

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
October 27, 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  
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**

**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.

Commissioner Brown announced that the Board of Commissioners held an Executive Session at 6:30 p.m., preceding this meeting, to discuss a personnel and legal matter.

### **APPROVAL OF FINANCIAL REPORT AND BILLS PAYABLE**

Mr. Soriano noted that the Board has received a revised Bills Payable list and the following changes are noted with respect to the totals:

- General Fund portion WAS \$268,922.09; NOW \$268,858.09 due to void check #60659.
- Fire Fund portion WAS \$3,366.20; NOW \$3,309.30 due to revised invoice amount.
- Grand Total Bills List WAS \$800,539.63; NOW \$800,418.73.

\$268,858.09 – GENERAL  
\$ 3,309.30 – FIRE  
\$ 4.55 – LIBRARY  
\$ 93,667.50 – WATER  
\$ 84,287.95 – SEWER  
\$350,291.34 – HIGHWAY  
\$800,418.73 – GRAND TOTAL ALL FUNDS

Commissioner Cusick questioned the over-expenditure in the Highway Fund for line item 433.246 - Street Signs for \$20,000. Ms. Bonaskiewich stated that a budget transfer was approved for this expense and the report does not show this as of September 30, 2011. Mr. Soriano added that the transfer was from line item 438.450 - Road Program, which had realized some savings.

**Motion by Commissioner Cusick, seconded by Commissioner Ackerman, to accept the unaudited Financial Report for the period ending September 30, 2011 and the list of Bills Payables in the amount of \$800,418.73 for the period 10/06/2011 through 10/21/2011, broken down as follows: General Fund - \$268,858.09; Fire Fund - \$3,309.30; Library Fund - \$4.55; Water Fund - \$93,667.50; Sewer Fund - \$84,287.95; Highway Fund - \$.350,291.34.  
Roll Call:**

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

**The Motion passed by 5-0**

## **MINUTES**

### **October 13, 2011**

Commissioner Martucci noted a correction on page 3 in reference to the discussion regarding the Grease Trap Ordinance and noted that in the second paragraph it should read the Ordinance would not need to be “re-advertised”.

Commissioner Brown declared the October 13, 2011 Board of Commissioners Regular Meeting Minutes approved as presented.

### **NEW BUSINESS**

#### **Library Services - Presentation by Executive Director Renee Haines**

Mr. Soriano introduced Ms. Renee Raines, APL Executive Director and Joan Kneiss from the Library staff to update the Board on activities that the Library carried out to benefit the Township residents and its members the past year. Mr. Soriano noted that this will be a yearly event prior to the adoption and consideration of the Budget.

Commissioner Martucci inquired as to how many Salisbury residents frequent the library. Ms. Raines stated that they can track how many items residents check out through the circulation records, but as far as when they are visiting the library, it is hard to tell that number specifically. She noted that people may use the library, and their wireless access, but not necessarily check out materials so it is hard to track.

The Board provided positive feedback on the first year of the participation of the Library Book Van in the Township’s Playground Program.

Ms. Kneiss stated that all the parks will be included in 2012 summer reading program, and she believes the program will take place on Fridays again. She commented that she had additional ideas for this year, including a nature program and a story-time program with guest readers. Ms. Kneiss noted that the Library would like to do the reading program from the beginning of the Playground Program to the end.

Ms. Raines spoke about the idea of instituting a book-drop in the Township, which would be a location serviced by the Library for residents to return materials in one central location.

Ms. Raines spoke about some services the Library offers such as a drive-thru, impaired vision materials, assistance with resumes and grant writing.

### **ORDINANCES**

**None**

## RESOLUTIONS

### Resolution to appoint Alternate ZHB Members

Mr. Soriano noted that the Resolution appoints two residents to serve as alternate members on the Zoning Hearing Board in order to allow more flexibility of achieving a quorum for the Board. The power to do so is bestowed by the Municipalities Planning Code that reads as follows:

*Section 903 (b)-The governing body may appoint by resolution at least one but no more than three residents of the municipality to serve as alternate members of the board. The term of office of an alternate member shall be three years. When seated pursuant to the provisions of section 906, an alternate shall be entitled to participate in all proceedings and discussions of the board to the same and full extent as provided by law for board members, including specifically the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth in this act and as otherwise provided by law. Alternates shall hold no other elected or appointed office in the municipality, including service as a member of the planning commission or as a zoning officer, nor shall any alternate be an employee of the municipality. Any alternate may participate in any proceeding or discussion of the board but shall not be entitled to vote as a member of the board nor be compensated pursuant to section 907 unless designated as a voting alternate member pursuant to section 906.*

Mr. Soriano noted that Section 906 refers to the Organization of Zoning Hearing Board and Section 907 deals with Expenditures; therefore, unless seated, these alternates shall not have any voting rights or would receive compensation.

The two candidates, Mr. Joseph Kovach of 947 E. Lexington Street and Mr. Jason D. Wright of 3367 Capital Street, will be appointed to act as alternates pursuant to this Section.

Mr. Soriano acknowledged Mr. Wright who was in attendance. Mr. Wright thanked the Board for considering his appointment and noted that he wanted to volunteer his services to the Township.

Commissioner Cusick asked whether the Township will be providing the two new members with some type of training. Mr. Soriano noted that the Board of Commissioners allocates funds for training, and depending on their schedules, members can attend and are encouraged to attend. Ms. Sopka noted that the Lehigh Valley Planning Commission holds yearly training for both Planning Commission and Zoning Hearing Board.

#### **RESOLUTION NO. 10-2011-1397**

#### **A RESOLUTION BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING JAMES KOVACH AND JASON D. WRIGHT AS ALTERNATE MEMBERS OF THE ZONING HEARING BOARD**

*WHEREAS, in accordance with the Salisbury Township Zoning Ordinance Chapter 27-112 and the provisions of the Pennsylvania Municipalities Planning code, 53 P.S. §10101, the Township may appoint up to three alternate members to the Zoning Hearing Board and such terms shall be for a period of three years.*

*WHEREAS, on or about September 8, 2011, the Zoning Hearing Board submitted a request to the Board of Commissioners for the appointment of alternate Zoning Hearing Board members; and*

*WHEREAS, the Board of Commissioners, hereinafter the "Board" sought applications from Township residents interested in serving as an alternate member of the Zoning Hearing Board; and*

*WHEREAS, applications to serve as Alternate Zoning Hearing Board members whereby submitted from Mr. James Kovach and Mr. Jason D. Wright, both residents of the Township.*

*NOW THEREFORE, BE IT RESOLVED, and it is hereby resolved by same, that the Board of Commissioners of Salisbury Township, Lehigh County, Pennsylvania, hereby appoints Mr. James Kovach, residing at 947 E. Lexington Street (Ward 2) and Mr. Jason D. Wright residing at 3367 Capital Street (Ward 3) to the Zoning Hearing Board as alternate members; to serve three (3) year terms effective November 1, 2011.*

*BE IT SO RESOLVED this 27<sup>th</sup> day of October, 2011.*

*ATTESTED:*

**TOWNSHIP OF SALISBURY  
(LEHIGH COUNTY, PENNSYLVANIA)**

\_\_\_\_\_  
*Randy Soriano, Secretary*

By: \_\_\_\_\_  
*James A. Brown, President  
Board of Commissioners*

**Motion by Commissioner Cusick, seconded by Commissioner Martucci, to pass Resolution 10-2011-1397 appointing Mr. James Kovach, residing at 947 E. Lexington Street (Ward 2) and Mr. Jason D. Wright, residing at 3367 Capital Street (Ward 3), to the Zoning Hearing Board as alternate members to serve three (3) year terms effective November 1, 2011.**

**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 approve Payment No. 3 - Final to Muschlitz Excavating Inc., in the amount of \$ 9,019.66 for the Flexer Avenue Water Main Replacement Project and Clearwood Water Main Project.**

Mr. Soriano stated that this is the final payment and the breakdowns are as follows: Flexer Avenue Water Main Replacement Project - \$4,271.71; Clearwood Drive - \$4,747.95. Mr. Soriano noted that both projects have been successfully completed, and the Township is awaiting the initiation of the Maintenance period.

**Motion by Commissioner Cusick, seconded by Commissioner Seagreaves, Payment No. 3 - Final to Muschlitz Excavating Inc., in the amount of \$ 9,019.66 for the Flexer Avenue Water Main Replacement Project and Clearwood Water Main Project.**

**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**

Mr. Soriano updated the Board on the Lock Box Hearing challenge noting that the Hearing Examiner has granted an extension requested by the Appellant and a likely date for the Hearing will be in January 2012. Mr. Soriano noted that a pre-hearing conference has been scheduled for November 10, 2011 for the parties to discuss and submit legal issues, as well as a list of witnesses and all other exhibits.

**COURTESY OF THE FLOOR**

Commissioner Cusick inquired if a policy has been developed to enforce the new Grease Trap Ordinance. Mr. Soriano stated that there is a staff meeting on November 1<sup>st</sup> and a plan will be discussed and formulated. He noted that the administration staff will compile a letter to notify the property owners of the requirements of the Ordinance and give the owners proper time to install the grease traps. Mr. Soriano commented that the Township has thirty-five days to enact the Ordinance.

Commissioner Cusick questioned if the Township resolved the issue of winter parking. Mr. Soriano stated that they spoke about it in several staff meetings and Chief Stiles and Mr. Andreas will be formulating the plan. Mr. Soriano noted that the Township does have an Ordinance that gives him the right to declare a snow emergency, and the only issue is the posting of the routes. He stated that if a snow emergency is declared, people should know where they can park. Chief Stiles stated that the Police Department went back through the list of streets that are part of the Ordinance for snow emergency routes, and they were able to cut back a lot of those streets. The Police Department was able to conclude that the main streets which allow traffic to move through the Township safely and quickly should, in fact, be snow emergency routes. He noted that they are still looking at possibilities and discussing it in staff meetings.

Commissioner Ackerman spoke about the new street signs and questioned if the green poles will be re-painted to go with the new blue street signs. Mr. Soriano suggested possibly doing a summer project with seasonal employees in order to strive for uniformity.

Commissioner Ackerman expressed concerns about the number of Public Works employees on the leaf crew. Mr. Andreas stated that the leaf crews are balanced based on equipment and manpower available at the time.

Commissioner Brown thanked the Police Department in advance for their efforts with trick-or-treat night. Chief stated that two officers will be assigned to the high school football game and he mentioned that DUI patrols will be out after trick-or-treat night has ended.

Mr. Andreas spoke about the new high-visibility blue and white street signs that the Public Works Department are installing around the Township. He stated that the replacement of street signs began on Emmaus Ave and they will be working through the neighborhoods, targeting those areas in which street signs are missing or damaged. Mr. Soriano noted that people will have a better understanding of the Township boundaries because the surrounding municipalities have green and white street signs.

Commissioner Cusick made a Motion to adjourn the Meeting. Seconded by Commissioner Martucci. The time was 8:10 p.m.