

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
JULY 12, 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 7:00 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 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 BILLS PAYABLES**

Commissioner Brinton inquired about the invoice from Groundhog Lawn and Landscaping. Ms. Bonaskiewich replied that the vendor is used for any weed or grass violations in which the property owners do not take care of themselves. She noted that the property owner is then billed for the service.

**Motion by Commissioner Brinton, seconded by Commissioner Martucci, to approve the list of Bills Payables for the period 6/23/2012-7/6/2012, broken down as follows: General Fund - \$38,339.88; Fire Fund - \$3,650.74; Library Fund - \$0; Water Fund - \$73,605.60; Sewer Fund - \$21,477.97; Refuse & Recycling Fund - \$1,169.36; Highway Fund - \$5,813.64. Total of all Funds - \$144,027.19.**

**Roll Call:**

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

**The Motion passed by 5-0**

### **MINUTES**

#### **June 28, 2012**

Commissioner Brown declared the June 28, 2012 Regular Meeting Minutes of the Board of Commissioners approved as presented.

### **NEW BUSINESS**

### **ORDINANCES**

None

**RESOLUTIONS**

**Motion to approve Resolution No. 07-2012-1420, revising the Building Fees.**

Mr. Soriano noted that at the last Workshop, Ms. Sopka presented the Board with revised residential and commercial building permit fees. He stated that Ms. Sopka had undertaken a study comparing the existing fees that the Township is charged by its third-party inspection agency, along with an analysis of surrounding municipalities, and as a result of that review, Ms. Sopka is proposing a revision of the fees.

Mr. Soriano stated that the Board will be repealing the old fees and enacting the new ones. He noted that the idea behind the fees is to be revenue-neutral, so what the Township is charged by the third-party agency, the Township should be passing along to the homeowner. Mr. Soriano reviewed the Resolution as follows:

**RESOLUTION NO. 07-2012-1422**

***BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, UPDATING BUILDING PERMIT FEES LISTED IN CHAPTER 1, PART 12 OF THE SALISBURY TOWNSHIP CODIFIED ORDINANCE.***

*WHEREAS, Chapter 1, Part 12 of the Administrative and Government Section of the Salisbury Township Codified Ordinances lists a complete Schedule of Fees; and*

*WHEREAS, the proposed fees are intended to be reflective of the actual costs to Salisbury Township to provide reviews, inspections, and services.*

*NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that the Fee Schedule located in Chapter 1, Part 12 of the Salisbury Township Codified Ordinances shall be revised as outlined in the listing entitled "Residential Permit Fees", marked Exhibit "A", attached hereto and incorporated herein, and the listing entitled "Commercial Permit Fees", marked as Exhibit "B", attached hereto and incorporated herein.*

*APPROVED AND ADOPTED this 12<sup>th</sup> day of July, 2012 at a regular public meeting.*

**TOWNSHIP OF SALISBURY**  
*(Lehigh County, Pennsylvania)*

\_\_\_\_\_  
*James A. Brown*  
*President, Board of Commissioners*

*Attest:*

\_\_\_\_\_  
*Randy Soriano, Secretary*

The Board thanked Ms. Sopka for her efforts in revising the building fees.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve Resolution 07-2012- 1420 as read.**

**Roll Call:**

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

**The Motion passed by 5-0**

**MOTIONS**

**The Board reconvened after the meeting during the work session proceedings. The Board made the following Motion:**

**Motion from the Floor to authorize the Township Manager to enter into a contract with the Contractor that submits the lowest proposal, not to exceed the \$18,500 bid threshold, associated with the Flexer Avenue Curbing Project. The Board approved the Motion by unanimous voice vote.**

**OLD BUSINESS**

Mr. Soriano commented that he is still working on getting change orders from two contractors for the Patricia Drive Pumping Station Elimination Project, so there is nothing new to bring before the Board at this time with regards to that project.

Mr. Soriano stated that the State Legislature has closed out all pending lawsuits regarding the Earned Income Tax in the Neighborhood Improvement Zone. He stated that in essence, the EIT that was withheld will most likely be returned whenever the settlement goes through. Mr. Soriano also noted that he will plan for a mid-year review on the budget at the next meeting so the Board can begin planning for next year.

**PRIVILEGE OF THE FLOOR**

Mr. Richard Spangler of 1417 Morning Side Avenue was present to address the Board about parking concerns on Morning Side Avenue. He alleged that his neighbor paved a public right-of-way to be used as his own private parking pad and questioned if that was permitted. Commissioner Brown stated that the Police Department is doing a comprehensive parking study of the Township and once that report is completed, the Board could address the situation further. Ms. Sopka stated that she would need to evaluate the location.

Commissioner Martucci requested a road closure on New York Avenue and Morning Side Avenue for a block party to be held on August 11<sup>th</sup>, 2012, from approximately 2:00 p.m. until dark.

Ms. Sopka stated that Penn State is offering a Tree Ordinance workshop and noted that she will make copies of the information for the Board.

Chief Stiles provided the Board with his six-month update. He stated that the Police Department is currently working on a number of investigations at this time and noted that they are making progress.

**ADJOURNMENT**

Commissioner Seagreaves made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 7:25 p.m. The time of the reconvening of the meeting was 7:55 p.m. The Board adjourned the meeting at 7:58 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on June 28, 2012.

Approved and certified on this date:

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

\_\_\_\_\_  
Date

SEAL