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

January 8, 2024

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Present: Melody McAllister - Mayor
Donald Young - Councilperson
Kathryn Harstine – Councilperson
Amy Weisenberger-Caswell – Councilperson
Donna Breidinger – Councilperson
Michael Veres - 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: Amy Veres, Jeff Breidinger

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The biennial organizational meeting of the Glendon Borough Council was held on January 8, 2024 at Glendon Borough Hall. Mayor Melody McAllister began the meeting at 7:08 p.m.

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Mayor Melody McAllister began the meeting with the presentation of Certificate of Election and Affidavit of Residency by Councilpersons Kathryn Harstine, Donna Breidinger and Michael Veres and Beth Young as Tax Collector.

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Mayor M. McAllister administered the Oath of Office, followed by the Execution of the Written Oath of Office, to Councilpersons Kathryn Harstine, Donna Breidinger and Michael Veres and Beth Young as Tax Collector.

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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. Breidinger for Council President. Councilperson A. Weisenberger-Caswell nominated Councilperson D. Young for Council President. Councilpersons K. Harstine, D. Breidinger and M. Veres voted for Councilperson D. Breidinger as Council President. Councilpersons D. Young and A. Weisenberger-Caswell voted for Councilperson D. Young as Council President. With a 3-2 vote, Councilperson D. Breidinger was voted in as Council President.

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Mayor M. McAllister turned the gavel over to President D. Breidinger to preside over the remainder of the meeting.

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

7 President D. Breidinger nominated Councilperson M. Veres for Council Vice-President.
8 Councilperson A. Weisenberger-Caswell nominated herself for Council Vice-President.
9 Councilpersons K. Harstine, D. Breidinger and M. Veres voted for Councilperson M.
10 Veres as Council Vice-President. Councilpersons D. Young and A. Weisenberger-
11 Caswell voted for Councilperson A. Weisenberger-Caswell as Council Vice-President.
12 With a 3-2 vote, Councilperson M. Veres was voted in as Council Vice-President.
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14 **Nomination and Election of Council President Pro Tem**

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

20 Chairperson of the Vacancy Board – Councilperson D. Young made a motion to
21 appoint Devinder Chana as Chairperson of the Vacancy Board. Councilperson K.
22 Harstine seconded. President D. Breidinger, Councilpersons D. Young, K. Harstine
23 and A. Weisenberger-Caswell voted in favor, Vice-President M. Veres voted against.
24 The motion passed.
25

26 Independent Auditor – Councilperson D. Young made a motion to appoint The David
27 Kunsman Corporation Inc. as the Borough’s independent auditor. Councilperson A.
28 Weisenberger-Caswell seconded and the motion was unanimously approved.
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30 **Expiring Terms**

31 Zoning Hearing Board (three-year term) – The current Zoning Hearing Board consists
32 of Joseph Sidor – Chair, Devinder Chana, Jeffrey Breidinger and Scott Pyatt –
33 Alternate for the Zoning Hearing Board. Solicitor Elliott stated that the terms are
34 supposed to be staggered but that has not been followed. Councilperson D. Young
35 stated that the terms used to be staggered but as people left, the positions were filled
36 but it started to get too chaotic to keep track of the staggered terms and that the current
37 terms do not expire until January 2025. Solicitor Elliott stated that he needs to look
38 into it to figure out how to have staggered terms again.
39

40 Planning Commission (four-year term)- The current Planning Commission consists
41 of Joseph Sidor and Devinder Chana. As stated regarding the Zoning Hearing Board,
42 Solicitor Elliott suggested the potential of asking members to resign and then have
43 them reappointed to stagger the terms but he needs to look into it.
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5 **Indefinite Term at the Pleasure of Council**

6 Treasurer – Councilperson K. Harstine made a motion to reappoint Beth Young as
7 Treasurer. Councilperson A. Weisenberger-Caswell seconded and the motion was
8 approved. Councilperson D. Young abstained.
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10 Secretary- Councilperson A. Weisenberger-Caswell made a motion to reappoint Beth
11 Young as Secretary. Councilperson K. Harstine seconded and the motion was
12 approved. Councilperson D. Young abstained.
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14 Engineer- Councilperson D. Young made a motion to reappoint T&M Associates as
15 the Borough engineer. Councilperson K. Harstine seconded and the motion was
16 unanimously approved.
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18 Solicitor- Councilperson D. Young made a motion to reappoint Thomas Elliott as the
19 Borough Solicitor. Councilperson K. Harstine seconded and the motion was
20 unanimously approved.
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22 Zoning Officer – Councilperson K. Harstine made a motion to reappoint James
23 McAllister as Zoning Officer. Councilperson A. Weisenberger-Caswell seconded and
24 the motion was unanimously approved.
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26 Sewage Enforcement Officer - Councilperson D. Young made a motion to reappoint
27 Joseph Black as Sewage Enforcement Officer. Councilperson K. Harstine seconded
28 and the motion was unanimously approved.
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30 Open Records Officer - Councilperson K. Harstine made a motion to appoint
31 Secretary B. Young as Open Records Officer. Councilperson A. Weisenberger-
32 Caswell seconded and the motion was approved. Councilperson D. Young abstained.
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34 Building Code Property Maintenance Code Enforcement Officer- Councilperson A.
35 Weisenberger-Caswell made a motion to reappoint Mayor M. McAllister as Building
36 Code Property Maintenance Code Enforcement Officer. Councilperson K. Harstine
37 seconded and the motion was unanimously approved.
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39 Deputy Building Code and Property Maintenance Code Enforcement Officer-
40 Councilperson D. Young made a motion to retain Keycodes as Deputy Building Code
41 and Property Maintenance Code Enforcement Officer. Councilperson K. Harstine
42 seconded and the motion was unanimously approved.
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44 Emergency Management Coordinator - Councilperson D. Young made a motion to
45 reappoint Mayor M. McAllister as Emergency Management Coordinator.
46 Councilperson K. Harstine seconded and the motion was unanimously approved.
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5 **Committee Assignments**

6 Building Committee- Councilperson K. Harstine made a motion for Councilpersons D.
7 Young and A. Weisenberger-Caswell to be on the Building Committee. Councilperson
8 D. Young seconded and the motion was unanimously approved.
9

10 Road Committee- Councilperson K. Harstine made a motion for Councilperson A.
11 Weisenberger-Caswell and Vice-President M. Veres to be on the Road Committee.
12 Councilperson D. Young seconded and the motion was unanimously approved.
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14 Sign Committee- Councilperson A. Weisenberger-Caswell made a motion for
15 Councilperson K. Harstine and Vice-President M. Veres to be on the Sign Committee.
16 President D. Breidinger seconded and the motion was unanimously approved.
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18 Sewer Committee- Councilperson K. Harstine made a motion for Councilperson A.
19 Weisenberger-Caswell and Vice-President M. Veres to be on the Sewer Committee.
20 President D. Breidinger seconded and the motion was unanimously approved.
21

22 Budget Committee- Councilperson A. Weisenberger-Caswell made a motion for
23 Treasurer B. Young, President D. Breidinger and Councilperson K. Harstine to be on the
24 Budget Committee. Vice-President M. Veres seconded and the motion was unanimously
25 approved.
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27 Solicitor Elliott stated that the positions listed as the mayor's responsibility may be
28 appointed with one motion. Councilperson D. Young made a motion to reappoint Mayor
29 M. McAllister to all positions listed as the mayor's responsibility. Councilperson K.
30 Harstine seconded and the motion was unanimously approved.
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32 Emergency Management Coordinator- Mayor

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34 Hugh Moore Park Representative- Mayor

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36 Joint Planning Commission- Mayor

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38 Library Liaison- Mayor

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40 Municipal Conference Representatives- Mayor

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42 Police Coordinator- Mayor

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44 Recreation Committee- Mayor
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5 **Committee Assignments (con't)-**

6 **Planning Commission-** Councilperson K. Harstine made a motion for Councilperson A.
7 Weisenberger-Caswell to be the council representative for the Planning Commission.
8 Councilperson D. Young seconded and the motion was unanimously approved.
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10 **Public Safety Committee-** Councilperson K. Harstine made a motion for Vice-President
11 M. Veres and Councilperson A. Weisenberger-Caswell to be on the Public Safety
12 Committee. President D. Breidinger seconded and the motion was unanimously
13 approved.
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15 **Solid Waste Management Representatives-** Councilperson D. Young made a motion for
16 Councilperson A. Weisenberger-Caswell and President D. Breidinger to be the Solid
17 Waste Management Representatives. Councilperson K. Harstine seconded and the
18 motion was approved. President D. Breidinger abstained.
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20 **Zoning Hearing Board-** Councilperson K. Harstine made a motion for Councilperson A.
21 Weisenberger-Caswell to be the council representative for the Zoning Hearing Board.
22 Councilperson D. Young seconded and the motion was approved.
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24 **Designation of Funds Depositories-** Councilperson K. Harstine made a motion to
25 continue to use PNC Bank for the General Fund and Sewer Fund accounts.
26 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
27 approved.
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29 Councilperson A. Weisenberger-Caswell made a motion to continue to use Pennsylvania
30 Local Government Investment Trust (PLGIT) for the Liquid Fuel account. Councilperson
31 D. Young seconded and the motion was unanimously approved.
32

33 **Designation of Account Signatories-** Councilperson K. Harstine made a motion to
34 name Beth Young, Treasurer; Donna Breidinger, President; Michael Veres, Vice-
35 President and Amy Weisenberger-Caswell, President Pro Tem as account signatories.
36 Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously
37 approved.
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39 **Discussion re adoption of Rules of Order-**Councilperson D. Young made a motion to
40 readopt Robert's Rules of Order. Councilperson K. Harstine seconded and the motion
41 was unanimously approved.
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43 **Ratification of the Schedule of Public Meeting Dates-** Councilperson D. Young made a
44 motion to ratify the schedule of public meeting dates as advertised by the borough
45 solicitor on December 5, 2023 in the print edition of the Express Times and online at
46 <https://classifieds.lehighvalleylive.com>, stating, "Regular public meetings shall be held
47 on the second and third Thursdays of each month commencing at 7:00 p.m., preceded by

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Ratification of the Schedule of Public Meeting Dates (con't)-

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.” Councilperson K. Harstine seconded and the motion was unanimously approved.

Old Business- None

New Business- Vice-President M. Veres would like the tables and seating of council to go back to the way it was before covid-19 dictated a three (3’) foot distance separation between seats. Mayor M. McAllister stated, as a nurse, she knows of three hospitals that have started mandating masks again. She suggested waiting to discuss again in the spring. Council tabled the topic until the meeting on January 11, 2024.

Councilperson K. Harstine made a motion to adjourn. Councilperson A. Weisenberger-Caswell seconded and the motion was unanimously approved.

The meeting was adjourned at 7:47 PM.

Respectfully submitted,

Beth Young
Secretary