submitted was over that amount.
21

22 **Earth First-** President D. Young spoke with Walt Kropf from Island Park Development
23 and explained that they will need to apply for a conditional use permit. A 6:00 p.m.
24 workshop is scheduled for the March meeting for Mr. Kropf to go over drawings with
25 Council to show, specifically, what their intended use is for the site. Depending on the
26 proposed use, they may need a conditional use from the Borough as well as going
27 through LVPC, Keycodes and the Borough engineer. Solicitor Elliott stated that if the
28 new company declares that their operations will take place outside, which violates the
29 current ordinance, then Council can either deny the business or change the current
30 ordinance. Council discussed how the Borough would be named on the bond with Island
31 Park Development for up to \$100,000.00. President D. Young voiced concern over the
32 fact that SGS Recovery would not just process tires, but would also bring in plastic and
33 paper waste which also changes the conditional use allowed to Earth First.
34 Councilperson D. Breidinger asked how SGS Recovery would benefit the Borough. She
35 also stated that she does not want to see increased truck traffic at Berger and Island Park
36 Rd. Councilpersons A. Weisenberger-Caswell, D. Breidinger, J. Muschlitz and Vice-
37 President K. Harstine all stated opposition to another tire processing business operating at
38 the site.
39

40 Councilperson J. Muschlitz left the meeting at 9:18 p.m.
41

42 President D. Young stated he is undecided regarding allowing another tire processing
43 business. He said that another business of some sort is eventually going to go in there
44 that will involve truck traffic as the site is zoned for industrial use. If a business that
45 operates as an approved use goes in, prior approval is not necessary and could result in
46 30-40 trucks per day coming in and out of the site as opposed to the 10-12 that will be the
47 result of SGS Recovery. Councilperson D. Breidinger asked if a "no engine braking"
48 sign can be installed on Berger Rd. Solicitor Elliott stated it may be, if provided by

1 ordinance. President D. Young stated that Council could require very specific conditions
2 of use and that being named on the bond makes him more comfortable with allowing
3 SGS Recovery to operate in the Borough. Councilpersons D. Breidinger, A.
4 Weisenberger-Caswell and Vice-President K. Harstine agreed that further discussion
5 would be beneficial. President D. Young will speak with Mr. Kropf and invite him to the
6 workshop in March.

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9 February 10, 2022 continued
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11
12 **Old Business (con't)-**

13 **Snow Plow Driver-** President D. Young stated that he has been training new driver,
14 Kevin Benton, who has been doing well but still needs more training. He spoke with
15 Mayor Dan DePaul from West Easton and one of their snow plow drivers may be
16 interested in helping Glendon, especially during a big storm.

17
18 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** Need to talk to the
19 Conservation District to find out what needs to be done to apply for grants.

20
21 **Road Opening Permits-** Workshop still pending.

22
23 **Property Maintenance Code -** Workshop still pending.

24
25 **Berger Rd. Phase II-** President D. Young mentioned that a guardrail at Berger and
26 Morvale Rd. may be part of the scope of the grant. The new RFQ engineering firm that is
27 chosen will need to be asked to look into that possibility.

28
29 **Borough website-** Discussed during public participation

30
31 **25th St. bridge-** Keeping on agenda as reminder of closure in 2022.

32
33 **Grants for coming year–** RFQ engineering firm will be asked to research grants for the
34 coming year.

35
36 **ESWA High St. restoration-** President D. Young received a message from Craig, who is
37 a supervisor at Easton Suburban Water Authority. He said that the restoration will be
38 done in the Spring. President D. Young said that he will follow up with Craig in the
39 Spring to make sure the work gets done.

40
41 **Permit costs and fees-** Workshop still pending. President D. Young mentioned adding
42 an administrative fee to current permit costs that pass through the Borough to Keycodes.
43 Solicitor Elliott stated that would need to be done by resolution.

44
45 **Keycodes service fee-** President D. Young said a percentage should be added to
46 Keycode's permit fees as they are not a set price.

47
48 **New Business-**

1 **Change locks on Borough Hall-** Secretary B. Young obtained three estimates to either
2 rekey or change the locks on Borough Hall. Rekeying the locks would cost \$340.00
3 through BET Locksmiths or \$211.35 through the Flying Locksmiths but would not offer
4 security as stamping “do not copy” on keys is not honored at most small or big box
5 hardware stores. Another option through the Flying Locksmiths is to have the cylinders
6

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9 February 10, 2022 continued
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11
12 **New Business(con't)-**

13 **Change locks on Borough Hall-**

14 replaced with hardware that would involve having keys that can only be reproduced by a
15 locksmith and cannot be reproduced in a hardware store. The cost for that is \$396.00
16 which is above the originally approved expenditure of \$300.00. Councilperson D.
17 Breidinger made a motion to approve hiring the Flying Locksmiths to replace the
18 cylinders on the two incoming doors and one upstairs door at Borough Hall at the cost of
19 \$396.00. Councilperson A. Weisenberger-Caswell seconded and the motion was
20 unanimously approved.
21

22 **Purchase new barricades-** Tabled until the February 17, 2022 meeting.
23

24 **Emergency Operations Plan-** Secretary B. Young will try to find the binder for the last
25 EOP that was submitted. Councilperson D. Breidinger made a motion authorizing
26 Solicitor Elliott to draft a resolution for the new Emergency Operations Plan. Vice-
27 President K. Harstine seconded and the motion was unanimously approved. Solicitor
28 Elliott suggested adding verbiage in the new EOP for COVID, if there is not something
29 already pandemic related in the prior draft.
30

31 **Sell old salt spreader-** President D. Young spoke with Mayor Dan DePaul from West
32 Easton. They may be interested in purchasing Glendon’s old salt spreader as they have
33 an identical model and can use it for parts. President D. Young suggested asking
34 \$1,300.00 for the old salt spreader. Council unanimously agreed; President D. Young
35 will call Mayor DePaul.
36

37 Councilperson D. Breidinger stated she has been trying to help advise Diane Silviotti
38 what needs to be done to clean up her property at 525 Berger Rd. Secretary B. Young
39 said she will email the violation notice that was drafted by Solicitor Elliott and sent to
40 Ms. Silviotti to Councilperson D. Breidinger for her review.
41

42 **Police coverage-** Per Mayor Dan DePaul, West Easton is currently unable to offer police
43 coverage to Glendon due to the fact that they are having staffing issues and unable to
44 entirely cover their own municipality. Mayor DePaul advised once they get their staffing
45 issues resolved, he and President D. Young will talk about coverage for Glendon.
46
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48

1 **Announcements/Correspondence:**

2 Solicitor Elliott stated the conditional use permit that was forwarded to him is not useable
3 and a new draft needs to be created at some point. President D. Young said that Solicitor
4 Elliott should move forward with creating a new form.

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11
12 **Announcements/Correspondence (con't):**

13 Secretary B. Young stated that Crivellaro Family Farm Market was having a soft opening
14 over the weekend of February 12-13 if anyone wanted to spread the word and support
15 their neighbors. Mr. Crivellaro told Ms. Young that there is also a Facebook page that
16 was started by his daughter for everyone to follow their progress.

17
18 Williams Township Fire Department covers Glendon Borough and if anyone is interested
19 in volunteering, please contact Williams Township at 610-258-6788.

20
21 Councilperson D. Breidinger made a motion to adjourn. Vice-President K. Harstine
22 seconded, and the motion was unanimously approved.

23
24 The meeting was adjourned at 10:37 PM.

25
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29
30 Respectfully submitted,

31
32
33
34 Beth Young
35 Secretary