

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Meeting
Regular Meeting Agenda—October 10, 2013
7:00 PM
REVISED

- 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. List of Bills Payable – *Period 9/21/2013 – 10/4/2013***
- 5. Approval of the Minutes –*September 26, 2013***
- 6. New Business**

A. PRESENTATIONS

1. Presentation by Envision Lehigh Valley on Sustainable Communities
2. Presentation by Mr. Scott Daw on a fundraiser to stock the pond at Laubach Park

B. ORDINANCES

1. Amendment to the Police Pension Ordinance

C. RESOLUTIONS

1. Budget transfer to reallocate expenditures across line items

D. MOTIONS

1. Well Isolation Distance Waiver – 460 Stoneridge Road – Webber
2. Motion to authorize Payment No. 1 to Paul Weiss Construction, Inc. – \$62,569.14 – for the security upgrades at the Municipal Building
3. Motion to renew Mr. Charles Durner’s Employment and Lease Agreements
4. Motion to approve a request from the Salisbury Township School District for the closure of S. Dauphin Street to facilitate their annual scholastic bonfire

- 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							
Barron, Robert & Irene	09272013	tax adj for years 2007-2012	01-491.000	09/27/13	21.18	.00	
Total Barron, Robert & Irene:					21.18	.00	
Burkholders Heating & AC	60928	No cooling in court rm-replc blower belt and filter	01-409.373	09/12/13	243.00	.00	
Burkholders Heating & AC	61426	Annex bldg:replc head of 2nd stage TXV	01-409.373	09/30/13	1,008.53	.00	
Total Burkholders Heating & AC Inc:					1,251.53	.00	
Choice Marketing Inc	20120813	2014 Ambulance Subscription mailings	01-365.600	09/12/13	1,389.00	1,389.00	10/02/13
Total Choice Marketing Inc:					1,389.00	1,389.00	
Davison & McCarthy	11989	Reimb inv:Hassick II	01-404.318	09/05/13	22.00	.00	
Davison & McCarthy	11990	Reimb inv:Baker	01-404.318	09/05/13	308.00	.00	
Davison & McCarthy	11987	Reimb inv: Legacy	01-404.318	09/05/13	528.00	.00	
Total Davison & McCarthy:					858.00	.00	
Ecco Communications LLC	62662	install radio in new car #217	01-410.250	09/16/13	538.50	.00	
Ecco Communications LLC	62753	Police-ck desk remote radio	01-410.375	09/26/13	37.50	.00	
Ecco Communications LLC	62696	Police-ck repeater	01-410.375	09/19/13	75.00	.00	
Total Ecco Communications LLC:					651.00	.00	
GFOA-PA East	10022013	King/Bonaskiewich seminar 10/17/2013	01-402.421	10/02/13	50.00	50.00	10/03/13
Total GFOA-PA East:					50.00	50.00	
Groundhog Lawn & Landsc	09192013	Andrea Drive	01-413.317	09/19/13	100.00	.00	
Groundhog Lawn & Landsc	09192013	Wells Court	01-413.317	09/19/13	300.00	.00	
Groundhog Lawn & Landsc	09192013	Salisbury Road	01-413.317	09/19/13	50.00	.00	
Groundhog Lawn & Landsc	10022013	Hampton Court	01-413.317	10/02/13	100.00	.00	
Total Groundhog Lawn & Landscape:					550.00	.00	
Hartford - Priority Accts, Th	6482133-3	2013-Oct coverage	01-487.158	10/01/13	1,629.59	.00	
Total Hartford - Priority Accts, The:					1,629.59	.00	
Home Depot Credit Service	08172013	spackling/paint/brushes/paste adhesive for munic bldg	01-409.373	08/16/13	85.30	85.30	09/27/13
Home Depot Credit Service	09252013	carpet in copier room due to security upgrade	01-409.373	09/25/13	1,007.32	.00	
Total Home Depot Credit Services:					1,092.62	85.30	
Judd, William A.	09302013	2013 Boot/clothing allowance	01-430.192	09/30/13	200.00	.00	
Total Judd, William A.:					200.00	.00	
Keystone Consulting Engin	134042	reimb inv:LV Hospital Expansion Project	01-408.318	04/04/13	275.75	.00	
Keystone Consulting Engin	136212	Reimb inv:Legacy Place	01-408.318	09/12/13	2,566.99	.00	
Total Keystone Consulting Engineers:					2,842.74	.00	
Klimowicz, Brian G.	10012013	21 of 60 health reimb	01-406.171	10/01/13	250.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Klimowicz, Brian G.:					250.00	.00	
Knerr, David G.	2210	Personnel matters-8/7-9/6/2013	01-406.314	09/19/13	1,462.50	.00	
Total Knerr, David G.:					1,462.50	.00	
Kovatch Organization	09242013	Police-2013 Ford Interceptor	01-410.250	09/24/13	31,513.58	.00	
Total Kovatch Organization:					31,513.58	.00	
Lehigh County Humane So	1Q2018ACS	3Q2013 animal control services	01-410.317	09/27/13	2,875.00	.00	
Total Lehigh County Humane Society:					2,875.00	.00	
Lehigh County Law Depart	10022013	File Ord: 2013-Police Pension Amendment	01-400.240	10/02/13	20.00	20.00	10/02/13
Total Lehigh County Law Department:					20.00	20.00	
Lighting Fixture & Supply C	133309	Bulbs	01-409.240	10/03/13	115.92	.00	
Total Lighting Fixture & Supply Co.:					115.92	.00	
M. P. Uniform & Supply	85070-1	shirts	01-410.238	09/25/13	169.98	.00	
M. P. Uniform & Supply	85088-1	2-C5 cases	01-410.238	09/25/13	29.98	.00	
M. P. Uniform & Supply	84815-1	citation holder	01-410.238	09/12/13	34.99	.00	
Total M. P. Uniform & Supply:					234.95	.00	
Madle's Hardware	09242013	Police-yellow spray paint	01-410.240	09/24/13	37.44	.00	
Total Madle's Hardware:					37.44	.00	
Miklus, Nancy	10012013	52 of 60 cash incentive pymt	01-406.171	10/01/13	100.00	.00	
Total Miklus, Nancy:					100.00	.00	
Motors Plus Inc.	28271	#207-scuff rotors	01-410.251	09/20/13	84.00	.00	
Motors Plus Inc.	28267	#211-replc front sway bar end links	01-410.251	09/19/13	129.86	.00	
Motors Plus Inc.	28264	#203-oil change/top fluids	01-410.251	09/18/13	103.34	.00	
Motors Plus Inc.	28307	#204-rebalance front tire	01-410.251	10/02/13	84.00	.00	
Total Motors Plus Inc.:					401.20	.00	
Mr. John Inc.	0004667092	1 unit:Franko farm-8/21-9/17/2013	01-452.240	09/18/13	125.00	.00	
Total Mr. John Inc.:					125.00	.00	
Nextel Communications	889956289-07	2013-Sept-Asst Mgr/Finance Director	01-402.320	09/27/13	64.40	.00	
Nextel Communications	889956289-07	2013-Sept-Code Enforcement Officer	01-413.320	09/27/13	64.40	.00	
Nextel Communications	889956289-07	2013-Sept-DPW	01-430.320	09/27/13	49.80	.00	
Nextel Communications	889956289-07	2013-Sept-EMC Tapler	01-415.320	09/27/13	64.40	.00	
Nextel Communications	889956289-07	2013-Sept-Manager	01-401.320	09/27/13	64.40	.00	
Nextel Communications	889956289-07	2013-Sept-Police	01-410.320	09/27/13	1,029.01	.00	
Nextel Communications	889956289-07	2013-Sept-P-Z Officer	01-414.320	09/27/13	64.40	.00	
Nextel Communications	889956289-07	2013-Sept-Rec	01-452.320	09/27/13	64.40	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Nextel Communications:					1,465.21	.00	
Patten, Ronald C.	09242013	reimb for ammo	01-410.241	09/24/13	244.13	.00	
Total Patten, Ronald C.:					244.13	.00	
PenTeleData	B2059946	Acct#3042745-Cable modem rental Oct	01-401.320	09/24/13	124.95	.00	
Total PenTeleData:					124.95	.00	
Power Hawk Technologies	6198	QRS supplies-cutter spreader/batteries	01-410.210	09/26/13	2,805.91	.00	
Total Power Hawk Technologies Inc:					2,805.91	.00	
PPL Electric Utilities	09262013	63580-10005-Sept 2013	01-451.361	09/26/13	20.62	.00	
PPL Electric Utilities	09232013	93760-01007-Sept 2013	01-451.361	09/23/13	20.04	.00	
PPL Electric Utilities	09232013	10550-10002-Sept 2013	01-451.361	09/23/13	26.19	.00	
PPL Electric Utilities	09202013	94340-19001-Sept 2013	01-451.361	09/20/13	69.23	.00	
PPL Electric Utilities	09202013	61089-84001-Sept 2013	01-409.361	09/20/13	516.22	.00	
PPL Electric Utilities	09202013	70730-17005-Sept 2013	01-409.361	09/20/13	1,385.31	.00	
PPL Electric Utilities	09202013	92051-48008-Sept 2013	01-409.361	09/20/13	1,302.62	.00	
Total PPL Electric Utilities:					3,340.23	.00	
Protect Alarms	118198	DPW-Basic monitoring fee11/7/13-11/6/2014	01-401.375	10/01/13	216.00	.00	
Total Protect Alarms:					216.00	.00	
Public Agency Training Co	169596	Sabo-QRS training-arson seminar	01-410.210	09/06/13	285.00	.00	
Total Public Agency Training Council:					285.00	.00	
Ralph & Son Inc, V. E.	266427	QRS supplies	01-410.210	09/27/13	1,534.50	.00	
Total Ralph & Son Inc, V. E.:					1,534.50	.00	
Salbry Twp Firemn Relief A	09122013	2013 Allocation	01-411.540	09/12/13	116,662.77	.00	
Total Salbry Twp Firemn Relief Asso:					116,662.77	.00	
Signal Service Inc.	8511	CC&SB/EB I78 Ramp-left turn arrow staying on	01-433.362	09/05/13	100.00	.00	
Signal Service Inc.	8495	School flasher @ St. Thomas More on Flxr Ave	01-433.362	09/18/13	102.52	.00	
Total Signal Service Inc.:					202.52	.00	
Spillman Farmer Architects	26697	Security Upgrade Proj-Aug 2013	01-409.600	09/25/13	303.24	.00	
Total Spillman Farmer Architects:					303.24	.00	
Staples Credit Plan	61565	P/Z-ink	01-414.240	09/27/13	103.95	.00	
Total Staples Credit Plan:					103.95	.00	
Starr Uniform Center	79934	Shirts	01-410.238	09/26/13	86.40	.00	
Starr Uniform Center	79717	pants/mag/cuff combo	01-410.238	09/19/13	94.50	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Starr Uniform Center:					180.90	.00	
Stratix Systems Inc	14237786	54 of 63 lease for copiers	01-401.375	09/20/13	545.38	.00	
Total Stratix Systems Inc:					545.38	.00	
Suburban Propane-2755	900075	diesel	01-430.231	09/16/13	1,351.54	.00	
Suburban Propane-2755	22001	unleaded	01-401.231	09/16/13	224.98	.00	
Suburban Propane-2755	22001	unleaded	01-430.231	09/16/13	449.96	.00	
Suburban Propane-2755	22001	unleaded	01-410.231	09/16/13	2,924.69	.00	
Total Suburban Propane-2755:					4,951.17	.00	
Tapler, Jeffrey	10012013	EMC stipend-Oct 2013	01-415.139	10/01/13	250.00	.00	
Total Tapler, Jeffrey:					250.00	.00	
Thomson Reuters	14842871	Govt Accounting & Financial Reporting 2014	01-402.420	09/19/13	233.60	.00	
Total Thomson Reuters:					233.60	.00	
Times News	100307780-09	Ad:Environmental Advisory Committee Mtg-9/18/2013	01-461.341	09/19/13	26.42	.00	
Total Times News:					26.42	.00	
U.S. Postal Service	09202013	Standard Mail permit #1930:12/1/13-11/30/14	01-401.325	09/20/13	200.00	.00	
Total U.S. Postal Service:					200.00	.00	
UGI Utilities Inc.	09192013	504043172815--Sept 2013	01-409.230	09/19/13	545.91	545.91	10/01/13
UGI Utilities Inc.	09192013	504043200800--Sept 2013	01-409.230	09/19/13	45.69	45.69	10/01/13
UGI Utilities Inc.	09192013	504043200901--Sept 2013	01-409.230	09/19/13	62.86	62.86	10/01/13
Total UGI Utilities Inc.:					654.46	654.46	
UPS Store, The	09202013	Police-return laptop in #207	01-401.325	09/20/13	12.87	.00	
Total UPS Store, The:					12.87	.00	
Urban Research & Develop	2305-8I-1-2635	Lindberg Pk Master Site Plan-7/15-9/15/2013	01-451.312	09/15/13	6,280.00	.00	
Total Urban Research & Development:					6,280.00	.00	
Weiss Construction Inc	08/31/2013	Pymt #1-Security upgrades	01-409.600	08/31/13	37,541.14	.00	
Total Weiss Construction Inc:					37,541.14	.00	
Weiss, Jack B.	3183	Repr cracks in stone & replc window @ Franko Farm	01-451.600	09/24/13	854.48	.00	
Weiss, Jack B.	3181	Replc 23 windows @ Franko Farm	01-451.600	09/24/13	9,878.56	.00	
Weiss, Jack B.	3182	install 4 doors @ Franko Farm	01-451.600	09/24/13	5,998.92	.00	
Total Weiss, Jack B.:					16,731.96	.00	
Zimmerman, Donald C.	09272013	2013-Boot/Clothing	01-430.192	09/27/13	200.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Zimmerman, Donald C.:					200.00	.00	
Total General Fund:					242,767.56	2,198.76	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Fire Fund							
Barron, Robert & Irene	09272013	tax adj for years 2007-2012	03-491.000	09/27/13	2.02	.00	
Total Barron, Robert & Irene:					2.02	.00	
Binder's Automotive Inc	16566	ESFC-#2051-inspection	03-411.374	05/01/13	186.14	.00	
Total Binder's Automotive Inc:					186.14	.00	
Ecco Communications LLC	62706	WSFC--reprogram 4 truck radios	03-412.374	09/19/13	600.00	.00	
Ecco Communications LLC	62705	WSFC-repair headset in truck	03-412.374	09/19/13	125.50	.00	
Total Ecco Communications LLC:					725.50	.00	
Hunter Keystone Peterbilt	2-232410017	WSFC-31-31 - ladder inspection	03-412.374	08/29/13	98.00	.00	
Hunter Keystone Peterbilt	2-232390143	WSFC-31-12 - Full B service	03-412.374	08/27/13	559.86	.00	
Total Hunter Keystone Peterbilt LP:					657.86	.00	
PenTeleData	B2057859	ESFC-Cable-Oct 2013	03-411.320	09/24/13	60.07	.00	
Total PenTeleData:					60.07	.00	
Salisbury Township	10102013	3Q2013 ESFCo utility inv	03-411.320	10/10/13	76.45	.00	
Total Salisbury Township:					76.45	.00	
Suburban Propane-2755	900075	diesel	03-413.231	09/16/13	750.86	.00	
Suburban Propane-2755	22001	unleaded	03-413.231	09/16/13	449.96	.00	
Total Suburban Propane-2755:					1,200.82	.00	
UGI Utilities Inc.	09192013	502022721012-ESFC-Sept 2013	03-411.320	09/19/13	27.08	27.08	10/01/13
Total UGI Utilities Inc.:					27.08	27.08	
Total Fire Fund:					2,935.94	27.08	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Library Fund							
Barron, Robert & Irene	09272013	tax adj for years 2007-2012	04-491.000	09/27/13	1.21	.00	
Total Barron, Robert & Irene:					1.21	.00	
Total Library Fund:					1.21	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Water Fund							
Hartford - Priority Accts, Th	6482133-3	2013-Oct coverage	06-487.158	10/01/13	132.64	.00	
Total Hartford - Priority Accts, The:					132.64	.00	
Nextel Communications	889956289-07	2013-Sept-Water Dept	06-448.320	09/27/13	24.40	.00	
Total Nextel Communications:					24.40	.00	
Suburban Propane-2755	900075	diesel	06-448.231	09/16/13	200.23	.00	
Suburban Propane-2755	22001	unleaded	06-448.231	09/16/13	224.98	.00	
Total Suburban Propane-2755:					425.21	.00	
U.S. Postal Service	10032013	2013-Oct mailing of utility invoices	06-448.325	10/03/13	720.80	720.80	10/03/13
Total U.S. Postal Service:					720.80	720.80	
Weiss Construction Inc	08/31/2013	Pymt #1-Security upgrades	06-448.600	08/31/13	12,514.00	.00	
Total Weiss Construction Inc:					12,514.00	.00	
Total Water Fund:					13,817.05	720.80	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Sewer Fund							
Hartford - Priority Accts, Th	6482133-3	2013-Oct coverage	08-487.158	10/01/13	132.64	.00	
Total Hartford - Priority Accts, The:					132.64	.00	
PPL Electric Utilities	09252013	64170-11008-Sept 2013	08-429.361	09/25/13	17.87	.00	
PPL Electric Utilities	09272013	31590-08002-Sept 2013	08-429.361	09/27/13	17.26	.00	
PPL Electric Utilities	09272013	39790-24008-Sept 2013	08-429.361	09/27/13	150.14	.00	
PPL Electric Utilities	09262013	21780-10003-Sept 2013	08-429.361	09/26/13	18.69	.00	
PPL Electric Utilities	09262013	20380-10009-Sept 2013	08-429.361	09/26/13	16.89	.00	
PPL Electric Utilities	09232013	33760-14008-Sept 2013	08-429.361	09/23/13	16.67	.00	
PPL Electric Utilities	09232013	82960-01000-Sept 2013	08-429.361	09/23/13	17.12	.00	
PPL Electric Utilities	09202013	35530-02004-Sept 2013	08-429.361	09/20/13	16.21	.00	
PPL Electric Utilities	09302013	95425-66011-Sept 2013	08-429.361	09/30/13	17.59	.00	
Total PPL Electric Utilities:					288.44	.00	
Suburban Propane-2755	900075	diesel	08-429.231	09/16/13	200.23	.00	
Suburban Propane-2755	22001	unleaded	08-429.231	09/16/13	224.98	.00	
Total Suburban Propane-2755:					425.21	.00	
U.S. Postal Service	10032013	2013-Oct mailing of utility invoices	08-429.325	10/03/13	720.80	720.80	10/03/13
Total U.S. Postal Service:					720.80	720.80	
Verizon	09252013	2013-Sept 868-8310-Cardinal Dr Pump Stn	08-429.320	09/25/13	30.66	.00	
Total Verizon:					30.66	.00	
Weiss Construction Inc	08/31/2013	Pymt #1-Security upgrades	08-429.600	08/31/13	12,514.00	.00	
Total Weiss Construction Inc:					12,514.00	.00	
Total Sewer Fund:					14,111.75	720.80	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Refuse & Recycling Fund							
U.S. Postal Service	10032013	2013-Oct mailing of utility invoices	10-401.325	10/03/13	720.80	720.80	10/03/13
Total U.S. Postal Service:					720.80	720.80	
Waste Management Inc	0393450-2392-	2013-Oct service	10-427.300	10/01/13	126,666.67	.00	
Waste Management Inc	0394240-2392-	2013-Devonshire-container svc chg-9/05/13	10-427.303	09/16/13	234.83	.00	
Waste Management Inc	0394241-2392-	2013-Franko-container svc chg-8/30&9/5/2013	10-427.303	09/16/13	469.66	.00	
Total Waste Management Inc:					127,371.16	.00	
Total Refuse & Recycling Fund:					128,091.96	720.80	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Highway Aid Fund							
PPL Electric Utilities	09252013	89989-11003-Sept 2013	35-433.362	09/25/13	25.52	.00	
PPL Electric Utilities	09272013	95790-09009-Sept 2013	35-433.362	09/27/13	16.21	.00	
PPL Electric Utilities	09272013	72390-08002-Sept 2013	35-433.362	09/27/13	16.14	.00	
PPL Electric Utilities	09202013	53875-61001-Sept 2013	35-433.362	09/20/13	25.82	.00	
PPL Electric Utilities	09202013	99940-01007-Sept 2013	35-433.362	09/20/13	24.08	.00	
PPL Electric Utilities	09202013	05340-01002-Sept 2013	35-433.362	09/20/13	23.72	.00	
PPL Electric Utilities	09202013	49130-02001-Sept 2013	35-433.362	09/20/13	25.89	.00	
Total PPL Electric Utilities:					157.38	.00	
Total Highway Aid Fund:					157.38	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Subdivision Escrow Fund							
Samson, Gary	09232013	Escrow release	91-248000	09/23/13	1,000.00	.00	
Total Samson, Gary:					1,000.00	.00	
Total Subdivision Escrow Fund:					1,000.00	.00	
Grand Totals:					<u>402,882.85</u>	<u>4,388.24</u>	

Date: _____

President: _____
Board of Commissioners

**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 - EXCUSED
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.

MINUTES

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 30th, 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 1st, 2011 PA Employment Retirement Commission report for PMRS Non-Uniformed Pension Plan and the January 1st, 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 7th, 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 20th, 2013 approving the ballot question to be used for the November 5th, 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 28th, 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 10th, 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

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 10-2013-585

(Duly Adopted October 10, 2013)

AN ORDINANCE AMENDING CHAPTER 1, PART 6(A) OF THE CODE OF ORDINANCES (RELATING TO POLICE PENSION PLAN) BY AMENDING SECTION 602(5)(B) TO COMPLY WITH MINIMUM SERVICE-RELATED DISABILITY PENSION REQUIREMENTS UNDER ACT 600 OF 1955, AS AMENDED.

WHEREAS, the Board of Commissioners (“**Board**”) of the Township of Salisbury, Lehigh County (“**Township**”) has established and maintained a Police Pension Plan and Police Pension Fund (the “**Plan**”), a defined benefit pension plan for the full-time police officers of the Township pursuant to Act 600 of 1955 as amended, 53 PA. STAT. ANN. §§ 767-778 (“**Act 600**”). The terms and conditions of the Plan are codified in Chapter 1, Part 6(A) of the Township’s Code of Ordinances, as amended through the date of this Ordinance; and

WHEREAS, by Ordinance No. 01-2013-581 adopted January 10, 2013, the Board recently amended the Plan to conform to provisions of collective bargaining agreements (“**CBAs**”) between the Township and the Salisbury Township Police Officers Association (“**Association**”); and

WHEREAS, in a recent audit of the Plan, the Department of the Auditor General questioned the provision of the Plan related to service-related disability benefits as recently amended to conform to past and current CBAs, in that the Plan provides a benefit equal to 75% of final 36-month average monthly compensation while Act 600 requires a minimum benefit of 50% of monthly salary at the time the disability was incurred; and

WHEREAS, although the Plan's current disability benefit will generally be greater than the minimum required under Act 600, there are potential situations under which the Plan's benefit will not satisfy the statutory minimum; and

WHEREAS, the Board desires to amend the Plan to insure that the service-related disability benefit is not less than the statutory minimum; and

WHEREAS, the Association has approved this amendment; and

WHEREAS, prior to the adoption of this Ordinance the Board reviewed a cost estimate of the effect of the changes made herein prepared by the actuarial firm _____ Beyer-Barber _____ in accordance with Section 305 of the Municipal Pension Plan Funding Standard and Recovery Act, 53 PA. STAT. ANN. § 895.305;

NOW, THEREFORE, be it **ORDAINED** and **ENACTED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that Chapter 1, Part 6(A) of the Code of Ordinances (relating to Police Pension Plan) is amended by amending § 602(5)(B) as follows (with additions indicated by double-underlining, and deletions indicated by ~~stricken-through~~ type), effective immediately:

§ 602. Retirement Requirements and Benefits.

* * *

5. Disability Retirement Benefit.

* * *

- B. In the event of permanent and total service-related disability, benefits shall become payable to an injured police officer each month in an amount equal to 75% of the Compensation paid to the officer as a full-time police officer during the last thirty-six (36)

months of service immediately preceding the officer's last day of actual service, divided by thirty-six (36) (or, if greater, 50% of the police officer's monthly salary at the time the disability was incurred), provided that the police officer who receives benefits for the same injuries under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.) shall have the disability benefit offset or reduced by the amount of such Social Security benefits. For purposes of this subparagraph (B), a police officer's monthly salary on a given date is the officer's base hourly rate of compensation as of that date (without any premium for shift differential, overtime, special duty pay, or any other premium or multiplier), multiplied by 2080 and divided by 12.

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DULY ORDAINED and **ENACTED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, this 10th day of October, 2013, in lawful session duly assembled.

BOARD OF COMMISSIONERS
TOWNSHIP OF SALISBURY

James A. Brown, President

Attest:

Randy Soriano, Secretary

**SALISBURY TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

RESOLUTION 2013-_____
Duly Adopted October 10, 2013

A RESOLUTION ADJUSTING THE 2013 BUDGET FOR UNANTICIPATED EXPENSES AND REALIZED SAVINGS IN OTHER EXPENSES LINE ITEMS IN ORDER TO COVER THESE COSTS.

WHEREAS, Salisbury Township anticipates certain savings in line items that were budgeted in 2013 for anticipated projects and likewise the Township anticipates additional work to be done which was not initial anticipated; and

WHEREAS, Salisbury Township wishes to revise the appropriate line items to reflect these anticipated savings and provide for unanticipated expenses; and

WHEREAS, the amounts to be transferred do not require additional revenue and are considered revenue neutral.

NOW THEREFORE, it is hereby **RESOLVED** by the Board of Commissioners of Salisbury Township that:

1. The Director of Finance is hereby authorized to increase and decrease line items as follows:

PROPOSED AMENDMENTS TO 2013 BUDGET AMOUNTS (10/10/13):

G/L Acct #	Acct Title	Original Budget	Revised Budget	Difference
GENERAL FUND				
Operating Expenditures:				
01-406.171	HRA & Retirement Incentive Payments <i>Full 'liability' budgeted, but actual YE expense projected at only \$8,500</i>	15,900	11,400	(4,500)
01-406.315	General Services <i>Budget included cost of tentative police pay increase plus two new hires</i>	22,000	4,500	(17,500)
01-409.373	Facilities Maintenance <i>Actual YTD expense includes several unanticipated repair and/or maintenance items</i>	24,800	34,800	10,000
01-451.312	Consulting Services <i>Budget amount was 'place-holder' for actual URDC Lindberg Park Master Site Plan costs</i>	1	32,000	31,999
Change in Operating Expenditures				19,999
Capital Expenditures:				
01-409.600	Capital Construction - Building		70,000	40,000

		30,000		
	<i>Security construction costs exceeded budget estimate, plus roof repair</i>			
01-446.605	Maumee Ave Stormwater Project <i>Project will not be undertaken in 2013; budgeted again in year 2014</i>	200,000	160,000	(40,000)
01-451.600	Capital Construction – Parks <i>Camera and lighting at Laubach Park budgeted at \$17,000, plus came in under budget on Franko windows and doors</i>	43,000	23,000	(20,000)
	Change in Capital Expenditures			(20,000)
	Grand Total Change to 2013 Budget			(1)

DULY ADOPTED this 10th day of October 2013, by the Board of Commissioners of Salisbury Township, in lawful session duly assembled.

SALISBURY TOWNSHIP
BOARD OF COMMISSIONERS

Attest:

James A. Brown, President

Randy Soriano, Township Secretary

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Workshop Meeting
October 10, 2013
7:30 p.m.
(approximate time)

Topics of discussion:

1. 2014 Budget – First Draft
2. Memorial Tree Program Application – Daryl Eckhart
3. Setting meeting dates for November & December 2013
4. Hazard Mitigation Plan Adoption – TABLED
5. Fire Inspection Program – TABLED
6. School Resource Officer (SRO) Agreement – PENDING
7. HIPPA Compliance Policies – TABLED