

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
JUNE 27, 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 – EXCUSED
Cynthia Sopka, Director of Planning & Zoning – EXCUSED
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 THE LIST OF BILLS PAYABLE AND FINANCIAL REPORT

Commissioner Brinton questioned the \$3,700 spent in the Dues, Subscriptions and Memberships expense line item because the Township had only budgeted \$2,700. Ms. Bonaskiewich stated that \$2,850 was for the Board's dues to Pennsylvania State Association of Township Commissioners and \$850 was for the Bird Town application fee. It was the consensus of the Board to get further clarification on the PSATC organization. Mr. Soriano suggested allocating money for special events by line item transfer so the Board knows exactly what the money is used for.

Commissioner Ackerman inquired about the payment to Keystone Consulting Engineers for Salisbury School District renovations. Mr. Soriano explained that it is a pass-through clause in that the Township is first billed by Keystone and then the Township bills the School District for the same amount.

Commissioner Ackerman inquired about the payment to Sands Auto Group for repair of an engine. Mr. Andreas stated that the exhaust system had to be cleaned and repaired under warranty and the vehicle also needed the injectors changed and cleaned. He explained that the problem was due to both wear and tear and human error, and he has taken steps to avoid the problem in the future.

Commissioner Brinton inquired about the payment to Stratix Systems. Ms. Bonaskiewich stated that Stratix is the firm who provides IT services to the Township.

Motion by Commissioner Martucci, seconded by Commissioner Seagreaves, to approve the list of Bills Payable for the periods of 6/8/2013-6/21/2013, and the unaudited Financial Report for the period ending 5/31/2013, broken down as follows:

\$117,056.60 = GENERAL
\$263,611.32 = FIRE
\$0 = LIBRARY
\$71,220.90 = WATER
\$44,841.72 = SEWER
\$3,109.00 = REFUSE & RECYCLING
\$12,809.26 = HIGHWAY AID
\$512,648.80 = 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

June 13, 2013

Mr. Soriano noted one correction on page seven. Commissioner Brown declared the June 13, 2013 Regular Meeting Minutes of the Board of Commissioners approved with the correction.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

None.

MOTIONS

Motion to transfer additional funds from the Capital Reserve to be used for Franko Farm House Repairs and Maintenance.

Mr. Soriano stated that Commissioner Martucci, Mr. Nicolo and Ms. Bonaskiewich met at the Franko Farm House with Charlie Durner and his wife to review the much-needed repairs to the home. He commented that all 23 windows are old and will need to be replaced, as well as four doors.

Mr. Soriano noted that Commissioner Martucci looked at the overall construction of the home and it was found to be structurally sound. He stated that with respect to the outside brick structure, there will be a need to caulk some cracks to minimize water infiltration, which will be discussed with the Contractor at a later date. Mr. Soriano commented that with respect to the summer kitchen building that is adjacent to the house, the structure appears to be sound, but the perimeter walls will need to be repointed. He also noted that the roof will need to be replaced, and a cost estimate will be obtained.

Mr. Soriano explained that during the Budget deliberations, the Board had anticipated or requested \$20,000 to be set aside for the Franko Farm House, and so the Board set aside \$1 to

leave the line item open. Mr. Soriano stated that he believes this amount will be sufficient for the time being. He noted that next year's Budget will be developed to take into consideration the other costs needed to maintain the premises.

Mr. Soriano recommended the Board accepts the proposals from Jack Weiss as follows: replacement of four doors - \$5,998.92; replacement of 23 windows - \$9,878.56.

Commissioner Brinton inquired whose responsibility it is to maintain the home. It was the consensus of the Board that it is the Township's responsibility since they own the home. Commissioner Brinton suggested that someone should be appointed to make sure the repairs are being taken care of.

Motion by Commissioner Brinton, seconded by Commissioner Ackerman, to transfer \$20,000 from the Capital Reserve to cover the cost of repairing and maintaining the Franko Farm House.

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 release \$262,763 as Final Payment for the new Eastern Salisbury Fire Department Fire Truck.

Mr. Soriano stated that the PEMA loan for \$100,000 has been approved and the funds will be used to offset the cost of the new Spartan ERV Legend. He noted that per the contract, the cost of the new Fire Truck is \$362,763 with \$100,000 already paid in April. Mr. Soriano stated that the balance of \$262,763 is due upon delivery of the Truck, and ESFD is trying to coordinate the date of delivery with the Township's issuance of the check.

Mr. Soriano recommended that the Board authorize the release of \$262,763 contingent on the Township Solicitor and Manager's review and final dispensation of the check in accordance with the properly signed documents in place before or at the time of delivery.

Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to release the \$262,763 as Final Payment for the new Eastern Salisbury Fire Department Spartan Fire Truck, contingent on the signed documents and approval from the Township Solicitor.

Roll Call:

COMMISSIONER ACKERMAN - YES

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

The Motion passed by 5-0.

Payment Applications #2 (\$14,203.80) and #3 (\$7,663.41) submitted by Sewer Specialty Services Co. for work performed on the 2012 Closed Circuit TV Inspection/Testing/Grouting Sanitary Sewer Pipe Joints Project.

Mr. Soriano stated the Engineer has reviewed and approved the Payment Applications. He noted that the last Change Order was for sewer lateral inspections and other miscellaneous work. Mr. Soriano explained that the money is in the Budget since the Township received a bid for less than what was budgeted. Mr. Tetterer explained that there were a couple of spots in the sewer mains that they fixed right away.

Commissioner Ackerman inquired if any of the work could have been done in-house. Mr. Tetterer stated that the work is part of a larger job through the EPA order for the City of Allentown. Mr. Andreas explained that the Public Works Department does not have the ability to do the extensive type of work required for the project.

Motion by Commissioner Martucci, seconded by Commissioner Seagreaves, to approve Payment Application # 2 in the amount of \$14,203.80 and Payment Application #3 in the amount of \$7,663.41 submitted by Sewer Specialty Services Co. for work performed on the 2012 Closed Circuit TV Inspection/Testing/Grouting Sanitary Sewer Pipe Joints Project.

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 the release of \$148,499.34 security bond escrow for the KidsPeace Broadway Campus improvements.

Mr. Tetterer stated that the project, which began in 2005, is now completed and the maintenance period is over. Mr. Soriano stated that releasing the security bond will officially end the Township's relationship with holding KidsPeace responsible for improvements.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to authorize the release of the Development Improvement escrow for KidsPeace Broadway Campus in the amount of \$148,499.34.

Roll Call:

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

The Motion passed by 5-0.

PRIVILEGE OF THE FLOOR

Mr. Soriano announced that the Lehigh County Commissioners approved the Township's Gaming Grant in the amount of \$49,851 to be used for the purchase of two 2013 Dodge Chargers and a road display showing drivers their mileage-per-hour.

Mr. Soriano stated that the latest edition of the Township's newsletter will soon be published on the website. He noted that by not printing the newsletter on paper, the Township saved \$5,000.

Mr. Don Melber of 1702 E. Susquehanna Street expressed concerns about a structure on his neighbor's property and inquired if he had any rights as a property owner to contest the building. Commissioner Martucci stated that he will call Mr. Nicolo to make sure the resident is compliant with his permits and he will report back to the Board. Mr. Tettemer explained that if it is strictly a residential use, and the property owner submits a permit application that meets all the requirements, then the project is an approved use and neighbors are not generally notified. He noted that the notification requirements happen when somebody is doing something that is beyond the scope of the SALDO. Mr. Soriano commented that the resident has the right to request a copy of the permit through the Right-to-Know Law.

Commissioner Brown inquired about the fixing of the roof on the Municipal Building. Commissioner Martucci stated that he is meeting with Mr. Nicolo to go up on the roof and determine if the problem is a quick-fix or something more extensive. He noted that he will report back to the Board at the next meeting.

Mr. Andreas reported on current PennDOT construction projects that are taking place in the Township. He stated that the work on the Oxford Drive Bridge will continue through the summer and their intent is work on the other side when they are finished with the current side, keeping the traffic pattern in the same direction.

Mr. Andreas commented that he will be attending a pre-construction meeting on July 1st for the Fairview Bridge. He noted that work is scheduled to start on July 8th with the bridge to reopen later this year.

Mr. Andreas stated that a pre-construction meeting for the South Ellsworth water line project was held on July 1st, and the project is scheduled to begin around July 15th. He noted that the Maumee Avenue stormwater project is in the final stages of design and bid spec preparation. It is anticipated to be put out for bid within the next two weeks.

Mr. Andreas commented that bids will be opened on July 1st for the resurfacing of roads on the South Mountain.

Commissioner Brinton thanked Mr. Soriano for his work on the new Dog Ordinance leaflets. Mr. Andreas stated that 34 new signs will be placed in the Township parks in regards to the enforcement of the Dog Ordinance.

Ms. Bonaskiewich announced that the Township will be running a Bus Trip to the Broadway Theatre production of Cinderella on October 19th. The price of \$149 includes Orchestra seating and roundtrip transportation.

ADJOURNMENT

Commissioner Brinton made a Motion to adjourn the Meeting, seconded by Commissioner Martucci. The time was 8:50 p.m.

Respectfully submitted,

Randy Soriano
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on June 27, 2013.

Approved and certified on this date:

Randy Soriano

Date

SEAL