

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
January 23, 2020  
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 turned the proceedings over to Ms. Cathy Bonaskiewich, Township Manager.

**ROLL CALL**

**Board Members Present:**

Debra Brinton, President  
Rodney Conn, Vice-President  
James Seagreaves, President Pro-Tempore  
Joanne Ackerman - EXCUSED  
Heather Lipkin

**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  
Charles Whitehead, Police Corporal  
Cynthia Sopka, Director of Planning & Zoning – EXCUSED  
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor – EXCUSED  
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**

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to approve the unaudited Financial Report for the period ending December 31, 2019 and the list of Bills Payable for the period 1/4/2020-1/17/2020, broken down as follows:**

\$327,149.91 = GENERAL  
\$512.96 = FIRE  
\$0 = LIBRARY  
\$13,993.35 = WATER  
\$14,516.59 = SEWER  
\$1,241.21 = REFUSE & RECYCLING  
\$12,036.41 = HIGHWAY AID  
\$0 = CAPITAL GENERAL  
**\$369,450.43 = GRAND TOTAL ALL FUNDS**

**Roll Call:**

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

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

**MINUTES**

**January 6, 2020 and January 9, 2020**

Commissioner Brinton declared the Minutes of January 6, 2020 and January 9, 2020 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

**Resolution in Recognition of Years of Service and to Accept the Retirement of Cynthia Sopka.**

Ms. Bonaskiewich stated that Ms. Sopka has been with the Township for 11 years and is eligible for pension benefits through the Pennsylvania Municipal Retirement System. She noted that Ms. Sopka will be working until the end of January and will use some additional leave time to extend her retirement date to March 6, 2020.

The Board thanked Ms. Sopka for her years of service.

**Motion by Commissioner Conn, seconded by Commissioner Lipkin, to adopt Resolution No. 01-2020-1669, recognizing years of service and accepting the retirement of Cynthia Sopka.**

**Roll Call:**

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

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

**MOTIONS**

**Motion to Approve Payment #2 to Insituform Technologies for 2019 Sanitary Sewer Rehab CIPPL Contract “B”.**

**Motion by Commissioner Lipkin, seconded by Commissioner Conn, to approve Payment #2 to Insituform Technologies for the 2019 Sanitary Sewer Rehab CIPPL Contract “B” in the amount of \$172,998.53.**

**Roll Call:**

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

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

**Motions for Appointments to Zoning Hearing Board and Civil Service Commission.**

Ms. Bonaskiewich explained that there was a second ward vacancy in the Zoning Hearing Board due to Mr. Ed Hare resigning in December, and there is also a need to appoint an alternate member. Ms. Bonaskiewich also requested to shift members because Mr. Joseph Kovach is currently the fourth ward representative on the ZHB, but he resides in the second ward. She suggested appointing Mr. Kovach to the second ward vacancy and then handle the fourth ward vacancy created by that shift. Ms. Bonaskiewich noted that the move will help to clean-up the structure, and there will almost be one individual appointed in each ward.

**1. Zoning Hearing Board (5-year term)**

**a. Second Ward Vacancy (*unexpired term*)**

Commissioner Seagreaves nominated Mr. Joseph Kovach to move into the second ward vacancy. Commissioner Conn seconded the motion.

A roll call vote was taken:

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

The Board voted 4-0 to approve the appointment of Mr. Joseph Kovach as the second ward representative to the Zoning Hearing Board with a term ending date of 1/1/22.

**b. Fourth Ward (*unexpired term*)**

Commissioner Conn nominated Mr. Ian Baxter. Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

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

The Board voted 4-0 to approve the appointment of Mr. Ian Baxter to the Zoning Hearing Board with a term ending date of 1/1/23

**c. Alternate Member**

Commissioner Seagreaves nominated Ms. Nicole Ortiz. Commissioner Conn seconded the motion.

A roll call vote was taken:

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

The Board voted 4-0 to approve the appointment of Ms. Nicole Ortiz as the alternate member to the Zoning Hearing Board with a term ending date of 1/1/23.

**2. Civil Service Commission (6-year term)**

**a. Alternate Member (*unexpired term*)**

Commissioner Brinton nominated Mr. Russell Lande. Commissioner Con seconded the motion.

A roll call vote was taken:

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

The Board voted 4-0 to approve the appointment of Mr. Russell Lande as the alternate member to the Civil Service Commission with a term ending date of 1/1/26.

### **PRIVILEGE OF THE FLOOR**

Commissioner Lipkin brought forth several concerns from residents including motorists running the stop sign at Savercool Avenue and Weil Street, cars parked at 760 Weil Street that are not moved, and a sinking pot hole in front of 808 Weil Street. Mr. Andreas and Chief Soberick will follow-up accordingly.

Commissioner Brinton brought forth a complaint about a trash problem in the alley between Capital Street and Emmaus Avenue. Mr. Nicolo stated that the owner of the property had allowed someone to move into the space without permits. He noted that he has fined the owner and they are trying to get the renter to move out as soon as possible. Mr. Nicolo commented that he will stay on top of the situation.

Mr. Nicolo stated that Mr. Dustin Grow, Fire Services Director, is coming up with a system for calling out additional fire companies and it should soon be ready to present to the Board.

Chief Soberick stated that oral interviews for new officers will be held on February 6<sup>th</sup> and 7<sup>th</sup> at the police station.

Mr. Stephen McKitish from 2220 S. Ellsworth Street expressed concerns about employers from City Line Construction running across South Pike Avenue to their parked cars in the evening. Mr. McKitish suggested that the owners add lighting to both sides of the road. Mr. Nicolo stated that he could ask the owner to install additional lighting.

Mr. McKitish also expressed concerns about the frequency of plow trucks on his street during a snow event on January 18<sup>th</sup>. Mr. Andreas noted that each storm presents challenges and drivers use their best judgement and experience to navigate the storm. He stated that he will bring it to the attention of the Highway Supervisor and the operators and they will try to exercise balance for future events.

Mr. Charles Beck of 930 E. Lexington Street expressed concerns about motorists parking against traffic on Potomac Street. Chief Soberick stated that an officer will follow-up.

Commissioner Brinton stated that an Executive Session will be held after the Workshop regarding a legal matter.

**ADJOURNMENT**

Commissioner Conn made a motion to adjourn the meeting. Seconded by Commissioner Lipkin.  
The time was 7:35 pm.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held  
on January 23, 2020.

Approved and certified on this date:

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

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

SEAL