

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
REORGANIZATION MEETING AGENDA
JANUARY 2, 2018 -- 6:00 PM**

PLEDGE OF ALLEGIANCE

OATH OF OFFICE – The Honorable Michael J. Pochron, District Judge

1. James Seagreaves (Commissioner – Ward 2)
2. Rodney Conn (Commissioner – Ward 4)
3. Linda J. Minger (Tax Collector)

ELECTION OF OFFICERS

1. President
2. Vice-President
3. President Pro Tempore

APPOINTMENTS – BY RESOLUTION

1. Township Secretary
2. Assistant Township Secretary
3. Township Treasurer
4. Assistant Township Treasurer
5. Township Solicitor
6. Township Engineer
7. Alternate Township Engineer
8. Township Sewage Enforcement Officer and Alternates
9. Township Building Code Official
10. Township Flood Plain Administrator

APPOINTMENTS – BY MOTION

- 1. Planning Commission (4 year term)**
 - a. First Ward (*Commissioner Martucci to nominate*)
 - b. Third Ward – unexpired term ending 1/1/20 (*Commissioner Brinton to nominate*)
 - c. Third Ward (Alternate) (*Commissioner Brinton to nominate*)
 - d. Fourth Ward (*Commissioner Conn to nominate*)
- 2. Zoning Hearing Board (5 year term)**
 - a. Fourth Ward (*Commissioner Conn to nominate*)
 - b. Fifth Ward – unexpired term ending 1/1/19 (*Commissioner Ackerman to nominate*)
- 3. Civil Service Commission (6 year term)**
 - a. 1 Member (*Commissioner Martucci to nominate*)
- 4. Vacancy Board (1 year term)**
 - a. 1 Member (*Commissioner Ackerman to nominate*)
- 5. Environmental Advisory Council (3 year term)**
 - a. Fourth Ward (*Commissioner Conn to nominate*)
 - b. Fifth Ward (*Commissioner Ackerman to nominate*)
- 6. Building Code Board of Appeals (5 year term)**
 - a. Third Ward (*Commissioner Brinton to nominate*)

NEW BUSINESS

- **RESOLUTION** - Setting Tax Collector Bond Amount

PUBLIC COMMENT

ADJOURNMENT

RESOLUTION NO. 01-2018-1588

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING CATHY BONASKIEWICH AS TOWNSHIP SECRETARY

WHEREAS, the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, desires to appoint Ms. Cathy Bonaskiewich as Township Secretary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Ms. Cathy Bonaskiewich be appointed Township Secretary for years 2018 and 2019.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1589

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP
OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA,
APPOINTING SHEMAINE WILSON AS ASSISTANT
TOWNSHIP SECRETARY**

WHEREAS, the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, desires to appoint Mrs. Shemaine Wilson as Assistant Township Secretary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Ms. Shemaine Wilson be appointed Assistant Township Secretary for years 2018 and 2019.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1590

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP
OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA,
APPOINTING LINDA J. MINGER AS TOWNSHIP TREASURER**

WHEREAS, the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, desires to appoint Ms. Linda J. Minger as Township Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Ms. Linda J. Minger be appointed Township Treasurer for years 2018 and 2019.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1592

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING CATHY BONASKIEWICH AS ASSISTANT TOWNSHIP TREASURER

WHEREAS, the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, desires to appoint Mrs. Cathy Bonaskiewich as Assistant Township Treasurer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Ms. Cathy Bonaskiewich be appointed Assistant Township Treasurer for years 2018 and 2019.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1591

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING JOHN ASHLEY, ESQUIRE AS THE TOWNSHIP SOLICITOR AND ESTABLISHING THE MANNER OF COMPENSATION OF THE SOLICITOR FOR THE TOWNSHIP OF SALISBURY.

WHEREAS, the Board of Commissioners desires to appoint John Ashley, Esquire whose office is located at Davison & McCarthy, 645 Hamilton St., Suite 510, Allentown, PA 18101 as the Township Solicitor for the Township of Salisbury and to fill the term of the solicitorship; and

WHEREAS, it is the feeling of the Commissioners that the services which the Township Solicitor is to render shall be enumerated to the maximum extent possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Attorney John Ashley be appointed to the office of Township Solicitor for the Township of Salisbury; term to expire on January 1, 2019 or until a successor has been appointed.

BE IT FURTHER RESOLVED that the Township Solicitor be paid compensation on an hourly basis at the rate of \$125.00 per hour for year 2018, as outlined in the attached Letter dated December 6, 2017 (Exhibit A) or upon such other basis as may be agreed upon between the Township Solicitor and the Board of Commissioners, for all work performed, including, but not limited to, research and rendering legal opinions; attending conferences or meetings related to Township organization or projects; research and preparation of ordinances and resolutions; negotiating and redrafting contracts, leases and deeds; real estate and title work; bond issues; proceedings to adopt, change, widen or vacate streets or alleys; condemnation proceedings; commencement, prosecution, or defense of any legal or administrative proceeding brought for or against the Township or any of its members, officers or employees, in their capacity as members, officers or employees of the Township; and conducting of public hearings.

AND BE IT FURTHER RESOLVED that said Township Solicitor be appointed to be the Solicitor to the Salisbury Township Planning Commission and other Boards and Commissions of the Township requiring his services, and that he shall receive additional compensation on an hourly basis at the aforesaid rate for all services rendered to said Boards and Commissions.

AND BE IT FURTHER RESOLVED that the Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1593

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING KEYSTONE CONSULTING ENGINEERS, INC. AS THE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF SALISBURY.

WHEREAS, the Board of Commissioners desires to appoint Keystone Consulting Engineers, Inc., with offices located at 6235 Hamilton Blvd., Wescosville, PA 18106 as the Township Engineer for the Township of Salisbury; and

WHEREAS, it is the feeling of the Commissioners that the services which the Township Engineer is to render shall be enumerated to the maximum extent possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Keystone Consulting Engineers, Inc. be appointed to the office of Township Engineer for the Township of Salisbury; term to expire on January 1, 2019 or until a successor has been appointed; and

BE IT FURTHER RESOLVED that the Township Engineer be paid compensation on an hourly basis, as outlined in the attached Fee Schedule, or upon such other basis as may be agreed upon between the Township Engineer and the Board of Commissioners, for all work performed, including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. The Township Engineer shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work and/or in response to questions by any of them in their official capacity.

AND BE IT FURTHER RESOLVED that said Township Engineer shall be authorized to designate other engineers who are engaged with the engineering firm of to render services required by the Township, provided, however, that the Township Engineer shall be responsible for any and all engineering services rendered by the Township Engineer or anyone designated by the Township Engineer.

AND BE IT FURTHER RESOLVED that the Township Engineer shall not accept any commissions from outside “clients” requiring the processing of engineering work by any/all Salisbury Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners and/or written letter of approval of the Township Manager as authorized by the Board of Commissioners.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1594

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING HANOVER ENGINEERING ASSOCIATES AS THE ALTERNATE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF SALISBURY.

WHEREAS, the Board of Commissioners desires to appoint Hanover Engineering Associates as the Alternate Township Engineer for the Township of Salisbury; and

WHEREAS, it is the feeling of the Commissioners that the services which the Alternate Township Engineer is to render shall be enumerated to the maximum extent possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Hanover Engineering Associates, Inc. of 252 Brodhead Road, Suite 100, Bethlehem, PA 18017 be appointed to the office of Alternate Township Engineer for the Township of Salisbury; term to expire on January 1, 2019 or until a successor has been appointed; and

BE IT FURTHER RESOLVED that the Alternate Township Engineer be paid compensation on an hourly basis, as outlined in the attached Fee Schedule, or upon such other basis as may be agreed upon between the Alternate Township Engineer and the Board of Commissioners, for all work performed, including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. The Alternate Township Engineer shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work and/or in response to questions by any of them in their official capacity.

AND BE IT FURTHER RESOLVED that said Alternate Township Engineer shall be authorized to designate other engineers who are engaged with the engineering firm of Hanover Engineering Associates, Inc. to render services required by the

Township, provided, however, that the Alternate Township Engineer shall be responsible for any and all engineering services rendered by the Alternate Township Engineer or anyone designated by the Alternate Township Engineer.

AND BE IT FURTHER RESOLVED that the Alternate Township Engineer shall not accept any commissions from outside “clients” requiring the processing of engineering work by Salisbury Township boards or commissions without the prior approval of the Board of Commissioners as documented in the minutes of the Board of Commissioners or in writing by the Township Manager as authorized by the Board of Commissioners.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1595

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING A PRIMARY SEWAGE ENFORCEMENT OFFICER AND ALTERNATE SEWAGE ENFORCEMENT OFFICERS FOR THE TOWNSHIP.

WHEREAS, the Board of Commissioners desires to appoint Scott Beiber of Lehigh Soils and Wetlands, 6071 St. Peters Road, Emmaus, PA 18049 as the Primary Township Sewage Enforcement Officer; and to appoint as Alternate Sewage Enforcement Officer(s) Charyn Ayoub of Lehigh Soils and Wetlands; Gregory C. Gray (03945), Christopher A. Taylor (03138), and Jacob A. Schray (03134) of Hanover Engineering Associates, 252 Brodhead Road, Suite 100, Bethlehem, PA 18017-8944 for the Township of Salisbury.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same to appoint Mr. Scott Beiber of Lehigh Soils and Wetlands as the Primary Township Sewage Enforcement Officer; and to appoint as Alternate Sewage Enforcement Officer(s) Charyn Ayoub of Lehigh Soils and Wetlands; Gregory C. Gray (03945), Christopher A. Taylor (03138), and Jacob A. Schray (03134) of Hanover Engineering Associates; all terms to expire on January 1, 2019 or until a successor has been appointed.

BE IT FURTHER RESOLVED that the aforesaid Sewage Enforcement Officers shall be paid compensation on an hourly basis as outlined in their respective Fee Schedules attached hereto or upon such other basis as may be mutually agreed upon between the Township Sewage Enforcement Officer(s) and the Board of Commissioners for all work performed, as assigned by the Township.

BE IT FURTHER RESOLVED that the fee schedule applies to new and repair/replacement sewage systems. The Sewage Enforcement Officer(s) is authorized to perform soil testing for sewage planning purposes and to sign the false swearing statement in the planning module. The Sewage Enforcement Officer(s) is authorized to

collect all related fees and shall submit such fees to the Township on a regular basis. The Township shall remit such fees to the Sewage Enforcement Officer(s) as payment for services rendered, except for the \$50.00 administration fee. The Sewage Enforcement Officer(s) shall provide the Township with a project summary upon completion of each project or furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township sewage enforcement work and/or respond to questions by any of them in their official capacity.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1596

**BY THE BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF SALISBURY, LEHIGH COUNTY,
PENNSYLVANIA, APPOINTING THE PRIMARY
TOWNSHIP BUILDING CODE OFFICIAL FOR THE
TOWNSHIP OF SALISBURY**

WHEREAS, the Board of Commissioners desires to appoint CodeMaster Inspection Services, Inc., with offices located at 1209 Hausman Road, Suite B, Allentown, PA 18104 as the Primary Township Building Code Official for the Township of Salisbury; and

WHEREAS, it is the feeling of the Commissioners that the services which the Township Primary Building Code Official is to render shall be enumerated to the maximum extent possible.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that CodeMaster Inspection Services, Inc. be appointed to the office of Primary Township Building Code Official for the Township of Salisbury; term to expire on January 1, 2020 or until a successor has been appointed; and

BE IT FURTHER RESOLVED that the Primary Township Building Code Official be paid compensation on an hourly basis, as outlined in the attached Fee Schedule, or upon such other basis as may be agreed upon between the Township Primary Building Code Official and the Board of Commissioners, for all work performed, including, but not limited to, building plan review and inspection services. The Primary Township Building Code Official shall prepare estimates of all such work undertaken on behalf of the Township and shall furnish the Board of Commissioners and Township Manager with reports, information or estimates of any building plan review and inspection work when required and/or in response to questions by any of them in their official capacity.

AND BE IT FURTHER RESOLVED that said Township Primary Building Code Official shall be authorized to designate other Primary Building Code Officials who are engaged with the Primary Township Building Code Official's firm to render services

required by the Township, provided, however, that the Primary Township Building Code Official shall be responsible for any and all services rendered by the Primary Township Building Code Official or anyone designated by the Primary Township Building Code Official.

AND BE IT FURTHER RESOLVED that the Primary Township Building Code Official shall not accept any commissions from outside “clients” requiring the processing of building plan review and inspection work by Salisbury Township and/or any Salisbury Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners and/or written letter of approval of the Township Manager as authorized by the Board of Commissioners.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1597

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING CYNTHIA SOPKA AS TOWNSHIP FLOOD PLAIN ADMINISTRATOR

WHEREAS, the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, desires to appoint Ms. Cynthia Sopka as Township Flood Plain Administrator.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Ms. Cynthia Sopka be appointed Township Flood Plain Administrator for years 2018 and 2019.

APPROVED AND ADOPTED this 2nd day of January, 2018 at a public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary

RESOLUTION NO. 01-2018-1587

**BY THE BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF SALISBURY, LEHIGH COUNTY,
PENNSYLVANIA, SETTING THE BOND AMOUNT FOR THE
TOWNSHIP TAX COLLECTOR FOR THE YEARS 2018
THROUGH 2021**

WHEREAS, the person who is to serve as the Collector of certain taxes for the Township of Salisbury ("Township") for years 2018 through 2021 is required to enter into a surety bond, to the Commonwealth for all taxes to be collected by him, pursuant to provisions of Section 4(b) of the "Local Tax Collections Law," the Act of May 25, 1945, P.L. 1050, as amended, 72.P.S. §5511.4.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by same, that for years 2018 through 2021, the Township Tax Collector shall enter into a surety bond in the amount of \$13,580,000.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon adoption.

APPROVED AND ADOPTED in lawful session duly assembled this 2nd day of January, 2018.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

President, Board of Commissioners

ATTESTED:

Township Secretary