

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
August 25, 2011  
REGULAR MEETING – 7:00 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.

**Members attending:**

James Brown, President  
Robert Martucci, Jr., Vice President-EXCUSED  
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-EXCUSED  
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 three 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. Mr. Soriano added that the speaker has a choice not to list his/her address; however,

it is preferred that the speaker announce if he or she is a Township resident. He noted that if a resident does not divulge his or her address, it will impair the Township with administrative follow ups on a particular issue.

**APPROVAL OF FINANCIAL REPORT AND BILLS PAYABLE**

**Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to approve the unaudited Financial Report for the period ending July 31, 2011 and list of Bills Payables in the amount of \$ 187,277.79 for the period 7/23/2011 through 8/5/2011 and \$193,513.70 for the period 8/6/2011 through 8/19/2011 broken down as follows: General Fund - \$102,031.30; Fire Fund - \$8,711.83; Water Fund - \$24,941.85; Sewer Fund - \$9,150.50; Highway Fund - \$48,678.22.**

**Roll Call:**

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

**The Motion passed by 4-0**

**MINUTES**

**July 28, 2011**

Commissioner Brown declared the July 28, 2011 Board of Commissioners Regular Meeting Minutes approved as presented.

**NEW BUSINESS**

**ORDINANCES**

None

**RESOLUTIONS**

None

**MOTIONS**

**Motion to authorize the Township Solicitor to execute a Stipulations of Counsel concerning the Heatherfield Realty Association Real Estate Tax Appeal.**

Mr. Soriano stated that the Heather Realty Association filed three distinctive appeals for having their property assessments lowered. The County and School District took the lead mostly on this

matter; however, apparently the appeals have been settled and a Stipulation of Counsel must be entered. Mr. Soriano commented that he enclosed the Stipulations of Counsel and Order entered by the Court to settle these appeals and that the Township Solicitor will sign them after receiving formal approval from the Board. He noted that the financial impact to the Township as a result of these appeals is as follows:

	<u>OLD</u>	<u>NEW</u>	<u>CHANGE</u>
	<u>ASSESSMENT</u>	<u>ASSESSMENT</u>	<u>(LOSS IN TAXES)</u>
Parcel I.D. No. 640683068241 1 Wayne Avenue	\$25,700	\$25,700	\$0
Parcel I.D. No. 640674422488 1 E. Lynwood St	\$1,524,650	\$1,315,000	\$209,000 (\$746.13)
Parcel I.D. No. 640673569138 1 Wayne Ave	\$27,800	\$27,800	\$0

Mr. Soriano stated that the bottom line is that the Township will receive \$746.13 less in real estate taxes derived from the revised assessment of the East Lynwood Street parcel since the assessment value was downgraded by \$209,000.

**Motion by Commissioner Cusick, seconded by Commissioner Seagreaves, to approve the Stipulations of Counsel and Order for settling the Heatherfield Realty Association Real Estate Tax Appeals and authorize the Township Solicitor to execute the same.**

**Roll Call:**

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

**The Motion passed by 4-0**

**Motion to authorize the Transfer of Funds between two line items in the Highway Fund.**

Mr. Soriano stated that in order to undertake and complete the PennDot mandated Sign Replacement Project that was started in 2010 but not completed, it is necessary to create a specific line item in the Highway Fund for this endeavor. He noted that the Funds were not appropriated in the 2011 Highway Budget, but were encumbered from the 2010 Budget; however, no amount was shown in a specific line item.

Mr. Soriano stated that the Township will be taking \$20,000 from the Road Program (which is earmarked for the Lindberg Avenue Project that realized or will realize some savings) and transferring it to a separate line item, Street Sign Marking Project. He commented that the change only affects the expenditure side of the ledger because the Township has already received the annual Liquid Fuels allocation for this year plus past year reserves to complete both projects.

**Motion by Commissioner Cusick and seconded by Commissioner Ackerman to transfer \$20,000 from 35-433.450 Road Program to 35-433.246 Sign & Street Markings in order to allocate funds for the PADOT Street Sign Replacement Project.**

**Roll Call:**

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

**The Motion passed by 4-0**

**OLD BUSINESS**

**COURTESY OF THE FLOOR**

Mr. Burke of Mockingbird Court complimented the Public Works Department for the Flexer Avenue Roadway Project. He also expressed concerns about the condition of Lindberg Avenue.

Mr. Burke inquired about the procedure of replacing Township equipment, such as snow plows, police cars, etc. Commissioner Brown commented that there is a set procedure mostly based on the condition of the vehicles and the request that is submitted by each Department Head during budget talks.

Mr. Burke asked if the Township sets up reserves in advance with the knowledge that vehicles must be replaced. Commissioner Brown stated that all of the Department Heads have both a short-term and a long-term plan and in those plans, they have the vehicles listed that they think will need to be replaced this year, next year, and five years from now.

Mr. Soriano explained that when replacing equipment, the department heads first look at the inventory, then the years, mileage and use of the equipment. They then devise a five to ten year Capital Equipment replacement plan based on the findings. Mr. Soriano also stated that in order to off-set the cost, there is money in reserve for capital items.

Mr. Burke also inquired about the procedure going after delinquent utility accounts.

Commissioner Ackerman announced that the Environmental Advisory Committee is having a Composting Seminar on September 10<sup>th</sup> at Green Acres Park. She inquired about a placement of a sign to advertise the event. Mr. Soriano responded that he will have to check into the request with Ms. Sopka to make sure the Township complies with zoning requirements.

Chief Stiles commented on the planning for Hurricane Irene. He noted that he met with Lehigh Valley Health Network as well as the Township's Emergency Management Coordinator, Jeffrey Tapler.

**ADJOURNMENT**

Commissioner Cusick made a Motion to adjourn the Meeting. Seconded by Commissioner Ackerman. The time was 7:38 p.m.