

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
December 17, 2015  
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 announced that an Executive Session will be held after the Workshop to discuss land acquisitions.

Commissioner Brown turned the proceedings over to Ms. Cathy Bonaskiewich, Acting Township Manager.

**ROLL CALL**

**Board Members Present:**

James Brown, President  
Debra Brinton, Vice-President  
Robert Martucci, Jr.  
James Seagreaves, President Pro-Tempore  
Joanne Ackerman

**Staff Present:**

Randy Soriano, Township Manager – EXCUSED  
Cathy Bonaskiewich, Acting Township Manager/Finance Director  
John Andreas, Director of Public Works  
Allen Stiles, Chief of Police  
Donald Sabo, Police Sergeant  
Cynthia Sopka, Director of Planning & Zoning  
John Ashley, Esquire, Township Solicitor  
David Tettermer, representative of Keystone Consulting Engineers, Township Engineer

**NOTIFICATION**

Ms. Bonaskiewich 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. Ms. Bonaskiewich announced that the Township records the meetings and archives its tapes and records are available pursuant to the Right-to-Know Law, if requested.

Ms. Bonaskiewich 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. Ms. Bonaskiewich 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. She 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**

Commissioner Brinton inquired about receiving a grant for bulletproof vests. Chief Stiles explained that the Township did receive the grant, but the Police Department had to buy the vests first then submit the information to the Federal Government for 50% reimbursement.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the unaudited Financial Report for the period ending November 30, 2015, and the list of Bills Payable for the period 12/1/15-12/11/2015, broken down as follows:**

\$50,241.44 = GENERAL  
\$8,755.47 = FIRE  
\$1.62 = LIBRARY  
\$60,076.21 = WATER  
\$118,732.05 = SEWER  
\$83,998.50 = REFUSE & RECYCLING  
\$12,983.38 = HIGHWAY AID  
**\$250,790.17 = 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**

**December 3, 2015**

Commissioner Brown declared the Minutes of December 3, 2015 accepted as presented.

**NEW BUSINESS**

**Public Comments on proposed 2016 Budget.**

No comments were heard.

**MOTIONS**

**Motion on 2016 Budget.**

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the 2016 Budget.**

**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 retain a Financial Consultant for 2016 borrowing.**

Ms. Bonaskiewich stated that in adopting the 2016 Budget, the Township intends to borrow money for capital items, as well as refinance an existing 2010 Bond. She explained that the Motion would retain Concord Public Finance as the financial consultant to assist in going through the debt process. Ms. Bonaskiewich noted that they send out a RFP and will explore whether bonds are more beneficial to the Township or just a simple bank loan. She commented that Concord Public Finance submitted a proposal with an amount that is not exceed \$22,500, but that will also depend on how much the Township will do in-house to assist them.

**Motion by Commissioner Brinton, seconded by Commissioner Martucci, to retain Concord Public Finance as a Financial Consultant for 2016 borrowing for a cost not to exceed \$22,500.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

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

**ORDINANCES**

**2016 Tax Rate(s) and Budget Appropriations.**

Ms. Bonaskiewich stated that the Ordinance summarizes all the budget appropriations (revenues and expenditures) for all Funds and details the tax rates applicable to those Funds. The only change to the tax rate is the increase in General Fund Real Estate Tax millage from 1.34155 to 1.70567. She noted that together with the Fire Fund millage of 0.20861 and Library Fund millage of 0.06087 (both unchanged from 2015), the total 2016 millage rate is 1.97515.

**Motion by Commissioner Martucci, seconded by Commissioner Seagreaves, to accept Ordinance No. 12-2015-958, setting the 2016 Tax Rate(s) and Budget Appropriations.**

**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 – Water & Sewer rate increases effective 01/01/2016**

Ms. Bonaskiewich stated that she attended a meeting with Lehigh County Authority where they notified the Township that the water rates will be increasing for 2016. She explained that it is a \$.12 per thousand gallon increase, but it is not accommodated for in the rate proposal that the Board has already reviewed. Ms. Bonaskiewich noted that LCA also gave the Township a rate structure that includes a rate increase each year until 2032.

After a brief discussion, the Board concluded that the ‘Net 15’ water rate for all customers will be increasing from \$4.82 per thousand gallons to \$5.90.

The ‘Net 15’ sewer rate for residential customers will be increasing from \$47.82 per unit, per quarter to \$63.00 per unit, per quarter. The sewer rate for non-residential customers will be increasing from \$52.60 per unit, per quarter to \$69.30 per unit, per quarter.

**Motion by Commissioner Brinton, seconded by Commissioner Ackerman, to accept Resolution No. 12-2015-1515, increasing the water and sewer rates effective 01/01/2016.**

**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 Police Pension Employee Contribution Rate for 2016.**

Ms. Bonaskiewich explained that the Police Pension Employee Contribution rate will increase from 2.54% to 3.04%, as required by the Collective Bargaining Agreement.

**Motion by Commissioner Martucci, seconded by Commissioner Ackerman, to accept Resolution No. 12-2015-1517, setting the Police Pension Employee Contribution Rate for 2016.**

**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 2016.**

Ms. Bonaskiewich stated the non-uniformed plan agreement has established that the Township fully funds the plan; therefore, employee contributions are waived for the year 2016.

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept Resolution No. 12-2015-1516, setting the Non-Uniformed Pension Employee Contribution Rate for 2016.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

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

**Resolution – Emergency Management Coordinator (EMC) Stipend.**

Ms. Bonaskiewich stated that the stipend paid to the EMC by the Township should be formalized by Resolution going forward. She stated that the annual stipend is set at \$3,000 per year.

**Motion by Commissioner Brinton, seconded by Commissioner Martucci, to accept Resolution No. 12-2015-1518, setting the EMC Stipend.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

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

**Resolution – Deputy EMC Appointment.**

Ms. Bonaskiewich explained that Mr. Dennis Takacs, Jr. has been performing the duties of deputy to Mr. Tapler for the last several years, but has never been formally named. The Resolution would officially be naming him as Deputy Emergency Management Coordinator.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to accept Resolution No. 12-2015-1519, appointing Mr. Dennis Takacs, Jr. as the Deputy EMC.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

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

**Resolution – Deputy EMC Stipend.**

Ms. Bonaskiewich stated that the Resolution formally sets the annual stipend for the Deputy EMC at \$1,000, paid monthly.

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to accept Resolution No. 12-2015-1520, setting the Deputy EMC Stipend.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER MARTUCCI – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER BROWN – YES

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

**Resolution – Western Salisbury Fire Department Preliminary Land Development.**

Ms. Bonaskiewich stated that the Planning Commission has recommended approval for the Western Salisbury Fire Department Preliminary Land Development Plan.

Ms. Sopka noted that a memo was included in the last packets to the Board, which included recommendations by the Planning Commission to accept the waivers.

Mr. Tettermer read the requested waivers into the record:

- SALDO 3.2.A.3: the Ordinance requires a separate preliminary/final plan submission, but this plan is submitted as a preliminary/final plan together. Considering the scope of the development and that there are no public improvements required, there are no engineering objections.
- SALDO 7.3.C.1: Existing natural features within 100 feet of the site shall be shown on the plan. Since the plan does show sufficient information to review the plan in accordance with SALDO development requirements, there are no engineering objections.
- SALDO 10.3.G: No earth-moving activity shall take place prior to approval of erosion and sedimentation control plan by the county conservation district. Considering the scope of development and that the plan does show sufficient information to meet SALDO development requirements, there are no engineering objections.

Mr. Tettermer noted that the last item is an operation/maintenance agreement for the NPDES BMP facilities, with which they are proceeding.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to accept Resolution No. 12-2015-1514 with the Waivers as read by the Township Engineer.**

**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**

Commissioner Brown thanked Mr. Andreas and the Department of Public Works for the successful leaf collection season.

**ADJOURNMENT**

Commissioner Martucci made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 7:29 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Assistant Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on December 17, 2015.

Approved and certified on this date:

\_\_\_\_\_  
Cathy Bonaskiewich

Date: \_\_\_\_\_

SEAL