

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—October 11, 2012**  
**7:00 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Notifications:**

- All public sessions of the Salisbury Township Board of Commissioners regular meeting are electronically monitored (tape recorded) for the purpose of taking the Minutes. Public comment on agenda items will be entertained at the time the item is up for vote, non-agenda related public comments will be entertained after the agenda.
- Public Comment Period Policy—Three (3) Minutes Rule

**4. Approval of Bills Payable**

**5. Approval of the Minutes –*September 27, 2012***

**6. New Business**

**A. ORDINANCES - *None.***

**B. RESOLUTIONS**

1. Resolution approving intent to follow Municipal Records Disposition Schedules and Procedures.

**C. MOTIONS**

1. Motion to renew Mr. Charles Durner's Employment and Lease Agreements.
2. Motion to approve the Salisbury School District's street closing request.

**7. Courtesy of the Floor:** (opportunity for public comment on non-agenda items)

**8. Adjournment**

*\*Workshop to follow regular meeting*

*\*Executive Session*

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>General Fund</b>							
Alan Kunsman Roofing & S	S257	Annex bldg-install surface splices over h	01-409.373	09/19/2012	87.01	.00	
Total Alan Kunsman Roofing & Siding:					87.01	.00	
Anda Car Wash	09302012	2012-Sept-Police car washes	01-410.251	09/30/2012	35.00	.00	
Total Anda Car Wash:					35.00	.00	
Atlantic Tactical	SI-80404433	Sig Sauer Tactical Rifles	01-410.241	09/25/2012	2,265.00	.00	
Atlantic Tactical	SI-80403946	Magazines	01-410.241	09/19/2012	478.80	.00	
Atlantic Tactical	SI-80403803	holster	01-410.238	09/18/2012	91.40	.00	
Atlantic Tactical	SI-80403055	Night sights	01-410.238	09/10/2012	235.20	.00	
Total Atlantic Tactical:					3,070.40	.00	
Coopersburg Materials	Q11870	SP19/9.5	01-438.245	08/31/2012	8,174.85	.00	
Total Coopersburg Materials :					8,174.85	.00	
Ecco Communications LLC	60370	Tested & repaired Repeater	01-410.315	09/27/2012	75.00	.00	
Ecco Communications LLC	60337	Tested & repaired Kenwood radio	01-410.315	09/24/2012	100.10	.00	
Total Ecco Communications LLC:					175.10	.00	
Farm & Home Oil Compan	582159	Unleaded	01-401.231	09/25/2012	185.36	.00	
Farm & Home Oil Compan	582159	Unleaded	01-430.231	09/25/2012	370.72	.00	
Farm & Home Oil Compan	582159	Unleaded	01-410.231	09/25/2012	2,409.67	.00	
Farm & Home Oil Compan	582221	Diesel	01-430.231	09/25/2012	1,368.67	.00	
Total Farm & Home Oil Company:					4,334.42	.00	
Fonzone and Ashley	49023	2012-Aug-ESFD Pumper Tk purchase	01-404.310	09/01/2012	66.00	.00	
Fonzone and Ashley	49018	2012-Aug-Biundo-Zoning Ord Violation	01-404.310	09/01/2012	236.75	.00	
Fonzone and Ashley	49019	2012-Aug-Almgren-code enforcement	01-404.310	09/01/2012	1,778.17	.00	
Fonzone and Ashley	49020	2012-Aug-Reimb-Baker-Lot Consolidatio	01-404.318	09/01/2012	99.00	.00	
Fonzone and Ashley	49021	2012-Aug-Bankruptcy	01-404.310	09/01/2012	176.00	.00	
Fonzone and Ashley	49022	2012-Aug-Comp Plan Review	01-404.310	09/01/2012	66.00	.00	
Fonzone and Ashley	49025	2012-Aug-LC Detox Conditional Use	01-404.310	09/01/2012	110.00	.00	
Fonzone and Ashley	49027	2012-Aug-Meetings	01-404.310	09/01/2012	351.00	.00	
Fonzone and Ashley	49028	2012-Aug-Liens	01-404.310	09/01/2012	70.00	.00	
Fonzone and Ashley	49029	2012-Aug-Liens	01-404.310	09/01/2012	2,019.50	.00	
Fonzone and Ashley	49030	2012-Aug-Planning Comm	01-414.310	09/01/2012	470.00	.00	
Fonzone and Ashley	49032	2012-Aug-Sheriff's Sales	01-404.310	09/01/2012	88.00	.00	
Fonzone and Ashley	49033	2012-Aug-Steven J. Inc vs. ZHB	01-404.310	09/01/2012	66.00	.00	
Fonzone and Ashley	49034	Reimb-Zettlemoyer-Blk River Rd	01-404.318	09/01/2012	99.00	.00	
Total Fonzone and Ashley:					5,695.42	.00	
Fountain Hill Volunteer Fire	1	4-Scott air-paks	01-410.260	10/01/2012	1,000.00	.00	
Total Fountain Hill Volunteer Fireman's:					1,000.00	.00	
Gimmees.com	77472	Items for give-aways @ community event	01-410.200	09/19/2012	811.66	.00	
Total Gimmees.com:					811.66	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Hartford - Priority Accts, Th	6060669-6	2012-Oct coverage	01-487.158	10/01/2012	1,600.32	.00	
Total Hartford - Priority Accts, The:					1,600.32	.00	
Heppenheimer, Janet	10012012	58 of 60 Cash incntv pymt	01-406.171	10/01/2012	100.00	.00	
Total Heppenheimer, Janet:					100.00	.00	
Industrial Communications	35425	Batteries & belt clips for new portables	01-410.240	09/19/2012	460.00	.00	
Total Industrial Communications Co.:					460.00	.00	
Keystone Consulting Engin	131575	Zoning Ord Review-Aug 2012	01-408.313	09/26/2012	1,700.50	.00	
Keystone Consulting Engin	131245	Lindberg Pk BB Courts:6/5-7/19/12	01-408.313	09/05/2012	457.14	.00	
Keystone Consulting Engin	131248	Reimb inv:Deer Run Lot Consolidation	01-408.318	09/05/2012	179.00	.00	
Keystone Consulting Engin	131249	Reimb inv:Zettlemoyer Lot Line Adj	01-408.318	09/05/2012	895.00	.00	
Keystone Consulting Engin	131253	Flexer Ave Road Recon-June 2012	01-439.600	09/05/2012	9,301.27	.00	
Keystone Consulting Engin	131572	Gatta drainage review-7/6-8/28/12	01-408.313	09/26/2012	1,957.01	.00	
Keystone Consulting Engin	131578	Lindberg Pk BB Courts:8/8-8/28/2012	01-408.313	09/26/2012	350.50	.00	
Keystone Consulting Engin	131571	Flexer Ave Road Recon-July 2012	01-439.600	09/26/2012	21,976.77	.00	
Total Keystone Consulting Engineers:					36,817.19	.00	
Kirby Built Quality Products	K12092017	4 message centers for parks	01-451.373	09/19/2012	3,849.54	.00	
Total Kirby Built Quality Products:					3,849.54	.00	
Klimowicz, Brian G.	10012012	9 of 60 health reimb	01-406.171	10/01/2012	250.00	.00	
Total Klimowicz, Brian G. :					250.00	.00	
L V Planning Commission	10012012	2012 Sopka-subdivision review seminar	01-414.421	10/01/2012	90.00	90.00	10/02/2012
Total L V Planning Commission:					90.00	90.00	
Laible Jr, Ernest H	10012012	52 of 60 cash incntv pymt	01-406.171	10/01/2012	100.00	.00	
Total Laible Jr, Ernest H:					100.00	.00	
Lehigh County Humane So	02132025	3Q2012 animal control services	01-410.317	09/30/2012	2,750.00	.00	
Total Lehigh County Humane Society:					2,750.00	.00	
M. P. Uniform & Supply	76723-1	Boots/socks	01-410.238	09/05/2012	159.94	.00	
M. P. Uniform & Supply	76806-1	Pants/shirts/belts/buckle	01-410.238	09/10/2012	42.99	.00	
M. P. Uniform & Supply	76991-1	gloves	01-410.238	09/18/2012	5.99	.00	
M. P. Uniform & Supply	77259-1	socks/pants/boots	01-410.238	10/01/2012	147.47	.00	
M. P. Uniform & Supply	77029-1	embroidery	01-410.238	09/19/2012	19.50	.00	
Total M. P. Uniform & Supply:					375.89	.00	
Miklus, Nancy	10012012	40 of 60 cash incentive pymt	01-406.171	10/01/2012	100.00	.00	
Total Miklus, Nancy :					100.00	.00	
Mr. John Inc.	0004531475	1 unit:Franko farm-8/22-9/18/12	01-452.240	09/19/2012	125.00	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Mr. John Inc.:					125.00	.00	
Municipal Capital Corp	1327390	Pymt #7 of 12 for 3 - 2011 Dodge Chrg	01-472.350	10/01/2012	501.56	.00	
Municipal Capital Corp	1327390	Pymt #7 of 12 for 3 - 2011 Dodge Chrg	01-471.350	10/01/2012	6,309.05	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Int only):computer equipm	01-472.350	09/28/2012	187.67	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Princ only):computer equip	01-471.350	09/28/2012	2,214.73	.00	
Total Municipal Capital Corp:					9,213.01	.00	
Nextel Communications	09232012	2012-Sept-Police cell phones	01-410.320	09/23/2012	1,033.10	.00	
Nextel Communications	09232012	2012-Sept-Asst Mgr/Finance Director	01-402.320	09/23/2012	64.30	.00	
Nextel Communications	09232012	2012-Sept-Code Enforcement Officer	01-413.320	09/23/2012	64.30	.00	
Nextel Communications	09232012	2012-Sept-EMC-Tapler	01-415.320	09/23/2012	64.30	.00	
Nextel Communications	09232012	2012-Sept-Manager	01-401.320	09/23/2012	64.30	.00	
Nextel Communications	09232012	2012-Sept-P/Z Ofcr	01-414.320	09/23/2012	64.30	.00	
Nextel Communications	09232012	2012-Sept-DPW	01-430.320	09/23/2012	48.95	.00	
Total Nextel Communications:					1,403.55	.00	
Overhead Door Company,	C12.859	Service door #6	01-409.373	09/25/2012	2,338.50	.00	
Total Overhead Door Company, The:					2,338.50	.00	
PA Municipal Health Ins Co	10092012	2012-Nov coverage	01-487.156	10/09/2012	64,637.10	.00	
Total PA Municipal Health Ins Coop:					64,637.10	.00	
PA State Assoc of Borough	13625	Webinar-CDL Supry Training 9/25/2012	01-401.421	09/13/2012	40.00	.00	
Total PA State Assoc of Boroughs:					40.00	.00	
PenTeleData	B1837370	ESFC-Cable-9/2012	01-411.320	09/24/2012	60.07	.00	
Total PenTeleData:					60.07	.00	
PPL Electric Utilities	09192012	92051-48008-Sept 2012	01-409.361	09/19/2012	1,184.35	.00	
PPL Electric Utilities	09192012	70730-17005-Sept 2012	01-409.361	09/19/2012	1,323.55	.00	
PPL Electric Utilities	09192012	61089-84001-Sept 2012	01-409.361	09/19/2012	573.50	.00	
PPL Electric Utilities	09202012	94340-19001-Sept 2012	01-451.361	09/20/2012	58.77	.00	
PPL Electric Utilities	09212012	10550-10002-Sept 2012	01-451.361	09/21/2012	23.53	.00	
PPL Electric Utilities	09242012	93760-01007-Sept 2012	01-451.361	09/24/2012	17.71	.00	
PPL Electric Utilities	09262012	63580-10005-Sept 2012	01-451.361	09/26/2012	18.63	.00	
PPL Electric Utilities	09282012	52990-05007-Sept 2012	01-409.361	09/28/2012	21.02	.00	
PPL Electric Utilities	10042012	62400-52006-Oct 2012	01-451.361	10/04/2012	19.36	.00	
Total PPL Electric Utilities:					3,240.42	.00	
Presstek Inc	T728696	Repair sorter machine	01-401.375	09/27/2012	270.00	.00	
Total Presstek Inc:					270.00	.00	
Raub II, Carl T.	10/08/2012	2012 Health Reimb	01-406.171	10/08/2012	140.00	.00	
Raub II, Carl T.	09262012	2012 Boot/Clothing Allowance	01-430.192	09/26/2012	175.00	.00	
Total Raub II, Carl T. :					315.00	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Salisbury Township	09302012	3Q2012 ESFCo utility inv	01-411.320	09/30/2012	76.45	.00	
Total Salisbury Township:					76.45	.00	
Staples Business Advantag	3183367490	HP color laserjet printer	01-407.261	10/02/2012	284.80	.00	
Total Staples Business Advantage:					284.80	.00	
Staples Credit Plan	09272012	Inv#-52167-Police-ink cartridges	01-410.240	09/27/2012	361.91	.00	
Staples Credit Plan	09272012	Inv#57031-P/Z-ink cartridges	01-414.240	09/27/2012	41.92	.00	
Staples Credit Plan	09272012	Inv#-24099-ink cartridge	01-414.240	09/27/2012	14.99	.00	
Total Staples Credit Plan:					418.82	.00	
Stauffer Insurance, C. M.	29888	Add'l premium-Police Interceptor	01-486.352	09/19/2012	314.10	.00	
Stauffer Insurance, C. M.	29889	Add'l premium-DPW F-550 Dump Tk	01-486.352	09/19/2012	303.30	.00	
Stauffer Insurance, C. M.	29886	Add'l premium-DPW F-350 Pickup	01-486.352	09/19/2012	361.80	.00	
Stauffer Insurance, C. M.	30013	Add new F350 to DPW fleet	01-486.352	09/28/2012	254.70	.00	
Total Stauffer Insurance, C. M.:					1,233.90	.00	
Stotz/Fatzinger Office Sup	74232	Finance:Pens/label tape/batteries/post-it	01-402.240	09/27/2012	58.80	.00	
Stotz/Fatzinger Office Sup	74497	P-Z-digital voice recorder	01-414.260	10/02/2012	149.46	.00	
Total Stotz/Fatzinger Office Supply:					208.26	.00	
Stratix Systems Inc	12752061	42 of 63 lease for copiers	01-401.375	09/20/2012	541.10	.00	
Total Stratix Systems Inc:					541.10	.00	
Tapler, Jeffrey	10012012	EMC stipend -Oct 2012	01-415.139	10/01/2012	191.67	.00	
Total Tapler, Jeffrey:					191.67	.00	
Thomson Reuters	13992166	Govt Accounting & Financial Reporting 2	01-402.420	09/21/2012	222.00	.00	
Total Thomson Reuters:					222.00	.00	
Times News	100278202-091	EOC Mtg 9/19/2012	01-461.341	09/20/2012	25.48	.00	
Total Times News:					25.48	.00	
U.S. Postal Service	09202012	Standard Mail permit #1930:12/1/12-11/3	01-401.325	09/20/2012	190.00	.00	
U.S. Postal Service	20120813	2013-St Lukes Ambulance Fund Drive M	01-365.600	09/12/2012	1,389.00	.00	
Total U.S. Postal Service:					1,579.00	.00	
UGI Utilities Inc.	09172012	504043172815-Sept 2012	01-409.230	09/17/2012	412.98	412.98	10/01/2012
UGI Utilities Inc.	09172012	502022721012-ESFC-Sept 2012	01-411.320	09/17/2012	29.53	29.53	10/01/2012
UGI Utilities Inc.	09172012	504043200800-Sept-2012	01-409.230	09/17/2012	52.10	52.10	10/01/2012
UGI Utilities Inc.	09172012	504043200901-Sept 2012	01-409.230	09/17/2012	61.23	61.23	10/01/2012
Total UGI Utilities Inc.:					555.84	555.84	
UPS Store, The	10012012	overnight documents on DPW dump truc	01-401.325	10/01/2012	19.57	.00	
UPS Store, The	10012012	retrn mobile data terminal fr #204	01-401.325	10/01/2012	75.51	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total UPS Store, The:					95.08	.00	
Urban Research & Develop	2305-51-1-2435	Lindberg Pk Master Site Plan thru Aug 2	01-451.312	09/26/2012	28,680.00	.00	
Total Urban Research & Development :					28,680.00	.00	
Western Salisbury Fire Co	10052012	2012-1st half-voluntr reimb	01-465.500	10/05/2012	7,497.36	.00	
Total Western Salisbury Fire Company:					7,497.36	.00	
Witmer Public Safety Grou	1435582	Tasers w/ holsters	01-410.260	08/30/2012	1,714.79	.00	
Witmer Public Safety Grou	1435582.001	Taser audio/video recording equip	01-410.260	09/20/2012	823.90	.00	
Total Witmer Public Safety Group:					2,538.69	.00	
Total General Fund:					195,667.90	645.84	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Fire Fund</b>							
Farm & Home Oil Compan	582159	Unleaded	03-413.231	09/25/2012	370.72	.00	
Farm & Home Oil Compan	582221	Diesel	03-413.231	09/25/2012	760.37	.00	
Total Farm & Home Oil Company:					1,131.09	.00	
Miller and Son Inc, John	6480	Replace Foam Pump Speed Sensor on #	03-412.374	09/10/2012	561.11	.00	
Total Miller and Son Inc, John :					561.11	.00	
Supplee Brothers Inc.	2012827	PVC drafting hose	03-412.240	08/27/2012	764.00	.00	
Total Supplee Brothers Inc.:					764.00	.00	
Western Salisbury Fire Co	09302012	WSFC-various training	03-412.421	09/30/2012	1,531.58	.00	
Total Western Salisbury Fire Company:					1,531.58	.00	
Total Fire Fund:					3,987.78	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Library Fund</b>							
Allentown Public Library	10032012	2012-1st installment	04-456.305	10/03/2012	40,779.50	.00	
Total Allentown Public Library:					40,779.50	.00	
Total Library Fund:					40,779.50	.00	



Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Water Fund</b>							
Allentown, City of	062800	2012-Aug water	06-448.367	09/18/2012	69,284.74	.00	
Total Allentown, City of :					69,284.74	.00	
Farm & Home Oil Compan	582159	Unleaded	06-448.231	09/25/2012	185.36	.00	
Farm & Home Oil Compan	582221	Diesel	06-448.231	09/25/2012	202.77	.00	
Total Farm & Home Oil Company:					388.13	.00	
Ferguson Waterworks	0278602	curb box tops & bottoms	06-448.240	09/21/2012	1,600.60	.00	
Ferguson Waterworks	0278600	valve bases & boxes	06-448.240	09/21/2012	1,235.65	.00	
Total Ferguson Waterworks:					2,836.25	.00	
Hartford - Priority Accts, Th	6060669-6	2012-Oct coverage	06-487.158	10/01/2012	130.26	.00	
Total Hartford - Priority Accts, The:					130.26	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Int only):computer equipm	06-472.350	09/28/2012	46.91	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Princ only):computer equip	06-471.350	09/28/2012	553.68	.00	
Total Municipal Capital Corp:					600.59	.00	
Nextel Communications	09232012	2012-Sept-Utility Dept	06-448.320	09/23/2012	24.30	.00	
Total Nextel Communications:					24.30	.00	
PA Municipal Health Ins Co	10092012	2012-Nov coverage	06-487.156	10/09/2012	6,155.92	.00	
Total PA Municipal Health Ins Coop:					6,155.92	.00	
PPL Electric Utilities	10032012	59410-04007-Oct 2012	06-448.361	10/03/2012	16.81	.00	
Total PPL Electric Utilities:					16.81	.00	
Reading Equipment & Dist	79489	2012 F-350 4x4 Upfitting	06-448.700	09/25/2012	11,591.00	.00	
Total Reading Equipment & Dist Inc:					11,591.00	.00	
Sensus USA	ZA13007782	Software Support 11/8/12 - 11/08/13	06-448.319	09/04/2012	1,524.60	.00	
Total Sensus USA:					1,524.60	.00	
Staples Business Advantag	3183367490	HP color laserjet printer	06-448.319	10/02/2012	73.36	.00	
Total Staples Business Advantage:					73.36	.00	
Stauffer Insurance, C. M.	29888	Add'l premium-Police Interceptor	06-486.352	09/19/2012	17.45	.00	
Stauffer Insurance, C. M.	29889	Add'l premium-DPW F-550 Dump Tk	06-486.352	09/19/2012	16.85	.00	
Stauffer Insurance, C. M.	29886	Add'l premium-DPW F-350 Pickup	06-486.352	09/19/2012	20.10	.00	
Stauffer Insurance, C. M.	30013	Add new F350 to DPW fleet	06-486.352	09/28/2012	14.15	.00	
Total Stauffer Insurance, C. M.:					68.55	.00	
U.S. Postal Service	10012012	Acct# 1930-3Q2012 utility invoices	06-448.325	10/01/2012	709.21	709.21	10/01/2012

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total U.S. Postal Service:					709.21	709.21	
Total Water Fund:					93,403.72	709.21	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Sewer Fund</b>							
Barnes Group Inc.	4783860001	Nuts & bolts	08-429.240	09/10/2012	397.03	.00	
Total Barnes Group Inc.:					397.03	.00	
Emmaus, Borough of	28	3Q20112 sewer	08-429.532	09/30/2012	2,197.19	.00	
Total Emmaus, Borough of :					2,197.19	.00	
Farm & Home Oil Compan	582159	Unleaded	08-429.231	09/25/2012	185.36	.00	
Farm & Home Oil Compan	582221	Diesel	08-429.231	09/25/2012	202.77	.00	
Total Farm & Home Oil Company:					388.13	.00	
Fonzone and Ashley	49017	2012-Aug-Patricia Dr Pump Stn	08-429.310	09/01/2012	264.00	.00	
Fonzone and Ashley	49026	2012-Aug-Lincoln Ave Paving Proj	08-429.310	09/01/2012	99.00	.00	
Fonzone and Ashley	49031	2012-Aug-Sewer Billing Dispute w/COA	08-429.310	09/01/2012	209.00	.00	
Total Fonzone and Ashley:					572.00	.00	
Fountain Hill, Borough of	09302012	3Q2012 sewer	08-429.531	09/30/2012	175.71	.00	
Fountain Hill, Borough of	09302012	3 mo Capital Pymnts-3Q2012	08-429.536	09/30/2012	600.00	.00	
Total Fountain Hill, Borough of :					775.71	.00	
Hartford - Priority Accts, Th	6060669-6	2012-Oct coverage	08-487.158	10/01/2012	130.26	.00	
Total Hartford - Priority Accts, The:					130.26	.00	
Keystone Consulting Engin	131250	Patricia Dr Pump Stn Elim:6/4-8/3/12	08-429.601	09/05/2012	6,736.74	.00	
Keystone Consulting Engin	131584	Sewer matters-6/22-8/24/12	08-429.313	09/26/2012	1,881.80	.00	
Keystone Consulting Engin	131583	I&I removal program-7/2-8/31/2012	08-429.372	09/26/2012	15,263.91	.00	
Keystone Consulting Engin	131579	Montgomery St sewer replcmnt-6/4-8/17/	08-429.605	09/26/2012	7,053.39	.00	
Keystone Consulting Engin	131570	Patricia Dr swr pump stn elim-8/6-8/30/2	08-429.601	09/26/2012	2,039.18	.00	
Total Keystone Consulting Engineers:					32,975.02	.00	
Lehigh County Authority	09182012	Legal Fees-COA billing dispute:Jan-July	08-429.310	09/18/2012	545.21	.00	
Total Lehigh County Authority:					545.21	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Int only):computer equipm	08-472.350	09/28/2012	46.91	.00	
Municipal Capital Corp	09282012	Pmt #8 of 12 (Princ only):computer equip	08-472.350	09/28/2012	553.68	.00	
Total Municipal Capital Corp:					600.59	.00	
PA Municipal Health Ins Co	10092012	2012-Nov coverage	08-487.156	10/09/2012	6,155.92	.00	
Total PA Municipal Health Ins Coop:					6,155.92	.00	
PPL Electric Utilities	09192012	35530-02004-Sept 2012	08-429.361	09/19/2012	13.95	.00	
PPL Electric Utilities	09242012	82960-01000-Sept 2012	08-429.361	09/24/2012	14.85	.00	
PPL Electric Utilities	09242012	64170-11008-Sept 2012	08-429.361	09/24/2012	15.15	.00	
PPL Electric Utilities	09242012	33760-14008-Sept 2012	08-429.361	09/24/2012	14.33	.00	
PPL Electric Utilities	09262012	20380-10009-Sept 2012	08-429.361	09/26/2012	14.55	.00	
PPL Electric Utilities	09262012	21780-10003-Sept 2012	08-429.361	09/26/2012	16.13	.00	
PPL Electric Utilities	09272012	31590-08002-Sept 2012	08-429.361	09/27/2012	15.01	.00	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PPL Electric Utilities	10012012	39790-24008-Oct 2012	08-429.361	10/01/2012	180.13	.00	
PPL Electric Utilities	10022012	49200-35001-Oct 2012	08-429.361	10/02/2012	20.12	.00	
PPL Electric Utilities	10032012	98810-20005-Oct 2012	08-429.361	10/03/2012	127.04	.00	
PPL Electric Utilities	10042012	47020-14000-Oct 2012	08-429.361	10/04/2012	15.01	.00	
Total PPL Electric Utilities:					446.27	.00	
Reading Equipment & Dist	79489	2012 F-350 4x4 Upfitting	08-429.700	09/25/2012	11,591.00	.00	
Total Reading Equipment & Dist Inc:					11,591.00	.00	
Staples Business Advantag	3183367490	HP color laserjet printer	08-429.319	10/02/2012	73.36	.00	
Total Staples Business Advantage:					73.36	.00	
Stauffer Insurance, C. M.	29888	Add'l premium-Police Interceptor	08-486.352	09/19/2012	17.45	.00	
Stauffer Insurance, C. M.	29889	Add'l premium-DPW F-550 Dump Tk	08-486.352	09/19/2012	16.85	.00	
Stauffer Insurance, C. M.	29886	Add'l premium-DPW F-350 Pickup	08-486.352	09/19/2012	20.10	.00	
Stauffer Insurance, C. M.	30013	Add new F350 to DPW fleet	08-486.352	09/28/2012	14.15	.00	
Total Stauffer Insurance, C. M.:					68.55	.00	
Trexler Haines Gas Inc	E036335-IN	fill tank at Riverside Dr-sewer pump stn	08-429.232	09/19/2012	2.33	.00	
Trexler Haines Gas Inc	E036336-IN	fill tank at Riverside Dr-sewer pump stn	08-429.232	09/19/2012	491.34	.00	
Total Trexler Haines Gas Inc:					493.67	.00	
U.S. Postal Service	10012012	Acct# 1930-3Q2012 utility invoices	08-429.325	10/01/2012	709.21	709.21	10/01/2012
Total U.S. Postal Service:					709.21	709.21	
Verizon	09252012	2012-Sept-868-8310-Cardinal Dr Pump	08-429.320	09/25/2012	29.96	.00	
Total Verizon:					29.96	.00	
Total Sewer Fund:					58,149.08	709.21	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Refuse &amp; Recycling Fund</b>							
U.S. Postal Service	10012012	Acct# 1930-3Q2012 utility invoices	10-401.325	10/01/2012	709.21	709.21	10/01/2012
Total U.S. Postal Service:					709.21	709.21	
Waste Management Inc	0372762-2392-	25-Yd Rolloff-Devonshire-9/7/2012	10-427.300	09/16/2012	230.00	.00	
Waste Management Inc	0372763-2392-	25-Yd Rolloff-Franko-9/6 & 9/11/2012	10-427.300	09/16/2012	460.00	.00	
Waste Management Inc	0373971-2392-	2012-Oct service	10-427.300	10/01/2012	124,625.00	.00	
Waste Management Inc	0374594-2392-	2012-Disposal flat recycle-Devonshire9/1	10-427.303	10/01/2012	230.00	.00	
Waste Management Inc	0374594-2392-	2012-Disposal container svc chg Devons	10-427.303	10/01/2012	75.00	.00	
Waste Management Inc	0374595-2392-	2012-Disposal container svc chg Franko-	10-427.303	10/01/2012	75.00	.00	
Waste Management Inc	0374595-2392-	25-Yd Rolloff-Franko-9/20 & 9/24/2012	10-427.300	10/01/2012	460.00	.00	
Total Waste Management Inc:					126,155.00	.00	
Total Refuse & Recycling Fund:					126,864.21	709.21	

Vendor Name	Invoice Number	Description	GL Account Number	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Highway Aid Fund</b>							
PPL Electric Utilities	09192012	49130-02001-Sept 2012	35-433.362	09/19/2012	23.84	.00	
PPL Electric Utilities	09202012	99940-01007-Sept 2012	35-433.362	09/20/2012	22.78	.00	
PPL Electric Utilities	09202012	53875-61001-Sept 2012	35-433.362	09/20/2012	24.28	.00	
PPL Electric Utilities	09202012	05340-01002-Sept 2012	35-433.362	09/20/2012	22.78	.00	
PPL Electric Utilities	09242012	89989-11003-Sept 2012	35-433.362	09/24/2012	22.85	.00	
PPL Electric Utilities	09272012	95790-09009-Sept 2012	35-433.362	09/27/2012	14.02	.00	
PPL Electric Utilities	09272012	72390-08002-Sept 2012	35-433.362	09/27/2012	14.02	.00	
PPL Electric Utilities	10032012	96549-22003-Oct 2012	35-433.362	10/03/2012	24.53	.00	
PPL Electric Utilities	10032012	97159-57000-Oct 2012	35-433.362	10/03/2012	31.45	.00	
PPL Electric Utilities	10032012	58010-04003-Oct 2012	35-433.362	10/03/2012	28.58	.00	
PPL Electric Utilities	10032012	79200-43006-Oct 2012	35-434.361	10/03/2012	11,253.90	.00	
PPL Electric Utilities	10032012	32810-04003-Oct 2012	35-433.362	10/03/2012	28.13	.00	
PPL Electric Utilities	10032012	79000-43000-Oct 2012	35-434.361	10/03/2012	585.40	.00	
PPL Electric Utilities	10032012	59610-04003-Oct 2012	35-433.362	10/03/2012	30.62	.00	
Total PPL Electric Utilities:					12,127.18	.00	
Total Highway Aid Fund:					12,127.18	.00	
Grand Totals:					530,979.37	2,773.47	

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

President: \_\_\_\_\_

Board of Commissioners

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
SEPTEMBER 27, 2012  
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 7:10 p.m.

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

**ROLL CALL**

**Board Members Present:**

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

**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  
John Ashley, Esquire, Township Solicitor  
David Tettermer, representative of Township Engineer, Keystone Consulting Engineers

**NOTIFICATION**

Mr. Soriano announced that the Board held an Executive Session prior to the meeting to discuss a legal matter.

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.

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

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the unaudited Financial Report for August 2012 and the list of Bills Payable for the period 9/8/2012-9/21/2012, broken down as follows: General Fund - \$209,670.13; Fire Fund - \$4,254.30; Library Fund - \$0; Water Fund - \$10,096.56; Sewer Fund - \$7,788.26; Refuse & Recycling Fund - \$1,320.00; Highway Fund - \$0; Total of all Funds - \$233,129.25.**

**Roll Call:**

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

**The Motion passed by 5-0**

Ms. Bonaskiewich stated that the Township is in the process of doing software upgrades and advised that there might be a delay in the next Bills Payable list for the meeting of October 12, 2012.

**MINUTES**

**September 13, 2012**

Commissioner Brown declared the September 13, 2012 Regular Meeting Minutes of the Board of Commissioners approved as presented.

**NEW BUSINESS**

**ORDINANCES**



None

## **RESOLUTIONS**

### **Motion to approve Resolution No.09-2012-1493, adopting the April 2012 Final Draft of the Comprehensive Plan and revised Errata Sheet dated September 27, 2012.**

Mr. Soriano stated that since the last Board meeting, some discussion took place with Mr. Charlie Schmehl, consultant from Urban Research and Development Corporation, in regards to the language in the Plan. He also noted that he had updated the Board on the legal aspect of the document.

Mr. Soriano explained that the Plan does not deal with Zoning Amendments or re-zoning of any property. He stated that the Board is basically giving the Planning Commission an abstract document to use for the process of comprising the Zoning Ordinance.

Mr. Schmehl was present to address the Board. He noted that the Comprehensive Plan is not a regulation, or a legal, binding document upon the Township. Mr. Schmehl stated that the Plan is intended to be a general guide of policies to help support Zoning Ordinances, but does give some room for refinements as long as the Township is generally consistent between the Plan and the Zoning Ordinance.

Mr. Schemhl reviewed some of the changes and clarifications. He stated that the main clarification is that the Plan does not specifically show exact zoning map changes; it is showing future land-use plan changes. Mr. Schmehl also clarified that the Plan does not propose any reduction of the CR Zoning District and there are some places where it is proposed to be increased. He stated that the CR District, which is the most restrictive zoning that the Township has (a large-lot zoning district), is applied where the Township has concentrations of steep slopes. Mr. Schmehl explained that the School District property closest to Emmaus Avenue and is currently zoned an R-3, is not steeply sloped, but the bulk of the property that is steep will continue to be in the CR district.

Commissioner Seagreaves questioned the implications of water run-off if homes were built on the School District property closest to Emmaus Avenue. Mr. Schemhl replied that there are many new regulations for water quality and stormwater controls.

Commissioner Ackerman also inquired about the effects on the watershed if the land would be developed. Mr. Schmehl reiterated that there are more restrictive provisions in place to protect than in the past.

Mr. Kent Baird from Wildlands Conservancy stated that with his experience of working with a developer, it was his opinion that the site is a complicated one with its steep slopes and wetlands. He noted that he believes the property would best be suited for a park.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to adopt Resolution No. 09-2012-1493, adopting the April 2012 Final Draft of the Comprehensive Plan and revised Errata Sheet dated September 27, 2012.**

**Roll Call:**

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

**The Motion passed by 5-0**

**Motion to approve Resolution No. 10-2012-1424, revising the Permit Fees Resolution.**

Mr. Soriano stated that this Resolution will amend a previous one that was adopted in July 2012, regarding the permit fees for both residential and commercial entities. He noted that Ms. Sopka has revisited the fees, and a revision is necessary in order to track the permits by discipline and to deal with some administration issues that the staff was encountering in its implementation.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to adopt Resolution No. 10-2012-1424, amending the building, electrical, plumbing and mechanical permit fees for both residential and commercial entities.**

**Roll Call:**

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

**The Motion passed by 5-0**

## **MOTIONS**

**Shade Tree Appeal Hearing – Morganelli, Joseph – 821 South Ott Street.**

Mr. Soriano stated that the property owner is appealing a Notice of Enforcement issued by the Shade Tree Official, Sandy Nicolo, to replace a shade tree that was removed. He commented that the property owner is requesting relief from the provision of the Shade Tree Ordinance that requires new trees be planted. Mr. Soriano stated that this Hearing is held pursuant to the Local Agency Law and a stenographer is present to record the testimony in case of appeal.

Mr. Soriano turned over the proceedings to Attorney Ashley.

Mr. Joseph Morganelli was present to testify. He stated that there was a crack in the middle of the tree and he removed it due to safety concerns. Mr. Morganelli commented that he is requesting a waiver to the Ordinance requirement to replant because it would be a hardship due to the location of underground utility lines, specifically the water line.

Commission Brown inquired as to the reason why Mr. Morganelli does not want to plant a tree. Mr. Morganelli responded that he does not have a place to put a new tree because the base of the stump of the old is still in the ground and is unable to be removed because of its size.

Mr. Nicolo stated that he believes there are places on the property to replant a tree and provided the Board with a diagram showing the recommended spot.

A discussion took place about the location and the size of the new tree.

Mr. Morganelli stated that he has received opinions from two different tree contractors that both said the tree could die if it would be planted in the location that Mr. Nicolo recommended due to the proximity of the roots from the old tree.

Mr. Tetterer stated that planting a new tree in the right-of-way of the road would be a problem. He noted that depending on how close a new tree is planted to an older, larger tree, it could shade it out and it will be hard to grow. Mr. Tetterer stated that the Township Ordinance requests that the shade trees be planted about 40 feet apart.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to require the property owner of 821 South Ott Street to replant the shade tree with one of the Township's recommended trees.**

**Roll Call:**

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

**The Motion passed by 5-0**

**Motion to accept the Keystone Code Consulting Agreement.**

Mr. Soriano stated that this agreement would appoint Keystone Code Consulting as the secondary Building Code Official when the Township's primary BCO would need to recuse themselves due to conflicts.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve Keystone Code Consulting Agreement to act as the secondary Building Code Official.**

**Roll Call:**

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

**The Motion passed by 5-0**

**Motion to consider the acceptance of the 2013 Minimum Municipal Obligations certifications for the Police and Non-Uniformed Pension Plans.**

Mr. Soriano explained that Act 205 of 1984 requires that each year by September 30<sup>th</sup>, the Chief Administrative Officer (CAO) of the Pension Plans, Cathy Bonaskiewich, inform the governing body of the plans' expected financial obligation for the following year. He stated that the calculation of the 2013 plans' costs or MMO requires several assumptions relating to projected payrolls, amortization of unfunded liability/actuarial surplus, employee contributions and the allocation of state aid, when received. He noted that data utilized to complete the MMOs is calculated from data derived from the 1-1-2011 PERC report, and the CAO has indicated her best estimate. Mr. Soriano commented that the Board can change these numbers at future budget meetings.

Mr. Soriano further explained that the MMO is the General Fund obligation for 2013, which is payable into the Township plans by December 31, 2013. Therefore, the amount calculated in the MMO must be budgeted for 2013. He noted that the amount can be met with either general fund dollars or 2013 State Aid.

Mr. Soriano stated that for the Non-Uniformed MMO, the cost to the Plan is \$261,615, a decrease of \$4,425, derived primarily from increases in payroll projections. The Police Pension Plan shows a MMO of \$262,000, an increase of \$32,323. Mr. Soriano noted that the Plan experienced an actuarial loss as shown in the 1/1/11 valuation due to the economic downturn that has affected the investment portfolio since September of 2008.

Commissioner Brinton asked why there was an exception in 2011 that the state aid increased for the non-uniformed plan. Mr. Soriano stated that it was one-time abnormality of the calculation of state aid and the Township should not expect that a second time.

**Motion by Commissioner Ackerman, seconded by Commission Brinton, to accept the 2013 Minimum Municipal Obligations certifications for the Police and Non-Uniformed Pension Plans.**

**Roll Call:**

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

**The Motion passed by 5-0**

**Motion to set the 2012 Halloween Trick-or-Treat date to Friday, October 26, 2012 from 6:00 p.m. to 8:00 p.m.**

Mr. Soriano stated that Chief Stiles will work hand-in-hand with the School District to make sure that this year's event is a fun and safe one. He noted that key intersections will be manned by the Police Department to facilitate crossing of ghosts and other creatures.

Mr. Soriano reminded the Board of some common sense rules for the event and they will be posted on the Township's website:

- Make sure your child's clothing is flame retardant. Review the stop-drop-roll exercise in case a costume catches on fire.
  - Attach your child's name and address to the inside of their costume.
  - Imitation knives, guns, and swords are not recommended costume accessories.
  - Give children flashlights and/or reflective tape, especially if their costume is a dark color.
  - Lighted pumpkins and luminaries should never be left unattended.
  - Make sure all outdoor lights are operational.
  - Buy fresh batteries for, and test, your home smoke alarms.
  - Remove items kids could trip over from your walkway and doorstep.
  - Keep dogs and other pets away from your front door so that visiting children will not become frightened.
  - Set up a curfew for your older kids.
  - Discuss the route trick-or-treaters intend to follow.
  - Watch for signs of tampered candy such as loose wrappers and check all treats before they are eaten.
  - Throw away homemade or unwrapped treats. When in doubt, throw it out.
  - Serve an early healthy dinner so the kids won't fill up on candy.
  - Teach children how to dial 9-1-1 if they have become lost or have an emergency. (Remind them that 9-1-1 can be dialed free from any payphone).
- A warning to all motorists on Halloween:***
- Watch for children in the street and on medians while driving.
  - Enter and exit alleys and driveways slowly and carefully.
  - Watch for children in dark clothing.
  - Avoid all unnecessary travel on Halloween evening.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to set the 2012 Halloween Trick-or-Treat date to Friday, October 26, 2012 from 6:00 p.m. to 8:00 p.m.**

**Roll Call:**

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

**The Motion passed by 5-0**

**OLD BUSINESS**

Mr. Soriano announced that the end-of-year Playground Program report indicates that it was another successful year, and he noted that the Allentown Public Library Book Van attended all three parks. Mr. Soriano commented that vandalism at Laubach Park will have to be addressed for next year.

### **PRIVILEGE OF THE FLOOR**

Ms. Mary Anne Stinner of 2510 Green Acres Drive inquired about the status of the re-paving project on Green Acres Drive as the street has only been done from Beverly Drive to the end of Green Acres Park. Mr. Andreas stated that certain sections required additional prep work, but the areas between the trench drains and along Beverly Drive will be paved, and the section between Emerson Street and Flexer Avenue is set to be paved at the beginning of 2013.

Mr. Gary Swab of 804 S. Edward Street expressed concerns about a residence in the 800 block of S. Edward Street. He believes the property is being rented and the tenants are running a business at that location because of the large amount of traffic in and out of the home. He questioned if the Zoning Ordinance permits a business in that district.

Commissioner Ackerman also expressed concerns about the property and public safety due to a large amount of cars parked on the street and the conduct of the people who live there. Mr. Soriano clarified that the two issues are zoning regulations and the conduct of the tenants. Ms. Sopka stated that her records indicate that the property is in fact rented and is utilized as adult disability housing for two residents. Ms. Sopka explained that it is still considered a single family home and is not considered a group home. She stated that in accordance with American Disability Association requirements, the property is considered a residence, regardless of tenants' mental or physical status. Ms. Sopka also noted that she does not have a record of the property being operated as a business.

Commissioner Martucci questioned if there was an Ordinance that would not permit the use and he inquired how the Township can prove there is a business at that location. Ms. Sopka stated that it is federally mandated under the ADA that no one can discriminate against people with disabilities.

Mr. Soriano stated that the Planning and Zoning office has to investigate whether there is any reason to believe that the home is now violating any Zoning Ordinance of that residential district. He noted that the blocking of driveways and the conduct of the tenants can be enforced by the Police Department. He explained that the Zoning Officer has to determine if the home is used in conformance within the district and explained that the Board cannot make that determination because they are a legislative body. Mr. Soriano commented that court cases about group homes show that they are treated as families and are not any different than any residential family living in a home.

Mr. Charles Beck of 930 East Lexington Street expressed concerns about various Public Works matters. He also expressed concerns about his neighbors continuously working on their cars in the street. Chief Stiles stated that an officer was at that location twice and the homeowners were told to move the cars out of the street. Chief Stiles noted that the office was instructed to keep

checking on the property. Mr. Soriano stated that he will investigate if there is in fact a Township Ordinance prohibiting the repair of cars in the street.

**ADJOURNMENT**

Commissioner Martucci made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 9:01 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on September 13, 2012.

Approved and certified on this date:

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

\_\_\_\_\_  
Date

SEAL

**RESOLUTION NO. 10-2012-1425**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, DECLARING ITS INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE MUNICIPAL RECORDS MANUAL APPROVED ON DECEMBER 16, 2008.**

**WHEREAS**, a Local Government Records Committee was created by Act 428 of 1968 and empowered thereby to make rules and regulations for records disposition; and,

**WHEREAS**, the Municipal Records Manual was approved by said committee on December 16, 2008; and,

**WHEREAS**, the Township of Salisbury desires to dispose of records according to statutory requirements.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008 by the Local Government Records Committee.

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of October, 2012 at a regular public meeting.

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

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James A. Brown  
President, Board of Commissioners

ATTESTED:

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Randy Soriano, Township Secretary



**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Commissioners Workshop Meeting**  
October 11, 2012  
7:30 p.m.  
(approximate time)

**Topics of discussion:**

1. Preliminary 2013 Budget Review
2. MERT Program
3. St. Luke's Emergency Transport Service 10/25/12 Presentation