

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA**

**MINUTES FROM THE BOARD OF COMMISSIONERS
REGULAR MEETING – 7:00 PM
January 13, 2011**

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.

Members attending:

James Brown, President
Robert Martucci, Jr., Vice President
Norma Cusick, President Pro-Tempore
James Seagreaves
Joanne Ackerman

Staff attending:

Randy Soriano, Township Manager
Cathy Bonaskiewich, Assistant Township Manager/Finance Director
John Andreas, Director of Public Works
Allen Stiles, Chief of Police
Cynthia Sopka, Director of Planning & Zoning
John Ashley, Esquire, Township Solicitor
David Tettermer, representative of Township Engineer, Keystone Consulting Engineers

CALL TO ORDER

President Brown called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE FOLLOWED.

NOTIFICATION

Mr. Soriano informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are electronically recorded for the purpose of taking the Minutes. All public comments on agenda items would be taken prior to the vote. All public comments related to non-agenda items will be taken after the agenda has been satisfied.

Mr. Soriano announced that the Township records the meetings and archives its tapes and are available pursuant the Right-to-Know Law, if requested.

Mr. Soriano reminded everyone of the 3-minute rule and asked that everyone who wishes to speak to come to the podium, sign up, announce themselves and speak clearly in the microphone.

APPROVAL OF BILLS PAYABLES

Motion by Commissioner Cusick, seconded by Commissioner Martucci, to approve the list of Bills Payable for the period 12/18/2010 through 1/7/2011.

Roll Call:

COMMISSIONER ACKERMAN -YES
COMMISSIONER SEAGREAVES-YES
COMMISSIONER MARTUCCI-YES
COMMISSIONER CUSICK-YES
COMMISSIONER BROWN-YES

The Motion passed by 5-0

MINUTES

December 22, 2010

Commissioner Brown declared the December 22, 2010 Board of Commissioners Regular Meeting Minutes approved as presented.

NEW BUSINESS

ORDINANCES

None

RESOLUTIONS

Consideration of a Motion to appoint an Independent Auditor to perform an audit of the Township's accounts for year 2010. (Ratification of Budget Allocation) - Todd Bushta, CPA (Gneiding, DeSanctis, Blizard & Co. LLP)

RESOLUTION NO. 01-2011-1377

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, NAMING AN AUDITOR TO AUDIT THE TOWNSHIP ACCOUNTS FOR YEAR 2010 AND ESTABLISHING COMPENSATION FOR SERVICES.

WHEREAS, the Board of Commissioners desires to appoint an auditor to perform the audit of the accounts for year 2010 of the Township of Salisbury.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by same that Mr. Todd J. Bushta, Certified Public Accountant, of the accountancy firm of Gneiding, DeSanctis, Blizard & Company, LLP, 1275 Glenlivet Drive, Suite 130, Allentown, PA 18106, be retained as Auditor to audit the Township accounts for year 2010.

BE IT FURTHER RESOLVED that compensation for said auditing services shall be an amount not to exceed \$12,000.

APPROVED AND ADOPTED this 13th day of January, 2011 at a regular public meeting.

*TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)*

*James Brown
President, Board of Commissioners*

ATTESTED:

Randy Soriano, Secretary

Commissioner Cusick asked if the cost reflects an increase. Ms. Bonaskiewich noted that the firm is holding the cost at 2010 levels.

Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to appoint Todd Bushta, CPA (Gneiding, DeSanctis, Blizard & Co. LLP) to audit the 2010 Financial Statements.

Roll Call:

COMMISSIONER ACKERMAN -YES
COMMISSIONER SEAGREAVES-YES
COMMISSIONER MARTUCCI-YES
COMMISSIONER CUSICK-YES
COMMISSIONER BROWN-YES

The Resolution passed by 5-0

Consideration of a Resolution to appoint a primary Sewage Enforcement Officer for 2011.

RESOLUTION NO. 01-2011-1378

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING A PRIMARY SEWAGE ENFORCEMENT OFFICER FOR THE TOWNSHIP OF SALISBURY AND APPOINTING ALTERNATE SEWAGE ENFORCEMENT OFFICERS.

WHEREAS, the Board of Commissioners desires to appoint Mr. John Burkhardt of Certified Inspection Services as the Primary Township Sewage Enforcement Officer; and Jeffrey T. Huff and Scott J. Brown of Hanover Engineering Associates, Inc. of 252 Brodhead Rd., Suite 100, Bethlehem PA 18017 as Alternate Sewage Enforcement Officers for the Township of Salisbury.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Mr. John Burkhardt of Certified Inspection Services be appointed as Primary Sewage Enforcement Officer and that Jeffrey T. Huff and Scott J. Brown of Hanover Engineering Associates, Inc. be appointed as Alternate Sewage Enforcement Officers for the Township of Salisbury; all terms to expire on January 1, 2012 or until a successor has been appointed.

AND BE IT FURTHER RESOLVED that said Sewage Enforcement Officers be paid compensation on an hourly basis as outlined in their respective Fee Schedules attached hereto or upon such other basis as may be mutually agreed upon between the Township Sewage Enforcement Officers and the Board of Commissioners for all work performed, as assigned by the Township.

APPROVED AND ADOPTED this 13th day of January, 2011 at a regular public meeting.

*TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)*

*James Brown
President, Board of Commissioners*

ATTESTED:

Township Secretary

The Board reviewed the professional fee schedule of Certified Inspection Services, Hanover Engineering Associates and Keystone Engineering.

Mr. Soriano clarified that the permit fees are based on the fees that are billed to the Township by the Sewage Enforcement Officer. He noted that it should be a revenue-neutral process. He commented that the biggest difference in fees is the cost for a percolation test.

Commissioner Cusick inquired as to the best process for choosing someone that is going to be the best for the residents. Mr. Soriano replied that the resident will pay a permit fee to the Township, which is going to be based on the fee from the Sewage Enforcement Officer; therefore, you want to hire someone who is lower in cost. He also noted that they are all certified by the state to do sewer enforcement.

Commissioner Cusick questioned how much the Township is billed from the Sewage Enforcement Officer and how much it recoups. Mr. Bonaskiewich stated that she does not have the specific figures, but it is not a lot; perhaps a few thousand dollars.

Mr. Soriano noted that Mr. Burkhardt was a former Code Enforcement Officer at the Township, and historically, he has always been the primary Sewage Enforcement Officer.

Motion by Commissioner Cusick seconded by Commissioner Martucci, to Table the Resolution to appoint a Primary Sewage Enforcement Officer, John Burkhardt and Alternate Sewage Enforcement Officers Jeffrey Huff and Scott Brown from Hanover Engineering Associates pending further review of the fees associated with this appointment.

Roll Call:

COMMISSIONER ACKERMAN -YES
COMMISSIONER SEAGREAVES-YES
COMMISSIONER MARTUCCI-YES
COMMISSIONER CUSICK-YES
COMMISSIONER BROWN-YES

The decision to table the Resolution passed by 5-0

MOTIONS

The Board decided to vote on the appointments under one Motion. Mr. Soriano read the upcoming appointment and re-appointments:

1. **Planning Commission – 4 year term**
 - Ward 5 Commissioner to make nomination.
 - a. **Joseph Hebelka (5th Ward) (submitted letter of interest for reappointment)**

2. **Zoning Hearing Board – 5 year term**
 - Ward 1 Commissioner to make nomination.
 - a. **Ronald Evans (1st Ward) (indicated his interest to seek reappointment)**

3. **Recreation Advisory Committee – 5 year term**
 - Wards 3 and 4 Commissioners to make nominations.
 - a. **Frank Adamcik (now resides in Ward 2, but would accept a reappointment from Commissioner Cusick if she does not find a resident in Ward 3 to serve)**
 - b. **Mark Wilson (4th Ward) (submitted letter of interest to seek reappointment)**

4. **Vacancy Board – 1 year term**
 - Ward 3 Commissioner to make nomination.
 - a. **Randall Moyer (2nd Ward)**

5. **Building Code Board of Appeals – 5 year term**
 - Ward 1 Commissioner to make nomination.
 - a. **John Hoffman (4th Ward) (indicated his interest to seek reappointment)**

6. **Environmental Advisory Council – 3 year term**
 - Wards 2 and 3 Commissioners to make nominations.
 - a. **Louis Cinquino (2nd Ward) (submitted letter of interest for reappointment)**
 - b. **Jane Benning (3rd Ward) (submitted email of interest for reappointment)**

The Board decided to wait on the appointment of Mr. Moyer to the Vacancy Board pending confirmation that he would be willing to serve as a representative of Ward 3.

Commissioner Cusick clarified that she does not have to appoint a resident from Ward 3 to the Recreation Committee. She thanked Mr. Adamcik for his many years of service and welcomed him back if he wants to stay on the Committee, even though he now resides in Ward 2.

Motion by Commissioner Cusick and second by Commissioner Martucci to appoint the residents to the various Boards as read, with the exception of the Vacancy Board.

Roll Call:

COMMISSIONER ACKERMAN -YES
 COMMISSIONER SEAGREAVES-YES
 COMMISSIONER MARTUCCI-YES
 COMMISSIONER CUSICK-YES
 COMMISSIONER BROWN-YES

The Motion passed by 5-0

OLD BUSINESS

None

COURTESY OF THE FLOOR

Mr. Charles Durner, Animal Control Officer was present to discuss the animal control services with the Lehigh County Humane Society.

Commissioner Brown stated that Mr. Durner's reports on the recycling center and animal control services were clear, concise and easy to understand.

A discussion ensued about the costs the Humane Society imposes on the Township. Mr. Soriano and Ms. Bonaskiewich stated that the Township recoups around \$2,000 of that money.

Commissioner Cusick questioned Mr. Andreas about the progress of the snow plowing. Mr. Andreas stated that they were well prepared for the storm and he has heard nothing but compliments on the way in which the snow removal was handled.

Chief Stiles provided some updates on the new police station. He noted that they are implementing a new filing system in order to comply with accreditation standards. Chief stated that there is still a problem with parking between the District Court, the Police Department and the staff; however, he commented that he and Mr. Andreas have been in contact about rearranging some of the parking in the Spring.

Additional Agenda Item

Consideration of a Motion to ratify the 2011 Animal Control Service Agreement with the Lehigh County Humane Society negotiated by the Township Manager for an amount of \$10,500.

Commissioner Brown noted that this Motion is an additional agenda item.

A motion was made by Commissioner Cusick to ratify the 2011 Animal Control Service Agreement with the Lehigh County Humane Society negotiated by the Township Manager for an amount of \$10,500. The Motion was seconded by Commissioner Ackerman.

Roll Call:

COMMISSIONER ACKERMAN -YES
COMMISSIONER SEAGREAVES-YES
COMMISSIONER MARTUCCI-YES
COMMISSIONER CUSICK-YES

COMMISSIONER BROWN-YES

The Motion passed by 5-0

ADJOURNMENT

Commissioner Cusick made a Motion to adjourn the Meeting. Seconded by Commissioner Martucci. The time was 7:50 p.m.