

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
SEPTEMBER 26, 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  
Donald Sabo, Police Sergeant  
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 oneself, 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 FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

**Motion by Commissioner Brinton, seconded by Commissioner Seagreaves, to approve the unaudited Financial Report for the period ending August 31, 2013 and the list of Bills Payable for the period of 9/7/2013-9/20/2013, broken down as follows:**

\$185,931.30 = GENERAL  
\$2,374.50 = FIRE  
\$0 = LIBRARY  
\$24,704.97 = WATER  
\$7,634.22 = SEWER  
\$1,102.80 = REFUSE & RECYCLING  
\$17,865.87 = HIGHWAY AID  
**\$239,613.66** = 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.**

### **M INUTES**

#### **September 12, 2013**

Commissioner Brown declared the September 12, 2013 Regular Meeting Minutes of the Board of Commissioners approved as presented.

### **NEW BUSINESS**

### **ORDINANCES**

None.

## RESOLUTIONS

None.

## MOTIONS

### Motion to certify the Pension Plans Minimum Municipal Obligation - 2014

Mr. Soriano stated that as in prior years, the Board must satisfy the requirement pursuant to Act 205 of 1984, which requires that by September 30<sup>th</sup>, the Chief Administrator Officer of the Pension Plan, Ms. Bonaskiewich, must inform the governing body of the plans' expected financial obligation for the following year.

Mr. Soriano explained that the calculation of the 2014 MMO requires several assumptions to be made relating to projected payrolls, administrative expenses, amortization of unfunded liability/actuarial surplus, employee contributions and the allocation of State Aid, when received. He stated the data utilized to complete the MMO's is calculated from data derived from the January 1<sup>st</sup>, 2011 PA Employment Retirement Commission report for PMRS Non-Uniformed Pension Plan and the January 1<sup>st</sup>, 2013 report for the Police Pension Plan. Mr. Soriano noted that the CAO has indicated her best estimate, and the Board can change these numbers at future Budget meetings should circumstances warrant.

Mr. Soriano stated that total combined, the levy devoted towards payment of pension costs for 2014 will be \$559,895, compared to \$523,819, an increase of \$36,076 from 2013 MMO. He commented that as a comparison, in 2008, the total financial cost (MMO) of the combined plans was \$343,885. In 2014, the cost has risen to \$559,895, approximately \$216,010 more.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to accept the 2014 MMO for the Police and Non-Uniform 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 2013 Halloween Trick-or-Treat Date – October 25, 2013 between 6:00 p.m. – 8:00 p.m.**

Mr. Soriano stated that Friday, October 25, 2013 from 6:00 p.m. – 8:00 p.m. is recommended as the official Trick-or-Treat Night in the Township. He noted that this is also the chosen date as the City of Allentown’s Trick-or-Treat Night so the Police will need to coordinate their efforts with the City. Mr. Soriano commented that valuable tips will be included on the Township’s website.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to set the Halloween Trick-or-Treat night for October 25, 2013 from 6:00 p.m. – 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.**

**Motion to authorize the transfer of \$4,800 from Line Item 01-406.171 to Line Item 01-409.373 Building Facilities Maintenance for installation of heaters in the Public Works Locker Room.**

Mr. Soriano stated that the Workplace Safety Committee has made a recommendation to management for providing heat in the Public Works Department locker room. Mr. Soriano commented that transferring funds to cover this from another line item will realize some cost savings.

Mr. Soriano inquired if there was ever heat in that area. Mr. Andreas replied that there is heat in the area, but these heaters would offer supplemental heat to provide additional balance.

Commissioner Brinton questioned the actual cost of the work because of the charge in the Bill’s List for Lehigh Valley Engineering in the amount of \$2,035. Mr. Soriano responded that the charge was for the development of the plans needed for the electrical permit to install the heaters and that money will come out of the Engineering Line Item to cover the cost. The total cost of the project is \$7,835.

**Motion by Commissioner Martucci, seconded by Commissioner Seagreaves, to authorize the transfer of \$4,800 from Line Item 01-406.171 to Line Item 01-409.373 Building Facilities Maintenance for installation of heaters in the Public Works Locker Room.**

**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 withdrawal of the Preliminary/Final Plan for the St. Luke's Hospital Proposed Access Road.**

Mr. Soriano stated that the Township received a letter from Attorney Shock on behalf of St. Luke's Hospital withdrawing the Preliminary/Final Plan for the St. Luke's Hospital Proposed Riverside Drive Access Road. He commented that he is unsure whether or not St. Luke's has abandoned that route or if they have found another way to access Riverside Drive.

Mr. Tetterer explained that St. Luke's came to the Board with a proposal to do improvements to Riverside Drive in order to connect to their facility. He noted that the problem was that in order to do so, they had to relocate both Riverside Drive and the Railroad line that was in place. Mr. Tetterer stated that the project was essentially canceled by Norfolk Southern when they declined the proposal.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to accept the withdrawal of the Preliminary/Final Plan for the St. Luke's Hospital Proposed Access Road.**

**Roll Call:**

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

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

**ANNOUNCEMENTS**

Mr. Soriano announced that the Township has concluded the pre-employment drug test and physical for the two Public Works Department candidates, and both have successfully passed. Mr. Soriano stated that he is happy to announce the hiring of Mr. Fank DiMatteo and Mr. Matthew Peterson, both Salisbury Township residents, and they will commence employment on October 7, 2013. He commented that their hourly wage will be \$19.61 and they will have a six-month probationary period.

Mr. Soriano stated the Township has received a thank-you card from the office of Representative Justin Simmons for allowing him the use of the Board Room to hold his "Town Hall" meeting tours.

Mr. Soriano stated that a thank-you note was received from VIA for the Township's support and donation for facilitating their annual Marathon that brings in funds to help the special needs of adults and children with disabilities. He commented that the note also reminded the Township that next year's marathon will be held on September 7<sup>th</sup>, 2014.

Mr. Soriano commented that the Township also received a thank-you note from Salisbury Youth Association for its yearly donation of \$1,000 and requested the same amount be allocated in the 2014 Budget.

Mr. Soriano announced that the Lehigh County Board of Elections held a meeting on Friday, September 20<sup>th</sup>, 2013 approving the ballot question to be used for the November 5<sup>th</sup>, 2013 Municipal Elections for the Library Referendum. He noted that the Referendum will be binding, not advisory in nature, under the Referendum Law of Pennsylvania.

Mr. Soriano stated that there are permit notices included in the upcoming Refuse Bills for October. He noted that the Administration staff is developing a "Frequently Asked Questions" page to put placed on the Township's website, and next year's Budget will request funds to update the website in order to make it more user friendly.

Mr. Soriano commented that he will try to have a first draft of the 2014 Budget available for the next meeting of October 10, 2013. He stated that he has conducted the first set of meetings with each Department and a second one might be needed based on what Ms. Bonaskiewich puts together from the initial meeting.

### **PRIVILEGE OF THE FLOOR**

Mr. Bob Agonis of 1189 Meadowbrook Circle West was present to address the Board in regards to his contact with Representative Justin Simmons. Mr. Agonis mentioned several issues that Representative Simmons touched on in his Town Hall meeting including: widespread trimming by PPL and their use of herbicides, the Property Tax Independence Act (House Bill 76), and the local Police Departments in Pennsylvania not being able to use radar to track speed. Mr. Agonis also expressed concerns about the redistricting of the Township, specifically because the Township will now have three State Representatives and a new Senator.

Commissioner Martucci thanked Mr. Andreas for the updated reports for the Public Works Department, as well as the outline of employees' duties in the Department.

Commissioner Brinton commented that there is a section of South Dauphin Street between East Lynnwood and East Paoli in need of repair. Mr. Andreas stated that he will look at the area.

Chief Stiles commented that the Police Department is in receipt of its latest vehicle for traffic enforcement. He noted that the Department obtained a Grant for their vehicle through the County as part of their Gaming Grant Program.

Chief Stiles stated that the Salisbury Township Football Booster Club will be holding their second annual Car Show on October 12, 2013 from 10 a.m. to 4 p.m. at the High School. The

Police Department and Eastern Salisbury Fire Department will be participating by showing some of their vehicles.

Chief Stiles stated that the Police Department has been receiving a lot of activity on their social media sites and tip line; however, the kind of information that they have been receiving are not tips, more like people trying to report crimes and contacting the Police Department to respond. He noted that they are not equipped to monitor those sites 24/7, so while the Department will accept tips of an on-going nature, he is urging the public to call 911 for an emergency. Chief Stiles commented that in order to report a crime or a potential crime, residents should always call the regular Police phone number at 610-797-1447 because that will go to Lehigh County Communications Center even when there is no one in the office.

Mr. Andreas thanked the Board for their continued support in hiring the two new Public Works employees.

Commissioner Brown inquired if there has been a date set for the second Board of Commissioners meeting in the month of November. As it stands, the meeting is scheduled for Thursday, November 28<sup>th</sup>, which is Thanksgiving Day. Mr. Soriano stated that a date has not been finalized but it can be decided at the next meeting of October 10<sup>th</sup>, 2013. He noted that the same thing would apply for Christmas.

### **ADJOURNMENT**

Commissioner Ackerman 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 September 26, 2013.

Approved and certified on this date:

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

\_\_\_\_\_  
Date

SEAL