

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
September 26, 2019  
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 Brinton asked everyone to rise and recite the Pledge of Allegiance.

**CALL TO ORDER**

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

Commissioner Brinton announced that an Executive Session regarding personnel issues was held prior to the start of the meeting.

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

**ROLL CALL**

**Board Members Present:**

Debra Brinton, President  
James Seagreaves, Vice-President  
Joanne Ackerman – EXCUSED  
Rodney Conn

**Staff Present:**

Cathy Bonaskiewich, Township Manager  
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator  
Paul Ziegenfus, Finance Director  
John Andreas, Director of Public Works  
Kevin Soberick, Chief of Police  
Cynthia Sopka, Director of Planning & Zoning – EXCUSED  
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor  
David Tettermer, 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 commented related to non-agenda items will be taken after the agenda has been satisfied. Ms. Bonaskiewich reminded

everyone of the three-minute rule and asked that anyone who wishes to speak, come to the podium, announce oneself, and sign-in with name and address so as to assist Township administration with follow-ups.

**APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

Commissioner Brinton thanked Mr. Ziegenfus for providing the Board with a Memo to accompany the Financial Report.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to approve the unaudited Financial Report for the period ending August 31, 2019 and the list of Bills Payable for the period 9/7/2019-9/20/2019, broken down as follows:**

\$584,625.75 = GENERAL  
\$12,754.76 = FIRE  
\$0 = LIBRARY  
\$267,381.02 = WATER  
\$16,481.65 = SEWER  
\$2,098.85 = REFUSE & RECYCLING  
\$11,507.53 = HIGHWAY AID  
**\$894,849.56** = GRAND TOTAL ALL FUNDS

**Roll Call:**

COMMISSIONER ACKERMAN – EXCUSED  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES

**The Motion passed by 3-0.**

**MINUTES**

**September 12, 2019**

Commissioner Brinton declared the Minutes of September 12, 2019 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

**Resolution to Approve Disposition of Public Works Vehicles and Equipment.**

Ms. Bonaskiewich stated that Public Works has two trucks and two leaf machines they would like to list for sale on the Municibid website.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to adopt Resolution No. 09-2019-1649, approving the disposition of Public Works Vehicles and Equipment.**

**Roll Call:**

COMMISSIONER ACKERMAN – EXCUSED  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES

**The Motion passed by 3-0.**

### MOTIONS

**Motion to Accept Steven J. Elton Architect Proposal for Fire Station Project.**

Ms. Bonaskiewich introduced Mr. Steven Elton who gave a brief overview of his background and the project.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to accept the proposal from Steven J. Elton Architect for Fire Station Project in the amount of \$120,000.**

**Roll Call:**

COMMISSIONER ACKERMAN – EXCUSED  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES

**The Motion passed by 3-0.**

**Motion to Certify the 2020 Minimum Municipal Obligation (MMO) for both Police and Non-Uniformed Pension Plans.**

Ms. Bonaskiewich noted that while the MMO is not technically up for vote, the Board has to accept the fact that they have seen it, understand it and are budgeting for it for next year. Mr. Ziegenfus noted that he provided the Board with the MMO for the new defined contribution plan, which also needs certified.

Mr. Ziegenfus commented that employees in the Non-Uniform Defined Benefit Plan will contribute 1.5% in 2020.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to certify the 2020 Minimum Municipal Obligation (MMO) for the Police and Non-Uniformed Pension Plans as well as the Defined Contribution Plan.**

**Roll Call:**

COMMISSIONER ACKERMAN – EXCUSED  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES

**The Motion passed by 3-0.**

**PRIVILEGE OF THE FLOOR**

Ms. Bonnie Thomasick of 1145 Lehigh Avenue thanked the Department of Public Works for painting a stop bar at Lehigh Avenue and Ueberroth Avenue.

Ms. Jenni Rach of 1722 Crownwood Street and Ms. Laura McKelvey of 1780 33<sup>rd</sup> Street SW expressed concerns about parking on both sides of the street on 33<sup>rd</sup> Street near Devonshire Park Apartments. They alleged that parking on both sides of the street causes traffic to travel down the center of the road, making it a dangerous situation for kids walking or biking to school. Ms. Rach noted that there were many open parking spaces in the parking lot of the apartment complex and requested restricting parking to one side of the street on 33<sup>rd</sup> Street near the complex. Mr. Nicolo noted that the Township cannot force the residents of the apartment complex to park in the parking lot because it is a public street.

Commissioner Brinton inquired about installing a bike lane only in that area. Mr. Andreas stated that he would not recommend striping the area for a bike lane and commented that if the Township would choose to restrict parking on one side, there would be other people who would want the ability to still park on both sides. Chief Soberick and Mrs. Bonaskiewich both noted that the Township will look into the matter.

Mr. Jerry Royer of Western Salisbury Fire Department stated that he is the liaison between the Architect and the Fire Department with regards to the construction of the new fire station.

**ADJOURNMENT**

Commissioner Conn made a motion to adjourn the meeting. Seconded by Commissioner Seagreaves. The time was 7:29 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on September 26, 2019.

Approved and certified on this date:

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

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

SEAL