

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA**

**MINUTES FROM THE BOARD OF COMMISSIONERS
REGULAR MEETING – 7:00 PM
September 23, 2010**

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:

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

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 Tetterer, 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 FINANCIAL REPORT AND BILLS PAYABLE

Ms. Bonaskiewich commented that the Bills Payables list had been revised to reflect a partial payment to the City of Allentown. Ms. Bonaskiewich noted that the Township, along with the Lehigh County Authority, is disputing an invoice concerning sewer payments because the City has unilaterally changed the rate from the previous billings. A letter was sent to the City regarding the Township's reservations and a partial payment has been listed in good faith.

Commissioner Seagreaves posed a few questions with regards to several revenue accounts. Ms. Bonaskiewich commented that the revenue listed under those line items has been received, but is not shown in the August financials.

Commissioner Cusick posed several questions with regards to expenditures accounts.

Motion by Commissioner Cusick, seconded by Commissioner Martucci, to accept the Financial Report for the period ending August 31, 2010, subject to audit and approve the list of Bills Payable for the period 9/14/2010 through 9/17/2010.

Roll Call vote:

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

The Motion passed by 5-0

MINUTES

September 9, 2010

Commissioner Brown declared the September 9, 2010 Board of Commissioners Regular Meeting Minutes approved as presented.

OLD BUSINESS

None

NEW BUSINESS

None

ORDINANCES

None

RESOLUTIONS

Consideration of a Resolution to establish official signs at Green Acres Park promulgating rules for the Park.

Mr. Soriano stated that in order to follow up on the decision to post the signs at Green Acres Park, it will be necessary to officially designate the signs approved by the Board at the last meeting. Mr. Soriano stated that in terms of the Zoning Ordinance, these official signs are excluded from the permitting requirements, but the Zoning Ordinance requires that the official signs be erected by the Township or specifically authorized by Township Ordinance or Resolution. The attached Resolution effectuates this Zoning requirement found under Chapter 27, Section 703.

RESOLUTION NO. 09-2010-1370

BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, TO AUTHORIZE THE POSTING OF OFFICIAL SIGNS AT ALL TOWNSHIP PUBLIC PARKS

WHEREAS, the Township of Salisbury adopted Ordinance No. 08-2009-549 entitled Park Rules and Regulations Ordinance on August 27, 2009; and

WHEREAS, the Board of Commissioners desires to have said Park Rules and Regulations publicly displayed at all Township parks.

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 to authorize the posting of official signs citing the Salisbury Township Park Rules and Regulations per Ordinance No. 08-2009-549 at Township parks to be prominently displayed.

APPROVED AND ADOPTED this 23rd day of September, 2010 by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania at a regular public meeting.

Commissioner Ackerman inquired if the signs will post the penalties subject to violation of the rules. Mr. Soriano responded that they will display the fines “in accordance with the penalty section of the Ordinance.”

Motion by Commissioner Cusick, seconded by Commissioner Seagreaves, to approve Resolution 09-2010-1370.

Roll Call:

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

The Motion passed by 5-0

MOTIONS

Consideration of a Motion to replace Commissioner Brown and appoint Commissioner Ackerman to act as a liaison to the Salisbury Township Environmental Advisory Council.

Mr. Soriano stated that Commissioner Brown indicated at the last work session his willingness to relinquish his seat from the Salisbury Township Environmental Advisory Council and Commissioner Ackerman has agreed to serve in his place. To officially designate Ms. Ackerman, the Board will need to adopt a Motion.

Commissioner Brown thanked everyone for their support and commented that Commissioner Ackerman will do a tremendous job as a Board Liaison.

The Board extended a thank you to Commissioner Brown for doing a great job and thanked him for his time devoted to this endeavor. They also thanked Commissioner Ackerman for stepping up to fill the seat.

Motion by Commissioner Cusick, seconded by Commissioner Martucci, to appoint Commissioner Ackermann to act as Liaison to the Salisbury Township Environmental Advisory Council and thank Commissioner Brown for his involvement on the Council.

Roll Call:

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

The Motion passed by 5-0

Consideration of a Motion to accept the 2011 Minimum Municipal Obligation Certification for Police Pension Plan and Non-Uniformed Pension Plan

Mr. Soriano briefly reviewed the two Minimum Municipal Obligations (MMO) and the calculation of the 2011 plan cost, which required several assumptions relating to projected payrolls, amortization of unfunded liability/actuarial surplus, employee contributions and the allocation of State Aid, when received. Mr. Soriano noted that Cathy Bonaskiewich, Assistant Manager/Finance Director and Chief Administrative Officer (CAO) utilized data from the Actuarial Valuation Report of 1/1/09, the most recent one certified to Pennsylvania Employees Retirement Commission (PERC), to complete the MMO. In the 2011 MMO, the CAO has indicated her best estimate, and the Board can change these numbers at future budget meetings.

Mr. Soriano went on to explain that the MMO is the General Fund obligation for 2011 which is payable into our plans by December 31, 2011. Therefore, the amount calculated in the MMO must be budgeted for 2011. It can be met with either general fund dollars or 2011 State Aid.

Mr. Soriano noted that the Police Pension Plan experienced an actuarial loss (as shown in the 1/1/09 valuation) due to the economic downturn that affected the investment portfolio in September of 2008, and it is still reflected in the 2011 MMO. He stated that this generated an actuarial unfunded liability that will be amortized over a period. For 2011, this number is \$47,331 and unless we see a sharp upturn in the economy, it will probably increase when the next Actuarial Report is filed for 1/1/11.

Mr. Soriano commented that the MMO for the Police is also affected by the member's contribution. Last year, the Board set the contribution level to 1% and this must be revisited. He stated that the Total MMO for the Police Pension Plan is \$228,340. The Non-Uniformed Pension Plan MMO presently shows a \$16,449 actuarial surplus and is based on the 1/1/09 report, which acts as a credit towards the cost. Mr. Soriano stated that the Collective Bargaining Agreement includes a clause that the Township will fund the pension plan and employee contributions cannot be assessed; therefore, the total MMO for the Non-Uniformed Plan is \$257,757. The total combined levy devoted towards payment of pension costs for 2011 will be 486,097, an increase of \$5,314 over 2010 levels. He noted that the anticipated State Aid is estimated at \$216,734 to offset the pension costs. Mr. Soriano noted that a "draft" of the MMO for each pension Plan was enclosed for review.

Commissioner Ackerman questioned what the role will be of the Commissioners in discussing ways to minimize the pension costs.

Mr. Soriano noted that during budget deliberations, the only thing the Board could do is set the contributions level for the Police Pension Plan since their Collective Bargaining Agreement stipulates that contributions levels would be from 5% to 8%, unless the Board decides to reduce or eliminate the employee contributions. Mr. Soriano noted that in the past, since their plan was actuarially sound, the Board, by Resolution, decided to eliminate employee contributions. Last year, however, because of the economic downturn, the Board felt that the Police ought to share in the "pain" and set the level at 1%. This again must be decided during budget deliberations.

Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to accept the 2011 Minimum Municipal Obligation for the Police Pension and Non Uniformed Pension Plans as certified by the Chief Administrator of the Pension Plans.

Roll Call:

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

The Motion passed by 5-0

Consideration of a Motion to schedule Halloween Trick-or-Treat Night on Friday, October 29, 2010 from 6 p.m. - 8 p.m.

Mr. Soriano noted that the Chief will again work hand in hand with the School District to make sure that this year's event is a fun and safe one. He stated that key intersections will be manned by the Police Department to facilitate the crossing of ghosts and other creatures. Mr. Soriano briefly outlined some of the commonsense rules for this event. He noted that these will be posted on the Township website. As follows:

- *Make sure your child's clothing is flame retardant. Review the stop-drop-roll exercise in case a costume catches on fire.*
 - *Attach your child's name and address to the inside of their costume.*
 - *Imitation knives, guns, and swords are not recommended costume accessories.*
 - *Give children flashlights and/or reflective tape, especially if their costume is a dark color.*
 - *Lighted pumpkins and luminaries should never be left unattended.*
 - *Make sure all outdoor lights are operational.*
 - *Buy fresh batteries for, and test, your home smoke alarms.*
 - *Remove items kids could trip over from your walkway and doorstep.*
 - *Keep dogs and other pets away from your front door so that visiting children will not become frightened.*
 - *Set up a curfew for your older kids.*
 - *Discuss the route trick-or-treaters intend to follow.*
 - *Watch for signs of tampered candy such as loose wrappers and check all treats before they are eaten.*
 - *Throw away homemade or unwrapped treats. When in doubt, throw it out.*
 - *Serve an early healthy dinner so the kids won't fill up on candy.*
 - *Teach children how to dial 9-1-1 if they have become lost or have an emergency. (Remind them that 9-1-1 can be dialed free from any payphone).*
- A warning to all motorists on Halloween:***
- *Watch for children in the street and on medians while driving.*
 - *Enter and exit alleys and driveways slowly and carefully.*
 - *Watch for children in dark clothing.*
 - *Avoid all unnecessary travel on Halloween evening.*

Commissioner Ackerman commented that the Police did a good job at monitoring Trick-or-Treat night last year.

Chief Stiles noted that Salisbury High School will not have a home football game this year, so it should not complicate traffic around that area on Emmaus Avenue.

Motion by Commissioner Cusick, seconded by Commissioner Seagreaves, to approve the Halloween Trick-or-Treat Night on Friday, October 29, 2010 from 6 p.m. - 8 p.m.

Roll Call:

COMMISSIONER ACKERMAN -YES
COMMISSIONER SEAGREAVES-YES

COMMISSIONER MARTUCCI-YES
COMMISSIONER CUSICK-YES
COMMISSIONER BROWN-YES

The Motion passed by 5-0

COURTESY OF THE FLOOR

Mr. Rodney Conn of 39 W. Cherokee Street thanked the Chief for having officers monitor the intersection of Country Club Road and Fox Run Drive.

Commissioner Cusick inquired about the inventory that was taken of the parks. Mr. Soriano noted that the last inventory was taken in 2005 and the items that have changed since then are highlighted on the form.

A discussion ensued on what equipment is at each park.

Commissioner Cusick expressed concern that there are no parks in the 3rd Ward. Mr. Soriano stated that the Township is looking to acquire some land on Emmaus Avenue to provide some additional recreational facilities.

Commissioner Cusick noted that the west end of Salisbury has seven full basketball courts and two halves while the east end only has three full basketball courts.

Commissioner Seagreaves inquired about the fences around the baseball fields at Devonshire Park and Franko Farm. He noted that the children are taller than the fence and feels that it is dangerous because the balls fly over the fence. Mr. Andreas stated that he will have to look into it and communicate with the Recreation Committee. Mr. Soriano noted that the maintenance at all the parks is a concern and he would like to make room in the budget for improvements.

Mr. Dave Tettermer, representative of the Township Engineer, discussed Inflow-Infiltration projects in the Township. He noted that he works with the Public Works Department each year to determine which areas of the Township's sewer system should be examined. Mr. Tettermer stated that a bid package recently went out and he expects the bids to come in next week. Mr. Tettermer noted that with the EPA order, the Township has to document that it has looked for storm water infiltration throughout the entire sanitary sewer system that drains into the Allentown Treatment Center.

Chief Stiles commented that the Police Station renovations are advancing on schedule and he is hopeful that they will be in the new building by the beginning of November. Chief also noted that it is likely that all of the Grants for Traffic Safety will be drying up. Commissioner Cusick inquired if the Township can receive any money through the County from the table games at the Sands Casino. Chief responded that he did not think that the table games were part of the agreement with the Commonwealth; the County only receives money from the slot machines.

ADJOURNMENT

Commissioner Cusick made a Motion to adjourn the Meeting. Seconded by Commissioner Martucci. The time was 8:20 p.m.