

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
July 28, 2016  
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 Martucci asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

**CALL TO ORDER**

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

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

Mr. Soriano announced that an Executive Session was held prior to the meeting to discuss a Collective Bargaining issue with the Township's Labor Attorney.

**ROLL CALL**

**Board Members Present:**

James Brown, President - EXCUSED  
Robert Martucci, Jr., Vice-President  
Debra Brinton, President Pro-Tempore - EXCUSED  
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  
Cynthia Sopka, Director of Planning & Zoning  
Sandy Nicolo, Code Enforcement Officer  
John Ashley, Esquire, Township Solicitor  
David Tettermer, rep of Keystone Consulting Engineers, Township Engineer

**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 announces if he or she is a Township resident. He noted that if a resident does not divulge his or her address, it may impair the Township administrative follow-ups on a particular issue.

**APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

**Motion by Commissioner Seagreaves, seconded by Commissioner Ackerman, to approve the Financial Report for the period ending June 30, 2016 and the list of Bills Payable for the period 7/9/2016-7/22/2016, broken down as follows:**

\$251,352.53 = GENERAL  
\$2,399.94 = FIRE  
\$0 = LIBRARY  
\$13,333.85 = WATER  
\$19,060.84 = SEWER  
\$22.10 = REFUSE & RECYCLING  
\$13,489.38 = HIGHWAY AID  
**\$299,658.64** = GRAND TOTAL ALL FUNDS

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – EXCUSED  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 3-0.**

**MINUTES**

**July 14, 2016**

Commissioner Martucci declared the Minutes of July 14, 2016 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

None.

**MOTIONS**

**Motion to accept cash in lieu of PPL contracting for the planting of trees at Laubach Park in order to utilize said funds as a match for DCNR Development Grant application for 2017.**

Mr. Soriano stated that this matter was discussed with the Recreation Advisory Committee and URDC. It is their recommendation that the Township take the money in lieu of PPL planting for several reasons: the proposed plants are not native, they do not serve as riparian/floodplain plants that DEP or DCNR would approve of, and they would be disturbed by development phases post Laubach Master Site Development Plan. Mr. Soriano noted that the Township could save the money to use as a small match for the first phase of Laubach, which should be a 2017 grant application.

Mr. Soriano commented that PPL cleared approximately five acres on Franko Farm Park, so the Township may want to pursue PPL to give some money to restore that area as well.

Commissioner Ackerman inquired if the proposed planting included native plants. Mr. Soriano noted that some of the proposed plants would not be ideal and that is the reason the Township would want monetary reimbursement for the proposed work. The Township can purchase plants that would comply with the Laubach Master Site Plan.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept cash (\$6,993) in lieu of PPL contracting for the planting of trees at Laubach Park in order to utilize said funds as a match for DCNR Development Grant application for 2017.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – EXCUSED  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 3-0.**

**Motion to amend the current 2016 Budget to appropriate additional funds for the MS4 Coordinator position.**

Mr. Soriano commented that he has researched similar positions of other municipalities that compensate the mandated EPA MS4 Program. He noted that the salary depends on the technical knowledge of the person involved, which ranges from people with specialized degrees (Bachelor Degree in Environmental Science), to others without specialized degrees, but with experience in stormwater management and trained in certified MS4 practices, which the Township's current MS4 Coordinator, Mr. Nicolo, has already started to attain.

Mr. Soriano stated that he has calculated the additional funds to \$15,000 per year. He noted that if the Township would not invest in the program, the non-compliance penalties imposed by the EPA would overshadow the \$15,000 investment. Mr. Soriano commented that the position will be an administrative position in the Administration Organizational Chart under the direct control of the Township Manager or Assistant Township Manager.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to amend the current 2016 Budget to appropriate additional Funds for the MS4 Coordinator position.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – EXCUSED  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 3-0.**

**Motion to accept the Audited Financial Statements for the period January 1, 2015 through December 31, 2015.**

Mr. Soriano noted that the Independent Auditor reviewed the DCED report with the Board earlier in the year. He explained that the bottom line has not changed, but the reporting has, which was necessary in order to meet new GASB 98 rules on how the Township shows Assets and Liabilities of Pension Funds. Despite the excess of expenses over revenues of approximately \$259,657, the Fund Balances remain sound, hovering at 36% of expenses for the General Fund.

Mr. Soriano stated that there are some management recommendations that will be discussed during the preparation of the 2017 Budget. He commented that the Management Letter contains several recommendations that would further strengthen the current internal control that if followed will create allocating additional funds to comply.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept the Township Audited Financial Statements for the period January 1, 2015 through December 31, 2015.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – EXCUSED  
COMMISSIONER BROWN – EXCUSED

**The Motion passed by 3-0.**

**PRIVILEGE OF THE FLOOR**

Mr. Soriano announced the progress of several PWD projects that are out to bid:

- Rebid – Potomac Street Water Main/Trout Creek Interceptor Sewer Replacement Project – due August 3, 2016 by 2:30 pm
- Stormwater – Kline Avenue Project – due August 18, 2016 by 2:30 pm
- Rehab of Sanitary Sewer at various locations – due August 10, 2016 by 2:00 pm

Chief Stiles reported that he had the opportunity to be the one of many Police Chiefs around the country to be invited to visit the White House. He stated that President Obama spoke to the gather about Community Policing and he was given a small tour of the grounds.

**ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting. Seconded by Commissioner Seagreaves. The time was 7:47 p.m.

Respectfully submitted,

Randy Soriano  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on July 28, 2016.

Approved and certified on this date:

\_\_\_\_\_  
Randy Soriano

Date: \_\_\_\_\_

SEAL