

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
May 28, 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.

ROLL CALL

Board Members Present:

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

Staff Present:

Randy Soriano, Township Manager – EXCUSED
Cathy Bonaskiewich, Assistant Township Manager/Finance Director – EXCUSED
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, Township Engineer

NOTIFICATION

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

Commissioner Brown 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. Commissioner Brown 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 AND FINANCIAL REPORT

Commissioner Brown presented the list of Bills Payable and the unaudited Financial Report.

Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the unaudited Financial Report for the period April 30, 2015 and the list of Bills Payable for the period 5/9/15-5/22/2015, broken down as follows:

\$51,918.57 = GENERAL
\$1,898.08 = FIRE
\$179.02 = LIBRARY
\$30,003.22 = WATER
\$47,283.01 = SEWER
\$1,861.00 = REFUSE & RECYCLING
\$6,717.53 = HIGHWAY AID
\$139,681.41 = GRAND TOTAL ALL FUNDS

Roll Call:

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

The Motion passed by 5-0.

MINUTES

May 14, 2015

Commissioner Brown declared the Minutes of May 14, 2015 accepted as presented.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

None.

MOTIONS

Review of Draft Financial Audited Statements for FY ending December 31, 2014.

Mr. Todd Bushta, Township Auditor, presented the 2014 Audit Report to the Board. He stated that his presentation is the regulatory compliance report that will get filed with the PA Department of Community and Economic Development. Mr. Bushta commented that the status of the Township's books and records are near impeccable and very well maintained, and the financial health of the Township is liquid and healthy.

Commissioner Ackerman inquired about the Water and Sewer Funds. Mr. Bushta replied that the Funds are struggling and the Township has been working at a loss. Mr. Bushta suggested that he come back to discuss the issue when Mr. Soriano and Ms. Bonaskiewich are available.

Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept the Draft Financial Audited Statements for FY ending December 31, 2014.

Roll Call:

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

The Motion passed by 5-0.

Organizational Chart – Job Description Revisions – Salary Adjustments.

Commissioner Brown explained that in the 2015 Budget, the Board allocated \$10,800 in a personnel/administration line item to utilize in the event of hiring additional staff that otherwise would fall at a much higher grade and pay scale due to unique circumstances, or for positions that would require a change in their job description or responsibilities by having acquired additional education or knowledge or tasks of supplementing their normal job duties from the time they were hired.

Commissioner Brown stated that three people will be getting an increase due to changes in job descriptions: Police Chief, Allen Stiles; Director of Finance/Assistant Township Manager, Cathy Bonaskiewich; and the Administrative Assistant to the Township Manager, Shemaine Wilson. The total reallocation is \$7,900.

Motion by Commissioner Martucci, seconded by Commissioner Brinton, to change the Job Descriptions in the Organizational Chart and make the necessary salary adjustments.

Roll Call:

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

The Motion passed by 5-0.

ANNOUNCEMENTS

Commissioner Brown announced that an employee appreciation luncheon will be held on June 18th, 2015 in the Training Room of the Police Department.

PRIVILEGE OF THE FLOOR

Commissioner Ackerman stated that on Monday, June 1, 2015, three goats will be arriving at the Township Municipal Building to eat the Japanese knotweed. She explained that the goats will be used as an alternative to chemicals to kill the invasive species, and by doing so, will satisfy part of the MS4 requirement.

Commissioner Seagreaves commented that there was a mock-rescue situation held at the High School to highlight the dangers of drinking and driving during prom/graduation season.

Chief Stiles stated that on Saturday, May 17th, he transported the public records that were to be destroyed to Representative Justin Simmons' office in Coopersburg. He provided a memo to Ms. Bonaskiewich and Mr. Soriano confirming the destruction of the records.

ADJOURNMENT

Commissioner Ackerman made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 7:23 pm.

Respectfully submitted,

Cathy Bonaskiewich
Assistant Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on May 28, 2015.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL