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

May 11, 2023

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

7  
8           **Present:**                     Thomas Elliott – Solicitor  
9                                     Kathryn Harstine - Council Vice-President  
10                                    Amy Weisenberger-Caswell – Councilperson  
11                                    Beth Young – Secretary/Treasurer/Tax Collector

12  
13           **Not Present:**             Melody McAllister – Mayor  
14                                    James McAllister-Zoning Officer  
15                                    Donna Breidinger – Councilperson  
16                                    Jeffrey Muschlitz – Councilperson

17  
18           **Visitors:**                 Chuck Weiss, Mike Veres, William Skrobut, Natasha  
19                                     Grotenhuis

20  
21   The regular meeting of the Glendon Borough Council was held on May 11, 2023 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.  
24

25  
26   **Public Participation-**

27   Chuck Weiss, Associate Director of the housing division with Community Action,  
28   addressed council regarding the low-income housing development proposed for 124-126  
29   Main St. He stated there will be five, three-bedroom town homes built, approximately 20  
30   feet wide and 35-38 feet deep. Each home will have its own garage and parking space in  
31   front as well as one additional assigned parking space in the adjacent parking lot. Each  
32   homeowner will be responsible for maintaining their own property, including mowing  
33   grass and shoveling snow. There will be a contract with a homeowner's association to  
34   maintain common areas such as the area behind the retaining wall at the back of the  
35   property, the adjacent parking lot, a proposed community garden and/or green roof.  
36   President D. Young asked how low-income housing would affect the appraisal of the  
37   properties and the real estate tax income to the borough. Mr. Weiss stated that the  
38   properties would be valued at normal appraisal but sold at a lower rate to qualified low-  
39   income buyers.  
40

41   Mike Veres asked if a white Lexus on Crescent Street that has been there for two years  
42   with flat tires and an outdated inspection from July 2021 could be towed. Solicitor Elliott  
43   stated that abandoned cars need to be reported to the State Police. The owner needs to be  
44   found and notified before being towed. Secretary B. Young said she will notify Mayor M.  
45   McAllister.  
46  
47

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

7 Mr. Veres also asked about the procedure involved in residences hooking up to the sewer  
8 system. President D. Young stated that when a property that is not hooked up is sold, the  
9 tap-in fees are required to be paid at closing and held in escrow. He further explained that  
10 the borough has not been forcing anyone to connect to the sewer unless their septic system  
11 is failing. Mr. Veres questioned whether a household is charged a penalty fee for not  
12 hooking up. President D. Young explained that a penalty is not charged but the houses not  
13 connected are billed quarterly administration and maintenance fees but not charged for  
14 usage.  
15

16 Natasha Grotenhuis asked about having Main St. and High St. striped. President D. Young  
17 said that Main St. needs to be repaved so the striping project is on hold until that work is  
18 done first. She also stated that Lot 10 on High St. has a lot of overgrowth that is growing  
19 out into the street. Secretary B. Young will reach out to both Ward and Dhollandia to have  
20 them cut their weeds.  
21

22 Vice-President K. Harstine asked about when a dead tree near the pavilion may be cut to  
23 avoid having it fall on her fence. President D. Young stated that the bulldozer is not  
24 working but as soon as it is, he can use that to lift himself up to cut the tree back.  
25  
26

27 **Minutes-**

28 Vice-President K. Harstine made a motion to approve the minutes for April 13, 2023, as  
29 presented. Councilperson A. Weisenberger-Caswell seconded and the motion was  
30 unanimously approved.  
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32

33 **Treasurer's Report-**

34 **Bills to be paid:**

35 Councilperson A. Weisenberger-Caswell made a motion to pay all bills from the General  
36 Fund, Sewer Fund and Liquid Fuels. Vice-President K. Harstine seconded and the motion  
37 was approved. President D. Young abstained.  
38

39 **Sewer Bills:**

40 No houses were posted for water shut-off.  
41

42 **2022 Audit Findings:**

43 Councilperson A. Weisenberger-Caswell made a motion to accept the 2022 audit findings  
44 from The David Kunsman Corporation. Vice-President K. Harstine seconded and the  
45 motion was unanimously approved.  
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5 **Treasurer's Report (con't)-**  
6 **2022 Audit Findings (con't):**

7 \$250.00 needed to be reallocated in the General Fund to cover the bill for the 2022 audit.  
8 President D. Young suggested reallocating from budget line 432.49, Snow Removal  
9 Vendor. Councilperson A Weisenberger-Caswell made a motion to reallocate \$250.00  
10 from budget line 432.49 to budget line 402.31, Auditor Contract Fee. Vice-President K.  
11 Harstine seconded and the motion was unanimously approved.  
12  
13

14 **Tax Collector's Report-**

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

19 **Overdue Garbage Bills:**

20 Tax Collector B. Young stated that the lien on 158 Main St. has been satisfied. She asked  
21 Solicitor Elliott about collecting the 6% interest that had been mentioned at a previous  
22 meeting. He stated that when a municipal lien is filed, there is statutory interest at the rate  
23 of 6% that may be collected if the municipality chooses to do so. Vice-President K.  
24 Harstine made a motion to collect 6% interest when liens are satisfied. Councilperson A.  
25 Weisenberger-Caswell seconded and the motion was unanimously approved. Tax  
26 Collector B. Young verified with Solicitor Elliott that the interest is calculated from the  
27 day the lien was filed to the day the lien was satisfied.  
28

29 **Mayor's Report-**

30 Secretary B. Young stated that Mayor McAllister had spoken to the owner of Keycodes  
31 who, in turn, spoke with the inspector and she will be out again to inspect the multiple  
32 properties in the borough that had been reported to her for property maintenance code  
33 violations but she had not followed up on.  
34

35 **Zoning-**

36 No report  
37

38 **Engineer Report-**

39 T&M invoices were given to Council for review. Treasurer B. Young is generating  
40 invoices for both Chrin and PennStro for engineering costs that the borough has paid.  
41 President D. Young stated that he forwarded an email to Solicitor Elliott from engineer  
42 Monica Wall regarding setting up an escrow account for Chrin's maintenance garage  
43 project. Discussion was had regarding PennStro wanting to switch to 2A modified from 2B  
44 stone because trucks are getting stuck in their lot. Engineer Monica Wall stated that to do  
45 so, new storm calculations will need to be done because that lot includes an infiltration bed  
46 to manage stormwater and 2A modified stone will create an impervious surface impeding  
47 infiltration.  
48

5 **Committee Reports-**

6 **Signs-** The wrong-way sign at High and Crescent St. is very faded and needs to be replaced.  
7 Councilperson A. Weisenberger-Caswell stated that she will try to replace the sign on  
8 Sunday.  
9

10 **Roads-** President D. Young and Councilperson A. Weisenberger-Caswell still need to meet  
11 to check the roads for potholes and generate a plan for all roadwork that needs to be done  
12 in the borough. Councilperson A. Weisenberger-Caswell said that there is a new pothole  
13 on Front St.  
14

15 **Sewer-** President D. Young stated that the Chapter 94 Report is done and that the new  
16 vacuum pump on Pump Station 3 has been installed. Vice-President K. Harstine asked  
17 about whether the generator for the pump stations is working or not. President D. Young  
18 stated that the generator itself is fine but the tires on the trailer need to be inflated incase it  
19 needs to be moved.  
20

21 **Old Business-**

22 **Hilton St. West-** Solicitor Elliott said that he is waiting for the deed. He needs to clarify  
23 the description of the right of way because it doesn't match Chrin's plan. He also needs to  
24 discuss the dedication of stormwater facilities with the engineer. President D. Young stated  
25 that the borough probably does not want ownership of the detention ponds due to the  
26 maintenance costs.  
27

28 **Property Maintenance Code** – Solicitor Elliott stated that he needs to advertise the  
29 Property Maintenance Code.  
30

31 **Grants for coming year**– President D. Young said that he looked over grant information  
32 from Keystone, the borough's CDBG Engineering firm, but nothing seemed relevant to  
33 work that needs to be done in the borough. He needs to reach out to Keystone again to  
34 follow up.  
35

36 **Road Striping-** Discussed during public participation  
37

38 **Street Sweeping-** Tabled  
39

40 **Clean storm waterways on Berger Rd.-** Tabled  
41

42 **299 Main St.-** Solicitor Elliott stated that he left a message for Margaret Russo, Frank  
43 Russo's daughter who lives in Bangor, PA. She has a letter of administration and was  
44 appointed administrator of Frank Russo's estate. It is his hope that, with her help and the  
45 letters of administration, they will be able to get the Pennsylvania State Police involved to  
46 remove the squatters from 299 Main St. He will try to get her to go with him to the PSP to  
47 file a complaint and see what they will do. He said the State Police may want to see her  
48 name on the deed in addition to the letter, which will take more time.

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

6 **MS4 Waiver-** President D. Young stated that the borough did receive another five-year  
7 waiver.  
8

9 **New Business-**

10 **Secretary/Treasurer requesting two days off in June-** Secretary/Treasurer B. Young  
11 requested time off on Wednesday, June 7, 2023 and Monday, June 19, 2023.  
12 Councilperson A. Weisenberger-Caswell stated that she will watch Borough Hall from  
13 7:30-11:30 on those two days. She is under no obligation to do so and in the event of her  
14 schedule changing, Borough Hall would need to be closed for those two days. After some  
15 discussion, Vice-President K. Harstine made a motion to allow Secretary/Treasurer B.  
16 Young to take the two days off. Councilperson A. Weisenberger-Caswell seconded and  
17 the motion was approved. President D. Young abstained.  
18

19 **Employee pay for emergency call out-** President D. Young stated that he received a phone  
20 call from Northampton County dispatch at 6 a.m. on a previous Saturday morning  
21 regarding a tree down on Berger Rd. He went out at that time with a chainsaw to cut it up  
22 and get it out of the road. For about an hour and a half of work at 6 a.m. on a Saturday  
23 morning, his pay was \$21.59. He said that in any other municipality, employees doing work  
24 in an emergency would be paid time and a half or double time. Solicitor Elliott asked for  
25 clarification regarding what constitutes an emergency. President D. Young stated that it is  
26 anything that involves work to be done on an immediate basis and cannot wait until the  
27 next business day. He gave the example of Councilperson A. Weisenberger-Caswell  
28 coming out to put up road barricades during a storm last summer when a tree had come  
29 down. After some discussion, Vice-President K. Harstine made a motion to implement  
30 emergency pay, which would be double the regular hourly rate. (Note for reference -  
31 Currently, the regular hourly rate for public works employees is \$16.31 which would  
32 double to \$32.62 an hour for emergency pay). Councilperson A. Weisenberger-Caswell  
33 seconded and the motion was unanimously approved.  
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37 **Announcements/Correspondence**

38 Williams Township Fire Department covers Glendon Borough and if anyone is interested  
39 in volunteering, please contact Williams Township at 610-258-6788.  
40  
41

42 Councilperson A. Weisenberger-Caswell made a motion to adjourn. Vice-President K.  
43 Harstine seconded, and the motion was unanimously approved.  
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46 The meeting was adjourned at 8:43 p.m.  
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Meeting Minutes  
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Respectfully submitted,

Beth Young  
Secretary