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

November 30, 2023

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

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9 **Present:** Thomas Elliott – Solicitor
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

15
16 **Not Present:** Melody McAllister – Mayor
17 James McAllister-Zoning Officer

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19 **Visitors:** Mike Veres

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22 The reconvened meeting of the Glendon Borough Council was held on November 30,
23 2023 at Glendon Borough Hall. President Donald Young called the meeting to order at
24 7:00 p.m. with the Pledge of Allegiance and roll call.

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27 **Public Participation-** None

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30 Vice-President K. Harstine made a motion to add “Bills to be Paid” to the agenda.
31 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
32 approved.

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34 **Bills to be paid-**

35 Vice-President K. Harstine made a motion to pay the invoice for Solicitor Elliott from the
36 General Fund. Councilperson D. Breidinger seconded and the motion was unanimously
37 approved.

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40 **Old Business-**

41 **Snow Plowing-** President D. Young asked if anyone had reached out to any contractors for
42 snow removal as there were no bids submitted. Vice-President K. Harstine said that she
43 spoke with a company who was interested in putting in a bid but they could not find the
44 information on the borough website. She advised them to call Borough Hall but they did
45 not.

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

6 **Snow Plowing (con't)-**

7 Councilperson D. Breidinger submitted an application for a borough resident who is
8 interested in plowing snow. President D. Young stated that there is another borough
9 resident who showed interest in plowing. He will call and set up interviews with both.
10 Councilperson A. Weisenberger-Caswell made a motion to hire snow plow drivers, subject
11 to interview. Vice-President K. Harstine seconded and the motion was unanimously
12 approved.

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14 President D. Young stated that the backhoe still needs repairs. Mike Veres had someone
15 who was going to give an estimate to council but he broke his foot and was unable to do
16 so. President D. Young said that he has a phone call in to the gentleman who has been
17 working on the backhoe in previous years and is waiting to hear from him. Councilperson
18 D. Breidinger made a motion to spend up to \$5,500.00 to have repairs done to the backhoe.
19 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
20 approved.

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23 ***2024 Budget- Note: All line items were addressed. The following minutes reflect specific***
24 ***items that generated discussion among Council.***

25 President D. Young stated that council left off at the previous meeting by discussing the
26 Sewer Fund budget. He said that there is a deficit of \$17,185.00. He also stated that the
27 only solution he can see is to take \$10,000.00 out of the emergency fund which would
28 bring the deficit down to \$7,185.00. He further stated that he would like to reach out to
29 Representative Robert Freeman to see if there are any grants available to offset costs. He
30 mentioned that it is possible for the General Fund to make a loan to the Sewer Fund, if
31 necessary, but those funds would need to be paid back to the General Fund. Councilperson
32 D. Breidinger asked if there is no money in the Sewer Fund, how could the loan be repaid.
33 President D. Young stated that, at some point, the sewer rates may have to be raised again
34 but if the equipment keeps running without fail and there is no major expenditure then it is
35 not necessary, at this point.

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37 Mike Veres asked about using the money that is in reserves for building a garage. President
38 D. Young advised that the money he is referring to is in the General Fund and cannot be
39 reallocated to the Sewer Fund. Solicitor Elliott stated that a utility fund is supposed to be
40 fully self-sufficient and tax money should not be taken to pay for expenses for a service
41 that is not fully used by everybody in the borough.

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43 Councilperson J. Muschlitz questioned budget line item 8400.40, usages to City of Easton.
44 He wanted to know why \$38,350.00 was budgeted for 2023, only \$28,331.00 was spent
45 but \$38,350.00 was again budgeted for 2024. President D. Young explained the reserves
46 and keeping money available for when a pump goes bad. Councilperson J. Muschlitz also
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5 **Old Business (con't)-**

6 **2024 Budget- Note: All line items were addressed. The following minutes reflect specific**
7 **items that generated discussion among Council.**

8 questioned budget line item 8400.20, sewer maintenance expense, asking why \$11,400.00
9 was budgeted for 2023, only \$9,212.00 was spent but \$14,400.00 is budgeted for 2024.
10 President D. Young stated that there is an anticipated expense in repairing the generator so
11 funds are being budgeted for those costs. Councilperson J. Muschlitz also questioned
12 where the amount of the sewer system depreciation of \$30,000.00 came from. President
13 D. Young explained that the cost of the original system, which was approximately one
14 million two hundred thousand dollars, was amortized over the expected life of the system
15 and that amount is what it came down to, annually. Councilperson J. Muschlitz made a
16 motion to lower the depreciation value from \$30,000.00 to \$20,000.00. He also made a
17 motion to lower budget line item 8400.200, sewer maintenance expense, from \$14,400.00
18 to \$10,000.00. He also made a motion to lower budget line item 8400.40, usages to City
19 of Easton. Both Solicitor Elliott and President D. Young interrupted to explain that the
20 fees paid to the City of Easton are fixed and can not be reduced. President D. Young also
21 explained that is an in-and-out fee. The usage fee on the sewer bills is the amount that is
22 paid to the borough but is then paid directly out to the City of Easton. Councilperson J.
23 Muschlitz again questioned why \$38,350.00 was budgeted but only \$28,331.00 was paid.
24 He sees that there could be a \$10,000.00 savings there. President D. Young explained that
25 is not actually part of the budget but the in and out to the City of Easton for the usage
26 portion and that is why it is in red. He further explained that the line items on the budget
27 that are highlighted in red are fixed and cannot be changed. He also again explained how
28 those numbers do not affect the budget as they are a pass through and not a part of monies
29 that can be spent. President D. Young asked if there was a second to Councilperson J.
30 Muschlitz's motion. The motion was not seconded and failed.

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32 Councilperson J. Muschlitz left the meeting at 7:30 p.m.
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34 President D. Young again explained that, in moving \$10,000.00 from the emergency fund
35 and deducting \$3,157.00 still outstanding in sewer bills, the deficit is lowered to
36 approximately \$4,000.00. He said there was a \$3,000.00 deficit going into 2023 so the
37 deficit has been slowly growing over time and as long as there are no major expenses such
38 as a pump or pump station going bad, the budget can show a deficit. Council had no input
39 and moved on to the General Fund budget.
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41 President D. Young stated that the letter from Northampton County showed the assessed
42 tax value for 2024 is \$10,114,200.00. President D. Young stated that the anticipated gross
43 income for 2023 was \$202,936.00, the actual/anticipated gross income for 2023 is
44 \$299,818.00 and the anticipated income for 2024 is \$223,600.00. President D. Young
45 asked council if they wanted to implement a cost-of-living increase for employees for 2024.
46 He researched and found that the anticipated cost-of-living increase is 3.5%. Council
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6 **Old Business (con't)-**

7 **2024 Budget- Note: All line items were addressed. The following minutes reflect specific**
8 **items that generated discussion among Council.**

9 unanimately decided to not implement a cost of living raise for 2024. President D.
10 Young stated that there is currently a deficit of \$8,110.00 but there was quite a bit
11 budgeted for snow plow vendors. As snow plowing will again be done in-house, there
12 are funds available to cover the deficit. President D. Young stated that a cost-of-living
13 increase is something that is, typically, done annually but the rest of council still agreed
14 to not increase wages for 2024. Council agreed to reduce the budgeted amount in line
15 item 432.49, snow removal vendor, to cover the deficit and balance the General Fund
16 budget.

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18 President D. Young advised council that he spoke with the gentleman who delivers salt to
19 the borough and his delivery fee for 2024 is \$225.00 per delivery in a 10-ton truck. He
20 also can rent the borough a backhoe until repairs can be made to the borough equipment.
21 His fees for that are: \$400.00 for delivery and \$500.00 for each day of use with a \$2,000.00
22 minimum. President D. Young stated those prices are half of what the rental company ORE
23 charges and that four days' notice would be needed prior to having the backhoe delivered.
24

25 President D. Young stated that by reducing budget line item 432.49, snow removal vendor,
26 from \$60,000.00 to \$51,890.00, the General Fund budget is balanced for 2024.
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28 President D. Young reviewed the RKR Hess contract for 2024 with council, stating that
29 their pump station inspection fee was raised from \$380.00 to \$390.00 per month.
30 Councilperson A. Weisenberger-Caswell made a motion to sign the new contract with RKR
31 Hess to inspect the sewer pump stations for 2024. Vice-President K. Harstine seconded
32 and the motion was unanimously approved.
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34 Councilperson D. Breidinger made the following motion:
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36 1. That the budget as presented and finalized this evening be approved and adopted as the
37 proposed budget of the Borough of Glendon for the fiscal year 2024.
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39 2. That the proposed budget be made available for public inspection in the Glendon
40 Borough Hall during regular business hours and by visiting the Glendon Borough website
41 at <https://glendonboro.com/notices/>.
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43 3. That Borough Council meet on December 30, 2023 beginning at 7:00 p.m. in Borough
44 Hall to approve and adopt a final budget, and to adopt a resolution levying the real estate
45 tax for the fiscal year 2024 at the rate of eleven and sixty-four one-hundredths (11.64) mills
46 on each dollar of assessed valuation, or \$1.164 per hundred dollars (\$100.00) of assessed
47 valuation.

6 **Old Business (con't)-**
7 **2024 Budget-**

8 4. That the biennial organization meeting of Borough Council be held on Monday, January
9 8, 2024 commencing at 7:00 p.m., and for the calendar year 2024, regular public meetings
10 of Borough Council will be held on the second and third Thursdays of each month
11 commencing at 7:00 p.m. preceded by workshop meetings commencing at 6:00 p.m., and
12 that meetings of the Planning Commission will be held on the third Monday of each month
13 commencing at 7:00 p.m. All meetings are held in Glendon Borough Hall, 24 Franklin
14 Street, Glendon, Pennsylvania 18042.
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16 5. That Borough Solicitor is authorized to provide public notice of the foregoing as required
17 by law.
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19 Vice-President K. Harstine seconded and the motion was unanimously approved.
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22 **New Business-** None
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24 **Announcements/Correspondence**

25 Vice-President K. Harstine stated that grant money is needed for necessary repairs to
26 Borough Hall. President D. Young said that he can reach out to Keystone Engineering, the
27 borough's grant engineers, to see if anything is available. He also said that while he is
28 reaching out to Representative Freeman and Senator Boscola for sewer grants, he will also
29 ask if they know of anything that would be available for repairs to the building as well.
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31 Williams Township Fire Department covers Glendon Borough and if anyone is interested
32 in volunteering, please contact Williams Township at 610-258-6788.
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35 Councilperson D. Breidinger made a motion to adjourn. Councilperson A. Weisenberger-
36 Caswell seconded, and the motion was unanimously approved.
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39 The meeting was adjourned at 7:56 p.m.
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42 Respectfully submitted,
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46 Beth Young
47 Secretary