

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
January 2, 2024
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
Donald Sabo, Chief of Police – EXCUSED
Adrian Cousens, Esquire, representative of Gross McGinley, Township Solicitor
Stan Wojciechowski, representative of Barry Isett & Associates, 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 Kyle Miller, District Judge

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

Commissioner-Elect – Alok Patnaik (Ward 5)

ELECTION OF OFFICERS

Ms. Bonaskiewich stated that the Commissioners need to nominate and elect the officers for 2024.

1. President

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

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

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

The Board voted: 5 Ayes; 0 Nays

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

2. Vice President

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

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

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

The Board voted: 5 Ayes; 0 Nays

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 Karol made a motion to open the nominations for President Pro-Tempore. Commissioner Patnaik seconded the motion.

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

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

The Board voted: 5 Ayes; 0 Nays

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 Lipkin made a motion to appoint Ms. Cathy Bonaskiewich, Township Manager, as Township Secretary. Commissioner Conn 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 Karol made a motion to appoint Mr. Sandy Nicolo, Assistant Township Manager, as Assistant Township Secretary. Commissioner Patnaik 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 Conn 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 Karol 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 Gross McGinley as Township Solicitor. The motion was seconded by Commissioner Conn.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Gross McGinley as Township Solicitor.

6. Township Engineer

Commissioner Conn made a motion to appoint Barry Isett and Associates as Township Engineer. The motion was seconded by Commissioner Karol.

The Board voted: 5 Ayes; 0 Nays

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

7. Alternate Township Engineer

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

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 Karol made a motion to appoint Mr. Scott Bieber to serve as Primary Sewage Enforcement Officer and to appoint as Alternate Sewage Enforcement Officer(s): Ian Farrell (04114) of Lehigh Soils and Wetlands; Christopher A. Taylor (03138), Luke E. Eggert (04090) and Jacob A. Schray (03134) of Hanover Engineering Associates. 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. Scott Bieber to serve as Primary Sewage Enforcement Officer and to appoint as Alternate Sewage Enforcement Officer(s): Ian Farrell (04114) of Lehigh Soils and Wetlands; Christopher A. Taylor (03138), Luke E. Eggert (04090) and Jacob A. Schray (03134) of Hanover Engineering Associates.

9. Township Building Code Official

Commissioner Lipkin 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 Fire Marshal

Commissioner Conn made a motion to appoint Mr. Kyle Watson as Township Fire Marshal. 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. Kyle Watson as the Township's Fire Marshal.

11. Township Flood Plain Administrator

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

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. Second Ward

Commissioner Karol nominated Ms. Holly Weiss. Commissioner Patnaik seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Holly Weiss to the Planning Commission for a term of four years.

Commissioner Karol thanked Mr. Charles Beck for his 44 years of service as the second ward representative to the Planning Commission.

b. Third Ward

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

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Mr. John Barbaz to the Planning Commission as an alternate for a term of four years.

2. Zoning Hearing Board (5-year term)

a. Fifth Ward

Commissioner Patnaik nominated Mr. Kent Herman. Commissioner Brinton seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

b. Alternate Seat 1 (3-year term)

Commissioner Patnaik nominated Ms. Jessica Dunlap Yazujian. Commissioner Karol seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Jessica Dunlap Yazujian as the Seat 1 Alternate to the Zoning Hearing Board for a term of three years.

c. Alternate Seat 2 (3-year term)

Commissioner Lipkin nominated Ms. Allison Leayman. Commissioner Karol seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment of Ms. Allison Leayman as the Seat 2 Alternate to the Zoning Hearing Board for a term of three years.

3. Civil Service Commission (6-year term)

a. Member One

Commissioner Conn nominated Mr. Samuel Darrohn. Commissioner Karol seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

b. Member Two (unexpired term)

Commissioner Karol nominated Mr. Michael Taylor to the Civil Service Commission. Commissioner Lipkin seconded the motion.

The Board voted: 5 Ayes; 0 Nays

The Board voted 5-0 to approve the appointment Mr. Michael Taylor to the Civil Service Commission to fill an unexpired term ending January 1, 2026.

c. Alternate Member

The motion was tabled as no applications were received.

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. Fifth Ward

This motion was tabled as no applications were received.

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

a. Member One

Commissioner Conn appointed Mr. Joseph Kloczek. Commissioner Karol seconded the motion.

The Board voted: 5 Ayes; 0 Nays

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

7. Recreation Advisory Committee (5-year term)

a. First Ward

This motion was tabled as no applications were received.

b. Third Ward

Commissioner Brinton appointed Mr. Patrick Jacoby. Commissioner Karol seconded the motion.

The Board voted 5-0 to approve the appointment of Mr. Patrick Jacoby to the Recreation Advisory Committee for a term of five years.

MOTIONS

APPROVAL OF THE LIST OF BILLS PAYABLE

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approve the list of Bills Payable for the period 12/9/23 – 12/22/23, broken down as follows:

\$223,037.43 = GENERAL

\$2,139.71 = FIRE

\$0 = LIBRARY

\$106,839.30 = WATER

\$19,167.69 = SEWER
\$1,420.36 = REFUSE & RECYCLING
\$174.42 = HIGHWAY AID
\$4,110.10 = CAPITAL GENERAL
\$356,889.01 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays.

Motion Ratifying the Non-Uniformed Defined Contribution Pension Plan Funding Amount of \$77,581.60 for the Year-End 2023.

Ms. Bonaskiewich stated that this amount is strictly eight percent (8%) of wages for the employees in the plan, which comes to \$77,581.60.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to ratify the Non-Uniformed Defined Contribution Pension Plan Funding Amount of \$77,581.60 for the Year-End 2023.

The Board voted: 5 Ayes; 0 Nays

PRIVILEGE OF THE FLOOR

Ms. Bonaskiewich stated that every so often, the County renews the Township's agreement to hold the polling place for Ward 3-2 at the Municipal Building, so she will go ahead and execute the agreement and continue to waive the payment of \$200.

Ms. Jane Benning questioned if it is possible to change polling locations if another location is closer to their residence. Commissioner Brinton noted that residents must contact the office of Voter Registration at Lehigh County.

ADJOURNMENT

Commissioner Patnaik made a motion to adjourn the meeting. Seconded by Commissioner Lipkin. The time was 6:45 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 2, 2024.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL