

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
January 8, 2015  
REGULAR 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 Brown asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

**CALL TO ORDER**

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

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

**ROLL CALL**

**Board Members Present:**

James Brown, President

Debra Brinton, Vice-President

Robert Martucci, Jr.

James Seagreaves, President Pro-Tempore – ARRIVED LATE

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

Linda Minger, Tax Collector

Cynthia Sopka, Director of Planning & Zoning

John Ashley, Esquire, Township Solicitor

David Tettermer, representative of Keystone Consulting Engineers, Twp Engineer

**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 Brinton inquired about the refund of a COBRA payment to Vicki Raub. Ms. Bonaskiewich explained that there is a clause in the Public Works contract that covers the spouse of a deceased employee for a period of one year. She noted that Ms. Raub is owed a refund because she had been paying the CORBRA premium.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the list of Bills Payable for the period 12/13/14-1/2/2015, broken down as follows:**

\$151,418.24 = GENERAL  
\$44,550.16 = FIRE  
\$0 = LIBRARY  
\$75,109.86 = WATER  
\$74,785.01 = SEWER  
\$1,478.12 = REFUSE & RECYCLING  
\$125.22 = HIGHWAY AID  
**\$347,466.61 = GRAND TOTAL ALL FUNDS**

#### **Roll Call:**

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

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

### **MINUTES**

**December 18, 2014**

Commissioner Brown declared the Minutes of December 18<sup>th</sup>, 2104 accepted as presented.

### **NEW BUSINESS**

### **ORDINANCES**

None.

### **RESOLUTIONS**

None.

### **MOTIONS**

#### **Appointments to various Boards and Commission.**

1. **Planning Commission** (4 year term) – **Joseph Hebelka** (5<sup>th</sup> Ward) responded that he does not wish to serve, but will stay on until a successor is appointed.
2. **Zoning Hearing Board** (5 year term) – **Todd Laudenschlager** (3<sup>rd</sup> Ward) responded that he wishes to serve another term. **Joseph Kovach** (2<sup>nd</sup> Ward Alternate) responded that he is willing to serve another term. **Jason Wright** (3<sup>rd</sup> Ward Alternate) responded that he wishes to serve another term.
3. **Recreation Advisory Committee** (5 year term) – **Antonella DiMatteo** (2<sup>nd</sup> Ward) has not responded.
4. **Vacancy Board** (1 year term) – **Dan Moyer** (4<sup>th</sup> Ward) has responded that he is willing to serve another term.
5. **Building Code Board of Appeals** (5 year term) – **Tom Grello** (HVAC) responded that he wishes to serve another term.
6. **Environmental Advisory Council** (3 year term) – **Glenn Miller** (4<sup>th</sup> Ward) responded that he is willing to serve another term. **Mary Anne Stinner** (5<sup>th</sup> Ward) responded that she wishes to serve another term.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to appoint the members on the various Boards and Commission whose terms expire on January 1, 2105, as stated by the Township Manager.**

#### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES

COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

**The Motion passed by 5-0.**

**Appointment of a Deputy Tax Collector**

Mr. Soriano explained that in accordance with Act 164 of 2014, the current Tax Collector, Ms. Linda Minger, must appoint a Deputy Tax Collector in the event she becomes incapacitated. He stated that Ms. Minger has recommended the name of Ms. Letitia Debus, a Township resident and also the Township's current Utility Billing Clerk.

Ms. Minger noted that Ms. Debus currently works in the same office and is familiar with the system.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to appoint Ms. Letitia Debus as the Deputy Tax Collector for a one year term and, in accordance with Act 164, shall be Deputized and Bonded.**

**Roll Call:**

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

**The Motion passed by 5-0.**

**ANNOUNCEMENTS**

Mr. Soriano announced that the Board room will undergo upgrades to its audio-visual system. He commented that the funds will come from the 2014 Budget. Mr. Soriano explained that microphones will be replaced as well as the taping system, which will be upgraded to a digital system. Mr. Soriano noted that two video screens will also be installed on both sides of the walls for presentations. He stated that after entertaining Costars proposals from three different vendors, the lowest bidder was CSi, who has previously done work for Police Department.

Mr. Soriano stated that the Township has received the NPDES Permit from DEP and LCCD for the Lindberg Park perimeter walking trail. He is hopeful that the project will be shovel-ready in March.

Mr. Soriano updated the Board on the search for a Custodian. He stated that there were over 30 applications received and the Department Heads will review the applications based on numerical criteria. The intention is to narrow it down to a manageable ten then interview the top five. Mr.

Soriano noted that he is expecting the process to take a couple weeks. He commented that all of the names and addresses have been redacted to keep the process very objective so the applicants will only be rated on the information they provided.

### **PRIVILEGE OF THE FLOOR**

Commissioner Brinton passed a message from a resident to Mr. Andreas about a pot hole in the road behind Perkins Restaurant that runs into Country Club Road. Mr. Andreas stated that it is a private road owned by the South Mall.

### **ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting, seconded by Commissioner Martucci. The time was 7:35 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on January 8, 2015.

Approved and certified on this date:

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

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

SEAL