

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

**MINUTES OF THE
GLENDON BOROUGH COUNCIL
GLENDON BOROUGH HALL
August 18, 2022**

23
24
25
26
27
28

Presiding: Donald Young – Council President

Present: Thomas Elliott – Solicitor
Melody McAllister – Mayor
Kathryn Harstine - Council Vice-President
Amy Weisenberger-Caswell – Councilperson
Donna Breidinger – Councilperson
Beth Young – Secretary/Treasurer/Tax Collector

Not Present: James McAllister-Zoning Officer
Jeffrey Muschlitz – Councilperson

Visitors: William Skrobut, Natasha Grotenhuis, Richard Hall, Mike Veres, Adam Colombo, Tiffany Colombo

29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

The regular meeting of the Glendon Borough Council was held on August 18, 2022 at Glendon Borough Hall. President Donald Young called the meeting to order at 7:04 p.m. with the Pledge of Allegiance and roll call.

Public Participation-

Natasha Grotenhuis asked if there had been any further discussion regarding having a designated handicapped parking spot at Borough Hall. President D. Young advised that it is on the agenda and will be discussed later in the meeting.

William Skrobut asked about road striping on Main and High Streets. President D. Young advised that it is on the agenda and will be discussed later in the meeting but did state that PennDOT was contacted regarding their agility program and found that the borough does not qualify. Mike Veres suggested having the borough take a bank loan to pay to have the work done. President D. Young stated that in doing so, the cost of the work would increase due to having to pay back the loan, plus interest. He suggested trying to budget to have the work done in the 2023 budget but, again, Council would discuss further in the meeting where it is on the agenda.

Mayor McAllister stated that nobody stops at the stop sign on Main Street and she has noticed a lot more truck traffic in the borough.

6 **Public Participation (con't)**

7 Adam and Tiffany Colombo received five years of overdue garbage bills for their property
8 at 218 High St. The total due, including penalties, is \$1,400.00. Ms. Colombo stated she
9 is willing to pay the \$1,000.00 in base fees for five years, but not \$400.00 in penalty
10 because she alleges, she did not receive any garbage bills for all five years. Solicitor Elliott
11 asked if their address had been confirmed with the borough, as they live in Nazareth and
12 have mail delivered to a post office box. He also questioned why they did not reach out to
13 the borough when they did not receive garbage bills for a number of years. Their counter
14 argument was to ask why the borough let unpaid bills go for five years before notifying
15 them. President D. Young asked if it would be fair to waive penalty fees because any
16 resident could claim they did not receive their mail to avoid paying penalty. Solicitor
17 Elliott stated that he found their claim to be credible and suggested if Council chooses to
18 waive penalty fees, to have an affidavit signed. As a compromise, President D. Young
19 suggested waiving half of the penalty fees, totaling \$200.00. Ms. Colombo continued to
20 debate having to pay late fees on bills they did not receive. After continued discussion,
21 Councilperson D. Breidinger made a motion to waive all penalty fees and require a signed
22 affidavit. Councilperson A. Weisenberger-Caswell seconded. President D. Young stated
23 that he felt there should be some penalty assessed as there is culpability on both sides of
24 the debate and he is worried about setting a precedent for other borough residents.
25 Councilperson D. Breidinger amended her motion stating \$320.00 in penalty fees should
26 be waived, \$80.00 in penalty fees should be paid in addition to \$1,000.00 base fees, totaling
27 \$1,080.00 and a signed affidavit is required. Councilperson A. Weisenberger-Caswell
28 seconded. Councilpersons D. Breidinger and A. Weisenberger-Caswell voted in favor,
29 President D. Young and Vice-President K. Harstine opposed. Mayor M. McAllister cast a
30 favorable tie breaking vote and the motion was passed.
31

32
33 **Minutes-**

34 Vice-President K. Harstine made a motion to approve the minutes for July 14, 2022 and
35 July 21, 2022, as presented. Councilperson A. Weisenberger-Caswell seconded and the
36 motion was unanimously approved.
37

38 **Treasurer's Report-**

39 **Bills to be paid:**

40 Councilperson D. Breidinger made a motion to pay all bills from the General Fund, Sewer
41 Fund and Liquid Fuels, excluding the wages for Councilperson A. Weisenberger-Caswell.
42 Councilperson A. Weisenberger-Caswell seconded and the motion was approved.
43 President D. Young abstained.
44

45 Vice-President K. Harstine made a motion to pay Councilperson A. Weisenberger-
46 Caswell. Councilperson D. Breidinger seconded and the motion was approved.
47 Councilperson A. Weisenberger-Caswell abstained.
48

5 **Treasurer's Report (con't)-**

6 **Sewer Bills:**

7 All sewer payment plans have been paid in full. One household is over the limit of \$500.00
8 due beyond 90 days and needs to be notified. Solicitor Elliott is researching a Supreme
9 Court finding regarding due process and may need to modify the wording on the notice
10 that is given to residents. Councilperson A. Weisenberger-Caswell made a motion to
11 authorize the solicitor to add language to comply with due process requirements. Vice-
12 President K. Harstine seconded and the motion was unanimously approved.
13

14 **Tax Collector's Report-**

15 Councilperson A. Weisenberger-Caswell made a motion to accept the Tax Collector's
16 Report, subject to audit. Vice-President K. Harstine seconded and the motion was
17 unanimously approved.
18

19 Council reviewed the Garbage A/R report. Discussion was had regarding overdue garbage
20 bills, the residents who responded to the collections letter that went out regarding a
21 payment plan and Solicitor Elliott placing liens against properties with overdue balances.
22 Solicitor Elliott asked Secretary B. Young to look through the past two to three years of
23 resolutions to find if Council voted to authorize assessment of legal fees. He suggested
24 amending the garbage ordinance to authorize the imposition of legal fees at the time a lien
25 is placed on a property. Councilperson A. Weisenberger-Caswell made a motion
26 authorizing Solicitor Elliott to prepare liens against three properties in arrears, one going
27 into foreclosure and two that are going to Sherriff's sale in September. Vice-President K.
28 Harstine seconded and the motion was unanimously approved. Councilperson D.
29 Breidinger made a motion to authorize Solicitor Elliott to amend the garbage ordinance
30 allowing legal fees, to be determined, to be added to the collection of overdue garbage bills.
31 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
32 approved.
33

34 **Mayor's Report-**

35 Mayor M. McAllister stated that, regarding complaints in the borough, the residence at 102
36 Main Street is her first concern because the porch roof collapse is causing animals to get
37 between the walls and is affecting the adjoining neighbor. She also stated that she is having
38 a problem getting return phone calls or emails from anyone at Keycodes. Secretary B.
39 Young stated she talks to, or receives emails from someone at Keycodes weekly with no
40 problem. She will call them to help intervene and stress the urgency in getting in touch
41 with Mayor McAllister.
42

43 **Zoning-**

44 Chrin applied for a safety fence at their maintenance garage. President D. Young stated
45 that Chrin submitted a PA One Call for that site preparing for road opening through
46 Glendon and Williams Township, connecting to Morgan Hill Road.
47
48

5 Mayor M. McAllister left the meeting at 8:32 p.m.

6
7 **Engineer Report-**

8 No report was submitted by engineer, Monica Wall. Secretary B. Young included a copy
9 of T&M's invoice for Council to review.

10
11 **Committee Reports-**

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

14
15 **Roads-** President D. Young stated there are a few small potholes on Main St. but the work
16 that was done previously is holding up well. Council again reviewed a quote from The
17 Paving Company regarding multiple roads that need repair. The quote is as follows: Two
18 sections of Willow St., \$8,000.00; the paved section of Pine Lane, \$6,000.00; Holly St.
19 between High St. and Hilton St., \$6,000.00 and the gravel cul-de-sac of Holly St. just
20 beyond the intersection at Hilton St., \$4,500.00. The cost for all repairs would total
21 \$24,500.00. Councilperson D. Breidinger made a motion to hire The Paving Company to
22 pave Holly St. between High St. and Hilton St. at the cost of \$6,000.00. Vice-President K.
23 Harstine seconded and the motion was unanimously approved. President D. Young will
24 call The Paving Company to schedule the work to be done.
25

26 **Sewer-** Hydra-Numatic is raising their inspection fee from \$600.00 to \$690.00.
27 Councilperson D. Breidinger made a motion to approve the increase for the quarterly
28 inspection fee of \$690.00. Councilperson A. Weisenberger-Caswell seconded and the
29 motion was unanimously approved.
30

31 President D. Young said he will call Bethlehem Sewer to get an estimate to have the pump
32 stations cleaned.
33

34
35 **Old Business-**

36 **Berger Rd. –** Still working on bill for engineering.
37

38 **Hilton St. West-** Solicitor Elliott is still waiting for the corrected deed. He will follow up.
39

40 **Truck Supplies-** Vice-President K. Harstine gave President D. Young printed information
41 for a camera for the truck.
42

43 **Snow Plow Driver/Road Crew-** Always advertising, no applications have been received.
44 Secretary B. Young is going to advertise on the borough's website.
45

46 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** President D. Young has
47 not heard anything further from the conservation district.
48

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

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

9 **Property Maintenance Code** – Council had a workshop at 6:00 p.m., prior to the meeting.
10 President D. Young made a motion to repeal the Property Maintenance Code. There was
11 no second made; the motion did not pass. Councilperson D. Breidinger made a motion to
12 authorize Solicitor Elliott to incorporate the changes made in 2003 to the International
13 Property Maintenance Code to the 2022 International Property Maintenance Code, which
14 is proposed for adoption. Vice-President K. Harstine seconded. Vice-President K.
15 Harstine, Councilpersons D. Breidinger and A. Weisenberger-Caswell voted in favor,
16 President D. Young opposed. The motion was approved.
17

18 **Berger Rd. Phase II-** President D. Young has not had time to contact Keystone
19 Engineering regarding use of the grant money for guide rails on Berger Rd.
20

21 **Grants for coming year-** President D. Young needs to contact Keystone Engineering
22 regarding upcoming grants for the year.
23

24 **ESWA High St. restoration-** President D. Young has not heard any updates from ESWA
25 supervisor, Craig Swinson.
26

27 **Emergency Operations Plan** – Solicitor Elliott stated that he sent an email to Council
28 with a draft resolution to adopt the 2022 Glendon Borough Emergency Operations Plan
29 along with the proposed plan that was changed from the previous one, regarding the
30 notification section and updating public officials. He suggested having a half hour
31 workshop at 6:30 p.m., prior to the October 13, 2022 meeting to discuss changes with
32 Council.
33

34 **SGS Recovery** – No new updates; Solicitor Elliott will follow up with them.
35

36 **Road Striping on Main & High Sts.** – Glendon does not qualify for PennDOT's Agility
37 Program due to being a small municipality and not having equitable services to trade.
38 Council decided to table the discussion until 2023. Treasurer B. Young is making notes in
39 the budget spreadsheet to try and work the cost into the 2023 fiscal year.
40

41 **Handicap parking space-** Secretary B. Young spoke with the Americans with Disabilities
42 Act office and was told that if anything was done, one parking space in the parking lot at
43 Borough Hall would need to be paved, and large enough for a wheelchair accessible van
44 with striping around the spot, allowing for lifts to be lowered. Council discussed the
45 necessity for engineering, paving and striping that would be involved in doing so. The
46 representative from the ADA noted that, due to financial hardship, the fact that the front of
47 the building is paved and directly accessible to a ramp is also acceptable.
48

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

6 **Handicap parking space (con't)-** Solicitor Elliott said he would like to look into the
7 possibility of marking one space in front of Borough Hall at the ramp as opposed to the
8 expense of paving the parking lot.
9

10 Councilperson D. Breidinger asked if the light on the front door at Borough Hall could be
11 adjusted or replaced to offer brighter light outside.
12

13 **Tree removal between 22 \$ 24 Franklin St.** – Council reviewed an estimate from
14 Burgey’s Tree Service to cut down a tree between Borough Hall and 22 Franklin St. that
15 had partially fallen. It would cost \$2,500.00 to cut the tree down, leaving 15 ft. of trunk or
16 \$3,000.00 to cut the entire tree down. President D. Young stated that there is money in
17 reserve for police coverage but due to the fact that West Easton has not yet been available
18 for coverage, the cost of the tree removal may be reallocated from that account.
19 Councilperson A. Weisenberger-Caswell made a motion to hire Burgey’s Tree Service to
20 cut the whole tree down at the cost of \$3,000.00. Vice-President K. Harstine seconded and
21 the motion was unanimously approved. Councilperson A. Weisenberger-Caswell made a
22 motion to reallocate \$3,000.00 from police coverage to the weed removal account. Vice-
23 President K. Harstine seconded and the motion was unanimously approved.
24

25 **Website-** Solicitor Elliott stated that he looked at the new Borough website and noted the
26 forms that are on the site are all outdated. He will forward the correct forms to Secretary
27 B. Young for her to update the links on the website.
28

29 **New Business –**

30 President D. Young stated that an employment application was received from Lawrence
31 Searles for cutting grass and weeds. He is available to work weekends. Councilperson D.
32 Breidinger made a motion to hire Mr. Searles at the pay rate of \$15.00/hour. Vice-President
33 K. Harstine seconded and the motion was unanimously approved.
34

35 Secretary B. Young asked about the residence at 158 Main St. regarding weeds. A letter
36 was sent in July advising they need to cut the very tall weeds in both the front and back of
37 their property as they are blocking the view of traffic in both directions. She was told to
38 forward the letter that was sent to the resident to Keycodes and have them follow up.
39

40
41 **Announcements/Correspondence**

42 Williams Township Fire Department covers Glendon Borough and if anyone is interested
43 in volunteering, please contact Williams Township at 610-258-6788.
44

45
46 Councilperson D. Breidinger made a motion to adjourn. Vice-President K. Harstine
47 seconded, and the motion was unanimously approved.
48

1 Meeting Minutes
2 August 18, 2022 continued
3 Page 7

4
5 The meeting was adjourned at 9:51 p.m.

6
7
8
9
10

11 Respectfully submitted,

12

13

14

15 Beth Young

16 Secretary