

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—April 9, 2015**  
**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 3/21/2015-4/3/2015**
- 5. Approval of the Minutes –March 26, 2015**
- 6. New Business**
  - A. ORDINANCES**
    1. Utility Bills Rates Changes-Update-Ordinance-Second Reading & Adoption
  - B. RESOLUTIONS**
    1. Resolution to authorize the TM to sign the Signature Page for a Grant Application for Phase 3 of the Lindberg Park Master Site Plan
    2. Resolution to authorize the TM to submit a CDBG Application to Lehigh County for I/I improvement in Basin 10
    3. Resolution setting the rates for Municipal Solid Waste and Recycling Collection Services
  - C. MOTIONS**
    1. Waiver of Penalty for Property owners that did not receive Real Estate Tax Bill
- 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
<b>General Fund</b>							
ALICE Training Institute	6672	2 day training course for 6 police personnel	01-410.421	03/18/15	3,570.00	3,570.00	03/27/15
Total ALICE Training Institute:					3,570.00	3,570.00	
American United Life Insur	04012015	2015-Apr life/disability ins coverage	01-487.158	04/01/15	1,733.28	.00	
Total American United Life Insurance Co:					1,733.28	.00	
Bonaskiewich, Cathy	03312015	2015 Health Reimb	01-406.171	03/31/15	99.32	.00	
Total Bonaskiewich, Cathy:					99.32	.00	
Bonser, Harold	03202015	Bonser-Under Armour boots/pants	01-410.238	03/20/15	272.97	.00	
Total Bonser, Harold:					272.97	.00	
BratWear	14487	Laky-alter two uniforms	01-410.238	03/16/15	255.50	.00	
Total BratWear:					255.50	.00	
Brosious Jr, Richard	04012015	4 of 60 retirement incentive program	01-406.171	04/01/15	450.00	.00	
Total Brosious Jr, Richard:					450.00	.00	
Bummer, Frank	04012015	4 of 60 retirement incentive program	01-406.171	04/01/15	450.00	.00	
Total Bummer, Frank:					450.00	.00	
Burkholders Heating & AC	86748	Annex bldg-no heat-turned boiler on	01-409.373	02/28/15	121.50	.00	
Burkholders Heating & AC	86337	Install new valve motor/gas venting valve	01-409.373	02/28/15	1,093.75	.00	
Total Burkholders Heating & AC Inc:					1,215.25	.00	
Colonial Electric Supply Co	09608412	Bulbs for flag pole	01-409.240	03/17/15	106.32	.00	
Colonial Electric Supply Co	09605989	Bulbs	01-409.240	03/16/15	81.20	.00	
Colonial Electric Supply Co	09607972	Bulbs	01-409.240	03/17/15	106.35	.00	
Total Colonial Electric Supply Co Inc:					293.87	.00	
Davison & McCarthy	03042015	Reimb inv: WSFC	01-404.318	03/04/15	264.00	.00	
Davison & McCarthy	14701	Reimb inv: Haydt resubdivision	01-404.318	03/04/15	432.00	.00	
Davison & McCarthy	14522	Reimb inv: LVHN-campus parking lot	01-404.318	02/04/15	516.00	.00	
Davison & McCarthy	14697	Reimb inv: LVHN-campus parking lot	01-404.318	03/04/15	180.00	.00	
Davison & McCarthy	14699	Reimb inv: Yemm	01-404.318	03/04/15	24.00	.00	
Total Davison & McCarthy:					1,416.00	.00	
G C Electric Company Inc.	49330	electrical work for board room	01-279994	03/19/15	1,288.00	.00	
Total G C Electric Company Inc.:					1,288.00	.00	
General Supply Co.	4950	police-9 signature cut keys	01-410.315	03/20/15	99.00	.00	
Total General Supply Co.:					99.00	.00	
Home Depot Credit Service	03232015	Fittings needed to replace hot water heater	01-409.373	03/23/15	59.37	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Home Depot Credit Service	03302015	ladder	01-409.260	03/30/15	24.97	.00	
Home Depot Credit Service	03302015	stainless polish/pvc couplings	01-409.240	03/30/15	5.95	.00	
Home Depot Credit Service	03302015	CAT 5 cable	01-407.261	03/30/15	69.98	.00	
Total Home Depot Credit Services:					160.27	.00	
Keystone Consulting Engin	143282	Reimb inv: LVHN-proposed parking lot	01-408.318	03/11/15	378.00	.00	
Keystone Consulting Engin	143287	Reimb inv: Ryan	01-408.318	03/11/15	482.88	.00	
Keystone Consulting Engin	142879	Reimb inv: LVHN-proposed parking lot	01-408.318	02/13/15	189.00	.00	
Keystone Consulting Engin	143288	Reimb inv: Southbury Park	01-408.318	03/11/15	661.50	.00	
Total Keystone Consulting Engineers:					1,711.38	.00	
Klimowicz, Brian G.	04012015	39 of 60 health reimb	01-406.171	04/01/15	250.00	.00	
Total Klimowicz, Brian G.:					250.00	.00	
Kubat, Gary	03072015	2015 Health Reimb	01-406.171	03/07/15	150.00	.00	
Total Kubat, Gary:					150.00	.00	
Luby, Joseph	04012015	4 of 60 retirement incentive program	01-406.171	04/01/15	450.00	.00	
Total Luby, Joseph:					450.00	.00	
Madle's Hardware	03262015	ladder	01-409.260	03/26/15	39.99	.00	
Madle's Hardware	03262015	tape/drywall mud/joint compound	01-409.373	03/26/15	44.96	.00	
Total Madle's Hardware:					84.95	.00	
Minger Treasurer, Linda J	03192015	2014- Tax Dist Acct service fees	01-403.454	03/19/15	68.22	.00	
Total Minger Treasurer, Linda J:					68.22	.00	
Motors Plus Inc.	30122	#214-oil change/repl heater hose & headlamp assemblies	01-410.251	02/16/15	1,336.13	.00	
Motors Plus Inc.	30181	#217-oil change/top off fluids	01-410.251	02/27/15	103.34	.00	
Total Motors Plus Inc.:					1,439.47	.00	
Moyer, Roger J.	03262015	2014 Health reimb	01-406.171	03/26/15	150.00	.00	
Total Moyer, Roger J.:					150.00	.00	
PenTeleData	B2422863	Acct#3042745-Cable modem rental -2015-Apr	01-401.320	03/24/15	124.95	.00	
Total PenTeleData:					124.95	.00	
PPL Electric Utilities	03262015	10550-10002-Mar 2015	01-451.361	03/26/15	30.07	.00	
PPL Electric Utilities	03232015	92051-48008-Mar 2015	01-409.361	03/23/15	1,058.92	.00	
PPL Electric Utilities	03232015	70730-17005-Mar 2015	01-409.361	03/23/15	885.59	.00	
PPL Electric Utilities	03232015	94340-19001-Mar 2015	01-451.361	03/23/15	155.42	.00	
PPL Electric Utilities	03232015	61089-84001-Mar 2015	01-409.361	03/23/15	845.11	.00	
PPL Electric Utilities	03262015	93760-01007-Mar 2015	01-451.361	03/26/15	18.79	.00	
Total PPL Electric Utilities:					2,993.90	.00	
Protect Alarms	125905	disconnect fire alarm in basement @ Munic Bldg	01-401.375	03/26/15	36.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Protect Alarms:					36.00	.00	
Reichl A/A, Charles Thoma	03162015	Preliminary study of pavilion bldg @ Lindberg Pk	01-451.600	03/16/15	915.00	.00	
Total Reichl A/A, Charles Thomas:					915.00	.00	
Seitz Bros Exterminating C	03242015	2015-ESFC bldg	01-401.315	03/24/15	523.68	.00	
Seitz Bros Exterminating C	03242015	2015-Annex Bldg	01-401.315	03/24/15	452.47	.00	
Total Seitz Bros Exterminating Co:					976.15	.00	
Staples Credit Plan	03272015	Inv#1277007191-binders for police	01-410.240	03/27/15	118.43	.00	
Staples Credit Plan	03272015	Inv#5908-Items for Rec Egg Hunt	01-452.200	03/27/15	57.45	.00	
Staples Credit Plan	03272015	Inv#6198-Printing for Rec Egg Hunt	01-452.200	03/27/15	43.47	.00	
Total Staples Credit Plan:					219.35	.00	
Stiles, Allen	03202015	2014 Health Reimb	01-406.171	03/20/15	69.27	.00	
Total Stiles, Allen:					69.27	.00	
Stotz/Fatzinger Office Sup	133873	Admin:Post-it notes/rubberbands/tape dispenser	01-401.240	03/20/15	16.59	.00	
Total Stotz/Fatzinger Office Supply:					16.59	.00	
Stratix Systems Inc	109577	Mailprotector-Mar 2015	01-407.261	03/20/15	33.00	.00	
Total Stratix Systems Inc:					33.00	.00	
Suburban Propane-2755	801678	diesel	01-401.231	03/16/15	26.79	.00	
Suburban Propane-2755	801678	diesel	01-410.231	03/16/15	780.40	.00	
Suburban Propane-2755	801678	diesel	01-430.231	03/16/15	809.49	.00	
Suburban Propane-2755	91543	unleaded	01-401.231	03/16/15	23.80	.00	
Suburban Propane-2755	91543	unleaded	01-410.231	03/16/15	693.31	.00	
Suburban Propane-2755	91543	unleaded	01-430.231	03/16/15	719.16	.00	
Total Suburban Propane-2755:					3,052.95	.00	
Tapler, Jeffrey	04012015	EMC stipend-Apr 2015	01-415.139	04/01/15	250.00	.00	
Total Tapler, Jeffrey:					250.00	.00	
Times News	100350015-03	Ad:Amend Ord for sewer rates	01-401.341	03/26/15	73.90	.00	
Times News	100349150-03	Ad:ZHB mtg 4/7/2015	01-414.341	03/26/15	191.10	.00	
Total Times News:					265.00	.00	
UGI Utilities Inc.	03202015	504043172815-Mar 2015	01-409.230	03/20/15	1,290.09	1,290.09	03/27/15
UGI Utilities Inc.	03202015	504043200800-Mar 2015	01-409.230	03/20/15	1,550.89	1,550.89	03/27/15
UGI Utilities Inc.	03202015	504043200901-Mar 2015	01-409.230	03/20/15	3,392.37	3,392.37	03/27/15
Total UGI Utilities Inc.:					6,233.35	6,233.35	
Veritext Mid-Atlantic	PA2272780	BOC Mtg 2/26/15-conditional use hearing	01-401.315	03/16/15	165.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Veritext Mid-Atlantic:					165.00	.00	
Weinstein Supply Corporati	S015951978.0	water heater for Police Dept	01-409.373	03/31/15	461.77	.00	
Weinstein Supply Corporati	S015909542.0	water heater-Public Works Bldg	01-409.373	03/23/15	743.98	.00	
Total Weinstein Supply Corporation:					1,205.75	.00	
Wilson, Shemaine	03272015	mileage for training	01-401.421	03/27/15	13.23	.00	
Total Wilson, Shemaine:					13.23	.00	
Witmer Public Safety Grou	1588721	turnout gear for fire inspectors	01-411.238	01/22/15	11,677.50	.00	
Total Witmer Public Safety Group:					11,677.50	.00	
Total General Fund:					43,854.47	9,803.35	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Fire Fund</b>							
Minger Treasurer, Linda J	03192015	2014- Tax Dist Acct service fees	03-480.454	03/19/15	10.61	.00	
Total Minger Treasurer, Linda J:					10.61	.00	
PenTeleData	B2428430	ESFC-Cable-Apr 2015	03-411.320	03/24/15	59.95	.00	
Total PenTeleData:					59.95	.00	
Suburban Propane-2755	801678	diesel	03-413.231	03/16/15	175.59	.00	
Suburban Propane-2755	91543	unleaded	03-413.231	03/16/15	155.99	.00	
Total Suburban Propane-2755:					331.58	.00	
UGI Utilities Inc.	03202015	502022721012-ESFC-Mar 2015	03-411.320	03/20/15	1,345.16	1,345.16	03/27/15
Total UGI Utilities Inc.:					1,345.16	1,345.16	
Total Fire Fund:					1,747.30	1,345.16	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Library Fund</b>							
Minger Treasurer, Linda J	03192015	2014- Tax Dist Acct service fees	04-480.454	03/19/15	3.09	.00	
Total Minger Treasurer, Linda J:					3.09	.00	
Total Library Fund:					3.09	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Water Fund</b>							
American United Life Insur	04012015	2015-Apr life/disability ins coverage	06-487.158	04/01/15	141.08	.00	
Total American United Life Insurance Co:					141.08	.00	
Lehigh County Authority	2864	2015-Feb water	06-448.367	03/18/15	56,592.04	.00	
Total Lehigh County Authority:					56,592.04	.00	
Stratix Systems Inc	109577	Mailprotector-Mar 2015	06-448.261	03/20/15	16.30	.00	
Total Stratix Systems Inc:					16.30	.00	
Suburban Propane-2755	801678	diesel	06-448.231	03/16/15	150.26	.00	
Suburban Propane-2755	91543	unleaded	06-448.231	03/16/15	133.49	.00	
Total Suburban Propane-2755:					283.75	.00	
Total Water Fund:					57,033.17	.00	



Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Sewer Fund</b>							
American United Life Insur	04012015	2015-Apr life/disability ins coverage	08-487.158	04/01/15	141.08	.00	
Total American United Life Insurance Co:					141.08	.00	
PPL Electric Utilities	03262015	33760-14008-Mar 2015	08-429.361	03/26/15	22.10	.00	
PPL Electric Utilities	03262015	64170-11008-Mar 2015	08-429.361	03/26/15	27.66	.00	
PPL Electric Utilities	03262015	82960-01000-Mar 2015	08-429.361	03/26/15	23.59	.00	
PPL Electric Utilities	03232015	35530-02004-Mar 2015	08-429.361	03/23/15	21.74	.00	
PPL Electric Utilities	03302015	95425-66011-Mar 2015	08-429.361	03/30/15	26.17	.00	
PPL Electric Utilities	03302015	21780-10003-Mar 2015	08-429.361	03/30/15	26.96	.00	
PPL Electric Utilities	03302015	20380-10009-Mar 2015	08-429.361	03/30/15	20.54	.00	
Total PPL Electric Utilities:					168.76	.00	
Stratix Systems Inc	109577	Mailprotector-Mar 2015	08-429.261	03/20/15	16.30	.00	
Total Stratix Systems Inc:					16.30	.00	
Suburban Propane-2755	801678	diesel	08-429.231	03/16/15	150.26	.00	
Suburban Propane-2755	91543	unleaded	08-429.231	03/16/15	133.49	.00	
Total Suburban Propane-2755:					283.75	.00	
Verizon	03252015	2015-Mar- 868-8310-Cardinal Dr Pump Stn	08-429.320	03/25/15	32.37	.00	
Total Verizon:					32.37	.00	
Total Sewer Fund:					642.26	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Refuse &amp; Recycling Fund</b>							
Republic Services #282	0282-0005041	2015-Mar service	10-427.300	03/16/15	82,813.50	82,813.50	03/27/15
Total Republic Services #282:					82,813.50	82,813.50	
Stratix Systems Inc	109577	Mailprotector-Mar 2015	10-407.261	03/20/15	16.30	.00	
Total Stratix Systems Inc:					16.30	.00	
Total Refuse & Recycling Fund:					82,829.80	82,813.50	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Highway Aid Fund</b>							
PPL Electric Utilities	03242015	53875-61001-Mar 2015	35-433.362	03/24/15	24.50	.00	
PPL Electric Utilities	03242015	99940-01007-Mar 2015	35-433.362	03/24/15	24.99	.00	
PPL Electric Utilities	03242015	05340-01002-Mar 2015	35-433.362	03/24/15	25.41	.00	
PPL Electric Utilities	03232015	49130-02001-Mar 2015	35-433.362	03/23/15	24.64	.00	
PPL Electric Utilities	03262015	89989-11003-Mar 2015	35-433.362	03/26/15	24.01	.00	
Total PPL Electric Utilities:					123.55	.00	
Total Highway Aid Fund:					123.55	.00	
Grand Totals:					186,233.64	93,962.01	

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

President: \_\_\_\_\_

Board of Commissioners

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
March 26, 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 turned the proceedings over to Randy Soriano, 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  
Cathy Bonaskiewich, Assistant Township Manager/Finance Director  
John Andreas, Director of Public Works  
Allen Stiles, Chief of Police  
Cynthia Sopka, Director of Planning & Zoning  
John Ashley, Esquire, Township Solicitor  
David Tettermer, representative of Keystone Consulting Engineers, Township Engineer

**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**

Mr. Soriano presented the unaudited Financial Report and the list of Bills Payable.

Commissioner Martucci inquired about an item in the Capital Equipment Budget for the Police Department because the year-end actual amount is greater than the budgeted amount. Chief Stiles explained that the items in question are the Global Data Terminals and the money was reimbursed by the Casino Grant from Lehigh County.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to approve the unaudited Financial Report for the period ending February 28, 2015 and the list of Bills Payable for the period 3/7/15-3/21/2015, broken down as follows:**

\$339,285.82 = GENERAL  
\$15,850.49 = FIRE  
\$0 = LIBRARY  
\$24,579.19 = WATER  
\$29,677.19 = SEWER  
\$0 = REFUSE & RECYCLING  
\$42,763.53 = HIGHWAY AID  
**\$452,156.22 = 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**

**March 12, 2015**

Commissioner Brown declared the Minutes of March 12<sup>th</sup>, 2015 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

**Adoption of New Zoning Ordinance.**

Mr. Soriano reminded the Board that the Township held a Public Hearing at the last meeting, which met one of the conditions required prior to adoption of the Ordinance. Mr. Soriano noted that he and the Solicitor have discussed the setback issue in regards to beekeeping, and while there may be a need to amend the section in the future, it is their recommendation that the Board pass the Ordinance as-is.

Attorney Ashley clarified that any resident who currently has a beehive and meets the current setback requirements is considered “grandfathered” and therefore does not have to comply with the new standards. He reiterated that the Board may change any sections of the new Zoning Ordinance at any time.

Ms. Janet Keim of 11 Pine Street was present to address the Board in regards to the beekeeping section of the new Ordinance. She requested that the Board to change the Ordinance now so that the issue does not get lost in the shuffle.

Ms. Jill Stanley of 2741 South Pike Avenue also expressed concerns about the beekeeping setbacks.

Commissioner Brown commented that the topic can be put on the Workshop Agenda for the next meeting. Commissioner Ackerman suggested that the President of the Lehigh Valley Beekeepers Association be present for that meeting so the Board can have feedback from a professional.

The Ordinance reads as follows:

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA**

*Ordinance No. 03-2015-595*

*(Duly Adopted March 26, 2015)*

*AN ORDINANCE REPEALING THE CURRENT EXISTING ZONING  
ORDINANCE CODIFIED IN THE SALISBURY TOWNSHIP CODE OF  
ORDINANCES, CH. 27, IN ITS ENTIRETY AND ADOPTING A NEW  
ZONING ORDINANCE*

*WHEREAS, the principal purpose of the New Zoning Ordinance is to address  
obsolete sections of the prior Ordinance, bring the Ordinance up-to-date with changing  
State and Federal requirements and to reflect the changes made in the new Salisbury  
Township Comprehensive Plan adopted in 2012; and*

*WHEREAS, the Board of Commissioners, after careful review and consideration, desires to adopt a new Zoning Ordinance as prepared and submitted by the Planning Commission with the assistance of the firm Urban Research and Development Corp., the professional consultant;*

*NOW, THEREFORE, be it ORDAINED and ENACTED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that the Township hereby adopts the new Salisbury Township Zoning Ordinance in the form attached to this Ordinance, effective immediately.*

*DULY ORDAINED and ENACTED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania this 26th day of March, 2015, in lawful session duly assembled.*

BOARD OF COMMISSIONERS  
TOWNSHIP OF SALISBURY

James A. Brown, President

Attest:

Randy Soriano, Secretary

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to adopt Ordinance No. 03-2015-595, which repeals the current existing Zoning Ordinance codified in the Salisbury Township Code of Ordinances, Chapter 27, in its entirety and adopting a new Zoning Ordinance and Zoning Map.**

**Roll Call:**

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

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

**Utility Billing Rate Changes – First Reading.**

Mr. Soriano stated that due to advertisement constraints, the Township was unable to meet the deadline imposed by the newspapers. Therefore, a first reading is needed and the actual adoption of the Ordinance will take place at the April 9<sup>th</sup> meeting. Mr. Soriano explained that the Township wishes to restate the standardized language for setting charges for sewer, water and refuse, and provide standardized language governing the billing and collection cycle for each category. He noted that the new collection cycle eliminates what was previously called the “discount” period and is replaced by a Gross 30, Net 15 and Penalty period.

Mr. Soriano commented that the total amount of the billing charges should remain the same for water and sewer, but decrease for refuse and recycling because of the new contract with Republic Services.

Ms. Bonaskiewich requested the Board give a consensus on the matter at this juncture because the timing of the Ordinance coincides with the mailing of the utility bills.

Mr. Soriano noted that the Board can vote on the first reading if it so chooses because it would provide an official approval of the Draft.

**Motion by Commissioner Brinton, seconded by Commissioner Martucci, to approve the First Reading of the Utility Ordinance as presented.**

**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 Delegating Signature Authority to the Township Manager for the Execution of the Agreement of Authorize Electronic Access to PennDOT Systems.**

Mr. Soriano stated that the Resolution will authorize himself to execute the agreement to authorize electronic access to the PennDOT system. He noted that this step is a requirement in order to do anything with PennDOT.

**Motion by Commissioner Seagreaves, seconded by Commissioner Ackerman, to accept the Resolution delegating signature authority to the Township Manager for the execution of the agreement to authorize electronic access to PennDOT Systems.**

**Roll Call:**

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

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

**Proclaiming the Month of April 2015 Volunteer Month.**

Mr. Soriano stated that each year, the Commissioners proclaim the month of April as Volunteer Month in order to recognize individuals who have dedicated his or her time to the community.



He noted that a ceremony and dinner hosted by the Board will be held on April 29<sup>th</sup>, 2015 where the nominees will be presented with a certificate.

**Motion by Commissioner Ackerman, seconded by Commissioner Martucci, to adopt the Resolution that proclaims the month of April as Volunteer Month.**

**Roll Call:**

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

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

**MOTIONS**

None.

**ANNOUNCEMENTS**

Mr. Soriano announced that the Easter Egg Hunt will be held on March 28<sup>th</sup>, 2015 at 10:00 am at Lindberg Park.

Mr. Soriano stated that he is planning to bring forth the Resolution for the CDBG Grant Application at the next Regular meeting on April 9<sup>th</sup>.

**PRIVILEGE OF THE FLOOR**

Mr. Paul Ressler of 604 E. Lynnwood Street expressed concerns about sump pump discharge from neighbors and requested that an Ordinance be created to regulate it. It was the consensus of the Board to look into the matter.

A resident inquired about a schedule for pothole repairs. Mr. Andreas commented that the Department of Public Works has been patching potholes over the past several weeks and noted that residents can call the Township at any time to address a specific issue.

Ms. Jane Benning of 3111 Douglas Road thanked the Public Works Department for the snow clearance during the winter. She also expressed concerns about the condition of Douglas Road.

Mr. Soriano introduced Mr. Joe D’Aniello, the Division Manager for Republic Services. Mr. D’Aniello provided the Board with a brief background about the company and encouraged residents to contact him with any issues they may encounter. Mr. Soriano commented that there is a contractual matter which needs to be discussed in an Executive Session.

**ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting, seconded by Commissioner Brinton. The time was 8:09 p.m.

Respectfully submitted,

Randy Soriano  
Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on March 26, 2015.

Approved and certified on this date:

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

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

SEAL

ORDINANCE NO. 04-2015-597

AN ORDINANCE BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AMENDING SECTIONS 302-303 OF CHAPTER 18, PART 3 “SEWER RENTAL AND CHARGES”; SECTIONS 302 AND 304 OF CHAPTER 20, PART 3 “MSW COLLECTION CHARGES”; AND SECTIONS 102-103 OF CHAPTER 26, PART 1 “WATER” OF THE SALISBURY TOWNSHIP CODE OF ORDINANCES TO CLARIFY BILLING AND COLLECTION PROCEDURES FOR UTILITY SERVICES

WHEREAS, the Township of Salisbury wishes to restate and standardize the language for setting charges for sewer, water and refuse customers and providing standardized language governing the billing and collection cycles for each category; and

WHEREAS, the Board of Commissioners believe that such standardization is an effective way for the Township to operate.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, after review, investigation and study, that Sections 302-303 of Chapter 18, Part 3 “Sewer Rental And Charges”; Section 304 of Chapter 20, Part 3 “MSW Collection Charges”; and Sections 102-103 of Chapter 26, Part 1 “Water” of the Salisbury Township Code of Ordinances shall be amended as follows:

**Chapter 26  
Water  
Part 1**

**Rents and Charges for Water Service**

§101. Definitions. *(Remain as is)*

§102. Water Rates, Rents and Charges.

The following water rates, rents and charges are fixed, adopted, established and imposed upon each consumer located within the municipal boundaries of the Township served or to be served by the water system, for use thereof and such rates, rents and charges shall be established by the Township by resolution or ordinance:

- A. Schedule of Meter Rates. There shall be a charge of **\$4.82 or each 1,000 gallons of water furnished to a customer effective January 1, 2015. Thereafter, these rates, may be amended, or revised from time to time by duly enacted Resolution of the Board of Commissioners.**

2. Building Construction Purposes. *(Remain as is)*
3. Cut-Off and Turn-On Charge. *(Remain as is)*
4. Temporary Flat Rates. *(Remain as is)*
5. Fire Hydrant Standby Charge. *(Remain as is)*

### **§103. Billings and Payment.**

1. All bills for water service, including private fire service, furnished to consumers shall be rendered quarterly on the first days of January, April, July and October of each year, or as soon after the first day of said months as is practicable, and shall represent the amount due for water service rendered during the preceding three months. **The Township may, from time to time, set new billing cycles and payment and set rules and regulations governing Section 103, by duly enacted Resolution of the Board of Commissioners.**
2. All bills for water service furnished to consumers shall be due and payable as of the date thereof. Bills for residential water service shall be paid within 15 days after such bill shall become due and payable. **The customer shall pay the net amount of the bill, known as Net15. If bills for such water service remain unpaid beyond 15 days of the billing date, an additional 10% will be added to any current, outstanding balance. If bills for such water service are paid during the period between 16 and 30 days of the billing date, the gross amount of the bill shall be due and payable. This amount shall be known as Gross 30. If bills for such water service are not paid within 30 days of the billing date thereof, such bills shall be deemed delinquent and a penalty equal to 25% of the current, Gross 30 amount of the bill shall be added to the amount of the bill and collected as part thereof.** When bills are paid by mail, the date of the postmark will be considered the date of the payment.
3. Whenever any bill for water service furnished to a consumer shall remain unpaid for a period in excess of 30 days after the date thereof, the Township shall, mail a delinquency notice to the consumer, which notice shall inform the customer of the delinquency and the penalty and shall declare the intention of the Township to shut off and discontinue water service. Water service will not be restored until the bill, including penalties, together with a turn off and turn-on charge of \$10.00 each has been paid.
4. Whenever water service to any consumer unit shall begin after the first day or shall terminate before the last day of any billing period, the water rates, rents and charges for such period shall be pro-rated equitably for that portion of the billing period during which service was provided by the Township.

5. Each bill for water service shall be made out in the name of the consumer. Each consumer shall provide the Township with, and thereafter shall keep the Township advised, of his correct address. Failure to receive a bill for water service shall not be considered an excuse for nonpayment, nor shall such failure result in an extension of the period of time during which such bill shall be payable without penalty.
6. No allowance or rebate will be made for unoccupied property unless and until: (A) the consumer shall have notified the Township of such vacancy in writing, and (B) such vacancy shall continue for at least 30 days. In any such event, service shall be restored only upon the execution of a new application therefor.

**CHAPTER 18  
SEWERS  
PART 3**

**§302. Sewer Rentals or Charges.**

1. Sewer rentals or charges are imposed upon and shall be collected from the owner of each improved property which shall be connected with the sewer system, for use of the sewer system, whether such use shall be direct or indirect, which sewer rentals or charges shall commence and shall be effective as of the date of connection of each such improved property to the sewer system, and shall be payable as provided herein, in accordance with the following schedule of rates and classifications:
  - A. Residential.
    - (1) **Beginning January 1, 2015, there shall be a charge to each private dwelling unit of \$191.28 per annum, payable at the rate of \$47.82 per quarterly billing period. Thereafter, these rates, may be amended, or revised from time to time by duly enacted Resolution of the Board of Commissioners.**
    - (2) Each dwelling unit in a double house, in a row of connecting houses, in a trailer park or in an apartment shall be billed as a separate entity.
  - B. Nonresidential.
    - (1) Commercial, industrial, schools, clubhouses, firehouses, hospitals, churches, chapels, institutions, etc. [Ord. 12-98-462]
    - (2) All owners of nonresidential improved properties connected to the sewer system shall pay sewer rentals or charges, except as hereinafter noted, at the rate of **\$210.40 per annum, payable at the rate of \$52.60 per quarterly billing period per unit or at a rate set from time to time by duly enacted Resolution by the Board of Commissioners,** on the

basis of equivalent dwelling units determined or computed as follows:  
[Ord. 12-98-462]

- (a) Each church or chapel, firehouse, social hall or clubroom shall constitute one equivalent dwelling unit. Where a home occupation or home professional office which utilizes water in the service they provide or the product they produce is conducted in a building also used for residential purposes, the sewer rate which shall be paid for such property shall be calculated in the same manner as commercial uses, i.e., on the basis of equivalent dwelling units, and not on a flat rate basis, but in no event less than the flat rate charges for residential users.
- (b) Each school (public or private) shall constitute one equivalent dwelling unit for each unit of twelve (12) pupils computed on the basis of the average number of pupils enrolled on days when the school was in session during the last full school fiscal year preceding the calendar year in which the sewer rental or charge is payable. Teachers and employees of the school shall be classified as pupils for sewer rental purposes. On or before December 31 of each year, the chief school administrator shall file a sworn statement with this Township setting forth complete information required in order to compute the sewer rental or charge to each school.
- (c) Equivalent dwelling units for all nonresidential users, except as specified in Subparagraphs (a) and (b) above shall be based upon the volume of water consumed or the volume of discharge to the sewer system, as applicable; provided, however, that the sewer rental or charge to each industrial establishment discharging sewage and/or industrial wastes into the sewer system shall not be less than \$2.60 per employee per quarter annum based upon the average number of persons employed (including employers) per working day during the service period for which the billing is rendered. Equivalent dwelling units based upon the volume of water consumed or the volume of discharge to the sewer system shall be based upon one equivalent dwelling unit for each 15,000 gallons of water consumed or 15,000 gallons of waste discharged to the sewer system, as applicable.

C. Exceptional-Strength Users. (*REMAIN AS IS*)

**§303. Time and Method of Payment.**

- 1. All bills for sewer rentals or charges, except those based on metered water consumption or metered waste discharged or estimates of this Township, shall be rendered in calendar quarters, on the first days of January, April, July and October,

respectively, in each year, or on such other dates as this Township, by resolution, shall specify, and shall cover a quarterly billing period consisting of the immediately preceding three complete calendar months.

All bills for sewer rentals or charges based on metered water consumption or metered waste discharged or estimates of this Township shall be rendered for each quarter annum or other period covered by the meter reading promptly after the meters are read or estimates made.

2. All bills for sewer service furnished to consumers shall be due and payable as of the date thereof. Bills for sewer service shall be paid within 15 days after such bill shall become due and payable. The customer shall pay the net amount of the bill, known as Net15. If bills for such sewer service remain unpaid beyond 15 days of the billing date, an additional ten percent (10%) will be added to any current, outstanding balance. If bills for such sewer service are paid during the period between 16 and 30 days of the billing date, this gross amount of the bill shall be due and payable. This shall be known as Gross 30. If bills for such sewer service are not paid within 30 days of the billing date thereof, such bills shall be deemed delinquent and a penalty equal to twenty-five percent (25%) of the current, Gross 30 amount of the bill shall be added to the amount of the bill and collected as part thereof. When bills are paid by mail, the date of the postmark will be considered the date of the payment.
3. Whenever any bill for sewer service furnished to a consumer shall remain unpaid for a period in excess of thirty (30) days after the date thereof, the Township shall mail a delinquency notice to the consumer, which notice shall inform the customer of the delinquency and the penalty and shall declare the intention of the Township to shut off and discontinue water service. Water service will not be restored until the bill, including penalties, together with a turn off and turn-on charge of \$10.00 each has been paid. Every owner of improved property which is connected to the sewer system initially shall provide this Township with and thereafter shall keep this Township advised of owner's correct address. Failure of any person to receive bills for sewer rentals or charges shall not be considered an excuse for nonpayment, nor shall such failure result in an extension of the period of time during which the net bill shall be payable.
4. Cancellation of Service. Subject to the provisions of this section, upon failure of any consumer to comply with any provision set forth herein or with any additional rules and regulations adopted by the Township relating to the sewer system, the Township may shut off water service, or have adjacent communities supplying water service to Salisbury Township shut off water service, subject to the cut-off and turn-on rates set forth in §110 of Salisbury Township's Water Ordinance [Chapter 26] and any charges incurred by the adjacent communities.

- (d) The Board of Commissioners may, from time to time, by duly enacted Resolution of the Board set new rules and rates to govern Sections 302 and 303.

CHAPTER 20  
SOLID WASTE

Part 3

Municipal Solid Waste Collection Charges

§302. MSW Charge.

1. The cycles for MSW billing for MSW charges are hereby established on a quarterly basis.
2. The MSW billing for MSW charges shall begin on the owner's date of acquisition of the property.
3. The MSW charge amount to be paid by the owner or occupant of each residential establishment for the quarterly collection period shall be established by a fee schedule. The Board of Commissioners, may amend, revise and set refuse and recycling rates from time to time by a duly enacted Resolution of the Board.

§304. Time and Method of Payment/Collection Charges.

1. Billing Periods. The cycle for MSW billing for MSW charges is hereby established on a quarterly basis. All bills for collection charges shall be rendered in each calendar quarter, on or about the first day of January, April, July, and October, respectively, in each year, or on such other dates as the Township by resolution shall specify, and shall cover a quarterly billing period consisting of the immediately succeeding three complete calendar months.
2. Gross, Net and Penalty Bills. All bills for MSW collection service furnished to consumers shall be due and payable as of the date thereof. Bills for residential refuse collection service shall be paid within 15 days after such bill shall become due and payable. The customer shall pay the net amount of the bill, known as Net15. If bills for such MSW collection service remain unpaid beyond 15 days of the billing date, an additional ten percent (10%) will be added to any current, outstanding balance. If bills for such MSW collection service are paid during the period between



**16 and 30 days of the billing date, this gross amount of the bill shall be due and payable. This shall be known as Gross 30. If bills for such MSW collection service are not paid within 30 days of the billing date thereof, such bills shall be deemed delinquent and a penalty equal to 25% of the current, Gross 30 amount of the bill shall be added to the amount of the bill and collected as part thereof. When bills are paid by mail, the date of the postmark will be considered the date of the payment.**

3. Billing Addresses. Every owner of a residential establishment shall provide the Township with and shall thereafter keep the Township advised of his/her correct address. Failure of any person to receive bills for collection charges shall not be considered an excuse for nonpayment, nor shall such failure result in an extension of the period of time during which the gross bill shall be payable.

4. Filing and Collection of Liens.

A. All MSW charges imposed by this Ordinance shall be a lien on the residential establishment serviced by the Township's contractor, from the date of issuance of the quarterly MSW billing for such MSW charges, but conditioned upon payment of said MSW charges. Any such charges which are delinquent shall be filed as a municipal lien against the residential establishment, including costs of filing and reasonable attorney fees for unpaid MSW charges, and shall be collected in the manner provided by law for the filing and collecting of municipal claims.

B. If reasonable attorney fees are assessed or imposed in connection with the collection of such account, the Township shall comply with the relevant provisions of the Municipal Claims Act found at 53 P.S. §7106 especially including the requirement that at least 30 days prior to assessing or imposing attorney fees, a notice of such intent must be sent to the property owner by United States certified mail, return receipt requested, postage prepaid.

C. If within 30 days of mailing the notice in accordance with §306(4)(B), the certified mail is refused or unclaimed or the return receipt is not received, then at least 10 days prior to assessing or imposing attorney fees in connection with the collection of a delinquent account, the Township shall, by United States first class mail, mail to the owner the notice required by paragraph §306(4)(B).

5. Collection Charges.

A. Municipal solid waste collection charges for each quarterly MSW billing shall be imposed upon and shall be collected from the owner of each residential establishment in the Township, and shall be payable as provided herein, in accordance with the schedule of rates established by the Township.

B. The Township Assistant Manager and Township Manager shall propose billing rates for both refuse and recycling collection services at the beginning of each fiscal year and the Board of Commissioners, by Resolution, shall approve these rates prior to the next billing period that may fall during a given year.

- C. Surcharge. The Township reserves the option to establish a surcharge regarding additional Federal, Commonwealth, and County imposed fees and bill the owners of each residential establishment accordingly. When such surcharges are established and imposed by the Township, they will expire once the Federal, Commonwealth, or County's surcharge expires or are no longer imposed or if the Township at its discretion does not desire to pass the surcharge on to the residential owner as part of the collection charge.
  
- D. The imposition of additional surcharges or modifications of the schedule of rates may be established by a resolution of the Board of Commissioners of the Township from time to time as deemed necessary.

**EFFECTIVE DATE**

This Ordinance shall become effective immediately upon enactment.

**DULY ENACTED AND ORDAINED** this 9th day of April, 2015 by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania in lawful session duly assembled.

**ATTEST:**

**TOWNSHIP OF SALISBURY**  
Lehigh County, Pennsylvania

\_\_\_\_\_  
Randy Soriano  
Township Secretary

\_\_\_\_\_  
James A. Brown  
President, Board of Commissioners



RESOLUTION PAGE

Table with 2 columns: DCNR-2015-C2P2-16 and Application Information (\*Indicates required information). Rows include Applicant/Grantee Legal Name (\* Salisbury Township), Project Title (\* Lindberg Park Accessible Pavilion, Restrooms and Playground Project), and Web Application ID (\* 1100427).

WHEREAS, Salisbury Township

("Applicant") desires to undertake the following project

Lindberg Park Accessible Pavilion, Restrooms and Playground Project; and (Project Title)

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and a document entitled "Grant Agreement Signature Page"; and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

NOW THEREFORE, it is resolved that:

- 1. The "Grant Agreement Signature Page" may be signed on behalf of the applicant by the Official who, at the time of signing, has TITLE of President, Board of Commissioners.
2. If this Official signed the "Grant Agreement Signature Page" prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the "Grant Agreement Signature Page", signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the TITLE specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the

(identify the governing body of the applicant, e.g. city council, borough council, board of supervisors, board of directors)

of the applicant this day of

Secretary (Signature of the Secretary of the governing body)

DCNR USE ONLY

Project Number:

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**

**RESOLUTION NO. 04-2015-\_\_\_\_\_**

**A RESOLUTION, BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER OF SALISBURY TOWNSHIP TO EXECUTE AND SUBMIT A GRANT APPLICATION AND PROVIDING FOR A TEN PERCENT (10%) MATCH COMMITMENT TO UNDERTAKE THE PROJECT KNOWN AS SEWER RELIEF INTERCEPTOR BASIN 10 PROJECT**

**WHEREAS**, the Township of Salisbury, Lehigh County, Pennsylvania, desires to undertake the project known as the Sewer Relief Interceptor Basin 10 Project;

and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania that Salisbury Township hereby requests and authorizes the submission of an application for a CDBG Grant from Lehigh County to be used for a I/I improvement work on the Sewer Relief Interceptor Basin 10 Project beginning in January 2016.

**BE IT FURTHER RESOLVED**, that should the Township of Salisbury be awarded the Grant, the Salisbury Township Board of Commissioners hereby agrees to a ten (10%) percent match commitment on behalf of Salisbury Township toward the total project cost of the Grant Program.

**BE IT FURTHER RESOLVED** that the Board of Commissioners of Salisbury Township hereby designates Randy Soriano, Township Manager, as the official to execute all documents and agreements between the Township of Salisbury and Lehigh County to facilitate and assist in obtaining the requested Grant.

**DULY ADOPTED** this 9th day of April, 2015, by the Board of Commissioners  
of Salisbury Township, in a lawful session duly assembled.

**ATTEST:**

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
Randy Soriano, Township Secretary

\_\_\_\_\_  
James A. Brown, President  
Board of Commissioners

I, Randy Soriano, duly qualified Secretary of the Township of Salisbury, Lehigh County, Pennsylvania, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Salisbury Township Board of Commissioners, at a regular meeting held on April 9, 2015 and said Resolution has been recorded in the minutes of the Salisbury Township Board of Commissioners and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Township of Salisbury this 9<sup>th</sup> day of April, 2015.

\_\_\_\_\_  
Randy Soriano  
Township Secretary

**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Commissioners Workshop Meeting**  
**April 9, 2015**  
**7:30 p.m.**  
(approximate time)

**Topic of discussion:**

- Apiary Regulations