

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
January 6, 2020  
REORGANIZATION MEETING – 5:15 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**

**CALL TO ORDER**

Ms. Bonaskiewich called the meeting to order at 5:15 pm.

**OATH OF OFFICE** – John Ashley, Esquire

Commissioner-Elect – Debra Brinton (Ward 3)  
Commissioner-Elect – Joanne Ackerman (Ward 5)  
Commissioner-Elect – Heather Lipkin (Ward 1)

**Members Attending:**

Debra Brinton  
Rodney Conn  
James Seagreaves  
Joanne Ackerman  
Heather Lipkin

**Staff Attending:**

Cathy Bonaskiewich, Township Manager  
Sandy Nicolo, Assistant Township Manager, Code Director, MS4 Coordinator  
Kevin Soberick, Chief of Police – EXCUSED  
Paul Ziegenfus, Director of Finance - EXCUSED  
John Andreas, Director of Public Works – EXCUSED  
Cynthia Sopka, Director of Planning and Zoning – EXCUSED  
John Ashley, Esquire, rep of Davison & McCarthy, Township Solicitor  
David Tettermer, rep of Keystone Consulting Engineers, Township Engineer – EXCUSED

**ELECTION OF OFFICERS**

Ms. Bonaskiewich stated that the Commissioners need to nominate and elect the officers for 2020.

Commissioner Conn made a motion to open the nominations for the office of President. Commissioner Lipkin seconded the motion.

**1. President**

Commissioner Conn made a motion to nominate Commissioner Brinton for President of the Board of Commissioners. Commissioner Ackerman seconded the motion.

Commissioner Conn made a motion to close the nominations for President. Commissioner Seagreaves seconded the motion.

A roll call vote was taken for the office of President:

- Commissioner Conn – YES
- Commissioner Ackerman – YES
- Commissioner Seagreaves – YES
- Commissioner Lipkin – YES
- Commissioner Brinton – YES

The Board voted 5-0 to approve the nomination of Commissioner Brinton for the President of the Board of Commissioners.

**Commissioner Brinton, newly elected President, presided over the remainder of the meeting.**

Commissioner Conn made a motion to open the nominations for the office of Vice President. Commissioner Brinton seconded the motion.

**2. Vice-President**

Commissioner Lipkin made a motion to nominate Commissioner Seagreaves for Vice-President of the Board of Commissioners.

Commissioner Seagreaves made a motion to nominate Commissioner Conn for Vice-President of the Board of Commissioners. Commissioner Brinton seconded the motion.

Commissioner Brinton made a motion to close the nominations for Vice-President. Commissioner Seagreaves seconded the motion.

A roll call vote was taken for the office of Vice-President:

- Commissioner Lipkin – CONN
- Commissioner Conn – CONN
- Commissioner Ackerman – CONN
- Commissioner Seagreaves – CONN
- Commissioner Brinton – CONN

The Board voted 5-0 to approve the nomination of Commissioner Conn for Vice-President of the Board of Commissioners.

Commissioner Brinton made a motion to open the nominations for President Pro-Tempore. Commissioner Conn seconded the motion.

### **3. President Pro-Tempore**

Commissioner Brinton made a motion to nominate Commissioner Seagreaves for President Pro-Tempore of the Board of Commissioners. Commissioner Ackerman seconded the motion.

Commissioner Brinton made a motion to close the nominations for President Pro-Tempore. Commissioner Lipkin seconded the motion.

A roll call vote was taken for the office of President Pro-Tempore:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the nomination of Commissioner Seagreaves for President Pro-Tempore of the Board of Commissioners.

## **APPOINTMENTS – BY RESOLUTION**

### **1. Township Secretary**

Commissioner Brinton made a motion to appoint Ms. Cathy Bonaskiewich, Township Manager, as Township Secretary. Commissioner Conn seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Ms. Cathy Bonaskiewich as Township Secretary.

### **2. Assistant Township Secretary**

Commissioner Brinton made a motion to appoint Mr. Sandy Nicolo, Assistant Township Manager as Assistant Township Secretary. Commissioner Lipkin seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Sandy Nicolo as Assistant Township Secretary.

**3. Township Treasurer**

Commissioner Brinton made a motion to appoint Ms. Linda Minger as Township Treasurer. Commissioner Conn seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Ms. Linda Minger as Township Treasurer.

**4. Assistant Township Treasurer**

Commissioner Brinton made a motion to appoint Ms. Cathy Bonaskiewich as Assistant Township Treasurer. Commissioner Conn seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Ms. Cathy Bonaskiewich as Assistant Township Treasurer.

**5. Township Solicitor**

Commissioner Conn made a motion to appoint Mr. John Ashley, Esquire, member of Davison & McCarthy, as Township Solicitor. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. John Ashley, Esquire as Township Solicitor.

**6. Township Engineer**

Commissioner Brinton made a motion to appoint Keystone Consulting Engineers (Dave Tettemer, representative) as Township Engineer. The motion was seconded by Commissioner Lipkin.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Keystone Consulting Engineers (Dave Tettemer, representative) as Township Engineer.

**7. Alternate Township Engineer**

Commissioner Conn made a motion to appoint Hanover Engineering Associates as Alternate Township Engineer. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Hanover Engineering Associates as Alternate Township Engineer.

**8. Sewage Enforcement Officer and Alternate Sewage Enforcement Officers**

Commissioner Brinton made a motion to appoint Mr. Scott Bieber to serve as Primary 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. The motion was seconded by Commissioner Conn.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Scott Bieber as Primary 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.

**9. Township Building Code Official**

Commissioner Conn made a motion to appoint Code Master Inspection Services as the Township Building Code Official. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Code Master Inspection Services as the Township Building Code Official.

**10. Township Labor Counsel**

Commissioner Conn made a motion to appoint David Knerr, Esquire, as Township Labor Counsel. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of David Knerr, Esquire, as the Township's Labor Counsel.

**11. Township Fire Marshal**

Commissioner Conn made a motion to appoint Police Sergeant Donald Sabo as Township Fire Marshal. The motion was seconded by Commissioner Lipkin.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Sergeant Donald Sabo as the Township's Fire Marshal

## **APPOINTMENTS – BY MOTION**

### **1. Planning Commission (4 year term)**

#### **a. Second Ward**

Commissioner Seagreaves nominated Mr. Charles Beck. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Charles Beck to the Planning Commission for a term of four years.

#### **b. Third Ward**

Commissioner Brinton nominated Mr. Mark Kijack. Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Mark Kijack to the Planning Commission for a term of four years.

### **2. Zoning Hearing Board (5-year term)**

#### **a. Second Ward – unexpired term ending 1/1/22**

The appointment was tabled for a future meeting.

**b. Third Ward**

Commissioner Brinton nominated Mr. Todd Laudenschlager. Commissioner Conn seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Todd Laudenschlager to the Zoning Hearing Board for a term of five years.

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

**a. One Member**

Commissioner Seagreaves nominated Mr. Kenneth Wied. Commissioner Lipkin seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Kenneth Wied to the Civil Service Commission for a term of six years.

**b. One Alternate**

The appointment was tabled for a future meeting.

**4. Vacancy Board (1-year term)**

**a. One member**

Commissioner Seagreaves nominated Mr. Dan Moyer (4<sup>th</sup> Ward). Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES

Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Dan Moyer to the Vacancy Board for a term of one year.

**5. Environmental Advisory Council (3-year term)**

**a. Second Ward**

Commissioner Seagreaves nominated Mr. John Barbaz. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. John Barbaz to the Environmental Advisory Council for a term of three years. **[This appointment was corrected at the Board of Commissioners Regular Meeting on January 9, 2020]**

**b. Third Ward**

Commissioner Brinton nominated Ms. Jane Benning. Commissioner Conn seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES  
Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Ms. Jane Benning to the Environmental Advisory Committee for terms of three years.

**6. Building Code Board of Appeals (5-year term)**

**a. Fifth Ward**

Commissioner Ackerman appointed Mr. Tom Grello. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Lipkin – YES

Commissioner Conn – YES  
Commissioner Ackerman – YES  
Commissioner Seagreaves – YES  
Commissioner Brinton – YES

The Board voted 5-0 to approve the appointment of Mr. Tom Grello to the Building Code Board of Appeals for a term of five years.

**COURTESY OF THE FLOOR**

No comments were heard.

**ADJOURNMENT**

Ms. Bonaskiewich adjourned the meeting. The time was 5:50 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Assistant Township Secretary

These constitute the official minutes of the Reorganization Meeting of the Board of Commissioners held on January 6, 2020.

Approved and certified on this date:

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

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

SEAL