

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
DECEMBER 19, 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 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.

### **LIST OF BILLS PAYABLE**

Commissioner Brinton inquired about the sewer charge from City of Allentown. Ms. Bonaskiewich explained that it is a typical amount, but it is slightly higher because their second quarter billing extended through August 7<sup>th</sup>, 2013 due to the changeover to the LCA.

**Motion by Commissioner Brinton, seconded by Commissioner Seagreaves, to approve the list of Bills Payable for the period 11/16/2013-11/27/2013, broken down as follows:**

\$29,913.95 = GENERAL  
\$1,516.98 = FIRE  
\$0 = LIBRARY  
\$12,050.01 = WATER  
\$451,518.48 = SEWER  
\$126,730.67 = REFUSE & RECYCLING  
\$97.86 = HIGHWAY AID  
\$300.95 = REFUND  
**\$622,128.90** = 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.**

Commissioner Ackerman questioned the invoice from Motors Plus, Inc. Chief Stiles stated that a new engine was needed in one of the Dodge Chargers.

Commissioner Ackerman questioned the charge for a replacement light on the water tower at the Lehigh Valley Hospital. Mr. Andreas stated that the Township is in fact responsible for that light even though it was originally put in as part of the hospital plan.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the list of Bills Payable for the period 11/28/2013-12/13/2013, broken down as follows:**

\$74,003.17 = GENERAL  
\$11,472.29 = FIRE  
\$0 = LIBRARY  
\$3,473.14 = WATER  
\$8,151.53 = SEWER  
\$1,248.91 = REFUSE & RECYCLING  
\$17,864.60 = HIGHWAY AID  
**\$116,213.64** = 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**

**November 21, 2013**

Commissioner Brown declared the November 21, 2013 Regular Meeting Minutes of the Board of Commissioners approved as presented.

**NEW BUSINESS**

**Public Comments on proposed 2014 Budget.**

No public comments were heard at this time.

**MOTIONS**

**Motion on 2014 Budget.**

Mr. Soriano briefly outlined the 2014 Budget. He commented that the tax raise is due in part to a \$230,000 deficit that would have been previously balanced from the fund balance; however, this year, the decision was made to balance the budget with real revenue. Mr. Soriano noted that the total proposed expense for the General Fund is \$6,671,456 and with the tax increase, the revenue will match the expense.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the Budget as presented for 2014.**

**Roll Call:**

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

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

**Motion – Yeker Farms Escrow Release #9 (\$37,518.13) and Project Closeout.**

Mr. Soriano commented that the Engineer has approved the escrow release and recommends closing out the project.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve the release of Escrow #9 for Yeker Farms in the amount of \$37,518.13 and closeout the project, as well as authorize the Director of Planning to notify the applicant and release the letter of credit.**

**Roll Call:**

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

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

**ORDINANCES**

**2014 Budget and Tax Rate Ordinance.**

Mr. Soriano stated that the Ordinance summarizes all the revenues and expenses from all the funds and shows the appropriate tax rates applicable to those funds that rely on Real Estate Tax. He noted that the major change is the tax millage, increased solely for the General Fund from the current 1.15155 to 1.34155, bringing the total tax rate to 1.61103.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve Ordinance No. 12-2013-586, the 2014 Budget and Tax Ordinance, 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.**

**Fire Prevention and Life Safety Ordinance.**

Mr. Soriano stated that the Chief and the Fire Officials have finalized the Ordinance which enables legislation that would allow the Township to implement a Fire Prevention Program in 2014. He commented that the Ordinance also repeals the existing non-enforceable Fire Prevention Code adopted many years ago under the BOCA Code. Mr. Soriano explained that the new one allows the Township to adopt Chapter 7 of the International Property Maintenance Code and incorporate various NFPA Publications to guide the Fire Inspectors who will be hired on a part-time basis to administer and enforce the Program.

Mr. Soriano stated that the Bureau will be under the guidance of the Police Department and will be monitored by the Fire Marshall, Don Sabo, and the Chief of Police. He noted that once approved, the appropriate fees will be enacted by a Resolution and the Program will need to be set up with its own rules and regulations. The Township hopes to have the Program in place within the first few months of 2014.

The Board thanked Chief Stiles, Sergeant Sabo and the Fire Chiefs for their efforts on developing the Ordinance.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to adopt Ordinance No. 12-2013-587, the Fire Prevention and Life Safety Ordinance.**

**Roll Call:**

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

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

**RESOLUTIONS**

**Resolution setting the Police Pension Employee Contribution Rate for 2014.**

Mr. Soriano stated that per the Auditor General, a Resolution is needed to set the Police Pension Employee Contribution Rate for 2014.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to approve Resolution No. 12-2013-1441, setting the Police Pension Employee Contribution Rate at 2.04% for 2014.**

**Roll Call:**

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

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

**Resolution setting the Non-Uniformed Pension Employee Contribution Rate for 2014.**

Mr. Soriano stated that the Rate will be 0% per the Collective Bargaining Agreement. He reminded the Board that 2014 will be a Collective Bargaining year for the Public Works Association so this area will most likely be revisited.

**Motion by Commissioner Seagreaves, seconded by Commissioner Ackerman, to approve Resolution No. 12-2013-1449, setting the Non-Uniformed Pension Employee Contribution Rate at 0% for 2014, pursuant to the Collective Bargaining Agreement.**

**Roll Call:**

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

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

**Resolution to retroactively eliminate the pension contribution for Non-Uniformed Township Employees for years 2011-2013.**

Mr. Soriano commented that even though the Non-Uniformed Contract states there will be no contribution set, the Auditor General opines that a Resolution is needed stating that the Township is eliminating the contribution for those years. He noted that this Resolution will prevent a finding again at the next audit.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve Resolution No. 12-2103-1450, retroactively eliminating the pension contribution for Non-Uniformed Township Employees for years 2011-2013.**

**Roll Call:**

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

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

**Resolution authorizing the Tax Collector to process interim billings and refunds and set thresholds.**

Mr. Soriano stated that unfortunately, the County no longer provides the Township guidance in terms of interim billings and refund practices, so the Township needs to set its own standards for collecting. Mr. Soriano read the Resolution into the record.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve Resolution No. 12-2013-1448, authorizing the tax collector to process interim billings and refunds and set thresholds.**

**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 stated that the Department of Conservation and Natural Resources has approved the Grant for the Lindberg Park Master Site Plan Phase I in the amount of \$177,000 for the perimeter trail. He reminded the Board that last year, the Township was granted close to \$160,000 from the Lehigh County Green Future Fund. Mr. Soriano stated that 2014 will be the year of construction because the Township only has one year under the Green Future Fund to conclude the project.

Mr. Soriano stated that a Motion is needed for him to be the signatory on for the settlement agreement with the City of Allentown relating to the sewer billing for the years 2009-2013.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to authorize the Township Manager to execute the documents necessary to conclude the settlement agreement with the City of Allentown relating to the sewer billing for the years 2009-2013.**

**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. David Reber of 122 Mountain Park Road expressed concerns about snow removal on his road. Mr. Andreas stated that there was an operational issue during the last storm, along with the timing of it and the type of storm. He explained that the operator who typically runs that route was out and the replacement was not familiar with it, but he will take steps to improve the condition.

A resident of Western Salisbury commended the Public Works Department on their snow removal efforts.

Commissioner Martucci also commended the Public Works Department for the snow removal efforts.

Commissioner Brinton thanked Mr. Andreas for the weekly updates on the leaf collection routes as well as the snow removal efforts.

Commissioner Brinton thanked Officer Losagio for obtaining over \$55,000 in Grant money for the Police Department.

Commissioner Seagreaves thanked the Public Works Department for plowing the Eastern Salisbury Fire Department parking lot and asked if the snow could also be removed in front of the main doors. Mr. Andreas stated that he will follow up on that request.

**ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting, seconded by Commissioner Brinton. The time was 8:10 p.m.

Respectfully submitted,

Randy Soriano  
Secretary



These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on December 19, 2013.

Approved and certified on this date:

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

\_\_\_\_\_  
Date

SEAL