

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
August 12, 2021  
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 Brinton asked everyone to rise and recite the Pledge of Allegiance.

**CALL TO ORDER**

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

Commissioner Brinton turned the proceedings over to Ms. Cathy Bonaskiewich, Township Manager.

**ROLL CALL**

**Board Members Present:**

Debra Brinton, President  
Rodney Conn, Vice-President  
James Seagreaves, President Pro-Tempore  
Heather Lipkin  
Alok Patnaik

**Staff Present:**

Cathy Bonaskiewich, Township Manager  
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator  
Paul Ziegenfus, Finance Director  
James Levernier, Director of Public Works  
Kevin Soberick, Chief of Police  
Kerry Rabold, Planning and Zoning Officer  
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor  
David Tettermer, representative of Keystone Consulting Engineers, Township Engineer

**NOTIFICATION**

Ms. Bonaskiewich 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. Ms. Bonaskiewich reminded everyone of the three-minute 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 Patnaik, seconded by Commissioner Lipkin, to approve the list of Bills Payable for the period 7/17/21-8/6/21, broken down as follows:**

\$183,367.02 = GENERAL  
\$1,895.95 = FIRE  
\$87.88 = LIBRARY  
\$19,561.47= WATER  
\$52,159.94 = SEWER  
\$139,351.97 = REFUSE & RECYCLING  
\$258.03 = HIGHWAY AID FUND  
\$8,938.24 = CAPITAL GENERAL FUND  
\$862.50 = CAPITAL SEWER FUND  
\$12.99 = SUBDIVISION AND ESCROW FUND  
**\$406,495.99 = GRAND TOTAL ALL FUNDS**

**Roll Call:**

COMMISSIONER PATNAIK – YES  
COMMISSIONER LIPKIN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER CONN – YES  
COMMISSIONER BRINTON – YES

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

**MINUTES**

**July 22, 2021**

Commissioner Brinton declared the Minutes from July 22, 2021 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

**Ordinance to Amend Chapter 9, Grading and Development Ordinance.**

Mr. Tetterer stated that minor changes were made since the last time the Board reviewed the amended Ordinance at a Workshop in April 2021. He noted that the Township is now requiring some environmental items on construction plans in order to match SALDO requirements.

Ms. Jackie Straley of 3110 Dogwood Lane inquired if the Township has conferred with other townships or cities on this grading change. Mr. Tetterer replied that the Township already had a Grading Ordinance in place and this amendment is to review and approve grading for small development like single-family homes. He further explained that the amendment takes some of the information already required in the SALDO and puts it into a permit requirement for review of any plans for small, single-family residential development without a subdivision or any need for Planning Commission or Board review or approval.

Ms. Straley asked if permits go to the Director of Community Development for approval or denial. Mr. Tetterer replied yes, if a permit that comes to the Township as a grading plan submission, it will be reviewed by the Zoning Officer to make sure it meets zoning requirements, and then it will usually be sent it to himself as the Township Engineer in order to make sure it complies with

SALDO and the Grading Ordinance. Mr. Nicolo, as the Director of Community Development, will then sign off on the permit.

Ms. Rabold further explained that the Director of Community Development approves permits as he is the general, centralized person. She noted that this Grading Ordinance covers many things, such as single-family homes, street openings, and sewer and water connections, so while the Township Engineer will look at a lot of things, not every permit will go to him. The Director of Community Development will base his approval decisions on recommendations from whomever reviewed the application.

Ms. Straley inquired as to the current grading requirements. Ms. Rabold stated that currently, the only projects required to have grading permits are ones with 2,000 sq. ft. of new impervious surface or 5,000 sq. ft. of earth disturbance, and the Township Engineer reviews and approves the permit applications. She noted that the amended Grading Ordinance requires a lot more things to be looked at and requires the grading permit for a lot of other projects.

Ms. Straley inquired about earth movement on steep slopes. Mr. Tettermer stated this ordinance does not govern or control disturbance on steep slopes. He noted that it reviews the erosion and stormwater controls, and it is the SALDO that controls what is done on steep slopes. Mr. Tettermer reiterated that nothing in this ordinance changes the SALDO requirements that already exist for steep slopes.

Ms. Straley stated that she is against changing the review and approval process because she does not believe a Township employee should be responsible for approving or denying the grading permits.

Mr. Tettermer stated that there are two processes: one is a subdivision and land development process in which a developer is doing commercial or industrial development and it would require the plans to go before the Planning Commission. The second process is the new ordinance amendment which allows for projects such as minor sewer or water laterals or single-family dwellings to be constructed on a lot without having to go to the Planning Commission, submit the fees and be subject to the time constraints. Mr. Tettermer stated that the ordinance amendment does not give anybody at the Township the authority to approve land developments as defined in the ordinance or any kind of subdivision. He commented that the Grading Ordinance is in existence to make sure that if someone is interested in a single-family dwelling or generally less development, they can come to the Township and get their permits. Mr. Tettermer reiterated that this is not intended to replace the Planning Commission or input from the Board of Commissioners for anything that is governed by the Municipal Planning Code as a development.

Ms. Rabold noted that this Grading Ordinance is adding more control and oversight to things that never had it before.

Ms. Straley expressed concerns regarding the background and education of Ms. Rabold and Mr. Nicolo. Attorney Ashley noted that the Township employs appropriate and qualified individuals capable of making educated decisions on these matters. Mr. Tettermer also commented that the Community Department will make decisions on certain items based on recommendations from other departments.

Ms. Jane Benning of 3111 Douglas Road thanked the Township for the explanation of the permit approval process.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to adopt Ordinance No. 08-2021-641, amending Chapter 9, Grading and Development Ordinance.**

**Roll Call:**

COMMISSIONER PATNAIK – YES  
COMMISSIONER LIPKIN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER CONN – YES  
COMMISSIONER BRINTON – YES

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

**RESOLUTIONS**

**Resolution to Approve the Disposition of Public Works Equipment.**

Mr. Levernier stated that the Department of Public Works is looking to sell an older street sweeper and two wing mowers. Ms. Bonaskiewich commented that the Township plans to list the items on Municibid, but there might be an opportunity to do an inner-municipality sale with some of the items.

**Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to adopt Resolution No.08-2021-1715, approving the disposition of Public Works equipment.**

**Roll Call:**

COMMISSIONER PATNAIK – YES  
COMMISSIONER LIPKIN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER CONN – YES  
COMMISSIONER BRINTON – YES

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

**MOTIONS**

**Motion to Enter into a Lease Extension Agreement with District Court 31-1-08 through March 1, 2022.**

Mr. J. Brian Johnson, President Judge of the Lehigh County Court of Common Pleas, was present to make a request to extend the lease agreement for District Court 31-1-08 because they are having trouble finding appropriate space. He commented that they now have a reasonable belief that they have found a new space and will be able occupy it by March 1, 2022.

**Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to enter into a lease extension agreement with District Court 31-1-08 through March 1, 2022.**

**Roll Call:**

COMMISSIONER PATNAIK – YES  
COMMISSIONER LIPKIN – YES  
COMMISSIONER SEAGREAVES – YES

COMMISSIONER CONN – YES  
COMMISSIONER BRINTON – YES

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

**PRIVILEGE OF THE FLOOR**

Chief Soberick thanked the Board for their support of the Police Department’s National Night Out event, which was held on August 3<sup>rd</sup>.

Mr. Levernier noted that the Public Works Department turned on the sprinkler at the splash pad at Lindberg Park and looks to do it again because of the large participation.

Commissioner Brinton announced that the Township will hold a Movie Night at Franko Park on August 13<sup>th</sup>.

The Board thanked the Police Department and the Fire Departments for organizing and participating in National Night Out.

Mr. Nicolo stated that the DEP conducted an on-site inspection of municipal facilities for MS4 and everything went well. He thanked Mr. Levernier for his support.

Ms. Rabold comment that she is working through more of the Zoning Ordinance, specifically Parts 3 and 6, and plans to have a Workshop discussion with those changes at the end of September or early October.

Ms. Bonaskiewich announced that an outdoor concert featuring AM Radio will be held on Sunday, September 5<sup>th</sup> at Franko Park.

**ADJOURNMENT**

Commissioner Seagreaves made a motion to adjourn the meeting. Seconded by Commissioner Conn. The time was 7:52 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on August 12, 2021.

Approved and certified on this date:

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

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

SEAL