

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
JANUARY 23, 2013
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.

PLEDGE OF ALLEGIANCE

Commissioner Brown asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

CALL TO ORDER

Commissioner Brown called the meeting to order at 7:00 p.m.

Commissioner Brown turned the proceedings over to Randy Soriano, Township Manager.

ROLL CALL

Board Members Present:

James Brown, President
Debra Brinton, Vice-President
Robert Martucci, Jr.
James Seagreaves
Joanne Ackerman

Staff Present:

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

NOTIFICATION

Mr. Soriano informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are recorded electronically for the purpose of taking the Minutes. All public comments on agenda items will 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 records are available pursuant to the Right-to-Know Law, if requested.

Mr. Soriano reminded everyone of the three minute rule and asked that anyone who wishes to speak come to the podium, sign in, announce oneself, and speak clearly into the microphone. Mr. Soriano added that the speaker can choose 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 administrative follow-ups on a particular issue.

FINANCIAL REPORT AND LIST OF BILLS PAYABLE

Commissioner Brinton inquired about the reason for the property tax refunds and reimbursements and the way they are calculated. Ms. Bonaskiewich stated that the total amount refunded is split across the General, Fire and Library Funds due to the resident's assessment being lowered through the appeal process.

Commissioner Brinton inquired about a "reimbursement" invoice from Keystone Consulting Engineers. Mr. Tettmer stated that it is basically a pass-through invoice in which Keystone reviewed the Developer's plan, billed the Township, and the Township in turn billed the Developer. He noted that the Developer will then pay the Township and the Township will pay Keystone.

Commissioner Ackerman questioned the invoice from C & M Gutters and Guards. Mr. Andreas explained that it was for the cleaning of the gutters at the Municipal Building because the Township does not have the type of equipment needed to do the work. Commissioner Ackerman inquired about obtaining estimates for the work. Mr. Soriano explained that because it is such a nominal amount of money, the need for estimates is unnecessary.

Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the unaudited Financial Report for the period ending December 31, 2013 and the list of Bills Payable for the period 1/4/2014-1/17/2014, broken down as follows:

\$79,291.22 = GENERAL
\$3,042.39 = FIRE
\$23.44 = LIBRARY
\$12,405.41 = WATER
\$10,787.83 = SEWER
\$720.08 = REFUSE & RECYCLING
\$13,992.29 = HIGHWAY AID
\$4,900.00 = SUBDIVISION & ESCROW
\$125,189.95 = GRAND TOTAL ALL FUNDS

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES - YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN - YES

The Motion passed by 5-0.

MINUTES

December 19, 2013 and January 6, 2014

Commissioner Brown declared the December 19, 2013 and January 6, 2014 Regular Meeting Minutes of the Board of Commissioners approved as presented.

OLD BUSINESS

Reorganization/Appointment – President Pro-Tempore.

Mr. Soriano reminded the Board that there was a tie for the office of President Pro-Tempore at the Reorganization meeting so the Board must fill that position at this time.

Commissioner Brown made a motion to nominate Commissioner Martucci for President Pro-Tempore of the Board of Commissioners.

Commissioner Martucci declined the position.

Commissioner Brown made a motion to nominate Commissioner Seagreaves for President Pro-Tempore of the Board of Commissioners.

Commissioner Brown made a motion to close the nominations for President Pro-Tempore

A roll call vote was taken:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES - YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN - YES

The Board voted unanimously to approve the nomination of Commissioner Seagreaves for President Pro-Tempore.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

Traffic Signals – Adding a Preemption System to the Traffic Light at Lehigh St. & Regent Way and Lehigh St. & 31st St.

Mr. Soriano stated that PennDOT has revised the drawing and the Township needs to submit the application for a permit. In order for PennDOT to issue the permit, they will need a Resolution designating the Township Manager to execute the necessary documents.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve Resolution No. 01-2014-1462, authorizing the Township Manager to execute the revised PennDOT application for permit and plans in order to effectuate the request to add a preemption system to the traffic light at Lehigh Street & Regent Way and Lehigh Street & 31st Street.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES - YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN - YES

The Motion passed by 5-0.

Act 537 – Official Sewage Facilities Plan Revision for New Land Development (Legacy Place).

Mr. Soriano explained that the Resolution is required to be part of the application for the official Sewage Plan Revision for the new Legacy Place Land Development. He stated that the Township is basically attesting that the module conforms with the applicable sewage related zoning and other sewage related municipal Ordinances.

A discussion ensued on whether the Township should submit the application or if it should go back to the Developer. It was the consensus of the Township Solicitor and Engineer that the Township should proceed with the application and Resolution.

Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve Resolution No. 01-2014-1463, authorizing the submittal of the Sewage Module to DEP for the Legacy Place Development.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES - YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN - YES

The Motion passed by 5-0.

MOTIONS

Motion to establish a job description for the part-time Fire Inspector.

Mr. Soriano stated that the Fire Protection Program will be under the umbrella of the Police Department and will be overseen by the Chief Stiles and Sergeant Sabo. He read the job description into the record and noted that the position will be hourly, working 20-25 hours per week with no benefits. Mr. Soriano commented that while the inspector will be a non-civil service Township employee, he or she will be deputized with arrest powers to issue summary citations in order to allow the enforcement of the Township Ordinance.

Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to accept the job description as presented for the part-time Fire Inspector.

Roll Call:

COMMISSIONER ACKERMAN - YES
COMMISSIONER SEAGREAVES - YES
COMMISSIONER MARTUCCI - YES
COMMISSIONER BRINTON - YES
COMMISSIONER BROWN - YES

The Motion passed by 5-0.

ANNOUNCEMENTS

Mr. Soriano announced that the new Township map, developed through Municipal Aid Publications, is on hold at the moment due to the fact that the Zoning Ordinance has not been finalized.

Mr. Soriano brought up the Scrap Metal Policy and how the proceeds are distributed. He noted the practice has been that the money is split between the employees of the Public Works Department, which comes out to approximately \$100 at the end of year. Commissioner Ackerman suggested revising the practice each year as the situation arises.

Mr. Soriano commented that a decision still needs to be made about retirement incentives for the Public Works Department.

PRIVILEGE OF THE FLOOR

Commissioner Ackerman inquired about the Township's salt supply. Mr. Andreas stated that they currently have about 300 tons of material in the shed with another 350 tons that is already ordered.

Commissioner Martucci brought forth praise from a resident for the snow plowing efforts of the Public Works Department.

Commissioner Martucci stated that he received a phone call from the USDA about the goose program at Laubach Park and whether the Township wanted to continue. Commissioner Martucci suggested doing a maintenance program at a reduced cost. It was the consensus of the Board to continue the efforts with a maintenance program.

Commissioner Brinton stated that on February 13th, the Pennsylvania Emergency Management Agency is having a class in Macungie and noted that she and Commissioner Ackerman have both signed up for the class and will not be able to attend the Regular Meeting of the Board of Commissioners that is also scheduled for that night.

Commissioner Seagreaves stated that he received a call from Mr. Paul Bruchak at 1225 East Emmaus Avenue who expressed concerns about accidents in that area. Sergeant Soberick stated that other than two recent accidents, there has not been an issue on that road that would require attention from the Police. Commissioner Brown recalled a traffic study performed in that area a couple years ago and thought the results were inconclusive. Mr. Bruchak was present to address Board and stated that he is concerned about the increased traffic and the speed of the cars. It was the consensus of the Board to have the Chief to look into the situation and get back to Mr. Bruchak. Commissioner Brown also noted that it is a PennDOT road and the Township would not have jurisdiction to install stop signs or red lights.

Commissioner Brown announced that there will be an Executive Session held after the Workshop meeting to address personnel matters.

ADJOURNMENT

Commissioner Martucci made a Motion to adjourn the Meeting, seconded by Commissioner Brinton. The time was 8:25 p.m.

Respectfully submitted,

Randy Soriano
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on January 23, 2014.

Approved and certified on this date:

Randy Soriano

Date

SEAL