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**MINUTES OF THE
GLENDON BOROUGH COUNCIL
GLENDON BOROUGH HALL
September 8, 2022**

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

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

16 **Not Present:** James McAllister-Zoning Officer

18 **Visitors:** Richard Hall

21 The regular meeting of the Glendon Borough Council was held on September 8, 2022 at
22 Glendon Borough Hall. President Donald Young called the meeting to order at 7:00 p.m.
23 with the Pledge of Allegiance and roll call.

26 **Public Participation-**

27 Richard Hall stated that there are potholes on Willow St.

30 **Complaints-**

31 Council reviewed an email received by Marlon Seecharan, who lives at 112 Main Street.
32 He received violent threats from his neighbor who lives at 109 Main Street regarding a
33 parking space on Main Street. Mayor M. McAllister was advised prior to the meeting and
34 reached out to the property owner of 109 Main Street to advise him of his tenant’s
35 threatening behavior. He said he will talk to him. Mr. Seecharan has also filed a report
36 with Pennsylvania State Police.

40 **Minutes-**

41 Councilperson D. Breidinger made a motion to approve the minutes for August 18, 2022,
42 as presented. Vice-President K. Harstine seconded and the motion was unanimously
43 approved.

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7 **Treasurer's Report-**

8 **Bills to be paid:**

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

14 Councilperson D. Breidinger made a motion to pay Vice-President K. Harstine.
15 Councilperson J. Muschlitz seconded and the motion was approved. Vice-President K.
16 Harstine abstained.
17

18 Councilperson D. Breidinger made a motion to pay Councilperson A. Weisenberger-
19 Caswell. Vice-President K. Harstine seconded and the motion was approved.
20 Councilperson A. Weisenberger-Caswell abstained.
21

22 **Sewer Bills:**

23 One household is over the limit of \$500.00 due beyond 90 days and needs to be notified.
24 Solicitor Elliott said that he needs to add one paragraph to the end of every notice that is
25 either mailed or posted, advising residents of their right to due process. Mayor M.
26 McAllister said she will call Lorie Thomas to ask if she would be willing to act as mediator
27 for residents who contest the balance due on their sewer bill.
28

29 **Tax Collector's Report-**

30 Vice-President K. Harstine made a motion to accept the Tax Collector's Report, subject to
31 audit. Councilperson D. Breidinger seconded and the motion was unanimously approved.
32

33 Council reviewed the Garbage A/R report. Tax Collector B. Young is forwarding all
34 properties requiring a lien to be placed for overdue balances to Solicitor Elliott.
35

36 **Mayor's Report-**

37 Mayor M. McAllister stated that she and Zoning Officer J. McAllister are working closely
38 with Keycodes inspector, Suzanne Borzak, regarding property maintenance code violations
39 within the borough. Ms. Borzak has been in contact with some residents who have received
40 letters and is giving them 14 days to rectify their situation.
41

42 Solicitor Elliott said that he has been getting phone calls from Joseph Riebman regarding
43 having his escrow released from the bank. He reminded Council that they authorized him
44 to do so depending on satisfying the requirements of the agreement. He stated that the
45 purchaser agreed to install any improvements that were not done.
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5 **Zoning-**

6 Mayor M. McAllister asked on behalf of Zoning Officer J. McAllister if the borough
7 requires specific material that fences should be made of. President D. Young said there
8 may be another section of the code book that states what materials may be used for fencing.
9

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11 **Engineer Report-**

12 No report was submitted by engineer, Monica Wall. Secretary B. Young included a copy
13 of T&M's invoice for Council to review. The entire bill was for reviewing as-built plans
14 for the Glendon Business Center.
15

16 **Committee Reports-**

17 **Signs-** President D. Young stated there is nothing new to report.
18

19 **Roads-** President D. Young spoke with Zach Cooper from The Paving Company. They
20 are going to repave Holly St, between High St. and Hilton St., on Monday, September 12,
21 2022, starting at 8:00 a.m. Secretary B. Young will notify County 911, Easton School
22 District transportation, Wilson School District transportation and Williams Township.
23

24 **Sewer-** President D. Young said he called Bethlehem Sewer to get an estimate to have the
25 pump stations cleaned. They have not called him back.
26
27

28 **Old Business-**

29 **Berger Rd.** – Nothing new to report
30

31 **Hilton St. West-** Nothing new to report
32

33 **Truck Supplies-** President D. Young has not had time to research a camera for the truck.
34

35 **Snow Plow Driver/Advertise to bid contract-** President D. Young resigned his position
36 as snow plow driver for the borough. Vice-President K. Harstine said that Kevin Benton,
37 who assisted with plowing snow last year, would be willing to do so again this year.
38 Councilperson A. Weisenberger-Caswell stated that the borough should still advertise to
39 bid in the event of a large snowstorm. President D. Young stated that when he called Chrin
40 for backup drivers last year, they did not have enough manpower to assist. Councilperson
41 D. Breidinger asked President D. Young if there were three feet of snow on the ground and
42 no one available to plow, would he do it. He said no. Councilperson D. Breidinger made
43 a motion to advertise to bid for snow plowing. Councilperson A. Weisenberger-Caswell
44 seconded and the motion was unanimously approved. Council discussed needing to find
45 money in the budget to reallocate to cover snow plowing. Mayor M. McAllister is going
46 to ask Scott Pyatt if he could remove the cylinders from the bulldozer for repair.
47

48 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** Nothing new to report

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

8 **Road Opening Permits-** Council had a workshop at 6:00 p.m., prior to the meeting.
9 Solicitor Elliott stated that the current borough permit fee of \$30 plus engineering fees
10 needs to be addressed. He and President D. Young discussed requirements for pavement
11 repair. President D. Young stated that those specifications should come from T&M as they
12 will be the engineering firm overseeing any backfill being done in the borough. Solicitor
13 Elliott stated he will have an ordinance ready for the October 13, 2022 meeting.
14

15 **Property Maintenance Code** – Solicitor Elliott is working on making the changes to the
16 existing code that were discussed by Council.
17

18 **Berger Rd. Phase II-** Nothing new to report
19

20 **Grants for coming year–** Nothing new to report
21

22 **ESWA High St. restoration-** Nothing new to report
23

24 **Emergency Operations Plan** – There is a half hour workshop scheduled for 6:30 p.m.,
25 prior to the October 13, 2022 meeting to discuss changes to the EOP with Council.
26

27 **SGS Recovery** – No new updates; Solicitor Elliott will follow up with them.
28

29 **Handicap parking space-** Solicitor Elliott is looking into on street provisions for handicap
30 parking spaces. Secretary B. Young will call West Easton to see if they have a stencil for
31 painting the street and will also research the cost of a sign to post on the side of Borough
32 Hall next to the designated parking space.
33

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35 **New Business –**

36 Secretary B. Young asked if Council would allow Borough Hall hours to be changed from
37 8:00 a.m. – Noon to 7:30 a.m. – 11:30 a.m. Councilperson A. Weisenberger-Caswell made
38 a motion to change Borough Hall hours from 8:00 a.m. – Noon to 7:30 a.m. – 11:30 a.m.
39 Councilperson D. Breidinger seconded and the motion was approved. President D. Young
40 abstained. Secretary B. Young will post the front door and change hours on the website.
41

42 Councilperson D. Breidinger asked about having a new motion light installed over the front
43 door at Borough Hall. President D. Young stated that an electrician would need to be hired
44 to install a new fixture. Councilperson D. Breidinger made a motion to get estimates and
45 hire an electrician to purchase and install a new motion light for over the front door at
46 Borough Hall, at a cost not to exceed \$300.00. Councilperson A. Weisenberger-Caswell
47 seconded and the motion was unanimously approved.
48

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

6 Councilperson J. Muschlitz stated that Willow St. has potholes and the road is going to get
7 worse due to winter weather and believes the work should be done now and not next year.
8 He wants The Paving Company to fix Willow St. on Monday, September 12, 2022 since
9 they will already be in the borough working on Holly St. President D. Young said that is
10 not possible because doing both jobs would exceed the \$11,500.00 threshold, requiring
11 jobs to be advertised for bid. Councilperson J. Muschlitz stated that if road work was
12 divided into sections, the threshold would not be crossed. President D. Young stated that
13 jobs may not be split up for the purpose of evading the \$11,500.00 threshold. Solicitor
14 Elliott advised that it is a crime to do so. Councilperson D. Breidinger asked about the
15 patching that needs to be done on Willow St. Councilperson J. Muschlitz asked if The
16 Paving Company could patch the potholes on Willow St. Councilperson D. Breidinger
17 stated there is a gully in the road in front of her house making it difficult to get her car in
18 and out of her parking spot. Solicitor Elliott stated that it may be possible to treat Holly
19 St. and Willow St. as two separate projects as they are two separate streets but he will do
20 some research to make sure. Councilperson J. Muschlitz asked to have Zach from The
21 Paving Company look at Willow St. again to verify his bid of \$8,000.00 to hopefully have
22 the work to be done approved at the October meeting. President D. Young asked
23 Councilperson D. Breidinger about her stance at the previous meeting and prioritizing Pine
24 Lane due to the hardship of getting a plow truck through that section and the wheel wells
25 being too deep. Councilperson D. Breidinger stated she has since changed her mind
26 because she can't get her car out of her parking space and that is more important to her
27 than whether or not a plow truck can get up Pine Lane. Solicitor Elliott stated that the
28 bidding threshold for the state of Pennsylvania, beginning January 1, 2022, purchases and
29 contracts below \$11,800.00 require no formal bid or written/telephonic quotations.
30 Purchases and/or contracts between \$11,800.00 and \$21,900.00 require three
31 written/telephonic quotations and anything over \$21,900.00 must be advertised. Solicitor
32 Elliott stated two more quotes are needed for Willow St. and they may be telephonic, not
33 necessarily written, but must be documented. He also stated that he would like to do more
34 research regarding bidding evasion before making any final decisions. President D. Young
35 will verify Zach Cooper's price that was already received for repaving Willow St. and get
36 another price from him for just pothole patching. Councilperson J. Muschlitz asked that
37 Zach mark Willow St. with paint so other contractors know exactly what the scope of work
38 will be. Councilperson D. Breidinger stated that all of Willow needs to be repaved to where
39 it meets Berger Rd. Councilperson J. Muschlitz made a motion to have The Paving
40 Company look at Willow St. again and verify their price for paving. Councilperson D.
41 Breidinger seconded and the motion was unanimously approved.

42
43 Mayor M. McAllister asked Councilperson J. Muschlitz to give the public apology that was
44 required of him for making accusations of theft of Borough monies. He said he apologizes
45 for the accusations but that the account books are still not up to date.
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6 **New Business (con't)-**

7 Councilperson J. Muschlitz questioned the bank balance declared on the 2020 audit and
8 the completion of the 2021 audit. He was advised that the 2021 audit is still ongoing and
9 hoping to be completed soon.
10

11 **Announcements/Correspondence**

12 The Easton Lion's Club rented the pavilion for Tuesday, September 13, 2022.
13 Councilperson A. Weisenberger-Caswell will clean the pavilion for them on Sunday.
14
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16 Williams Township Fire Department covers Glendon Borough and if anyone is interested
17 in volunteering, please contact Williams Township at 610-258-6788.
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21 Vice-President K. Harstine made a motion to adjourn. Councilperson A. Weisenberger-
22 Caswell seconded, and the motion was unanimously approved.
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24 The meeting was adjourned at 8:43 p.m.
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30 Respectfully submitted,
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34 Beth Young
35 Secretary