

**MINUTES OF THE
GLENDON BOROUGH COUNCIL
GLENDON BOROUGH HALL
October 10, 2024**

Presiding: Donna Breidinger – Council President

Present: Michael Veres - Council Vice-President
Kathryn Harstine - Councilperson
Donald Young – Councilperson
Beth Young –Tax Collector
Ronnie Shaffer – Secretary/Treasurer

Absent: Amy Weisenberger-Caswell – Councilperson
Melody McAllister – Mayor
Thomas Elliott – Solicitor
James McAllister-Zoning Officer

Visitors: Dale King, Ken Teske

The regular meeting of the Glendon Borough Council was held on Thursday, October 10, 2024 at Glendon Borough Hall. President Donna Breidinger called the meeting to order at 7:00 p.m. with the Pledge of Allegiance and roll call.

Public Participation:

Ken Teske of 110 High Street thanked Council for the road striping, stoning the parking lot and filling in the old cistern hole. Keep up the good work.

Mr. Teske then stated that the condition of the trailers on the property at 116-118 High Street are terrible. There are no skirts, animals are living under them, and there are two abandoned vehicles on the property that have not moved in years. Mr. Teske stated that he went to the mayor about the issue, but there has been no action. Mrs. Breidinger said she would look into it.

Minutes:

Councilperson Donald Young stated that he only received the draft minutes that morning and did not have time to review them thoroughly, noting they should be distributed one week in advance. He therefore made a motion to table the approval of the Minutes of September 12th and September 19th until he had enough time to properly review them. Mrs. Breidinger was hesitant to delay the approval since it was necessary to have approved minutes noting the appointment of the new Secretary/Treasurer in order to change the authorized signers at the bank. Mr. Young said there were so many mistakes he does not want to approve them. Secretary/Treasurer Ronnie Shaffer explained that there were no hand written notes to transcribe, and with the tables still spread out in the Covid configuration it was very difficult to hear, and hard to discern who was speaking. Mrs. Breidinger agreed to table the motion as long as council could reconvene for the October 24th meeting. Councilperson Kathryn Harstine seconded Mr. Young's motion, All Ayes.

Treasurer's Report:

Bills to be paid:

Mrs. Breidinger asked for a motion to pay the bills. Mr. Young asked what the invoice from Bethlehem Sandblasting was for? Council Vice-President Mike Veres said it was for the coating of the dump truck bed. Mr. Young also noted that the paychecks listed had no amounts. Ms. Shaffer explained that there had been a technical issue with QuickBooks, and the program had to be updated from the 2017 version to QB2024, but they could not recover all the information since the file was corrupted. The update did not have the memorized reports, so she did the best she could with what she had to work with. Former Secretary Treasurer Beth Young said that the version she had been using was the 2023 version, which is on a different computer, and is backed up on a thumb drive kept in the desk drawer. Ms. Shaffer stated the only thumb drive she found was in the cash drawer and the only backup files were from 2018 and 2020. Mrs. Young said the files are in the computer on the Treasurer's desk and the thumb drive is in the drawer of the Treasurer's desk. Mrs. Harstine made a motion to pay all bills from the General Fund. Mr. Veres seconded and the motion was approved with Mr. Young abstaining.

Tax Collector's Report:

Mrs. Breidinger asked for a motion to accept the Tax Collector's Report, subject to audit. Mrs. Harstine made the motion, seconded by Mr. Young, all Ayes.

Mayor's Report: Nothing at this time.

Zoning:

Two Keycodes reports were received. A plan review for the proposed new construction at 111 Main Street and an electrical inspection at 107 Crescent Street.

Engineer's Report: Nothing at this time.

Committee Reports:

- Roads: Mrs. Harstine reported that the street lights are fixed. She had called Met-Ed and was told it would take about a week, but they were fixed the next day. Mrs. Harstine also noted that there is one light out on the east end of Main Street near Clark's garage. She believes that is actually in the city of Easton, but she will call it in anyway.
- Signs: Mr. Veres asked about a "Stop Ahead" sign on Main Street at High Street, coming from the Bridge. Mrs. Breidinger will find out the cost.
- Sewer: Mr. Young asked about the report on Lift Station #3. Mrs. Breidinger said that it was the manhole cover that was off, and Chrin had taken care of it.

President's Report: Nothing at this time.

Meeting Minutes
October 10, 2024 continued
Page 3

Old Business:

Mrs. Breidinger said that in the absence of Solicitor Elliott, there will be no discussion of old business.

New Business:

New PC: Mrs. Breidinger would like to purchase a new desktop computer, rather than a laptop, and noted that there are funds in the budget for that. Mr. Young stated there is a new laptop, purchased at the end of 2023 that just needs to be set up, but there was never the time to do it. Mrs. Breidinger said the funds were available in the budget for the Secretary and Treasurer Equipment line items, and also suggested purchasing a Geek Squad membership for Tech Support for approximately \$180.00 per year. Mrs. Harstine suggested Mrs. Young could use the 2023 laptop for the Tax Collector position, but Mrs. Young thought that transferring the files would be a nightmare. There were no objections to getting prices for a new desktop.

Parking Lot Barriers: Mrs. Breidinger stated that Caven Kiprislis from AMK Construction did an excellent job of resurfacing the parking lot, but noted that he also recommended using four (4) "Bin Blocks" to prevent someone from driving over the bank around the parking lot. The blocks are 6' long by 2' high, at a price of \$110.00 each. Mr. Young suggested just using a 2A pile of stone for a berm. After some discussion, Mrs. Breidinger asked for a motion to purchase the recommended safety barriers. Mr. Veres made the motion, seconded by Mrs. Harstine. All Ayes.

Wages for Secretary Substitute: Councilperson Amy Caswell covered the Borough Hall during Mrs. Young's absence due to illness. She answered the phone and collected payments for a total of 24.0 hours at the rate of \$16.31 per hour. Mr. Elliott had previously voiced his approval of paying her for those hours, but suggested it be done in the form of a motion. Mr. Young questioned that, but Mrs. Breidinger explained that there are two different job descriptions for secretarial positions, the Secretary/Treasurer position and an interim secretary position, which Mr. Elliott would have the proper language for, but it is not fulfilling the job of the hired Secretary, but rather merely filling in so Borough Hall could remain open. Answering the phone and accepting any payments that might come in, but not performing any other secretarial duties. She would not be compensated at the secretarial pay rate, but rather at the general labor rate. Mrs. Breidinger asked for a motion to pay Ms. Caswell for the previously stated hours at the previously stated rate. Mrs. Harstine made the motion. Mr. Veres seconded. Mrs. Breidinger asked if there was any further discussion; Mr. Young said anyone accepting money needs to be bonded. Mrs. Breidinger said she was not sure if Ms. Caswell accepted any money, or any other tender, such as a check, but it was approved by the solicitor, and she should be paid for her time. Mr. Young then mentioned that he did it for a year and a half. Mrs. Breidinger said this motion only covers the matter at hand and not anything that anyone else may have done. There are many people who are doing things for the Borough and they are doing it for free. Mrs. Breidinger

stated that there was a motion on the floor and asked for all in favor: Mrs. Harstine and Mr. Veres Aye, Mr. Young initially Opposed and then Abstained.

Meeting Minutes
October 10, 2024 continued
Page 4

New Business – Continued:

Additional Secretary Hours for Borough Hall Maintenance: Mrs. Breidinger asked Council's approval for additional secretarial hours on a temporary basis to clean Borough Hall. She noted that Ms. Shaffer spent more than an hour cleaning the bathroom. Ms. Shaffer said it took more than two hours, since she took everything out of the "closet", scrubbed the toilets and the floor. Ms. Shaffer also proposed cleaning once a month before the meeting, for approximately two to three hours per month. Mr. Young asked if it would be at the Secretary's rate, and Mrs. Breidinger noted that it is included in the Secretary's job description. Mrs. Harstine made a motion to approve the additional hours. Mr. Veres seconded. Mrs. Harstine and Mr. Veres, Aye, Mr. Young Opposed.

Pole Barn: Mrs. Breidinger stated that she has obtained three proposals to construct a pole barn behind Borough Hall near the salt shed for storage and protection of the Borough's dump truck and backhoe. She has also asked Mr. Kiprislis with AMK Construction for an estimate to prepare the site. Upon approval of a proposal, the contractor will send site/building plans, the Borough would then apply for a building permit, which would be sent to Zoning Officer Jim McAllister for approval. If approved, we can move forward. If unapproved, a zoning hearing for a variance would be required. Mrs. Breidinger asked Council to review and discuss the bids for motion and approval so the process can move forward, and hopefully have protection for the Borough's equipment before the snow flies.

Mr. Young questioned the location of the building since a previous proposal was in conflict with the setback of the power line right of way. Mrs. Breidinger noted the new location of the building is between Borough Hall and the salt shed. Per Mr. McAllister, it can be as high as 20 feet. Mrs. Harstine asked about the recycling bins, which will be moved to the back of the parking lot. She also inquired about a survey. Mrs. Breidinger spoke with Mr. McAllister, Ben Witmer and Keycodes, and the only issue was stormwater run-off, but Mr. Kiprislis can grade the area during site prep to address the issue, which would satisfy both Mr. McAllister and Mr. Witmer.

Mr. Young asked about the price for the site prep. Mrs. Breidinger has not received the quote yet. Mr. Kiprislis said he will use millings, which compact like blacktop for the interior surface. A concrete slab might be a future consideration. No electric will be installed at this time. For the time being a heavy-duty extension cord will suffice to keep the backhoe plugged in. Turnaround time for the project would hopefully be a December start.

After further discussion, Mrs. Breidinger asked for a motion. Mrs. Breidinger has had the proposals reviewed by acquaintances in the construction industry who assured her the proposals are consistent in their scope of work. Mr. Veres made a motion to award the contract to low bidder Fetterville Pole Buildings of Lancaster PA in the amount of \$17,000.00 for a 20' X 32' pole building with an interior height of 14'. Mrs. Harstine seconded, all Ayes.

Announcements/Correspondence:

As of Monday, October 14, 2024, Borough Hall hours will revert to 8 a.m. to 12 Noon. Other times by appointment.

Meeting Minutes
October 10, 2024 continued
Page 5

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

Having no further business, Mr. Veres made a motion to adjourn. Mrs. Harstine seconded, all Ayes.

The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Veronica A. Shaffer".

Veronica Shaffer
Secretary/Treasurer