

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
OCTOBER 11, 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-ARRIVED LATE
Joanne Ackerman
Debra Brinton-EXCUSED

Staff Present:

Randy Soriano, Township Manager
Cathy Bonaskiewich, Assistant Township Manager/Finance Director
John Andreas, Director of Public Works-EXCUSED
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.

Mr. Soriano read into the record an email submitted by Commissioner Brinton, who was excused, but wanted to communicate her intentions on the Agenda items:

*Hi Randy,
Just a reminder that I will not be at the meeting tonight,(as I am) outside of Toledo on the way to Iowa for a wedding. If it matters, I approve the bills for payment that Shemaine sent and I approve the Minutes. I'm for the Resolution and both Motions. See you in two weeks.
Debbie*

APPROVAL OF BILLS PAYABLE

Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve the list of Bills Payable for the period 9/22/2012-10/5/2012, broken down as follows: General Fund - \$195,667.90; Fire Fund - \$3,987.78; Library Fund - \$40,779.50; Water Fund - \$93,403.72; Sewer Fund - \$58,149.08; Refuse & Recycling Fund - \$126,864.21; Highway Fund - \$12,127.18; Total of all Funds - \$530,797.37

Roll Call:

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

The Motion passed by 4-0

MINUTES

September 27, 2012

Commissioner Brown declared the September 27, 2012 Regular Meeting Minutes of the Board of Commissioners approved as presented.

NEW BUSINESS

ORDINANCES

None

RESOLUTIONS

Motion to approve Resolution No. 10-2012-1425, approving the intent to follow Municipal Records Disposition Schedules and Procedures.

Mr. Soriano stated that the Resolution would formalize the process for document destruction in accordance with the PA Municipal Records Manual. Mr. Soriano noted that at the Work Session, he briefly reviewed the Resolution, which referenced an Appendix B. He commented that Appendix B sets forth the type of records and statutory requirements for disposition of records for various departments.

Mr. Soriano clarified that the Resolution does not destroy anything; it sets in motion its intent to follow the Municipal Record Retention schedule. Mr. Soriano stated that if departments would want to destroy any records, they would have to submit to the Board a specific disposition Resolution outlining and listing the specific records to destroy.

Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to adopt Resolution No. 10-2012-1425, approving the intent to follow Municipal Records Disposition Schedules and Procedures.

Roll Call:

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

The Motion passed by 4-0

MOTIONS

Motion to renew Mr. Charles Durner's Employment and Lease Agreements.

Mr. Soriano stated that Mr. Durner's employment and lease agreements for his services as caretaker at Franko Farm, Animal Control Officer, and Drop-Off Center Operator are up for renewal. He noted that the new agreement proposes an increase of his vacation days from 12 days per year to 15 days per year, but all other terms remain the same.

The Board commended Mr. Durner on his efforts at Franko Farm.

Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve the 2013 Employment and Lease Agreements for Mr. Charles Durner.

Roll Call:

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

The Motion passed by 4-0

Motion to approve the Salisbury School District's street closing request.

Mr. Soriano stated that Salisbury School District is requesting the closure of a portion of South Dauphin Street for a bonfire event on November 1, 2012 from 6:30 p.m. – 8:30 p.m. He stated that if approved, the School District will sign a Waiver of Liability and express an assumption of risk for the event. He noted that they will also hold the Township harmless and provide a certificate of insurance.

Chief Stiles stated that Eastern Salisbury Fire Department will be on site as well as the School Resource Officer. Chief Stiles clarified that the bonfire is on the School District's property, but the street is closed for additional safety measures.

Motion by Commissioner Seagreaves, seconded by Commissioner Ackerman, to grant the Salisbury School District permission to close South Dauphin Street in order to facilitate a bonfire, contingent on the School District signing a hold harmless agreement and providing proof of insurance.

Roll Call:

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

The Motion passed by 4-0

OLD BUSINESS

Mr. Soriano announced that he researched the Township's Code of Ordinances and found no Ordinance on record that would prohibit anyone from repairing vehicles in the street right-of-ways. He stated that an Ordinance could be formulated that would prevent such practice in a residential zone. A discussion ensued about developing an Ordinance only prohibiting such work for commercial purposes. Chief Stiles commented that he believes the Ordinance should prohibit the repairing of anything major, such as transmission work, removing engines, and

having the car on blocks. It was the consensus of the Board to develop a Draft of an Ordinance for their review.

Mr. Soriano inquired if Ms. Sopka has followed up on the complaint about the alleged group home on South Edward Street. Ms. Sopka replied that she has been to the location several times and made phone calls to the company who is renting the property, but has not received a return call. Ms. Sopka stated that at this time, she believes the property is acting a residence, but she is still looking for clarification on the apparent training events that are taking place. Commissioner Ackerman commented that the neighbors have noticed less traffic in and around the home since the last Board meeting.

PRIVILEGE OF THE FLOOR

Commissioner Seagreaves stated that he spoke to a business owner from the corner of Public Road and Jeter Avenue who expressed concerns about vandalism to his property.

Chief Stiles presented the Board with the Police Department's third quarter report.

ADJOURNMENT

Commissioner Martucci made a Motion to adjourn the Meeting. Seconded by Commissioner Ackerman. The time was 7:36 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