

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
January 28, 2016  
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 announced that an Executive Session took place after the Workshop on January 14<sup>th</sup>, 2016 to discuss legal matters.

Commissioner Brown turned the proceedings over to Ms. Cathy Bonaskiewich, Acting Township Manager.

**ROLL CALL**

**Board Members Present:**

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

**Staff Present:**

Randy Soriano, Township Manager – EXCUSED  
Cathy Bonaskiewich, Acting 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  
John Ashley, Esquire, Township Solicitor  
David Tettemer, representative of Keystone Consulting Engineers, Township Engineer

**NOTIFICATION**

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

Ms. Bonaskiewich 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. Ms. Bonaskiewich 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. She 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 FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the preliminary Financial Report for the period ending December 31, 2015 and the list of Bills Payable for the period 1/9/2016-1/22/2016, broken down as follows:**

\$130,281.59 = GENERAL  
\$6,068.38 = FIRE  
\$8.23 = LIBRARY  
\$13,596.21 = WATER  
\$25,249.42 = SEWER  
\$318.70 = REFUSE & RECYCLING  
\$147.62 = HIGHWAY AID  
\$30,818.30 = SUBDIVISION & ESCROW  
**\$206,488.45 = 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**

#### **January 14, 2016**

Commissioner Brown declared the Minutes of January 14, 2016 accepted as presented.

## **NEW BUSINESS**

### **ORDINANCES**

None.

### **RESOLUTIONS**

#### **Resolution – Accepting the Retirement of John M. Hoffer.**

Ms. Bonaskiewich stated that Mr. Hoffer was a Public Works Employee for over 40 years. She noted that the Resolution will be approving his retirement benefits.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to accept Resolution No. 01-2016-1532, accepting the retirement of John M. Hoffer.**

#### **Roll Call:**

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

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

#### **Resolution – Expressing Appreciation to John M. Hoffer, Jr. for years of service to the Township.**

The Board thanked Mr. Hoffer for his years of service.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to accept Resolution No. 01-2016-1533, expressing appreciation to John M. Hoffer, Jr. for years of service to the Township.**

#### **Roll Call:**

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

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

### **MOTIONS**

**Motion – Payment #6 to Miller Brothers Construction in the amount of \$11,871.59.**

Ms. Bonaskiewich stated that the payment represents work completed on the Lindberg Park Perimeter Trail project. She commented that the only outstanding item is the seed germination, so the Township will continue to hold \$6,000 in retainage, but will release the rest of the money under the contract.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve Payment #6 to Miller Brothers Construction in the amount of \$11,871.59.**

**Roll Call:**

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

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

**Motion – Declaration of Disaster Emergency.**

Ms. Bonaskiewich stated that a Declaration of Disaster Emergency is necessary after the snow storm on January 23<sup>rd</sup>, 2016 because there may be some monetary assistance available. She noted that certain criteria must be met, which is still being evaluated; however, in order to qualify, the Township must first declare a disaster emergency.

Ms. Bonaskiewich explained that this is the same process the Township went through to apply for relief from Hurricane Sandy. She noted that the monies will be used for overtime, equipment use and materials.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve the Declaration of Disaster Emergency.**

**Roll Call:**

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

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

**Motion – Accept resignation of Rodney Conn from the Zoning Hearing Board.**

Ms. Bonaskiewich stated that Mr. Conn expressed interested in, and was appointed to, the Environmental Advisory Council, so he is stepping down from the Zoning Hearing Board.

**Motion by Commissioner Brown, seconded by Commissioner Briton, to accept the resignation of Mr. Rodney Conn from the Zoning Hearing Board.**

**Roll Call:**

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

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

### **PRIVILEGE OF THE FLOOR**

Commissioner Martucci thanked the Police Department and the Public Works Department for their efforts during the snow storm.

Commissioner Brinton expressed concerns about the wording of the canceled garbage/recycling alerts that are emailed to residents.

Commissioner Brown expressed gratitude to a Public Works employee who helped EMS personnel transport a patient through the snow.

Commissioner Ackerman inquired about the procedure for fixing mailboxes that are hit by plows. Mr. Andreas stated that he keeps a working list and will try to assist residents with the repairs. He noted that out of courtesy, the Township will offer a generic mailbox in its place; however, no custom mailboxes will be replaced.

Ms. Sopka announced several upcoming events coordinated by the Environmental Advisory Council:

- April 2<sup>nd</sup>, 2016: under the coordination of the Conservation District, Salisbury Township and South Whitehall Township will be hosting Rain Barrel Workshops at the South Whitehall Public Works Garage from 8:30am – 9:00am, and 9:30am – 10:30am
- April 24<sup>th</sup>, 2016: Cleanup event at Walking Purchase Park

Ms. Sokpa noted that the EAC is also trying to coordinate an Electronics Recycling Event with South Whitehall.

Chief Stiles announced that seven officers went through specialized hazmat training. He also commented that three officers will be traveling to Tennessee for training, which will be funded by the Federal Government.

Mr. Andreas thanked the Lehigh Valley Health Network for providing boxed lunches to the Public Works employees during the stated that during the snow emergency on Saturday, January 23<sup>rd</sup>, 2016.

**ADJOURNMENT**

Commissioner Martucci made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 7:25 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Assistant Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on January 28, 2016.

Approved and certified on this date:

\_\_\_\_\_  
Cathy Bonaskiewich

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

SEAL