

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
January 3, 2022
REORGANIZATION MEETING – 6:00 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

CALL TO ORDER

Ms. Bonaskiewich called the meeting to order at 6:00 pm.

Members Attending:

Debra Brinton
Rodney Conn
Heather Lipkin
Alok Patnaik
Alex Karol

Staff Attending:

Cathy Bonaskiewich, Township Manager
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator
Paul Ziegenfus, Finance Director – EXCUSED
James Levernier, Director of Public Works – EXCUSED
Kevin Soberick, Chief of Police – 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.

OATH OF OFFICE – The Honorable Michael Pochron, District Judge

Tax Collector – Tamara Kulik Smarch
Commissioner-Elect – Alexander J. Karol, III (Ward 2)

Commissioner-Elect – Alok Patnaik (Ward 5)
Commissioner-Elect – Rodney C. Conn (Ward 4)

ELECTION OF OFFICERS

Ms. Bonaskiewich stated that the Commissioners need to nominate and elect the officers for 2022.

1. President

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

Commissioner Lipkin made a motion to nominate Commissioner Brinton for President of the Board of Commissioners. Commissioner Patnaik seconded the motion.

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

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

Commissioner Karol – BRINTON
Commissioner Patnaik – BRINTON
Commissioner Lipkin – BRINTON
Commissioner Conn – BRINTON
Commissioner Brinton – BRINTON

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

2. Vice President

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

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

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

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

Commissioner Karol – CONN
Commissioner Patnaik – CONN
Commissioner Lipkin – CONN
Commissioner Conn – CONN
Commissioner Brinton – CONN

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

3. President Pro-Tempore

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

Commissioner Conn made a motion to nominate Commissioner Lipkin for President Pro-Tempore of the Board of Commissioners. Commissioner Patnaik seconded the motion.

Commissioner Conn made a motion to close the nominations for President Pro-Tempore. Commissioner Patnaik seconded the motion.

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

Commissioner Karol – LIPKIN
Commissioner Patnaik – LIPKIN
Commissioner Lipkin – LIPKIN
Commissioner Conn – LIPKIN
Commissioner Brinton – LIPKIN

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

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

APPOINTMENTS – BY RESOLUTION

1. Township Secretary

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

The Board voted: 5 Ayes; 0 Nays

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

2. Assistant Township Secretary

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

The Board voted: 5 Ayes; 0 Nays

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

3. Township Treasurer

Commissioner Patnaik made a motion to appoint Ms. Tamara Kulik Smarch as Township Treasurer. Commissioner Lipkin seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Tamara Kulik Smarch as Township Treasurer.

4. Assistant Township Treasurer

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

The Board voted: 5 Ayes; 0 Nays

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

5. Township Solicitor

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

The Board voted: 5 Ayes; 0 Nays

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

6. Township Engineer

Commissioner Patnaik made a motion to appoint Keystone Consulting Engineers (Dave Tettermer, representative) as Township Engineer. The motion was seconded by Commissioner Conn.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Keystone Consulting Engineers (Dave Tettermer, 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 Patnaik.

The Board voted: 5 Ayes; 0 Nays

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 Lipkin 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; Justin P. Robbins (004079), Christopher A. Taylor (03138), Luke E. Eggert (04090) and Jacob A. Schray (03134) of Hanover Engineering Associates. The motion was seconded by Commissioner Patnaik.

The Board voted: 5 Ayes; 0 Nays

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 Barry Isett and Associates as the Township Building Code Official. The motion was seconded by Commissioner Patnaik.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Barry Isett and Associates as the Township Building Code Official.

10. Township Labor Counsel

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

The Board voted: 5 Ayes; 0 Nays

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

11. Township Fire Marshal

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

The Board voted: 5 Ayes; 0 Nays

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

12. Township Flood Plain Administrator

Commissioner Patnaik made a motion to appoint Ms. Kerry Rabold as Township Flood Plain Administrator. The motion was seconded by Commissioner Lipkin.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Kerry Rabold as the Township Flood Plain Administrator.

APPOINTMENTS – BY MOTION

1. Planning Commission (4 year term)

a. First Ward

Commissioner Lipkin nominated Mr. Richard Hassick. Commissioner Brinton seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

b. Third Ward – alt.

Commissioner Brinton nominated Ms. Jessica Klocek. Commissioner Karol seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Jessica Klocek to the Planning Commission as an alternate for a term of four years.

c. Fourth Ward

Commissioner Conn nominated Mr. Frank Frankenfield. Commissioner Brinton seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

2. Zoning Hearing Board (5-year term)

a. Second Ward

Commissioner Karol nominated Mr. Joseph Kovatch. Commissioner Lipkin seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

3. Civil Service Commission (6-year term)

a. One Member

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

The Board voted: 5 Ayes; 0 Nays

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

4. Vacancy Board (1-year term)

a. One member

This motion was tabled as no applications were received.

5. Environmental Advisory Council (3-year term)

a. First Ward

This motion was tabled as no applications were received.

b. Third Ward

This motion was tabled as no applications were received.

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

a. Second Ward

Commissioner Karol appointed Mr. Myron Haydt. Commissioner Lipkin seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

7. Recreation Advisory Committee (5-year term)

a. Fifth Ward

This motion was tabled.

APPROVAL OF THE LIST OF BILLS PAYABLE

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to approve the list of Bills Payable for the period 12/4/21 – 12/17/21, broken down as follows:

\$61,266.02 = GENERAL

\$32,556.26 = FIRE

\$0 = LIBRARY

\$321,392.80 = WATER

\$40,252.58 = SEWER

\$333.46 = REFUSE & RECYCLING

\$11,919.28 = HIGHWAY AID
\$142,662.74 = CAPITAL GENERAL
\$3,316.00 = SUBDIVISION & ESCROW
\$40.00 = CASH ALLOCATIONS
\$613,739.14 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays. The Motion passed by 5-0.

Motion to Approve Payment #1 to Insituform Technologies for the 2021 Sanitary Sewer Rehab Cured-In-Place Pipe Lining (CIPPL) Contract B in the amount of \$125,856.62.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to approve Payment #1 to Insituform Technologies for the 2021 Sanitary Sewer Rehab Cured-In-Place Pipe Lining (CIPPL) Contract B in the amount of \$125,856.62.

The Board voted: 5 Ayes; 0 Nays. The Motion passed by 5-0.

PRIVILEGE OF THE FLOOR

No comments were heard.

ADJOURNMENT

Commissioner Lipkin made a motion to adjourn the meeting. Seconded by Commissioner Patnaik. The time was 6:31 pm.

Respectfully submitted,

Cathy Bonaskiewich
Assistant Township Secretary

These constitute the official minutes of the Reorganization Meeting of the Board of Commissioners held on January 3, 2022.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL