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**MINUTES OF THE  
GLENDON BOROUGH COUNCIL  
GLENDON BOROUGH HALL**

July 14, 2022

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

8        **Present:**                     Kathryn Harstine - Council Vice-President  
9                                     Amy Weisenberger-Caswell – Councilperson  
10                                    Donna Breidinger – Councilperson  
11                                    Beth Young – Secretary/Treasurer/Tax Collector

13       **Not Present:**                Thomas Elliott – Solicitor  
14                                    Melody McAllister – Mayor  
15                                    James McAllister-Zoning Officer  
16                                    Jeffrey Muschlitz – Councilperson

18       **Visitors:**                     Matt Dees, Judith Hughes-Kopach, William Skrobut,  
19                                    Natasha Grotenhuis, Richard Hall, Dale King, Amy Veres,  
20                                    Mike Veres

24       The regular meeting of the Glendon Borough Council was held on July 14, 2022 at  
25       Glendon Borough Hall. President Donald Young called the meeting to order at 7:01 p.m.  
26       with the Pledge of Allegiance and roll call.

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30       **Public Participation-**

31       Matt Dees presented the newly finished website, glendonboro.com, to Council and the  
32       public. He briefly discussed the home page and tabs where various information such as  
33       calendars, agendas, minutes, forms and zoning applications can be found and downloaded  
34       to print. Mr. Dees is creating an instruction manual for Secretary B. Young explaining how  
35       to add documents and make changes to the website, going forward.

37       William Skrobut asked to have functioning lights in the parking lot. Natasha Grotenhuis  
38       asked about having a designated handicapped parking spot in the parking lot. President D.  
39       Young said that Council will look into that. Ms. Grotenhuis also complained about weeds  
40       on Main Street that are growing over the guide rail into the roadway and also about weeds  
41       at a residence on High Street where nobody is living.

43       Mike Veres questioned whether or not a handicapped spot is mandatory. President D.  
44       Young once again stated that Council will look into it.

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6 **Minutes-**

7 Vice-President K. Harstine made a motion to accept the minutes for June 9, 2022, as  
8 presented. Councilperson D. Breidinger seconded and the motion was unanimously  
9 approved.

10  
11 **Treasurer's Report-**

12 **Bills to be paid:**

13 Councilperson D. Breidinger made a motion to pay all bills from the General Fund,  
14 excluding the wages for President D. Young and Councilperson A. Weisenberger-Caswell,  
15 Sewer Fund and Liquid Fuels. Vice-President K. Harstine seconded and the motion was  
16 unanimously approved.

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18 Vice-President K. Harstine made a motion to pay the wages for Councilperson A.  
19 Weisenberger-Caswell from the General Fund. Councilperson D. Breidinger seconded and  
20 the motion was approved with Councilperson A. Weisenberger-Caswell abstaining.

21  
22 Councilperson D. Breidinger made a motion to pay the wages for President D. Young from  
23 the General Fund. Vice-President K. Harstine seconded and the motion was approved with  
24 President D. Young abstaining.

25  
26 **Sewer Bills:**

27 The A/R Aging Summary was discussed. There is one resident on the payment plan and  
28 all of their payments are current. No houses were posted for water shutoff. One household  
29 is over the limit of \$500.00 due beyond 90 days and needs to be notified. Solicitor Elliott  
30 is researching whether or not the Borough is obligated to offer another payment plan to  
31 residents who have previously been served a water termination, paid in full to avoid water  
32 shut-off but have again stopped paying their bills and are at the threshold to once again be  
33 notified. Treasurer B. Young is not sending notice until she is directed by Solicitor Elliott.

34  
35 Councilperson A. Weisenberger-Caswell made a motion to approve the 2021 audit from  
36 the David Kunsman Corp. Councilperson D. Breidinger seconded and the motion was  
37 unanimously approved.

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40 **Tax Collector's Report-**

41 Councilperson D. Breidinger made a motion to accept the Tax Collector's Report, subject  
42 to audit. Councilperson A. Weisenberger-Caswell seconded and the motion was  
43 unanimously approved.

44  
45 Council reviewed the Garbage A/R report regarding letters that will be sent out to residents  
46 who are in arrears. President D. Young noted that the outstanding balance for garbage bills  
47 over 90 days due is \$19,671.51.  
48

5 **Mayor's Report-**

6 Councilperson A. Weisenberger-Caswell reported on behalf of Mayor M. McAllister,  
7 stating that she has spoken with the department head at Keycodes and they will be  
8 responding to her list of complaints within the next two weeks. A survey was done at the  
9 former Glendon Hotel site on Main St. but Mayor McAllister has not received any follow  
10 up from Northampton County.  
11

12  
13 **Zoning-**

14 Councilperson A. Weisenberger-Caswell reported on behalf of Zoning Officer, J.  
15 McAllister. He received two permit applications for fences and one application for a shed.  
16

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18 **Engineer Report-**

19 No report was submitted by engineer, Monica Wall.  
20  
21

22 **Committee Reports-**

23 **Signs-** President D. Young stated the stop sign at High St. and Franklin St. still needs to be  
24 replaced.  
25

26 **Roads-** President D. Young shared a quote he received from The Paving Company  
27 regarding multiple roads that need repair. The quote is as follows: Two sections of Willow  
28 St., \$8,000.00; the paved section of Pine Lane, \$6,000.00; Holly St. between High St. and  
29 Hilton St., \$6,000.00 and the gravel cul-de-sac of Holly St. just beyond the intersection at  
30 Hilton St., \$4,500.00. The cost for all repairs would total \$24,500.00. Council reviewed  
31 the 2022 budget and President D. Young stated that \$1,200.00 has been spent on roads  
32 already this year. He calculated that there is \$16,500.00 still available for roads in the  
33 General Fund and approximately \$7,200.00 in Liquid Fuels, totaling \$23,700.00 but that is  
34 all the money left to spend on roads for the rest of 2022, including potholes. After much  
35 discussion, Council had a difficult time prioritizing which roads were most important as  
36 they are all in need of repair. President D. Young stated that any work totaling \$11,500.00  
37 needs to be put out for bid. He suggested tabling until he can speak with the Borough's  
38 CDBG engineering firm, Keystone Consulting. Council unanimously agreed.  
39

40 **Sewer-** President D. Young stated that the storm damage to Pump Station 4 has been  
41 completed. The replacement control panel is smaller than the original due to mislabeling  
42 which lead to additional work and cost in replacing it. President D. Young submitted the  
43 extra cost to the insurance company and is hoping it can be included in the storm damage  
44 claim. The tree that caused the initial damage has been removed. Two floats went bad and  
45 may or may not be covered by insurance. He also stated that Pump Station 3 had necessary  
46 repairs done during the monthly inspection.  
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5 **Old Business-**

6 **Berger Rd.** – Still working on bill for engineering.  
7

8 **Hilton St. West-** President D. Young believes Solicitor Elliott is still waiting for something  
9 from Chrin.  
10

11 **Truck Supplies-** President D. Young is still researching a camera for the truck; it is not  
12 needed until winter.  
13

14 **Snow Plow Driver/Road Crew-** Always advertising, no applications have been received.  
15

16 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** Discussed during road  
17 report. President D. Young has not heard anything further from the conservation district.  
18

19 **Road Opening Permits-** Council scheduled a 6:00 p.m. workshop on September 8, 2022,  
20 prior to the regularly scheduled meeting.  
21

22 **Property Maintenance Code** – Council has a workshop scheduled for 6:00 p.m., prior to  
23 the regularly scheduled August 11, 2022 meeting.  
24

25 **Berger Rd. Phase II-** President D. Young has not had time to contact Keystone  
26 Engineering regarding use of the grant money for guide rails on Berger Rd.  
27

28 **Grants for coming year–** President D. Young needs to contact Keystone Engineering  
29 regarding upcoming grants for the year.  
30

31 **ESWA High St. restoration-** President D. Young has not heard any updates from ESWA  
32 supervisor, Craig Swinson. He also stated, not related to ESWA, that the guide rail that  
33 was damaged on High St. has been replaced.  
34

35 **Permit costs and fees-** During a workshop prior to the meeting, Council made the  
36 following changes to the permit costs and fees list: The permit fee for a fence that is over  
37 32 linear feet increased from \$35.00 to \$60.00. The home occupation and portable,  
38 temporary sign permits are being removed from the list. The cost of a zoning certification  
39 letter increased from \$35.00 to \$50.00. The zoning fee for a pool permit increased from  
40 \$25.00 to \$50.00. Councilmember D. Breidinger made a motion to approve the changes  
41 that were made to the list of permit costs and fees. Vice-President K. Harstine seconded  
42 and the motion was unanimously approved.  
43

44 **Emergency Operations Plan** – At the June 9, 2022 meeting, Council voted to approve the  
45 2022 plan, using the 2017 plan updated with respect to officials and businesses, including  
46 an updated plan for pandemic-related emergencies. Solicitor Elliott is making the changes  
47 to be forwarded to Northampton County Emergency Management.  
48

6 **Old Business (con't)-**

7 **SGS Recovery** – No new updates  
8

9 **Road Striping on Main & High Sts.** – Council reviewed an estimate from Straight Edge  
10 Striping, LLC. The cost to stripe 4,300 linear feet on Main St. would be \$3,440.00. The  
11 cost to stripe 4,524 linear feet on High St. would be \$3,619.20, totaling \$7,059.20, not  
12 including the cost for police and traffic control. After some discussion, Councilperson A.  
13 Weisenberger-Caswell suggested reaching out to PennDOT regarding their Agility  
14 Program to see if this would be a viable project using shared services. Council decided to  
15 table the discussion until details from PennDOT can be obtained.  
16

17 **July 23, 2022 Borough cleanup day** – Councilperson J. Muschlitz had emailed the rest of  
18 Council asking to discuss a Borough cleanup day on Berger Rd. between the Glendon  
19 Bridge and Morvale Rd. As he is not present at the meeting, Council did not discuss and  
20 took no action.  
21  
22

23 **New Business -**

24 **Secretary paid holidays-** Councilperson A. Weisenberger-Caswell made a motion to  
25 increase paid holidays for Secretary B. Young from four to six, including: New Year's  
26 Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas  
27 Day. When a holiday falls on Saturday or Sunday, it will be observed on the previous  
28 Friday or following Monday. Vice-President K. Harstine seconded and the motion was  
29 approved with President D. Young abstaining.  
30

31 **Right to Know rules-** Matt Dees asked if Council had any Right to Know rules that they  
32 wanted posted on the Borough website, specifically with regard to withholding public  
33 records if bills for previously requested records have not been paid. Secretary B. Young  
34 presented the Citizens' Guide to the Right to Know Law and The Sunshine Act to Council,  
35 referencing the section "Fees Under the RTKL". Councilperson D. Breidinger made a  
36 motion to withhold public records if a requester has not paid for previously requested  
37 records. Councilperson A. Weisenberger-Caswell seconded and the motion was  
38 unanimously approved.  
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42 **Announcements/Correspondence-**

43 Vice-President K. Harstine mentioned that there is a pothole near the grate by the old bridge  
44 on Main St. President D. Young said that he realizes there will be more potholes to fill  
45 before the end of the season but that hole may be able to be filled with cold patch because  
46 a one-ton minimum delivery of asphalt would be too much.  
47

6  
7 **Announcements/Correspondence (con't)-**

8 Vice-President K. Harstine asked President D. Young if he ordered more rock salt before  
9 the price increased. He stated that he tried but was unable to do so because the delivery  
10 driver was unavailable due to his truck being tied up with blacktop deliveries. President  
11 D. Young mentioned that Council needs to be mindful, when reallocating money for roads,  
12 that some money will need to be reallocated to the cost of salt and snow plowing due to  
13 increased prices.  
14

15 Councilperson A. Weisenberger-Caswell asked President D. Young if he has scheduled to  
16 have the work done on the loader. He said that he has not had time to do so but that is also  
17 an added cost that needs to be accounted for in the budget.  
18

19  
20 Williams Township Fire Department covers Glendon Borough and if anyone is interested  
21 in volunteering, please contact Williams Township at 610-258-6788.  
22

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24  
25 Councilperson D. Breidinger made a motion to adjourn. Councilperson A.  
26 Weisenberger-Caswell seconded, and the motion was unanimously approved.  
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28 The meeting was adjourned at 8:09 p.m.  
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34 Respectfully submitted,  
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38 Beth Young  
39 Secretary