

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Meeting
Regular Meeting Agenda—August 8, 2013
7:00 PM

1. Call to Order

2. Pledge of Allegiance

3. Notifications:

- All public sessions of the Salisbury Township Board of Commissioners regular meeting are electronically monitored (tape recorded) for the purpose of taking the Minutes. Public comment on agenda items will be entertained at the time the item is up for vote, non-agenda related public comments will be entertained after the agenda.
- Public Comment Period Policy—Three (3) Minutes Rule

4. Bills Payable – *Period 7/20/2013 – 8/2/2013*

5. Approval of the Minutes –*July 25, 2013*

6. New Business

A. PRESENTATIONS

1. Presentation by the Township Police Department of an award to the Hounds On Working Leashes (H.O.W.L.S.) organization for their service to the Department K-9 Team.

B. ORDINANCES

None

C. RESOLUTIONS

1. Disposition of Township Records
2. Resolution - Act 44 - Pension Plans Professional Services Disclosure Compliance.

D. MOTIONS

None

7. Courtesy of the Floor: (opportunity for public comment on non-agenda items)

8. Adjournment

**Workshop to follow regular meeting*

**Executive Session*

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
General Fund							
Atlantic Tactical	SI-80422125	cuff cases	01-410.260	02/25/13	48.51	.00	
Atlantic Tactical	SI-80410747	LED light/magazine pouch/belt keepers	01-410.260	11/28/12	184.87	.00	
Total Atlantic Tactical:					233.38	.00	
Baillie, Genevieve	07262013	mileage:plygrnd progrm	01-452.240	07/26/13	80.23	.00	
Total Baillie, Genevieve:					80.23	.00	
Boyko's Petroleum Service	21373	fuel pump hoses for gas pumps	01-409.373	07/10/13	207.00	.00	
Total Boyko's Petroleum Service Inc.:					207.00	.00	
Budget Instant Print	12235	Police-voluntary statement	01-410.342	07/25/13	80.42	.00	
Budget Instant Print	12236	2-Drop Box Labels	01-401.342	07/25/13	20.13	.00	
Total Budget Instant Print:					100.55	.00	
Burkholders Heating & AC	58844	Annex bldg-replc relief valve & backflow preventer	01-409.373	07/18/13	596.71	.00	
Burkholders Heating & AC	58843	Munic bldg-No AC-reset switch and restarted unit	01-409.373	07/18/13	123.50	.00	
Burkholders Heating & AC	59160	Annex bldg-cooling problem	01-409.373	07/25/13	121.50	.00	
Burkholders Heating & AC	59182	Munic bldg-replc blower motor on boiler	01-409.373	07/26/13	1,149.78	.00	
Burkholders Heating & AC	59159	Annex bldg-replc valve and coil	01-409.373	07/25/13	973.11	.00	
Total Burkholders Heating & AC Inc:					2,964.60	.00	
Commonwealth Financing	07292013	DCED grant application fee for Laubach Park Master Site Plan	01-451.312	07/29/13	100.00	100.00	07/29/13
Total Commonwealth Financing Auth'y:					100.00	100.00	
Coopersburg Materials	Q12704	SP19/9.5	01-438.245	07/10/13	371.30	.00	
Coopersburg Materials	Q12627	SP9.5	01-438.245	06/26/13	231.86	.00	
Total Coopersburg Materials:					603.16	.00	
Dispatch Answering Servic	000204A71	610-782-5572-Aug 2013	01-430.320	07/12/13	15.00	.00	
Dispatch Answering Servic	000204A71	Answr Service/Pump Stn Alrm-Aug 2013	01-401.320	07/12/13	172.25	.00	
Total Dispatch Answering Service:					187.25	.00	
Eastern Auto Parts Wareho	3-260570	part for mower	01-451.375	07/25/13	31.96	.00	
Eastern Auto Parts Wareho	3-257202	#22-oil & air filters	01-437.251	07/18/13	42.83	.00	
Eastern Auto Parts Wareho	3-257205	oil/air filters	01-437.251	07/18/13	42.83	.00	
Eastern Auto Parts Wareho	3-2692855	#6-brake pads	01-437.251	07/30/13	51.93	.00	
Eastern Auto Parts Wareho	3-251312	#25-fuse	01-437.251	07/05/13	9.14	.00	
Eastern Auto Parts Wareho	3-252445	oil/hyd/air/fuel filters for paver	01-437.375	07/09/13	121.23	.00	
Eastern Auto Parts Wareho	3-85053	#14-lamp/fuses	01-437.251	07/05/13	49.92	.00	
Eastern Auto Parts Wareho	3-251311	returned fuses	01-437.251	07/05/13	9.14	.00	
Total Eastern Auto Parts Warehouse:					340.70	.00	
Eastern Industries Inc.	5666114	2A	01-438.245	07/15/13	332.68	.00	
Eastern Industries Inc.	5665083	9.5MM/Wearing	01-438.245	07/06/13	132.43	.00	
Eastern Industries Inc.	5665082	2A	01-438.245	07/06/13	359.78	.00	
Eastern Industries Inc.	5663033	coldpatch	01-438.245	06/22/13	631.39	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Eastern Industries Inc.:					1,456.28	.00	
Eastern Salisbury Fire Co.	06282013	2013 Incentive Program-1st pymt	01-465.500	06/28/13	7,500.00	.00	
Total Eastern Salisbury Fire Co.:					7,500.00	.00	
Ecco Communications LLC	62368	#204-replc MIC cord	01-410.251	07/29/13	127.50	.00	
Total Ecco Communications LLC:					127.50	.00	
Fonzone & Ashley	50432	Reimb inv:Hassick	01-404.318	07/01/13	44.00	.00	
Total Fonzone & Ashley:					44.00	.00	
Fred Pryor Seminars	105780	Excel training material	01-401.421	07/22/13	206.95	.00	
Total Fred Pryor Seminars:					206.95	.00	
G C Electric Company Inc.	43957	Replc ballasts in Police Bldg	01-409.373	07/24/13	356.94	.00	
Total G C Electric Company Inc.:					356.94	.00	
Giant Food Stores Inc.	277036	ice for plygrnd	01-452.240	07/24/13	27.92	.00	
Giant Food Stores Inc.	277035	Food for plygrnd program	01-452.240	07/23/13	242.52	.00	
Total Giant Food Stores Inc.:					270.44	.00	
HCR Manorcare Properties	07252013	Reassessment refund 2012 pd twshp tax	01-491.000	07/25/13	1,100.00	.00	
Total HCR Manorcare Properties LLC:					1,100.00	.00	
Jacoby, Patrick	07192013	mileage-plygrnd program	01-452.240	07/19/13	48.59	.00	
Jacoby, Patrick	07262013	mileage-plygrnd program	01-452.240	07/26/13	17.52	.00	
Total Jacoby, Patrick:					66.11	.00	
Keystone Consulting Engin	135018	Reimb inv:Wong	01-408.318	06/10/13	44.83	.00	
Keystone Consulting Engin	135441	Reimb inv:Wong	01-408.318	07/11/13	89.67	.00	
Keystone Consulting Engin	135442	reimb inv:CesaneK	01-408.318	07/11/13	269.01	.00	
Keystone Consulting Engin	135432	2013-June-Flxr Ave Road Recon	01-439.600	07/11/13	527.97	.00	
Keystone Consulting Engin	135438	2013-June-MS4 Plan	01-408.313	07/11/13	586.53	.00	
Keystone Consulting Engin	135440	2013-June-Road Overlay	01-408.313	07/11/13	3,041.82	.00	
Keystone Consulting Engin	135433	2013-June-Maumee Ave Storm Sewer	01-446.605	07/11/13	11,484.88	.00	
Total Keystone Consulting Engineers:					16,044.71	.00	
Klimowicz, Brian G.	08012013	19 of 60 health reimb	01-406.171	08/01/13	250.00	.00	
Total Klimowicz, Brian G.:					250.00	.00	
Livengood Excavators Inc	08012013	Pymt #2-Lincoln/Flexer Roadway Improvements	01-439.600	08/01/13	2,079.09	.00	
Total Livengood Excavators Inc:					2,079.09	.00	
M. P. Uniform & Supply	83552-1	shoes	01-410.238	07/11/13	61.00	.00	
M. P. Uniform & Supply	83831-1	shirts	01-410.238	07/26/13	99.98	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total M. P. Uniform & Supply:					160.98	.00	
Miklus, Nancy	08012013	50 of 60 cash incentive pymt	01-406.171	08/01/13	100.00	.00	
Total Miklus, Nancy:					100.00	.00	
Minger Treasurer, Linda J	4322	Inv#4322-2013 school tx-1301 Blk Rvr Rd	01-474.430	07/01/13	2,868.67	.00	
Total Minger Treasurer, Linda J:					2,868.67	.00	
Morgan, Elizabeth	07092013	rags	01-430.240	07/09/13	50.00	.00	
Total Morgan, Elizabeth:					50.00	.00	
Motors Plus Inc.	27857	#214-replc front rotors/oil change/wiper blades	01-410.251	07/24/13	623.84	.00	
Motors Plus Inc.	27959	#211-replc rotors/brake pads/calipers/master cylinder/inspection	01-410.251	07/22/13	2,946.10	.00	
Motors Plus Inc.	27402	#206-replc cooling fan module	01-410.251	07/25/13	600.82	.00	
Motors Plus Inc.	28067	#203-mount/balance four tires	01-410.251	07/30/13	60.00	.00	
Motors Plus Inc.	28081	#215-inspection	01-410.251	07/31/13	68.20	.00	
Motors Plus Inc.	27764	#204-oil change/mount spotlight & wire in on vehicle	01-410.251	08/01/13	368.01	.00	
Total Motors Plus Inc.:					4,666.97	.00	
Mr. John Inc.	0004644407	1 unit:Franko farm-6/26-7/23/2013	01-452.240	07/24/13	125.00	.00	
Total Mr. John Inc.:					125.00	.00	
Nextel Communications	889956289-06	2013-July-Manager	01-401.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-Asst Mgr/Finance Director	01-402.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-Code Enforcement Officer	01-413.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-P-Z Officer	01-414.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-EMC Tapler	01-415.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-DPW	01-430.320	07/27/13	48.80	.00	
Nextel Communications	889956289-06	2013-July-Rec	01-452.320	07/27/13	64.40	.00	
Nextel Communications	889956289-06	2013-July-Police	01-410.320	07/27/13	1,029.76	.00	
Total Nextel Communications:					1,464.96	.00	
Odenheimer Company	13330	Install ultraviolet purifier @ Franko Farm	01-409.373	07/24/13	1,506.41	.00	
Total Odenheimer Company:					1,506.41	.00	
Orlando Diefenderfer	144215	Troubleshoot calls going to answer service	01-401.375	07/22/13	171.42	.00	
Total Orlando Diefenderfer:					171.42	.00	
PA One Call System Inc.	0000548821	2013-June-Voice/Fax messages	01-401.320	06/30/13	308.45	.00	
Total PA One Call System Inc.:					308.45	.00	
PenTeleData	B2024495	Acct#3042745-Cable modem rental Aug	01-401.320	07/24/13	124.95	.00	
Total PenTeleData:					124.95	.00	
Plasterer Equipment Co In	P19630	water pump/gasket/o-ring for sweeper	01-437.375	07/03/13	285.15	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Plasterer Equipment Co Inc.:					285.15	.00	
PPL Electric Utilities	07222013	61089-84001-July 2013	01-409.361	07/22/13	559.56	.00	
PPL Electric Utilities	07222013	70730-17005-July 2013	01-409.361	07/22/13	1,278.69	.00	
PPL Electric Utilities	07222013	94340-19001-July 2013	01-451.361	07/22/13	62.78	.00	
PPL Electric Utilities	07222013	92051-48008-July 2013	01-409.361	07/22/13	1,444.26	.00	
PPL Electric Utilities	07252013	93760-01007-July 2013	01-451.361	07/25/13	24.41	.00	
PPL Electric Utilities	07242013	10550-10002-July 2013	01-451.361	07/24/13	26.54	.00	
PPL Electric Utilities	07292013	63580-10005-July 2013	01-451.361	07/29/13	26.06	.00	
Total PPL Electric Utilities:					3,422.30	.00	
Service Tire Truck Centers	187064-01	casting credits	01-437.251	06/18/13	135.00-	.00	
Total Service Tire Truck Centers:					135.00-	.00	
Starr Uniform Center	78051	scope	01-410.241	07/15/13	100.00	.00	
Starr Uniform Center	78250	armor express vests	01-410.260	07/19/13	3,060.00	.00	
Total Starr Uniform Center:					3,160.00	.00	
Staver Hydraulics Co Inc	P-84813-0	Hydraulic hose for sweeper	01-437.375	07/22/13	118.43	.00	
Total Staver Hydraulics Co Inc:					118.43	.00	
Stotz/Fatzinger Office Sup	92541.1	finance-2 pre-inked stamps	01-402.240	07/19/13	53.98	.00	
Stotz/Fatzinger Office Sup	93512	DPW-pens	01-430.240	07/30/13	24.81	.00	
Stotz/Fatzinger Office Sup	93512	Admin-scotch tape/correction tape/Lysol wipes/Binder	01-401.240	07/30/13	58.03	.00	
Total Stotz/Fatzinger Office Supply:					136.82	.00	
Stratix Systems Inc	13982719	52 of 63 lease for copiers	01-401.375	07/22/13	545.38	.00	
Total Stratix Systems Inc:					545.38	.00	
Suburban Propane-2755	24961	unleaded	01-401.231	07/12/13	178.01	.00	
Suburban Propane-2755	24961	unleaded	01-430.231	07/12/13	356.01	.00	
Suburban Propane-2755	24961	unleaded	01-410.231	07/12/13	2,314.07	.00	
Suburban Propane-2755	90485	diesel	01-430.231	06/26/13	1,065.25	.00	
Suburban Propane-2755	90546	diesel	01-430.231	07/12/13	1,312.34	.00	
Total Suburban Propane-2755:					5,225.68	.00	
Tapler, Jeffrey	08012013	EMC stipend-Aug 2013	01-415.139	08/01/13	250.00	.00	
Total Tapler, Jeffrey:					250.00	.00	
UGI Utilities Inc.	07232013	504043172815--July 2013	01-409.230	07/23/13	114.36	114.36	08/01/13
UGI Utilities Inc.	07232013	504043200800--July 2013	01-409.230	07/23/13	65.51	65.51	08/01/13
UGI Utilities Inc.	07232013	504043200901--July 2013	01-409.230	07/23/13	59.21	59.21	08/01/13
Total UGI Utilities Inc.:					239.08	239.08	
Upper Saucon Township	130627	Compost site expenses-gas-3/26,4/5,6/3,6/13/2013	01-431.303	06/27/13	256.96	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Upper Saucon Township:					256.96	.00	
Whitehall Turf Equipment	279866	chainsaw parts	01-451.375	07/10/13	27.42	.00	
Whitehall Turf Equipment	280364	line and heads for trimmers	01-451.375	07/17/13	182.96	.00	
Whitehall Turf Equipment	280043	parts for walk behind mower	01-451.375	07/12/13	57.98	.00	
Whitehall Turf Equipment	280605	spring for the walk behind mower	01-451.375	07/22/13	8.60	.00	
Total Whitehall Turf Equipment:					276.96	.00	
Total General Fund:					59,648.46	339.08	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Fire Fund							
Continental Fire & Safety I	C3386	WSFC-repair hose nozzles	03-412.374	07/02/13	384.00	.00	
Total Continental Fire & Safety Inc:					384.00	.00	
HCR Manorcare Properties	07252013	Reassessment refund 2012 pd twshp tax	03-491.000	07/25/13	195.79	.00	
Total HCR Manorcare Properties LLC:					195.79	.00	
PenTeleData	B2022304	ESFC-Cable-Aug 2013	03-411.320	07/24/13	60.07	.00	
Total PenTeleData:					60.07	.00	
Suburban Propane-2755	24961	unleaded	03-413.231	07/12/13	356.01	.00	
Suburban Propane-2755	90485	diesel	03-413.231	06/26/13	591.80	.00	
Suburban Propane-2755	90546	diesel	03-413.231	07/12/13	729.08	.00	
Total Suburban Propane-2755:					1,676.89	.00	
Supplee Brothers Inc.	1762	ESFC-annual pump service for three trucks/repl valve	03-411.374	03/04/13	1,380.00	.00	
Total Supplee Brothers Inc.:					1,380.00	.00	
UGI Utilities Inc.	07232013	502022721012-ESFC-July 2013	03-411.320	07/23/13	31.93	31.93	08/01/13
Total UGI Utilities Inc.:					31.93	31.93	
Total Fire Fund:					3,728.68	31.93	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Library Fund							
HCR Manorcare Properties	07252013	Reassessment refund 2012 pd twshp tax	04-491.000	07/25/13	64.08	.00	
Total HCR Manorcare Properties LLC:					64.08	.00	
Total Library Fund:					64.08	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Water Fund							
A-B-E Laboratory	07052013	2013-June water analysis	06-448.315	07/05/13	230.00	.00	
Total A-B-E Laboratory:					230.00	.00	
CY Meter Service	07242013	Meter calibrations	06-448.316	07/24/13	1,000.00	.00	
Total CY Meter Service:					1,000.00	.00	
Dispatch Answering Servic	000204A71	610-782-5025-Aug 2013	06-448.320	07/12/13	19.95	.00	
Total Dispatch Answering Service:					19.95	.00	
Home Depot Credit Service	07312013	water dept-yellow paint/brushes/thinner	06-448.240	07/31/13	148.28	.00	
Total Home Depot Credit Services:					148.28	.00	
Keystone Consulting Engin	135436	2013-June-Ellsworth St Water Line	06-448.607	07/11/13	2,161.63	.00	
Total Keystone Consulting Engineers:					2,161.63	.00	
M.J.M. Security	2-1072988	Repair lock at water pump station	06-448.373	07/03/13	98.75	.00	
Total M.J.M. Security:					98.75	.00	
Nextel Communications	889956289-06	2013-July-Water Dept	06-448.320	07/27/13	24.40	.00	
Total Nextel Communications:					24.40	.00	
Service Tire Truck Centers	J05473-01	W&S-backhoe tires	06-448.375	07/10/13	196.14	.00	
Total Service Tire Truck Centers:					196.14	.00	
South Whitehall Township	1165	2Q2013 water/Acct#289	06-448.369	07/17/13	2,215.00	.00	
Total South Whitehall Township Authority:					2,215.00	.00	
Suburban Propane-2755	24961	unleaded	06-448.231	07/12/13	178.01	.00	
Suburban Propane-2755	90485	diesel	06-448.231	06/26/13	157.81	.00	
Suburban Propane-2755	90546	diesel	06-448.231	07/12/13	194.42	.00	
Total Suburban Propane-2755:					530.24	.00	
Total Water Fund:					6,624.39	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Sewer Fund							
Allentown, City of	070979-1	1Q2013 Sewer O&M-Disputed	08-429.367	07/03/13	13,855.74	.00	
Allentown, City of	070979-1	Final 2012-Sewer O&M-Disputed	08-429.367	07/03/13	4,131.94	.00	
Allentown, City of	070979	Final 2012-Sewer O&M	08-429.367	07/03/13	12,718.78-	.00	
Allentown, City of	070979	1Q2013 Sewer O&M	08-429.367	07/03/13	150,821.17	.00	
Allentown, City of	070979	Final 2012-Debt	08-429.534	07/03/13	.02-	.00	
Allentown, City of	070979	1Q2013-Debt	08-429.534	07/03/13	17,039.26	.00	
Allentown, City of	070979	1Q2013-transmission	08-429.530	07/03/13	1,257.28	.00	
Allentown, City of	070979	Final 2012-transmission	08-429.530	07/03/13	339.90	.00	
Total Allentown, City of:					174,726.49	.00	
Emmaus, Borough of	264	2Q2013 sewer	08-429.532	07/23/13	2,890.89	.00	
Total Emmaus, Borough of:					2,890.89	.00	
Keystone Consulting Engin	135446	2013-June-I&I removal program	08-429.372	07/11/13	9,660.39	.00	
Keystone Consulting Engin	135439	2013-June-Sewer matters	08-429.313	07/11/13	1,016.15	.00	
Total Keystone Consulting Engineers:					10,676.54	.00	
Livengood Excavators Inc	08012013	Pymt #2-Lincoln/Flexer Roadway Improvements	08-429.600	08/01/13	717.50	.00	
Total Livengood Excavators Inc:					717.50	.00	
PPL Electric Utilities	07222013	35530-02004-July 2013	08-429.361	07/22/13	16.14	.00	
PPL Electric Utilities	07262013	82960-01000-July 2013	08-429.361	07/26/13	16.21	.00	
PPL Electric Utilities	07262013	64170-11008-July 2013	08-429.361	07/26/13	16.66	.00	
PPL Electric Utilities	07252013	33760-14008-July 2013	08-429.361	07/25/13	16.21	.00	
PPL Electric Utilities	07292013	39790-24008-July 2013	08-429.361	07/29/13	157.86	.00	
PPL Electric Utilities	07292013	20380-10009-July 2013	08-429.361	07/29/13	16.59	.00	
PPL Electric Utilities	07292013	21780-10009-July 2013	08-429.361	07/29/13	16.21	.00	
PPL Electric Utilities	07302013	95425-66011-July 2013	08-429.361	07/30/13	16.54	.00	
PPL Electric Utilities	07302013	31590-08002-July 2013	08-429.361	07/30/13	16.21	.00	
Total PPL Electric Utilities:					288.63	.00	
Service Tire Truck Centers	J05473-01	W&S-backhoe tires	08-429.375	07/10/13	196.14	.00	
Total Service Tire Truck Centers:					196.14	.00	
Suburban Propane-2755	24961	unleaded	08-429.231	07/12/13	178.01	.00	
Suburban Propane-2755	90485	diesel	08-429.231	06/26/13	157.81	.00	
Suburban Propane-2755	90546	diesel	08-429.231	07/12/13	194.42	.00	
Total Suburban Propane-2755:					530.24	.00	
Verizon	07252013	2013-July 868-8310-Cardinal Dr Pump Stn	08-429.320	07/25/13	30.91	.00	
Total Verizon:					30.91	.00	
Total Sewer Fund:					190,057.34	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Refuse & Recycling Fund							
Middle Smithfld Materials I	22177	Grass Disposal - May 2013	10-427.303	07/05/13	990.00	.00	
Middle Smithfld Materials I	22182	Grass Disposal - June 2013	10-427.303	07/05/13	400.00	.00	
Total Middle Smithfld Materials Inc:					1,390.00	.00	
Waste Management Inc	0390737-2392-	2013-Franko disposal contrn serv charge-7/8 & 12	10-427.303	07/16/13	469.66	.00	
Waste Management Inc	0390736-2392-	2013-Devonshire-container svc chg-7/5 & 7/10	10-427.303	07/16/13	469.66	.00	
Waste Management Inc	0390616-2392-	2013-Aug service	10-427.300	08/01/13	126,666.67	.00	
Total Waste Management Inc:					127,605.99	.00	
Total Refuse & Recycling Fund:					128,995.99	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Highway Aid Fund							
Livengood Excavators Inc	08012013	Pymt #2-Lincoln/Flexer Roadway Improvements	35-438.450	08/01/13	11,601.70	.00	
Total Livengood Excavators Inc:					11,601.70	.00	
PPL Electric Utilities	07222013	53875-61001-July 2013	35-433.362	07/22/13	25.99	.00	
PPL Electric Utilities	07222013	05340-01002-July 2013	35-433.362	07/22/13	24.29	.00	
PPL Electric Utilities	07222013	49130-02001-July 2013	35-433.362	07/22/13	25.24	.00	
PPL Electric Utilities	07222013	99940-01007-July 2013	35-433.362	07/22/13	24.29	.00	
PPL Electric Utilities	07262013	89989-11003-July 2013	35-433.362	07/26/13	25.00	.00	
PPL Electric Utilities	07292013	72390-08002-July 2013	35-433.362	07/29/13	16.14	.00	
PPL Electric Utilities	07292013	95790-09009-July 2013	35-433.362	07/29/13	16.14	.00	
Total PPL Electric Utilities:					157.09	.00	
Total Highway Aid Fund:					11,758.79	.00	
Grand Totals:					400,877.73	371.01	

Date: _____

President: _____

Board of Commissioners

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
JULY 25, 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
Kevin Soberick, Police Sergeant
Bryan Losagio, Police Officer
John Ashley, Esquire, Township Solicitor
David Tetterer, 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

Bills payable for period July 6, 2013 through July 19, 2013.

\$122,021.76	GENERAL
\$6,452.10	FIRE
\$0	LIBRARY
\$8,751.07	WATER
\$8,190.11	SEWER
\$674.68	REFUSE & RECYCLING
<u>\$12,140.07</u>	<u>HIGHWAY AID</u>
\$158,231.07	GRAND TOTAL ALL FUNDS

Commissioner Martucci inquired about an invoice from Keystone Consulting Engineers. Mr. Tettermer explained that the charge is for follow-up work on the storm sewer pipe project and finalizing the construction.

Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the list of Bills Payable for the periods of 7/6/2013-7/19/2013.

Roll Call:

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

The Motion passed by 5-0.

MINUTES – Meeting of July 11, 2013

Commissioner Brown declared the July 11, 2013 Regular Meeting Minutes of the Board of Commissioners approved as submitted.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

Resolution - Authorizing the submission of a Grant Application to the DCED Marcellus Legacy Fund Greenways, Trails and Recreation Program for the development of a Master Site Plan for Laubach Park

Mr. Soriano explained that we are looking to put in place some of the same ideas and design principles that were used in developing the Lindberg Park Master Site Plan to implement on the east side of the Township starting with Laubach Park. The application will seek funding in the amount of \$48,000 under Act 13 - Marcellus Shale fees distributed by the Governor to counties within Pennsylvania. These will be competitive Grants and the application deadline is July 31. Goal is to focus on the rehabilitation of Laubach Park and to see if we can make connections to Franko and Walking Purchase Park. If we are successful, this will be a nine-month exercise similar to Lindberg Park Plan including a study committee.

Mr. Soriano noted that the City of Bethlehem has applied for a Grant for the Southside Greenway to connect to Walking Purchase Park and the Delaware-Lehigh Heritage Corridor. We requested a letter of support from Bethlehem and we have also provided them a letter of support for their grant application. Mr. Soriano stated that as part of the application requirements, we have to show a substantial economic development impact on the region. Upgrading parks do have an impact on the value of nearby homes as well as attracts attention to businesses in the area. Mr. Soriano noted that a well thought-out plan is necessary as well as the resolution and an application fee (\$100).

Mr. Soriano read the Resolution into the Record.

Motion by Ms. Brinton, seconded by Commissioner Martucci, to approve the Resolution authorizing the submission of a Grant Application to the DCED Marcellus Legacy Fund Greenways, Trails and Recreation Program for the development of a Master Site Plan for Laubach Park.

Roll Call:

COMMISSIONER ACKERMAN - YES

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

MOTIONS

Motion – LVHN – VIA Marathon request

Mr. Soriano noted that the marathon has been held for many years. A Via representative has signed a Waiver of Liability and the Police Department and Public Works will assist the organization with traffic control. The marathon will be held on Sunday, September 8, 2013, beginning at 7 AM and will go down Fish Hatchery Road to Cedar Crest Boulevard to Easton. Mr. Soriano will get applications if anyone is interested in participating in the marathon.

Marathon will need approval so formal letters may be sent to VIA.

Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to approve the 2013 LVHN-VIA Marathon.

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 Alan Kunsman Roofing & Siding to repair Municipal Roof

Mr. Soriano stated that Kunsman Roofing the scope of work will include removing a portion of the roof to repair the leak and 730 square feet of roof panels, materials and replace decking at a cost of \$11,725. Also, would like to seal the front entryway wall, which has never been done since the original construction at a cost of \$1,725.

Commissioner Martucci noted that this is a small section as opposed to a whole roof replacement is not necessary at this time. They will rework some of the valleys on the roof. Commissioner Brown briefly explained how they will attempt to divert the water. There may be a bit of a color mismatch since they will not be able to reuse the panels.

Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve the Alan Kunsman Roofing & Siding proposal to repair the Municipal Building Roof in the amount of \$11,725 for the roof repair and \$1,725 for sealing the entry wall.

Roll Call:

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

The Motion passed by 5-0.

Motion – Legacy Place – Letter requesting an extension of time.

Mr. Soriano noted that we received a letter requesting an extension of time from Legacy Place. They first submitted for an extension until August 2013 and now are requesting additional extension of time until September 30, 2013.

Motion by Commissioner Brinton, seconded by Commissioner Ackerman, to approve the extension of time as requested by Legacy Place until September 30, 2013.

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 informed the Board that a Memo was issued pertaining to the gas pump and provided Commissioner Ackerman with a copy.

Mr. Soriano also noted that the representative from the Community That Cares organization would like to invite the Board attend to attend their next meeting scheduled for August 15, 2013 at Cooperative Extension at Dorney Park. Mr. Soriano will forward the information to the Board.

Mr. Soriano informed the Board of a thank you letter recently received from District Attorney for contribution for the Child Abuse Investigator program.

Mr. Soriano announced that the Township Solicitor John Ashley has relocated his practice and he is now with the law firm of Davison & McCarthy. A brief discussion ensued regarding any possible conflicts of interest.

Mr. Soriano announced that we are still in the process of hiring for public works but we have to obtain certain driving records and pre-employment testing of the potential candidates.

PRIVILEGE OF THE FLOOR

No comments from the public.

OTHER BUSINESS

Commissioner Martucci noted that there is a lack of volunteerism for fire companies. He suggested the Township giving volunteers a tax relief, as an incentive, if so many hours are completed as an attempt to increase involvement. Mrs. Bonaskiewich explained that the Township currently allots \$15,000 per fire department each year which the department, in turn, distributes to its members that complete a certain number of hours in calls and training.

Commissioners Seagreaves noted that fire fighters have to pay taxes on monies they receive.

Commissioner Ackerman suggested having residents pay in funds to help supplement the fire companies for their training needs. Mrs. Bonaskiewich noted that the Township currently has a fire tax. Mr. Soriano explained that the fire tax funds are for equipment purchases for the fire departments. Mr. Soriano will research whether there is legislation in place that allows tax dollars to be used for other types of purposes.

Commissioner Seagreaves stated that he reached out to a resident regarding a complaint about the pavilion at Laubach Park.

Mr. Soriano explained the issues concerning a resident's reasons for not being approved for a driveway and a request for removing No Parking on her side of the street on Van Vetchen Avenue. The consensus of the Board was to have the Township Manager issue a letter to the resident. No action taken.

Commissioner Brown recalled that there were residents who raised concerns about speeding. A traffic study report on the speed was compiled by Officer Losagio. Commissioner Brown commended Officer Losagio on the professionalism of the report and inquired whether a copy of the report was going to be sent to the concerned residents. Officer Losagio noted that the average speed was less than 25 mph. There may be occasional speeders but there are other streets that have higher speeds. Commissioner Brinton inquired about posting Watch Children signs and the speed limit 25 mph. Mr. Soriano will notify Mr. Jackson about the results of the traffic study.

Mr. Andreas stated that the Fairview Bridge repair work, a PennDOT project, is underway and should be completed by September 26. Waterline work is installed and is in the process of being tested. The extra work will be paving restoration and on restoration work on Emmaus Avenue. PennDOT resurfacing Cedar Crest Boulevard and Susquehanna Street is microsurfacing at night 9 p.m. – 6 a.m. Susquehanna and Broadway may be delayed because of numerous utility cuts that have to be restored prior to the work. We've patched and tied in mountain roads for the project that was just awarded at the last meeting for double chip seal work. We have started our in-house road program which will take place over the next three months until leaf season. Lead and copper sampling and testing is underway which is done on a tri-annual basis, where 20 samples are taken throughout the Township.

Commissioner Brinton thanked Mr. Andreas for going out and testing the water at Franko Farm. Mr. Andreas noted that coliform was found and we immediately initiated having a vendor in place to treat the well.

Commissioner Martucci inquired about the yield sign at Susquehanna Street, Emmaus Avenue and Seidersville Road. Commissioner Martucci expressed concern with the danger and high risk for accidents at the intersection and asked whether anything can be done. Sergeant Soberick suggested that they reach out to PennDOT to see whether they can improve the signage. There was also a suggestion of cutting back trees or shrubs that could be impacting driver view.

ADJOURNMENT

Commissioner Brinton made a Motion to adjourn the Meeting, seconded by Commissioner Ackerman. The time was 8:12 p.m.

Respectfully submitted,

Randy Soriano
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on July 25, 2013.

Approved and certified on this date:

Randy Soriano

Date

SEAL

RESOLUTION NO. 08-2013-1424

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSITION OF THE CERTAIN PUBLIC RECORDS IN ACCORDANCE WITH THE MUNICIPAL RECORDS MANUAL APPROVED DECEMBER 16, 2008

WHEREAS, by virtue of Resolution No. 10-2012-1425, adopted October 11, 2012, the Township of Salisbury declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, in accordance with the above-cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

Finance Department –

- Quarterly billing journals. January 1996 - December 2005
- Master route reports (*meter reading records*) January 1996 - December 2005
- Daily cash receipt records. January 1996 - December 2005

53 boxes (Total cubic feet = 35.272ft³)

APPROVED AND ADOPTED this 8th day of August, 2013 at a regular public meeting.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

James A. Brown
President, Board of Commissioners

ATTESTED:

Randy Soriano, Secretary

SALISBURY TOWNSHIP
LEHIGH, PENNSYLVANIA

RESOLUTION 08-2013-1443

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, ADOPTING WRITTEN PROCEDURES IN HOW PROFESSIONAL SERVICES ARE CHOSEN FOR ITS PENSION PLANS IN ORDER TO COMPLY WITH ACT 44 OF 2009 AND THE AUDITOR GENERAL'S RECOMMENDATION.

WHEREAS, with the passage of Act 44, municipalities are now required to prepare written procedures in how professional services are chosen for its pension plans; and,

WHEREAS, the Department of the Auditor General began issuing verbal observations recommending that municipalities implement a written policy; and

WHEREAS, municipalities must provide the Department of the Auditor General with a copy of their written procedures during their next scheduled audit;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that the Salisbury Township Board of Commissioners hereby adopts the attached document entitled "Policy & Procedures for Compliance with the Professional Services Contract Provisions of Act 44 of 2009".

RESOLVED this 8th day of August, 2013

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania

James A. Brown, President
Board of Commissioners

ATTEST: _____
Randy Soriano, Township Secretary

Number: 500
Section: 8

SUBJECT: PROFESSIONAL SERVICES FOR PENSION PLANS POLICY

1. Purpose. The purpose of this policy is to establish a set of procedures for the purchase or provision of professional services, including investment, legal, actuarial and other consulting services this municipality has adopted to comply with Act 44.
2. Authority. Township Manager.
3. Application. This policy applies to all administrative personnel and any entity that currently holds a professional services contract, responds to, applies for, or otherwise solicits, a professional services contract with the Township pertaining to its pension system.
4. Responsibility. The Township Manager will have the responsibility for overseeing and implementing this policy.
5. Policy.

**Policy and Procedures for Compliance with the
Professional Services Contract Provisions of Act 44 of 2009**

Below are the procedures for the purchase or provision of professional services, including investment, legal, actuarial and other consulting services this municipality has adopted to comply with Act 44:

1) Request for Proposal Application(s) including disclosures:

Applications will be drafted at the time services are needed. The application provisions will address the applicants' qualifications, experience, expertise and compensation to be charged. An Act 44 – compliant Disclosure Form will be included as part of the application. This RFP is not subject to a requirement that the lowest bid be accepted.

2) Advertisement:

The Municipality shall advertise the availability of a Request for Proposal for professional services contract to potential participants or candidates in a timely and efficient manner. An advertisement of such will include the following:

- The services that are the subject of the proposed contract
- Specifications relating to the services
- Procedures to compete for the contracts
- Required disclosures and additional information desired

3) Review:

The evaluation process will involve several steps. The initial responses to the Request for Proposal will be evaluated by the municipality. The municipality will determine a list of finalists, interview finalists if applicable and make a final decision.

- The criteria to be used in the evaluation process can differ depending on the professional services requested but all will include:
- The applicant's qualifications, experience, and expertise related to Pennsylvania Municipal Pensions;
- The applicant's approach to managing risk and research capabilities;
- The applicant's knowledge of Act 205 and Act 600;
- The quoted fee(s) associated with the desired service(s) sought;
- The applicants' availability to meet with convened pension committees for periodic review;
- The response of the references provided by the applicant; and
- The ultimate confidence of the municipality as represented by the vote to accept the applicant in contract.

4) Personnel:

Prior to entering into a professional services contract, the contractor shall disclose the names and titles of each individual who will be providing professional services to the municipal pension system, including advisors or subcontractors of the contractor. Furthermore, disclosures will include all of the following:

- Whether the individual is a current or former official or employee of the Township of Salisbury, Lehigh County, Pennsylvania;
- Whether the individual is a current or former registered Federal or State lobbyist;
- A description of the responsibilities of each individual with regard to the services provisions of the contract;
- The resume of an individual listed in the aforementioned disclosure shall be provided to the municipality upon request.

5) Conflict of Interest:

All Requests for Proposal proceedings shall include a minimum restriction of **one year** on:

- Participation by a former employee of a contractor or potential contractor in the review of a proposal or negotiation of a contract with that contractor;
- Participation by a former employee of the municipal pension system in the submission of a proposal or the performance of a contract.

Additionally, all Requests for Proposal proceedings shall include a permanent disqualification for:

- Any entity that currently holds a professional services contract, responds to, applies for, or otherwise solicits, a professional services contract, that has conveyed a gift having more than a nominal value, to any municipal official or employee of this municipality since December 17th, 2009; or
- Any entity that currently holds a professional services contract, responding to, applies for, or otherwise solicits, a professional services contract, that has made a political contribution to any parties, candidates or current office holders of or for this municipality since December 17th, 2009.

6) Public Information:

Following the award of a professional services contract, all applications and disclosure forms shall be made public except for proprietary information or other information protected by law.

7) Notification and Posting of Proceedings:

Following the decision by the municipality of a finalist, the relevant factors that resulted in the selection for award of the professional services contract must be summarized in written statement and included or attached to the documents awarding the contract. Within 10 days of the selection for award of the professional services contract, the original application, the RFP summary of proceedings and selection statement and all disclosure forms must be transmitted to all unsuccessful applicants and posted on the municipal pension system's website, if a website is maintained, at least seven days prior to the execution of the professional services contract.

8) Increase:

A professional services contract shall not be amended to increase the cost of the contract by more than 10% or \$10,000, whichever is greater, unless the increase and a written justification for the increase are public and posted on the municipal pension system's website, if a website is maintained, at least seven days prior to the effective date of the amendment.

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Workshop Meeting
August 8, 2013
7:30 p.m.
(approximate time)

Topics of discussion:

1. Library Referendum Question
2. Fire Inspection Program
3. Communities That Care