

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA**

**MINUTES FROM THE BOARD OF COMMISSIONERS
REGULAR MEETING – 7:00 PM
November 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:

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 Tettemer, 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 PAYABLES

Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to accept the unaudited Financial Report for the period ending October 31, 2010 and approve the list of Bills Payable for the period 11/06/2010 through 11/19/2010.

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

November 10, 2010

Commissioner Brown noted a correction to the minutes. Mr. Brown noted that the Motion to adjourn the meeting should reflect that it was seconded by Commissioner Seagreaves and not Commissioner Martucci, who was not present. Commissioner Brown declared the November 10, 2010 Board of Commissioners Regular Meeting Minutes approved as presented.

OLD BUSINESS

None

NEW BUSINESS

ORDINANCES

None

RESOLUTIONS

None

MOTIONS

Motion to approve the 2011 Proposed Budget for First Reading and Public Inspection.

Mr. Soriano reviewed the proposed Revenue and Expenditures noting that the Township will realize a shortfall of approximately \$1.1 million in the General Fund operating Fund. Mr. Soriano noted that the Director of Finance also circulated additional revisions to the Budget, as follows:

GENERAL FUND-#01-403.454 REAL ESTATE TAX COLLECTION – New account added for BCUI fees. Budget \$5,600.

FIRE FUND-#03-480.454 REAL ESTATE TAX COLLECTION – New account added for BCUI fees. Budget \$500.

LIBRARY FUND-#04-480.454 REAL ESTATE TAX COLLECTION – New account added for BCUI fees. Budget \$300.

GENERAL FUND-#01-411.320 ESFD UTILITIES – New account added for payment of utility bills for the ESFD Station; pending lease amendment. Budget \$15,000.

FIRE FUND-#03-411.541 EASTERN SALISBURY – Reduced budget amount from \$40,000 to \$25,000 due to Township paying utility bills for the ESFD Station.

GENERAL FUND-#01-430.192 WORK BOOT & CLOTHING ALLOWANCE – Reduced budget from \$36,000 to \$3,600 due to data entry error.

GENERAL FUND-#01-492.030 FIRE EQUIP/CONSTRUCTION (ADDT'L TRNSFR) – Reduced budget amount from \$640,000 to \$490,000, pending receipt of \$150,000 (2%) PA loan for new fire truck.

FIRE FUND-#03-392.010 G/F TRANSFER: VEHICLES – Reduced budget amount from \$625,000 to \$475,000, pending receipt of \$150,000 (2%) PA loan for new fire truck.

FIRE FUND-#03-393.122 LOAN PROCEEDS – Increased budget amount from \$0 to \$150,000, pending receipt of \$150,000 (2%) PA loan for new fire truck.

SEWER FUND-#08-429.535 DEBT SERVICE – BETHLEHEM – Increased budget amount from \$2,500 to \$6,100 due to notice received from City of Bethlehem; explanation and acceptance of fee to be determined pending meeting with David Brong, Director of Water & Sewer Resources, COB.

The Board spoke about absorbing all of the utility costs for the Eastern Salisbury Fire Department, which increases the budget by approximately \$15,000. Mr. Soriano stated that it is his assumption that the Department does not have the money to cover the cost. He noted that when they had the ambulance service, they were able to generate income, but now they cannot reap the benefits of the fundraisers. Ms. Bonaskiewich stated that it might be possible to include their electric costs under the Township's electric service through Constellation Energy.

A discussion took place on Capital Expenses.

Mr. Soriano noted that the increase in the fire fund tax will only affect the average homeowner's taxes by \$4.00 per year, less than \$.01 per day. Commissioner Ackerman commented that Salisbury Township has one of the lowest property tax millage rates in Lehigh County.

Commissioner Martucci posed suggestions for budget cuts. He questioned the Mobile Data Terminals that the Police Department is requesting. Chief Stiles stated that they are computers in the police cars, and what they have now are used units that he purchased five years ago. He stated that he got three new units in 2010, and the \$38,000 they are requesting will buy the rest of the computers in 2011.

Commissioner Martucci questioned the need for the \$35,000 pick-up truck that the Public Works Department is requesting. Mr. Andreas stated that their equipment replacement plan is scheduled out for the next 15 years, so as to not overburden the budget during any one year. Mr. Andreas commented that the truck would last another year, but might have some considerable mechanical issues.

Commissioner Martucci then asked about the wheel loader replacement. Mr. Andreas stated that the wheel loader will not last. He noted that it is a critical piece of equipment and they have already had several issues with it.

A discussion ensued about taking away the park surveillance equipment and putting the money towards upgrading the park equipment, such as the basketball courts at Lindberg Park. Chief Stiles stated that cameras are both a deterrent and an opportunity to apprehend people who damage the parks. He also noted that it is a possibility to only get one set of cameras in 2011 instead of two.

Commissioner Martucci inquired into the need for a new zoning vehicle. Ms. Sopka stated that the Ford Escape they have now is in poor condition. Chief Stiles noted that the police borrow this vehicle in the winter and they too would benefit from something more reliable. Mr. Soriano suggested saving money by doing a lease buy-out, which would save the Township from spending approximately \$19,200 up front.

A discussion took place on the purchase of a new fire truck pumper. Commissioner Seagreaves stated that the truck that Eastern Salisbury Fire Department wants to replace needs more than \$300,000 worth of work in order to get it up to code. Commissioner Seagreaves invited the other Board members to take a look at the truck. Ms. Bonaskiewich commented that the Board should designate funds every year towards the purchase of new fire trucks.

Mr. Soriano summarized the changes. He noted that the pick-up truck replacement for the Public Works Department will not be included in this year's budget, and neither will half of the park surveillance cameras. He commented that just two cameras will be placed at Laubach Park because the Board is hopeful that by repairing the Lindberg Park basketball courts, it will alleviate some concerns about the court usage at Green Acres Park.

Motion by Commissioner Cusick, seconded by Commissioner Martucci, to approve the 2011 Proposed Budget for First Reading and authorize the advertisement for Public Inspection in accordance with the First Class Township Code.

Roll Call:

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

The Motion passed by 5-0

Motion to designate Township staff towards the undertaking of the Lehigh Valley Planning Commission Access Management Technical Assistance Program.

Mr. Soriano noted that the program will require interaction with key officials to facilitate the study and the program results. Besides the Engineer, Mr. Soriano would recommend that the Director of Planning and Zoning, the Director of Public Works, the Police Chief and the Township Manager be delegated to share functions and resources to effectuate the Access Management Program.

Motion by Commissioner Cusick, seconded by Commissioner Seagreaves, to appoint the Township Engineer, the Director of Planning and Zoning, the Director of Public Works, the Police Chief and the Township Manager to assist the LVPC in the completion of the Access Management Program.

Roll Call:

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

The Motion passed by 5-0

Motion to Notify DCED that the newly appointed Tax Officer, Berkheimer Associates, will collect the EIT for the Township for the 2011 Fiscal Year.

Mr. Soriano noted that this action is merely a formality in order to comply with Act 32 of 2008. Fortunately, the current EIT collector, Berkheimer Associates, was designated as the Act 32 EIT Collector for the Lehigh County Tax Collection Committee and not much will change for Salisbury Township.

Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to notify DCED that the newly appointed Tax Officer, Berkheimer Associates, will collect the EIT for the Township for the 2011 Fiscal Year.

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. Charles Durner spoke about the hours of operation at the Recycling Drop-Off Center. He stated that he recommends not opening the Recycling Centers until the second half of March 2011 because of low attendance during inclement weather. He also noted that the evening hours of operation should begin in May and run through July (instead of June-August). He stated that attendance during May is much higher than in August. It was the consensus of the Board to have his recommendations added to the agenda for the next meeting on December 9th, 2010.

Mr. Soriano provided an update on the County Composting Site. He stated that the City of Allentown is taking the lead and the next meeting with all the municipalities, DEP and the consultant from the County's Solid Waste Management Plan is scheduled for December 7th. He noted that there are some ideas floating around, but everyone has different needs and they are trying to find common ground on equipment and land.

Chief Stiles stated that the new Police Station opened on November 23rd, 2010. He thanked the Board, Mr. Soriano and Ms. Bonaskiewich for their support.

Ms. Sopka commented that the Walking Purchase Park Cleanup went well and it was a good experience. She noted that the employees from the County were very helpful with their equipment.

The Board convened into an Executive Session at 8:50 p.m. to discuss a legal matter involving land acquisition. The Board reconvened at 9:30 p.m.

ADJOURNMENT

Commissioner Martucci made a Motion to adjourn the Meeting. Seconded by Commissioner Seagreaves. The time was 9:34 p.m.