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

November 10, 2022

Presiding: Donald Young – Council President

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

Not Present: Melody McAllister – Mayor
James McAllister-Zoning Officer

Visitors: William Skrobut, Natasha Grotenhuis, Richard Hall, Mike Veres

22 The regular meeting of the Glendon Borough Council was held on November 10, 2022 at
23 Glendon Borough Hall. President Donald Young called the meeting to order at 7:07 p.m.
24 with the Pledge of Allegiance and roll call.

25
26 **Open Snow Plowing Bids-**

27 There were no bids submitted. Due to having no bid submissions after being advertised
28 twice, Council may now directly negotiate snow plowing bids with contractors.

29
30 **Public Participation-**

31 Mike Veres thanked Councilperson J. Muschlitz for suggesting a moment of silence in
32 honor of Veterans Day and thanked all local veterans. Mr. Veres asked for follow up
33 regarding his complaints about abandoned vehicles and derelict properties. He was advised
34 to ask Mayor M. McAllister. Solicitor Elliott said that the law states when a complaint
35 is filed, it is considered under investigation until it is closed. Councilperson J. Muschlitz
36 questioned section 106.3 of the Property Maintenance Code regarding prosecution of
37 violation and penalties and whether or not notices were sent out to property owners and
38 also if Mayor M. McAllister had an obligation or duty to file complaints. Solicitor Elliott
39 stated no, she does not have an obligation to do so and that a municipality chooses where
40 to put its money and its resources but as a general matter, if ordinances are not enforced,
41 they lose their ability to be enforced. Mr. Veres continued to complain about the time
42 involved in his particular grievance. Solicitor Elliott tried to explain that he has made his
43 point, at which time, Mr. Veres began to yell over Solicitor Elliott demanding that he is
44 speaking, in spite of not being recognized as having the floor. He stated that Solicitor
45 Elliott does not intimidate him. President D. Young asked Mr. Veres to stop talking or he

5 **Public Participation (con't)-**

6 would be forced to clear the room. Mr. Veres refused to leave and asked who would
7 remove him. He was advised that Pennsylvania State Police would be called, if necessary.
8 Mr. Veres continued to speak over Solicitor Elliott and President D. Young in spite of the
9 threat of removal.

10
11 Secretary/Treasurer B. Young, as Mr. Veres neighbor, complained that when raking leaves
12 with her five-year-old daughter, Mr. Veres goads his two large dogs to bark incessantly at
13 the child.

14
15 Solicitor Elliott told Mr. Veres that he has the right to have his voice heard, but he does not
16 have the right to harass people at meetings because he is not getting answers that he wants
17 and if he keeps showing up at meetings for the same complaint, he will not be recognized
18 by the presiding officer. Mr. Veres stated that he will get his own attorney.

19
20 William Skrobot asked for the Borough's opinion on the low to moderate income housing
21 that is being built on Main Street at the former site of the Glendon Hotel. No official
22 opinion was rendered on behalf of the Borough but Mr. Skrobot was advised that
23 construction is planned for Spring 2023.

24
25 Natasha Grotenhuis asked about the low-income housing status of the homes being built at
26 the former site of the Glendon Hotel and how they would remain low-income if, at a later
27 date, homes are sold for fair market value. President D. Young advised that the homes are
28 locked in as low-income for 99 years and can not be sold expressly to make a profit.

29
30
31 **Minutes-**

32 Vice-President K. Harstine made a motion to approve the minutes for October 13, 2022
33 and October 22, 2022, as presented. Councilperson Amy Weisenberger-Caswell seconded
34 and the motion was unanimously approved.
35
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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,
41 excluding the wages for Councilperson D. Breidinger and Jeff Breidinger. Councilperson
42 Amy Weisenberger-Caswell seconded and the motion was approved. President D. Young
43 abstained.

44
45 Councilperson Amy Weisenberger-Caswell made a motion to pay Councilperson D.
46 Breidinger and Jeff Breidinger. Vice-President K. Harstine seconded and the motion was
47 approved. Councilperson D. Breidinger abstained.
48

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

6 **Bills to be paid (con't):**

7 Councilperson Amy Weisenberger-Caswell made a motion to pay all bills from the Sewer
8 Fund and Liquid Fuels. Vice-President K. Harstine seconded and the motion was
9 unanimously approved.

10
11 Discussion was had regarding the charges involved in paying Keycodes to inspect
12 residences for Property Maintenance Code complaints resulting in costs far exceeding what
13 was budgeted for their services. Councilperson A. Weisenberger-Caswell will speak to
14 Mayor M. McAllister about having Keycodes forward pictures along with their inspection
15 paperwork. Councilperson D. Breidinger made a motion to reallocate \$3,800.00 from
16 budget line 410.01 for police protection to budget line 413.49 for third party permits and
17 inspections. Vice-President K. Harstine seconded and the motion was unanimously
18 approved.

19
20 Councilperson D. Breidinger made a motion to reallocate \$2,050.00 from budget line
21 410.01 for police protection to budget line 402.31 for the Auditor Contract Fee, due to the
22 audits for both 2020 and 2021 being done during the 2022 fiscal year. Vice-President K.
23 Harstine seconded and the motion was unanimously approved.

24
25 **Sewer Bills:**

26 Treasurer B. Young stated that two households were posted for water shut-off. Both
27 residents have reached out with the promise of payment in full.

28
29 **2021 Audit:**

30 Treasurer B. Young stated that Council voted to approve payment to Kunsman for the 2021
31 audit. When they receive payment, the audit will be officially complete and sent to the
32 DCED. At that point, the 2022 audit may begin.

33
34 **Tax Collector's Report-**

35 Councilperson Amy Weisenberger-Caswell made a motion to accept the Tax Collector's
36 Report, subject to audit. Councilperson D. Breidinger seconded and the motion was
37 unanimously approved.

38
39 Council reviewed the Garbage A/R report. All residents on the payment plan are current
40 with payments; no new requests for liens have been sent to Solicitor Elliott.

41
42 **Act 57 Tax Waiver:**

43 Tax Collector B. Young stated that she received a notice from the Department of
44 Community and Economic Development (DCED) regarding the requirement of Act 57 of
45 2022 that the Borough waive penalty, interest, and other late payment charges for certain
46 unpaid real estate taxes when the taxpayer has not received a tax notice. The taxpayer
47
48

5 **Tax Collector's Report (con't)-**

6 **Act 57 Waiver (con't):**

7 will still be responsible for the base tax amount. Councilperson A. Weisenberger-Caswell
8 made a motion to authorize Solicitor Elliott to draft an ordinance and advertise.
9 Councilperson J. Muschlitz seconded and the motion was unanimously approved.

10
11 **Mayor's Report-**

12 No report submitted.

13
14 **Zoning-**

15 No report submitted.

16
17 **Engineer Report-**

18 No report submitted.

19
20 **Committee Reports-**

21 **Signs-** President D. Young stated the one-way sign at the intersection of High and Holly
22 Streets has been replaced as well as the stop sign at the intersection of Franklin and High
23 Streets.

24
25 **Roads-** Councilperson J. Muschlitz advised that a letter was sent out to affected households
26 and that Willow St. is scheduled to be repaved on November 28, 2022. If it rains that day,
27 the work will be done on the next dry business day. Solicitor Elliott asked what happens
28 if residents do not remove their cars from the roadway. President D. Young stated that the
29 borough has a contract with Fast Lanes Towing and if a vehicle needs to be removed, it
30 would have to be at the direction of Mayor M. McAllister. If that happens, the paving may
31 need to be rescheduled depending on how quickly a tow truck could be dispatched.
32 Councilperson A. Weisenberger-Caswell is going to have Mayor M. McAllister call Fast
33 Lanes to advise them of the upcoming roadwork and that their services may be needed that
34 day.
35

36 **Sewer-** President D. Young received a call regarding Pump Station 3 having a high wet
37 well which could have either been a clog or pump failure. The problem has not been
38 addressed but may have cleared itself. Also, the lid on Pump Station 2 is sticking.

39
40 **Old Business-**

41 **Hilton St. West-** Nothing new to report

42
43 **Truck Supplies-** Tabled

44
45 **Snow Plow Driver/Advertise to bid contract-** Tabled

46
47 **Low volume/gravel road grant – Rock, Willow, Pine & Holly-** Nothing new to report
48
49

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

6 **Property Maintenance Code – Tabled**

7
8 **Berger Rd. Phase II-** Council needs to decide what to do with the grant money and
9 whether to turn it back in or not.

10
11 **Grants for coming year–** Nothing new to report

12
13 **ESWA High St. restoration-** Secretary B. Young emailed ESWA supervisor Craig
14 Swinsburg regarding the status of restoring curbing on High St. but has not gotten a
15 response.

16
17 **Emergency Operations Plan –** Solicitor Elliott stated that the old EOP is in pdf format
18 and very difficult to edit. He will send the sections that need to be completed to Secretary
19 B. Young for her to fill in.

20
21 **SGS Recovery –.** Solicitor Elliott stated that he is still working on an amended zoning
22 ordinance.

23
24 **Handicap parking space-** Jeff Breidinger painted the parking space using a borrowed
25 stencil and hung the handicap parking sign on the side of Borough Hall. Councilperson D.
26 Breidinger asked for approval for \$20.00 to purchase a stencil to repaint the parking spot,
27 when needed. President D. Young suggested waiting until Spring to revisit and not
28 spending money on a stencil now, since the spot was just painted.

29
30 **New Business –**

31 **Garbage contract-** It was brought to the Borough's attention that the garbage contract
32 with Republic Services expired and needs to be renegotiated. Councilperson A.
33 Weisenberger-Caswell made a motion to authorize Solicitor Elliott to draft a bid packet for
34 garbage collection and advertise. He stated that he would be able to have a draft ready for
35 Council's review within a few days and will email it to everyone.

36
37 **Old Business (revisited)-**

38 **2023 Budget-** The budget committee presented a tentative budget to the rest of Council for
39 their input and approval.

40
41 Solicitor Elliott stated that he will not increase his hourly rate but that the Borough should
42 consider the need for the expenditure of additional time for legal services. President D.
43 Young stated that he raised budge line item 404.0 for Legal Services from \$32,000.00 to
44 \$36,000.00. Solicitor Elliott stated he was fine with that amount.

45
46 Vice-President K. Harstine asked Solicitor Elliott if, legally, the sewer maintenance fee
47 may be tripled. President D. Young showed Council on the budget that the Sewer Fund is
48 ending 2022 at a negative \$25,396.00 balance and needs to be self-sustaining. He stated

5 **Old Business (con't)-**
6 **2023 Budget (con't)-**

7 that there is nowhere in the budget to cut costs as all maintenance costs are outside
8 Council's control. President D. Young stated that only \$11,400.00 was taken in for the
9 sewer maintenance fee and that is the only place where funds should be raised. The
10 residential cost per unit would need to be raised from \$2.76 per unit to \$8.28 per unit.
11 Solicitor Elliott stated that utilities need to be self-sustaining so the money taken in for the
12 sewer system needs to be enough to cover any costs involved in its maintenance. President
13 D. Young further explained that, due to the sewer system not running through all of the
14 borough, it is unfair to those who are not connected and cannot be connected to use any tax
15 revenue from the General Fund to cover costs for the sewer system. Solicitor Elliott stated
16 that a utility fund cannot be used to raise revenue to cover deficits in the General Fund.
17 President D. Young stated that, in previous years, the sewer reserves have been the only
18 funds subsidizing the losses in the Sewer Fund. Several years ago, Council added sewer
19 system depreciation for future capital expenditures to the budget. Pump Stations 1 and 2
20 were previously rebuilt with grant money but grants may not be available when Pump
21 Stations 3 and 4 need to be replaced so money must be available in the Sewer Fund.
22 President D. Young also stated that the commercial maintenance fee will need to be raised
23 from \$4.62 per unit to \$13.86 per unit. Councilperson J. Muschlitz suggested doubling and
24 not tripling the sewer maintenance fee. President D. Young stated that he understands not
25 wanting to triple the fee but by not doing so, the budget will be too far underfunded.
26 Councilperson J. Muschlitz made a motion to triple the sewer maintenance fee.
27 Councilperson A. Weisenberger-Caswell seconded. The motion was approved with
28 President D. Young, Councilpersons D. Breidinger, A. Weisenberger-Caswell and J.
29 Muschlitz in favor; Vice-President K. Harstine opposed. Councilperson D. Breidinger
30 made a motion to authorize Solicitor Elliott to draft a resolution to increase the sewer
31 maintenance fee. Councilperson A. Weisenberger-Caswell seconded and the motion was
32 unanimously approved.

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34
35 Councilpersons D. Breidinger and J. Muschlitz left the meeting at 8:55 p.m.
36
37

38 President D. Young stated that the overall assessment of properties in the Borough
39 decreased by approximately \$9,300.00. Solicitor Elliott stated the only way the
40 assessments go down is by properties coming off the rolls or there being an assessment
41 appeal. President D. Young stated that there was a house on Main St. that was torn down
42 and may be part of the reason for the lower assessment.
43

44
45 Solicitor Elliott left the meeting at 9:10 p.m.
46
47

6 **Old Business (con't)-**
7 **2023 Budget (con't)-**

8 President D. Young, Vice-President K. Harstine and Councilperson A. Weisenberger-
9 Caswell continued to discuss the 2023 Budget. *Note: All line items were addressed. The*
10 *following minutes reflect specific items that generated discussion among Council.*
11

12 President D. Young questioned what the Borough is going to do about snow plowing for
13 the year as there have been no contractor bids submitted. The contractors who received
14 bid packets and said they would potentially submit a bid were contacted to see why they
15 did not. One was a small business owner who did not feel entirely comfortable plowing
16 for a municipality. The second was advised by his insurance company that they would not
17 cover any claims submitted for municipal snow plowing due to the significant increase in
18 risk. The contractor suggested having the Borough lease one of his trucks and a driver in
19 order to be covered under the Borough's insurance for snow plowing. Secretary B. Young
20 will reach out to H.A. Thomson to see if that is at all possible.
21

22 President D. Young stated that budget line 427.45 for the garbage disposal contract may
23 need to be a last-minute change due to the contract going out for bid. As it is an in and out
24 income and expense, it will not affect the budget for spending but does need to be correct
25 on the final budget.
26

27 President D. Young researched and found the cost of living raise for 2023 is 8.7%. He
28 suggested implementing a cost of living raise for all employees since there were no raises
29 given last year. Wages would be raised as follows: Secretary/Treasurer would increase
30 from \$20.00 an hour to \$21.74 an hour. Borough public works employees would increase
31 from \$15.00 an hour to \$16.31 an hour. Snow plow driver wages would increase from
32 \$25.00 an hour to \$27.18 an hour.
33

34 Council discussed the possibility of researching a new engineering firm due to the high
35 costs for T&M in 2022. In the meantime, budget line 408.31 was increased from
36 \$17,000.00 to \$20,000.00.
37

38 Due to rising energy costs, budget line 409.361 for electricity/heating was increased from
39 \$4,000.00 to \$6,000.00.
40

41 \$15,500.00 was put back into the garage reserves with the annual \$2,000.00 increase also
42 added. Budget line item 409.61 for garage reserves, with the \$17,500.00 addition,
43 increased from \$23,500.00 to \$41,000.00.
44

45 Budget line item 410.01 for police protection was left at \$35,000.00. President D. Young
46 stated that West Easton is getting closer to being able to provide police coverage for the
47 Borough.

6 **Old Business (con't)-**
7 **2023 Budget (con't)-**

8 Council talked about how much they want to spend on third party inspections in 2023.
9 After lengthy discussion, it was decided to keep budget line item 413.49 for
10 Permits/Inspections 3rd party at \$1,500.00 for the year but to be more judicious in using
11 Keycodes to follow up on Property Maintenance Codes complaints. Vice-President K.
12 Harstine suggested only sending Keycodes out to inspect properties that have dangerous
13 conditions. Councilperson A. Weisenberger-Caswell will advise Mayor M. McAllister of
14 the change.
15

16 President D. Young stated that \$6,000.00 was left in budget line item 432.15 for Snow
17 Removal Wages, not knowing what is going on with either hiring a snow plow driver or
18 contracting with a snow removal company. He also stated that budget line item 432.49 for
19 Snow Removal Vendor was increased from \$4,000.00 to \$60,000.00 and that there is
20 \$4,000.00 available in the Liquid Fuels (PLGIT) account for snow removal, which would
21 need to be exhausted before using money from the General Fund.
22

23 Council discussed budget line item 436.0 MS4 in reserves. The line-item amount was
24 increased, by the standard amount of \$12,000.00 per engineer recommendation, from
25 \$48,000.00 to \$60,000.00. The Borough's MS4 waiver is only good for five years and
26 expires on December 31, 2022. It is being reapplied for by T&M but there is no guarantee
27 a new waiver will be granted.
28

29 President D. Young stated that \$15,000.00 was put back into the reserves for road
30 reconstruction. He said that because of the small water and sewer grant, approximately
31 \$22,200.00 needs to be maintained as matching funds unless the grant expires or the money
32 is returned. He further explained the road reserve money should not be touched unless
33 absolutely necessary because most grants require matching funds of approximately 15%,
34 or more, so the money needs to be available.
35

36 Council agreed to reduce budget line item 405.10 Secretary Wages by \$1,400.00 to balance
37 the General Fund budget.
38

39 Vice-President K. Harstine made a motion to approve the tentative budget for fiscal year
40 2023. Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
41 approved.
42

43 Councilperson A. Weisenberger-Caswell made a motion to authorize Solicitor Elliott to
44 advertise the tentatively approved 2023 budget. Vice-President K. Harstine seconded and
45 the motion was unanimously approved.
46
47

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

7 **2023 Budget (con't)-**

8 Vice-President K. Harstine made a motion to enact a cost of living raise for
9 Secretary/Treasurer wages at the rate of 8.7%, increasing wages from \$20.00 an hour to
10 \$21.74 an hour, starting fiscal year 2023. Councilperson A. Weisenberger-Caswell
11 seconded and the motion was approved. President D. Young abstained.
12

13 Vice-President K. Harstine made a motion to enact a cost of living raise for public works
14 employee wages at the rate of 8.7%, increasing wages from \$15.00 an hour to \$16.31 an
15 hour, starting fiscal year 2023. President D. Young seconded and the motion was
16 approved. Councilperson A. Weisenberger-Caswell abstained.
17

18 Vice-President K. Harstine made a motion to enact a cost of living raise for snow plow
19 driver wages at the rate of 8.7%, increasing wages from \$25.00 an hour to \$27.18 an hour,
20 starting fiscal year 2023. Councilperson A. Weisenberger-Caswell seconded and the
21 motion was unanimously approved.
22

23 Vice-President K. Harstine made a motion to purchase two laptops. One for the Secretary
24 and one for the Treasurer, at a cost not to exceed the budgeted amount of \$1,000.00 each.
25 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
26 approved.
27

28 President D. Young directed Secretary B. Young to put a copy of the tentatively approved
29 2023 budget out at Borough Hall for public viewing and to forward a copy to all of Council
30 and Solicitor Elliott for review.
31

32
33 **Announcements/Correspondence**

34 William's Township Veterans Day services, Friday, November 11, 2022; 11:00 a.m. at
35 the Veterans Memorial at 655 Cider Press Rd.
36

37 Williams Township Fire Department covers Glendon Borough and if anyone is interested
38 in volunteering, please contact Williams Township at 610-258-6788.
39

40
41 Councilperson A. Weisenberger-Caswell made a motion to adjourn. Vice-President K.
42 Harstine seconded, and the motion was unanimously approved.
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45 The meeting was adjourned at 10:56 p.m.
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1 Meeting Minutes
2 November 10, 2022 continued
3 Page 10

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7 Respectfully submitted,

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11

12 Beth Young

13 Secretary