

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
FEBRUARY 28, 2013  
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 the proceedings over to Randy Soriano, Township Manager.

**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 recorded electronically for the purpose of taking the Minutes. All public comments on agenda items will 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 records are available pursuant to the Right-to-Know Law, if requested.

Mr. Soriano reminded everyone of the three minute rule and asked that anyone who wishes to speak come to the podium, sign in, announce themselves, and speak clearly into the microphone. Mr. Soriano added that the speaker can choose 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 administrative follow-ups on a particular issue.

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

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the unaudited Financial Report for the period ending 1/31/2013 and the list of Bills Payable for the period 2/9/2013-2/22/2013, broken down as follows:**

\$116,252.07 = GENERAL  
\$2,377.59 = FIRE  
\$0 = LIBRARY  
\$74,908.06 = WATER  
\$7,846.36 = SEWER  
\$124,625.00 = REFUSE & RECYLCING  
\$14,624.63 = HIGHWAY AID  
**\$340,633.71 = GRAND TOTAL ALL FUNDS**

**Roll Call:**

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

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

**MINUTES**

**February 14, 2013**

Commissioner Brown declared the February 14, 2013 Regular Meeting Minutes of the Board of Commissioners approved as presented.

**NEW BUSINESS**

**RESOLUTIONS**

None.

**ORDINANCES**

None.

**MOTIONS**

**Motion to formally authorize the Recreation Advisory Committee to hold an Egg Hunt Event on March 23, 2013.**

Mr. Soriano stated that the Egg Hunt will take place at Lindberg Park on March 23, 2013, rain or shine, beginning at 10:30 a.m. He noted that the Recreation Committee has finalized the registration form and flyers, and they will begin distributing them to the school district.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to authorize the Recreation Advisory Committee to hold an Egg Hunt Event on March 23, 2013 at Lindberg Park.**

**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 adopt a Policy authorizing the Police Department to entertain requests for additional police protection from private entities.**

Mr. Soriano stated that during the holidays, the Police Department engaged in some additional police patrols by requests from private entities. He noted that at the time, the Board did not have any question regarding the procedure, so this policy will be a formalized procedure enabling Chief Stiles and the Police Department to have the authority to honor the requests.

Mr. Soriano read the Police Protection Request from Private Entities Policy into the record.

Commissioner Martucci questioned the rate at which the Township will be reimbursed. Mr. Soriano responded that the rate will recoup the cost of the officer who is scheduled to work by charging the entity the highest rate possible, even if a Patrolman working would not necessarily be making that rate. Commissioner Martucci clarified that if the Township has a Patrolman working, then there would be a profit, but if a Sergeant was working, the Township would break even. Mr. Soriano responded that as the Policy is written, there would be no profit to the Township, just recouping of costs.

Ms. Bonaskiewich commented that her opinion is that the Township would just be looking to reimburse itself for out of pocket costs. She stated that the calculation includes the overtime hourly rate of the officer plus the benefit percentage on the base hourly rate, which is updated each year. Ms. Bonaskiewich noted that any profit making is up to the discretion of the Board.

Attorney Ashley commented that the Township should be careful in what it charges because it does not want to be in competition with other security companies.

Mr. Soriano suggested imposing an administration fee in order to recoup the cost of what the Township will spend on Chief Stiles taking extra time for scheduling and Ms. Bonaskiewich having to do extra calculations for hourly rate and billing.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to amend the Resolution to include an administrative fee of 5% of the total amount.**

**Roll Call:**

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

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

**Motion by Commissioner Brinton, seconded by Commissioner Seagreaves, to adopt a Policy authorizing the Police Department to entertain requests for additional police protection from private entities, as amended.**

**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 authorize the submission of a commitment letter for the “Rooftop Solar Challenge II Grant” Program.**

Mr. Soriano explained that the Township is not applying for the Rooftop Solar Challenge II Grant, but committing itself to a role in the Grant process. He stated that if the Township participates with Penn Future in requesting the Grant from the U.S. Department of Energy, and the Grant is actually awarded to Penn Future, it will receive free consultation by professional

planners, reimbursement for solicitor review of the Solar Ordinance and for the Public Meeting advertising, free registration for an accredited electrical inspector training for solar systems in the region, free registration for municipal staff for permitting solar installations training, a presentation to the Planning Commission and/or Board of Commissioners about the models, and a Sunshine Community certification and plaque.

Ms. Sopka explained that participation in the program will help the Township develop a standardized solar rooftop Ordinance. She noted that it would also help expedite the technical and training aspects of solar panels.

Commissioner Brinton suggested putting information on the Township's website in regards to grants and tax credits that are available for alternative energy.

Commissioner Brown questioned if the Township currently has any zoning regulations on solar panels. Ms. Sopka replied that the Township does not have anything in the Zoning Ordinance as of now, but this program will allow for guidance from Penn Future in adopting the best solar practices for zoning, permitting and inspections.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to authorize the submission of a commitment letter for the "Rooftop Solar Challenge II Grant" Program to be included with the Penn Future application to the Department of Energy.**

**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**

**PRIVILEGE OF THE FLOOR**

Mr. Nathan Brown of 902 Lawrence Drive in Emmaus was present to introduce himself as a candidate for County Commissioner for District 5 in Lehigh County.

Commissioner Brinton inquired about setting up a time to meet with Senator Bob Mensch at his request. Mr. Soriano replied that the Senator sends invitations to reach out to the constituency and in the past, the Board has invited the three representatives of the Township to come to a public meeting to discuss legislative issues.

**ADJOURNMENT**

Commissioner Martucci made a Motion to adjourn the Meeting, seconded by Commissioner Brinton. The time was 7:50 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on February 28, 2013.

Approved and certified on this date:

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

\_\_\_\_\_  
Date

SEAL