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

October 13, 2022

6 **Presiding:** Amy Weisenberger-Caswell – Council President Pro-Tem

7
8 **Present:** Thomas Elliott – Solicitor
9 Donna Breidinger – Councilperson
10 Jeffrey Muschlitz – Councilperson
11 Beth Young – Secretary/Treasurer/Tax Collector

12
13 **Not Present:** Donald Young – Council President
14 Kathryn Harstine - Council Vice-President
15 Melody McAllister – Mayor
16 James McAllister-Zoning Officer

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18 **Visitors:** William Skrobut, Natasha Grotenhuis

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21 The regular meeting of the Glendon Borough Council was held on October 13, 2022 at
22 Glendon Borough Hall. President Pro-Tem Amy Weisenberger-Caswell called the
23 meeting to order at 7:03 p.m. with the Pledge of Allegiance and roll call.
24

25 **Open Snow Plowing Bids-**

26 There were no bids submitted. Solicitor Elliott distributed a memorandum explaining
27 that, per Pennsylvania bidding laws, snow plowing must be re-bid before direct
28 negotiations may be made with contractors. Councilperson D. Breidinger made a motion
29 to readvertise the snow plowing bids. Councilperson J. Muschlitz seconded and the
30 motion was unanimously approved.
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33 **Public Participation-**

34 Natasha Grotenhuis asked when the light at the front door of Borough Hall will be replaced
35 and what progress is being made regarding the handicap parking spot at Borough Hall.
36 Solicitor Elliott stated a motion has been made to replace the light. Councilperson D.
37 Breidinger stated that her husband Jeff Breidinger is going to install a new motion light
38 and Council will vote on that and discuss the parking space when it comes up later in the
39 agenda.
40

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42 **Minutes-**

43 Councilperson D. Breidinger made a motion to approve the minutes for September 8, 2022,
44 as presented. Councilperson J. Muschlitz seconded and the motion was unanimously
45 approved.
46

6 **Treasurer's Report-**

7 Councilperson J. Muschlitz made a motion to approve the Treasurer's Report.
8 Councilperson D. Breidinger seconded and the motion was unanimously approved.
9

10 **Bills to be paid:**

11 Councilperson D. Breidinger made a motion to pay all bills from the General Fund, Sewer
12 Fund and Liquid Fuels, excluding the wages for Councilperson A. Weisenberger-Caswell.
13 Councilperson J. Muschlitz seconded and the motion was unanimously approved.
14

15 Councilperson D. Breidinger made a motion to pay Councilperson A. Weisenberger-
16 Caswell. Councilperson J. Muschlitz seconded and the motion was approved.
17 Councilperson A. Weisenberger-Caswell abstained.
18

19 Treasurer B. Young asked Council to look at the bill to be paid for Keycodes Inspection
20 Agency. Approximately \$460.00 of the \$1,115.00 invoice is the result of the inspector
21 responding to property maintenance code complaints and can not be billed to the
22 homeowners. She further stated that only \$1,500.00 was budgeted for third party
23 inspections in 2022 and \$2,434.00 has been spent so far which will result in funds needing
24 to be reallocated as there will be more inspections before the year is over. Solicitor Elliott
25 asked how Keycodes inspectors are utilized. Treasurer B. Young explained that Mayor M.
26 McAllister places the phone call to ask the inspector to come out. Councilperson J.
27 Muschlitz asked if the homeowner can be billed for the inspector's fees. Solicitor Elliott
28 stated no, they can not but they can be taken to the Magistrate. He is going to check the
29 Property Maintenance Code to see what is allowed and also the potential for amending the
30 ordinance to allow for legal fees. Solicitor Elliott made a suggestion to make a motion to
31 authorize him to make an amendment to the current Property Maintenance Code ordinance
32 to impose legal fees on violators, if they are taken to court. After lengthy discussion,
33 Council took no action on that matter.
34

35 Councilperson J. Muschlitz asked how much money is in the General Fund. Treasurer B.
36 Young stated, as is shown on the bank statement that all of Council has in their packet,
37 there is \$505,775.79 currently in the General Fund. She further explained that when
38 working with municipal funds, money can not be spent as one would do with a personal
39 bank account and all spending must stay within the constraints of the budget line items.
40

41 **Sewer Bills:**

42 Treasurer B. Young stated that she received the due process verbiage needed from Solicitor
43 Elliott to add to the water shutoff notices and they have been updated. She asked if the
44 borough needs to have someone appointed to speak with any borough resident who contests
45 their water shut off notice before notices are sent out. Solicitor Elliott stated, not necessarily
46 but it would be a good idea. Treasurer B. Young will speak with Mayor M. McAllister to
47 see if she had a chance to speak with Lorie Thomas about being the contact person. One
48

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

6 **Sewer Bills (con't):**

7 household is over the limit of \$500.00 due beyond 90 days, is a repeat offender and needs
8 to have a water shut-off notice posted.
9

10 Solicitor Elliott asked to revisit the Property Maintenance Code issue. He stated that most
11 ordinance violations, rather than being a summary criminal offense, are treated as civil
12 enforcement actions which can call for a daily penalty and when the borough code was
13 amended, every ordinance provision that calls for a summary criminal offense is
14 automatically converted to a civil penalty. He further explained that in the case of some
15 codes, including the Property Maintenance Code, the borough code states that violations
16 must still be treated as a summary offense so the borough must go to the district magistrate
17 with a criminal complaint for a summary violation rather than bring a civil enforcement
18 action. It is then up to the district judge to decide whether or not they will assess a penalty
19 which can be up to \$1,000.00 per day. Solicitor Elliott said that the borough does not need
20 to use a third-party inspector but chooses to do so for more complex building inspections
21 and to avoid personal conflicts.
22

23 **Assistant Secretary/Treasurer job applications:**

24 Four applications were received for the assistant secretary/ treasurer position.
25 Councilperson D. Breidinger questioned what the applications are for. Secretary/Treasurer
26 B. Young explained that if she needs time off, there is nobody to take her place, especially
27 in handling the Borough's finances as Treasurer. Due to not needing a backup person very
28 often, Solicitor Elliott suggested the possibility of using a temp agency. Council did not
29 take any action on the applications received.
30

31 **Treasurer's update 2021 audit:**

32 Treasurer B. Young advised Council that she spoke with the auditor and it is their intention
33 to have the 2021 audit submitted to the DCED by the end of October.
34

35 **Tax Collector's Report-**

36 Council reviewed the Tax Collector's Report. No action was taken.
37

38 **Overdue Garbage Bills:**

39 Council reviewed the Garbage A/R report. Tax Collector B. Young sent invoices to
40 Solicitor Elliott in an email for two new properties requiring a lien to be placed for overdue
41 balances.
42

43 **EFT for Northampton County tax payments:**

44 Councilperson A. Weisenberger-Caswell made a motion to allow EFT payments from
45 Northampton County and authorized Treasurer B. Young to release bank account
46 information to do so. Councilperson J. Muschlitz seconded and the motion was
47 unanimously approved.

6 **Mayor's Report-** No report was submitted by the Mayor.
7

8 **Zoning-** No report was submitted by the Zoning Officer.
9

10 **Engineer Report-**

11 No report was submitted by engineer, Monica Wall. Secretary B. Young included a copy
12 of T&M's invoice for Council to review. Most of the bill was for reviewing as-built plans
13 for the Glendon Business Center. Solicitor Elliott stated that any bills received regarding
14 the Glendon Business Center should be invoiced to Joseph Reibman.
15

16 **Committee Reports-**

17 **Signs-** The one-way sign at the intersection of High St. and Holly St. that fell down was
18 put back up. The stop sign at the intersection of Franklin St. and High St. that fell down
19 was replaced.
20

21 **Roads-** Council had two estimates to review for the repaving of Willow St. Councilperson
22 D. Breidinger asked if President D. Young received the estimate from The Paving
23 Company that he requested. Secretary B. Young stated that he did not receive it. Due to
24 needing three written or telephonic estimates, paving Willow St. was tabled until the
25 November meeting.
26

27 **Sewer-** Nothing new to report
28

29 **Old Business-**

30 **Berger Rd. –** Solicitor Elliott stated he was preparing material to meet with Council in
31 executive session due to the possibility of litigation. Since there has been no action taken
32 in many months, Council agreed to take Berger Rd. off the agenda.
33

34 **Hilton St. West-** Solicitor Elliott is still waiting to hear from Chrin's lawyer.
35

36 **Truck Supplies-** Tabled
37

38 **Snow Plow Driver/Advertise to bid contract –** Council reviewed one application for a
39 snow plow driver received from Career Link. Discussion was had regarding posting job
40 openings on other sites such as Indeed. Council did not take any action on the application
41 received.
42

43 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** Nothing new to report
44

45 **Road Opening Permits-** Solicitor Elliott is working on the ordinance regarding road
46 openings.
47
48

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

6 **Property Maintenance Code** – Solicitor Elliott is filling in the blanks on the 2020 PMC
7 for the ordinance so it will be ready to advertise. He will send a draft to Council for review.
8

9 **Berger Rd. Phase II-** Nothing new to report
10

11 **Grants for coming year–** Nothing new to report
12

13 **ESWA High St. restoration-** Nothing new to report
14

15 **Emergency Operations Plan** – There is a half hour workshop scheduled for 6:30 p.m.,
16 prior to the November 10, 2022 meeting to discuss changes to the EOP with Council.
17

18 **SGS Recovery** – Solicitor Elliott stated SGS has changed its PaDEP permits application
19 for the third time. They are now looking for a plastics derived fuel permit. They sent a
20 form to the Borough for it to state to PaDEP that the project has been approved by the
21 Borough. Solicitor Elliott said the project does not have the Borough's approval yet and
22 the form was returned to SGS with that information. He is still working on the ordinance
23 to impose the conditions necessary for their project.
24

25 **Handicap parking space-** Council reviewed prices for handicap parking signs from Home
26 Depot. Secretary B. Young said that she spoke with the maintenance supervisor from West
27 Easton and they will lend their stencil for painting a spot on the street. Councilperson D.
28 Breidinger made a motion to purchase the sign from Home Depot for \$8.60. Councilperson
29 A. Weisenberger-Caswell seconded and the motion was unanimously approved.
30 Councilperson D. Breidinger suggested getting an estimate on the cost of paint for painting
31 the parking spot before approving that expense.
32

33 **New light for front door of Borough Hall-** Councilperson J. Muschlitz made a motion to
34 hire Jeff Breidinger to purchase and install a new motion light for the cost of \$200.00.
35 Councilperson A. Weisenberger-Caswell seconded and the motion was approved.
36 Councilperson D. Breidinger abstained.
37

38
39 **New Business –**

40 **Discussion Budget 2023-**Solicitor Elliott advised that the tentative budget needs to be
41 advertised for 30 days before adoption. Treasurer B. Young stated that the budget has, in
42 prior years, been worked on by the budget committee and brought to Council for review,
43 their input and any changes they may have. Due to recent allegations of mismanagement
44 of funds, the 2023 budget will again be done involving all of Council at advertised budget
45 meetings.
46

47 Secretary/Treasurer/Tax Collector B. Young left the meeting at 8:30 p.m.
48

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

6 Councilperson D. Breidinger suggested having Council meet on a Saturday afternoon.
7 Solicitor Elliott advised that any meeting that is scheduled needs to be advertised 24 hours
8 prior to the date. Councilperson D. Breidinger said that if Council meets early in the day
9 on a Saturday, they should be able to finalize the budget in one meeting. Councilperson D.
10 Breidinger suggested meeting Saturday, October 22, 2022 at 11:00 a.m. and Saturday,
11 October 29, 2022 at 11:00 a.m. Councilperson J. Muschlitz needs to check his schedule
12 before meeting dates can be finalized.

13
14 Councilperson J. Muschlitz questioned why it took so long to finalize the 2022 budget.
15 Councilperson D. Breidinger stated that because she was new to the process, it took a while
16 to have it explained and understand. She further stated that when planning a municipal
17 budget, it is necessary to anticipate what may or may not happen throughout the fiscal year,
18 and that the budget must be balanced when done. Councilperson J. Muschlitz stated that
19 he feels like there are too many people involved in the budget, which is why it takes so
20 long, and if he did a budget himself, the money could be allocated quickly and get the
21 project done as opposed to having the input of five other individuals. Councilperson D.
22 Breidinger stated that it is important to have checks and balances as opposed to having one
23 person in charge of the budget. She also reiterated that, again, in light of recent allegations
24 of mismanagement of funds, it would be wrong to have just one person in charge of
25 managing the budget.

26
27 Councilperson J. Muschlitz also feels that Treasurer B. Young should not hold the positions
28 of both Treasurer and Tax Collector and that the Borough should seek an independent tax
29 collector as there is currently a “fox and the hen are in the same area”. Councilperson D.
30 Breidinger stated that B. Young took on the duties of both Treasurer and Tax Collector
31 because nobody else wanted either position. She further explained that there is oversight
32 of the books in that someone other than Treasurer B. Young reconciles the bank statements
33 at the end of each month.

34
35 Councilperson J. Muschlitz also said that a maintenance person needs to be hired for the
36 Borough regarding maintenance of Borough Hall and the roads. He suggested that residents
37 of the Borough might apply but does not believe they will work for \$15.00 an hour.
38 Councilperson A. Weisenberger-Caswell stated that a maintenance person was recently
39 hired and has been cutting weeds and putting up road signs. Councilperson D. Breidinger
40 advised that Council needs to discuss the topic because raising the hourly wage would
41 affect the budget and the funds would need to be accounted for. Councilperson J. Muschlitz
42 feels that due to the balance in the General Fund, there is enough money to pay employees
43 more than the budgeted \$15.00 an hour. Councilperson D. Breidinger again reminded him
44 that all funds are allocated for in the budget line items and the bank balance can not be
45 looked at for general spending like a personal checking account. She further reiterated that
46 the budget is more complicated than Councilperson J. Muschlitz understands it to be and
47 that is why the budget meetings take so long. Councilperson J. Muschlitz also questioned
48

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

6 the balance in the PLGIT (Liquid Fuels) account and what that money can be used for.
7 Solicitor Elliott explained that is money received annually from the state to maintain roads
8 based on the mileage of roads. Councilperson J. Muschlitz asked if the money to pave
9 Willow St. may come from that account. Solicitor Elliott further explained that the rules
10 for using Liquid Fuels money is complicated and may or may not be available.

11
12 Councilperson J. Muschlitz also stated that there is money in reserves for a garage to be
13 built that should be spent. He feels that if the vehicles we have are not going to be
14 maintained, then the money for the garage should be used. Solicitor Elliott stated all his
15 questions are fair for a budget meeting. Solicitor Elliott stated that Council needs the
16 County assessment for the year to decide what millage rate may be assessed for the
17 upcoming year. He also stated that when discussing the budget, prioritizing what money
18 needs to be spent on in the Borough is important.

19
20 **Announcements/Correspondence**

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

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26 Councilperson J. Muschlitz made a motion to adjourn. Councilperson D. Breidinger
27 seconded, and the motion was unanimously approved.

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29 The meeting was adjourned at 8:54 p.m.

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35 Respectfully submitted,

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39 Beth Young
40 Secretary