

AGENDA  
BIENNIAL ORGANIZATIONAL MEETING  
January 8, 2024

- ◇ Presentation of Certificate of Election and Affidavit of Residency by Councilpersons Kathryn J. Harstine, Donna Breidinger, and Michael Veres as Councilpersons and Beth Young as Tax Collector, for delivery to Borough Secretary Beth Young
- ◇ Administration of Oath of Office by Mayor McAllister to Kathryn J. Harstine, Donna Breidinger, and Michael Veres as Councilpersons and Beth Young as Tax Collector
- ◇ Execution of Written Oath of Office by Kathryn J. Harstine, Donna Breidinger, and Michael Veres as Councilpersons and Beth Young as Tax Collector, for delivery to Borough Secretary Beth Young
- ◇ Call to Order by the Honorable Melody McAllister, Mayor
- ◇ Roll Call
- ◇ Pledge of Allegiance
- ◇ Nomination and Election of Council President (upon completion, the Mayor turns the gavel over to the President). Mayor calls for nominations (not motions).
  1. Any member can nominate another member, including themselves.
  2. It is not necessary to second a nomination.
  3. Each councilperson votes for any person nominated, including themselves if nominated.
- ◇ Nomination and Election of Vice President  
*(Follow the procedure for the election of president.)*
- ◇ Elect a President Pro Tem to preside in the absence of both the council president and vice president

◇ Appointments by Borough Council:

A. Annual Appointment

Chairperson of the Vacancy Board  
Independent Auditor

B. Expiring Terms

Zoning Hearing Board (three-year term)

The dates on which terms of current members of the zoning hearing board expire need to be ascertained, and a list prepared by the Borough Secretary. Consideration should be given to asking these members if they wish to be reappointed.

*Note: See Section 903(a) of the Pennsylvania Municipalities Planning Code (“MPC”): “The terms of office of a three member board shall be three years and shall be so fixed that the term of office of one member shall expire each year.”*

*Note: See Section 906(a) of the MPC: “The board shall elect from its own membership its officers, who shall serve annual terms as such and may succeed themselves.”*

Planning Commission (four-year term)

The dates on which terms of current members of the planning commission expire need to be ascertained, and a list prepared by the Borough Secretary. Consideration should be given to asking these members if they wish to be reappointed.

*Note: See Section 202 of the MPC: “Planning Commission.--If the governing body of any municipality shall elect to create a planning commission, such commission shall have not less than three nor more than nine members.*

*Note: See Section 203 of the MPC: “The term of each of the members of the commission shall be for four years, or until his successor is appointed and qualified, except that the terms of the members first appointed pursuant to this act shall be so fixed that on commissions of eight members or less no more than two shall be reappointed or replaced during any future calendar year, and*

*on commissions of nine members no more than three shall be so reappointed or replaced.”*

C. Persons Serving for Indefinite Term at the Pleasure of Council

Treasurer  
Secretary  
Engineer  
Solicitor  
Zoning Officer  
Sewage Enforcement Officer  
Open Records Officer  
Building Code and Property Maintenance Code Enforcement Officer (this should be the Mayor)  
Deputy Building Code and Property Maintenance Code Enforcement Officer (currently Keycodes)  
Emergency Management Coordinator (currently the Mayor)

◇ Appointment by Council President with approval by Council

Committee Assignments. I recommend that, given that there is a new councilperson on Council since the last organizational meeting, Council President and other members of council who serve on committees should consider explaining what the duties of the committee members are and what tasks are involved.

Building Committee  
Road Committee  
Sign Committee  
Sewer Committee  
Budget Committee (Treasurer, Council President, Councilperson)  
Emergency Management (Mayor)  
Hugh Moore Park Representative (Mayor)  
Joint Planning Commission (Mayor)  
Library Liaison (Mayor)  
Municipal Conference Representative (Mayor)  
Planning Commission  
Police Coordinator (Mayor)  
Public Safety Committee  
Recreation Committee (Mayor)  
Sewer Committee  
Solid Waste Management Representative  
Zoning Hearing Board

◇ Designation of Funds Depositories

PNC Bank, NA - General Fund and Sewer Fund  
Pennsylvania Local Government Investment Trust for Pennsylvania Liquid  
Fuels Funds

◇ Designation of Account Signatories for each Fund Depository.

◇ Discussion re adoption of Rules of Order

*Note: At its last organizational meeting Borough Council adopted Robert's Rules of Order. The reason was that council and solicitor are relatively familiar with Robert's Rules and less so or not at all with the alternatives.*

*Alternatives include: (a) "Modern Rules of Order - A Guide for Conducting Business Meetings," Pennsylvania Bar Institute (1992); "The Modern Rules of Order," Pennsylvania Bar Association*

◇ Ratification of the Schedule of Public Meeting Dates as Advertised by the Borough Solicitor on December 5, 2023 in the print edition of the Express Times and online at: <https://classifieds.lehighvalleylive.com/>

The dates advertised are: "Regular public meetings shall be held on the second and third Thursdays of each month commencing at 7:00 p.m., preceded by a workshop meeting commencing at 6:00 p.m. The Glendon Borough Planning Commission will meet on the third Monday of each month commencing at 7:00 p.m."

◇ Old Business

◇ New Business

◇ Adjournment