

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
May 10, 2018  
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 announced that an Executive Session will take place after the meeting regarding personnel matters. He also noted that an Executive Session was held after the Regular Meeting of April 26, 2018 regarding legal matters.

Commissioner Martucci turned the proceedings over to Mr. Allen Stiles, Chief of Police, who filled in for Ms. Bonaskiewich.

**ROLL CALL**

**Board Members Present:**

Robert Martucci, Jr., President  
Debra Brinton, Vice-President  
James Seagreaves, President Pro-Tempore  
Joanne Ackerman  
Rodney Conn

**Staff Present:**

Cathy Bonaskiewich, Township Manager – EXCUSED  
Paul Ziegenfus, Finance Director  
John Andreas, Director of Public Works  
Allen Stiles, Chief of Police  
Don Sabo, Police Sergeant  
Cynthia Sopka, Director of Planning & Zoning  
Sandy Nicolo, Code Enforcement Officer, MS4 Coordinator  
Genny Baillie, Recreation Director  
John Ashley, Esquire, rep of Davison & McCarthy, Township Solicitor  
David Tettermer, rep of Keystone Consulting Engineers, Township Engineer

## **NOTIFICATION**

Chief Stiles 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 commented related to non-agenda items will be taken after the agenda has been satisfied.

Chief Stiles reminded everyone of the three-minutes rule and asked that anyone who wishes to speak, come to the podium, announce oneself, and sign-in with name and address so as to assist Township administration with follow-ups.

## **APPROVAL OF THE LIST OF BILLS PAYABLE**

**Motion by Commissioner Brinton, seconded by Commissioner Conn, to the list of Bills Payable for the period 4/21/2018-5/4/2018, broken down as follows:**

\$60,905.60 = GENERAL  
\$1,971.75 = FIRE  
\$97.15 = LIBRARY  
\$10,097.11 = WATER  
\$18,286.08 = SEWER  
\$95,635.57 = REFUSE & RECYCLING  
\$13,195.97 = HIGHWAY AID  
**\$200,189.23** = GRAND TOTAL ALL FUNDS

### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

**The Motion passed by 5-0.**

## **MINUTES**

### **April 26, 2018**

Commissioner Martucci declared the Minutes of April 26, 2018 accepted as presented.

## **NEW BUSINESS**

## **ORDINANCES**

None.

## **RESOLUTIONS**

### **Resolution to conditionally approve the Roche Painting Land Development Plan.**

Mr. Tettermer stated that the Planning Commission is recommending that the Board consider conditional approval of the Roche Painting Land Development Plan. He noted that the Resolution includes two waivers and one deferral, as follows:

- SALDO section 302.1.C: Requiring separate Preliminary/Final Plans (waiver)
- SALDO section 10.12: Requiring curb and sidewalk installation (deferral)
- SALDO section 10.16: Requiring installation of street trees (waiver)

**Motion by Commissioner Conn, seconded by Commissioner Brinton, to conditionally approve the Roche Painting Land Development Plan with the waivers and deferral as read.**

#### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

**The Motion passed by 5-0.**

## **MOTIONS**

### **Motion to Award the Lindberg Park Phase 3 & 4 General Contracting and Plumbing bids received April 25, 2018.**

Mr. Len Policelli from Urban Research and Development Corp was present to address the Board. He stated that the lowest responsible bidder for Phase 4 General Contracting was Kobalt Construction in the amount of \$577,296.00. The lowest responsible bidder for Phase 3 of the plumbing portion of the project was John G. Membrino Construction in the amount of \$76,028.

Mr. Policelli commented that no bids were received for the electrical portion of the work so they are looking into alternatives for securing a contractor. He noted that they will be starting with Phase 4 first in order to make time to receive electrical estimates.

Mr. Robert Agonis of 1189 Meadowbrook Circle W inquired about the start date and the length of time for the project. Mr. Policelli stated that they are projecting a June 1, 2018 start date and they are giving the contractors 180 days for completion.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to award the Lindberg Park Phase 4 General Contracting to Kobalt Construction and the Phase 3 Plumbing Contracting to John G. Membrino Construction.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

**The Motion passed by 5-0.**

**Motion to Authorize Kirk, Summa & Co., LLP to re-audit the Township's 2016 Financials.**

Mr. Ziegenfus stated that the Township is in receipt of an engagement letter from the Kirk, Summa & Co., LLP to re-audit the Township's 2016 Financials in the amount of \$10,000 - \$15,000.

Commissioner Seagreaves inquired about the necessity of the second audit. Mr. Ziegenfus stated that the Township's former auditor did not turn over requested information to the new auditor. As a result, when the firm started the 2017 audit, they could not tie into the numbers from the audit of 2016 and therefore could not provide an opinion on the 2017 beginning balances.

Commissioner Ackerman inquired about any legal recourse the Township might have. Attorney Ashley stated that if the Township deems it to be financially warranted, legal action could be pursued. He noted that the Township wanted to complete the re-audit first to ascertain the damages.

**Motion by Commissioner Conn, seconded by Commissioner Ackerman, to authorize Kirk, Summa & Co., LLP to re-audit the Township's 2016 Financials, in the amount of \$10,000 - \$15,000.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

**The Motion passed by 5-0.**

## **DISCUSSION**

### **Discussion with Mr. Duane Hagelgans of Duane Hagelgans Consulting regarding conducting the Emergency Services Comprehensive Review.**

Mr. Duane Hagelgans was present to address the Board. He explained that his team will be reviewing the Township's entire emergency services by looking at what the Township currently has and then focusing on what it needs. Mr. Hagelgans stated that they will look at applicable laws and standards in law enforcement, fire services, and emergency management. He noted that they intend to meet with the fire departments, police department, employees and residents, and will then make recommendations for best practices for the Township.

## **PRIVILEGE OF THE FLOOR**

Mr. Joshua Wells of 3007 Meadowbrook Circle N inquired as to the agreement between Hamilton Park and Salisbury Youth Association in regards to field usage. Mr. Wells expressed concerns about a negative response he received when he requested to use the baseball field at Lindberg Park for SYA baseball practice because of its usage by Hamilton Park. Ms. Genny Baillie stated that while there is no agreement, SYA is based on the east side of the Township and Hamilton Park is on the west; therefore, SYA has use of Laubach, Dodson, Franko and shared use of Devonshire, while Hamilton Park has two fields at Lindberg and shared use of Devonshire. She noted that she has asked for schedules, but they have never been provided and she has turned away adult organizations, including the fire department, because SYA and Hamilton Park are given blanket usage of the fields. Ms. Baillie stated that she intends to meet with Ms. Bonaskiewich about how to maximize the use of the fields to make it accessible to both of the youth organizations and also to the residents.

Commissioner Ackerman inquired about a newspaper article regarding Lehigh County Authority switching Allentown customers to monthly billing with a \$13 per month increase. Mr. Tettermer stated that it is strictly for City of Allentown customers.

Sergeant Sabo announced that the Police Department conducted "Operation Clean Slate" with grant money, targeting the east side of the Township where they have received complaints related to traffic, drugs and ordinance violations. He stated that their efforts netted 14 arrests: eight were drug related, one assault, two DUI's, one underage drinking and two actors were taken into custody after crashing a stolen vehicle. Sergeant Sabo commented that officers also sited multiple drivers for various offenses.

Sergeant Sabo stated that the Fire Inspectors and Mr. Nicolo are moving forward with the final version of the rental inspection program. He noted that the item should be on an upcoming Workshop agenda.

Chief Stiles provided a brief update to the Board regarding the use of radar for local Police Departments.

**ADJOURNMENT**

Commissioner Brinton made a motion to adjourn the meeting. Seconded by Commissioner Ackerman. The time was 7:45 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on May 10, 2018.

Approved and certified on this date:

\_\_\_\_\_  
Cathy Bonaskiewich

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

SEAL