

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
November 6, 2014  
SPECIAL MEETING – 7:00 PM**

The Public Meeting of the Salisbury Township Board of Commissioners was held on the above date in the Township Municipal Building located at 2900 South Pike Avenue, Allentown, Lehigh County, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

Commissioner Brinton asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

**CALL TO ORDER**

Commissioner Brinton called the meeting to order at 7:00 p.m.

Commissioner Brinton turned the proceedings over to Randy Soriano, Township Manager.

**ROLL CALL**

**Board Members Present:**

James Brown, President – EXCUSED  
Debra Brinton, Vice-President  
Robert Martucci, Jr.  
James Seagreaves, President Pro-Tempore  
Joanne Ackerman

**Staff Present:**

Randy Soriano, Township Manager  
Cathy Bonaskiewich, Assistant Township Manager/Finance Director  
John Andreas, Director of Public Works  
Allen Stiles, Chief of Police  
Donald Sabo, Police Sergeant  
Cynthia Sopka, Director of Planning & Zoning – EXCUSED  
John Ashley, Esquire, Township Solicitor  
David Tettermer, representative of Keystone Consulting Engineers, Twp. Engineer – EXCUSED

**NOTIFICATION**

Mr. Soriano informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are recorded electronically for the purpose of taking the Minutes. All public comments on agenda items will be taken prior to the vote. All public comments related to non-agenda items will be taken after the agenda has been satisfied.

Mr. Soriano announced that the Township records the meetings and archives its tapes and records are available pursuant to the Right-to-Know Law, if requested.

Mr. Soriano reminded everyone of the three minute rule and asked that anyone who wishes to speak come to the podium, sign in, announce oneself, and speak clearly into the microphone. Mr. Soriano added that the speaker can choose not to list his/her address; however, it is preferred that the speaker announce if he or she is a Township resident. He noted that if a resident does not divulge his or her address, it will impair the Township administrative follow-ups on a particular issue.

### **APPROVAL OF THE LIST OF BILLS PAYABLE**

Mr. Soriano presented the list of Bills Payable.

Commissioner Ackerman inquired about an invoice from Keystone Consulting Engineers for the MS4 Project in the amount of \$7,509.27. She asked Mr. Soriano if he has received a proposal from KCE for the total cost of helping with the MS4 project. Mr. Soriano replied that this invoice reflects only the time that they have put into the education process. He noted that KCE provided him with an estimate of \$17,000, which includes the GIS mapping. Mr. Soriano noted that the mapping is a costly undertaking, and while it is not likely a requirement by the EPA, the Township should have it done as a useful tool.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve the list of Bills Payable for the period 10/18/2014-10/31/2014, broken down as follows:**

\$37,323.51 = GENERAL  
\$7,564.35 = FIRE  
\$50.19 = LIBRARY  
\$1,145.54 = WATER  
\$167,764.63 = SEWER  
\$127,221.97 = REFUSE & RECYCLING  
\$127.45 = HIGHWAY AID  
\$1,544.92 = REFUND  
**\$342,742.56** = GRAND TOTAL ALL FUNDS

#### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 4-0.**

### **NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

None.

**MOTIONS**

**Motion to approve the Custodian/Laborer Job Description and authorize the Township Manager to advertise and recruit for the position.**

Mr. Soriano stated that the custodian position will be a full-time job with health benefits at an hourly rate of \$20-\$22. He reviewed the general duties and requirements of applicants, noting that the person will also be responsible for general maintenance around the three Municipal buildings.

Commissioner Ackerman inquired if there is a probationary period for the person hired. Mr. Soriano replied that there is a six-month probation period at which time there will be a performance review.

It was the consensus of the Board to make three corrections to the job description.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve the Custodian/Laborer Job Description as revised.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 4-0.**

**Motion to authorize the Township Manager to advertise and recruit for the Custodian/Laborer position.**

Mr. Soriano explained that the Motion will allow the hiring process to begin.

**Motion by Commissioner Martucci, seconded by Commissioner Seagreaves, to authorize the Township Manager to advertise and recruit for the Custodian/Laborer position.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 4-0.**

**PRIVILEGE OF THE FLOOR**

Ms. Cheryl Harris expressed interested in the custodian position and suggested amending the lifting requirement in the job description to 50 pounds instead of 100 pounds.

**ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting, seconded by Commissioner Seagreaves. The time was 7:50 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on November 6, 2014.

Approved and certified on this date:

\_\_\_\_\_  
Randy Soriano

Date: \_\_\_\_\_

SEAL