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

January 3, 2022

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Present: Melody McAllister - Mayor
Donald Young - Councilperson
Kathryn Harstine – Councilperson
Amy Weisenberger-Caswell – Councilperson
Donna Breidinger – Councilperson
Jeffrey Muschlitz - Councilperson
Thomas Elliott – Solicitor
Beth Young – Secretary/Treasurer/Tax Collector

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Not Present: James McAllister-Zoning Officer

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Visitors: Scott Pyatt, Amy Veres, Molly Veres, Mike Veres, Kelly Church, Kenny Teske, Dale King

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The biennial organizational meeting of the Glendon Borough Council was held on January 3, 2022 at Glendon Borough Hall. Mayor Melody McAllister began the meeting at 7:04 p.m.

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Mayor Melody McAllister began the meeting with the presentation of her Certificate of Election, Affidavit of Residency and written oath of Office.

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Following was the presentation of Certificate of Election and Affidavit of Residency by Councilpersons Donald Young, Kathryn Harstine, Amy Lynn Weisenberger-Caswell and Jeffrey Muschlitz. Tax Collector, Theresa Sidor was not in attendance to present her Certificate of Election and Affidavit of Residency.

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Mayor M. McAllister administered the Oath of Office, followed by the Execution of the Written Oath of Office, to Councilpersons Donald Young, Kathryn Harstine, Amy Lynn Weisenberger-Caswell and Jeffrey Muschlitz. Tax Collector, Theresa Sidor was not in attendance to take the Oath of Office.

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Mayor M. McAllister officially called the meeting to order at 7:14 p.m. with roll call, followed by the Pledge of Allegiance.

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Nomination and Election of Council President

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Councilperson K. Harstine nominated Councilperson D. Young for Council President. Councilperson D. Breidinger seconded. Councilperson D. Breidinger made a motion to close nominations. Councilperson K. Harstine seconded. The motion was approved with Councilpersons K. Harstine, D. Breidinger and A. Weisenberger-Caswell in favor, Councilperson J. Muschlitz opposed. Councilperson D. Young abstained.

5 **Nomination and Election of Council Vice-President**

6 Councilperson A. Weisenberger-Caswell nominated Councilperson K. Harstine for
7 Council Vice-President. President D. Young seconded and the motion was unanimously
8 approved. Councilperson K. Harstine abstained.
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11 Mayor M. McAllister turned the gavel over to President D. Young to preside over the
12 remainder of the meeting.
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14 **Nomination and Election of Council President Pro Tem**

15 Councilperson D. Breidinger nominated Councilperson A. Weisenberger-Caswell for
16 Council President Pro Tem. Vice-President K. Harstine seconded and the motion was
17 unanimously approved. Councilperson A. Weisenberger-Caswell abstained.
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19 **Annual Appointments**

20 Chairperson of the Vacancy Board – Devinder Chana – President D. Young asked
21 Devinder Chana and is waiting for an answer.
22

23 Independent Auditor – Councilperson D. Breidinger made a motion to accept The
24 David Kunsman Corporation Inc. as the Borough’s independent auditor. Vice-
25 President K. Harstine seconded and the motion was unanimously approved.
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27 **Expiring Terms**

28 Zoning Hearing Board (three-year term) – Councilperson D. Breidinger made a
29 motion to accept the appointments of Joseph Sidor – Chair, Devinder Chana, Jeffrey
30 Breidinger and Scott Pyatt – Alternate for the Zoning Hearing Board. Vice-President
31 K. Harstine seconded and the motion was unanimously approved.
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33 Planning Commission (four-year term)- President D. Young stated the current
34 Planning Commission consists of Joseph Sidor and Devinder Chana. A new
35 Chairperson needs to be voted on as the position was held by former Councilperson
36 Ronald Roscioli. Solicitor Elliott asked to come back to the Planning Commission
37 appointment so he could research a question he had.
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40 **Indefinite Term at the Pleasure of Council**

41 Secretary/Treasurer – Councilperson D. Breidinger made a motion to reappoint Beth
42 Young as Secretary/Treasurer. Vice-President K. Harstine seconded and the motion
43 was approved. President D. Young abstained.
44

45 Engineer- Vice-President K. Harstine made a motion to reappoint T&M Associates as
46 the Borough engineer. Councilperson D. Breidinger seconded and the motion was
47 unanimously approved.

6 **Indefinite Term at the Pleasure of Council (con't)**

7 Solicitor Elliott was ready to revisit the appointment for Planning Commission
8 Chairperson. President D. Young nominated Vice-President K. Harstine as Planning
9 Commission Chair. Councilperson J. Muschlitz nominated himself. A vote was taken
10 with President D. Young voting for Vice-President K. Harstine. Councilpersons D.
11 Breidinger and A. Weisenberger-Caswell voted for Councilperson J. Muschlitz. Vice-
12 President K. Harstine and Councilperson J. Muschlitz both abstained. Councilperson J.
13 Muschlitz was appointed as Planning Commission Chairperson.

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15 Solicitor- Councilperson A. Weisenberger-Caswell made a motion to reappoint
16 Thomas Elliott as the Borough Solicitor. Vice-President K. Harstine seconded and the
17 motion was unanimously approved.
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19 Zoning Officer – Councilperson D. Breidinger made a motion to reappoint James
20 McAllister as Zoning Officer. Vice-President K. Harstine seconded and the motion
21 was approved with President D. Young, Vice-President K. Harstine, Councilpersons
22 D. Breidinger and A. Weisenberger-Caswell in favor, Councilperson J. Muschlitz
23 opposed.
24

25 Sewage Enforcement Officer - Councilperson D. Breidinger made a motion to
26 reappoint Joseph Black as Sewage Enforcement Officer. Vice-President K. Harstine
27 seconded and the motion was unanimously approved.
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29 Open Records Officer - Councilperson D. Breidinger made a motion to reappoint
30 Mayor M. McAllister as Open Records Officer. Vice-President K. Harstine seconded
31 and the motion was approved with President D. Young, Vice-President K. Harstine,
32 Councilpersons D. Breidinger and A. Weisenberger-Caswell in favor, Councilperson
33 J. Muschlitz opposed.
34

35 Building Code Property Maintenance Code Enforcement Officer- Vice-President K.
36 Harstine made a motion to reappoint Mayor M. McAllister as Building Code Property
37 Maintenance Code Enforcement Officer and Keycodes Inspection Agency as deputy.
38 Councilperson D. Breidinger seconded and the motion was unanimously approved.
39

40 Emergency Management Coordinator - Vice-President K. Harstine made a motion to
41 reappoint Mayor M. McAllister as Emergency Management Coordinator.
42 Councilperson D. Breidinger seconded and the motion was unanimously approved.
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44 **Designation of Funds Depositories** Vice-President K. Harstine made a motion to
45 continue to use PNC Bank for the General Fund and Sewer Fund accounts and the
46 Pennsylvania Local Government Investment Trust (PLGIT) for the Liquid Fuel account.
47 Councilperson D. Breidinger seconded and the motion was unanimously approved.
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5 **Designation of Account Signatories** Councilperson D. Breidinger made a motion to
6 name Beth Young, Treasurer; Donald Young, President; Kathryn Harstine, Vice-
7 President; Amy Weisenberger-Caswell, President Pro Tem as account signatories. Vice-
8 President K. Harstine seconded and the motion was unanimously approved.
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10 **Committee Assignments**

11 Before President D. Young read his Committee Assignment list, Councilperson J.
12 Muschlitz asked if he could take the place of Councilperson A. Weisenberger-Caswell on
13 the Road Committee. Discussion was had regarding what the position involves,
14 including the potential for physically doing road work in the Borough and the pay
15 involved when doing so.
16

17 President D. Young read each of the following Committee Assignments:
18

19 Budget Committee- Treasurer, Donald Young, Donna Breidinger
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21 Building Committee- Donald Young, Amy Weisenberger-Caswell
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23 Emergency Management Coordinator- Mayor
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25 Hugh Moore Park Representative- Mayor
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27 Joint Planning Commission- Mayor, Council President
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29 Library Liaison- Mayor, Council President
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31 Municipal Conference Representatives- Mayor, Council President
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33 Police Coordinator- Mayor
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35 Public Safety Committee- Donna Breidinger, Amy Weisenberger-Caswell
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37 Recreation (Park) Committee- Kathryn Harstine, Amy Weisenberger-Caswell
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39 Road Committee- Donald Young, Amy Weisenberger-Caswell
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41 Sewer Committee- Donald Young, Jeffrey Muschlitz
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43 Sign Committee- Kathryn Harstine, Jeffrey Muschlitz
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45 Solid Waste Management Representatives- Amy Weisenberger-Caswell, Donna
46 Breidinger
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5 **Committee Assignments (con't)**

6 President D. Young asked if anyone did not want to be on a committee to which they
7 were assigned. Councilperson J. Muschlitz offered to take Councilperson A.
8 Weisenberger-Caswell's place on the Road Committee. She agreed and President D.
9 Young made the change to the list.

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11 Councilperson D. Breidinger made a motion to approve the modified Committee List.
12 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
13 approved.

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15 Vice-President K. Harstine made a motion to readopt Robert's Rules of Order.
16 Councilperson D. Breidinger seconded and the motion was unanimously approved.

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18 Vice-President K. Harstine made a motion to ratify the schedule of public meeting dates
19 as advertised by the borough solicitor on November 26, 2021 in the print edition of the
20 Express Times and online at <https://classifieds.lehighvalleylive.com>, stating, "Regular
21 public meetings shall be held on the second and third Thursdays of each month
22 commencing at 7:00 p.m., preceded by a workshop meeting commencing at 6:00 p.m.
23 The Glendon Borough Planning Commission will meet on the third Monday of each
24 month commencing at 7:00 p.m." Councilperson D. Breidinger seconded and the motion
25 was unanimously approved.

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27 **Old Business-** None

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29 **New Business-** None
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32 Vice-President K. Harstine made a motion to adjourn. Councilperson D. Breidinger
33 seconded and the motion was unanimously approved.
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35 The meeting was adjourned at 8:11 PM.
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40 Respectfully submitted,
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44 Beth Young
45 Secretary