

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—January 14, 2016**  
**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 1/5/16 – 1/8/16***

**5. Approval of the Minutes –*December 17, 2015; January 4, 2016***

**6. New Business**

**A. PRESENTATION** – Presentation to Board by 2015 SYA Connie Mack Baseball Team

**B. ORDINANCES** - *none*

**C. RESOLUTIONS**

1. Resolution - Update of On-Lot Septic Fee Schedule
2. Resolution – TAP Funds Agreement

**D. MOTIONS**

1. Motion – Release Devonshire Park Apartments Maintenance & Improvements Escrow
2. Motion – Lehigh Valley Road Runners event
3. Motion – Appointment to Civil Service Commission

**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>							
Allentown Equipment Corp	58295	Inspect #13	01-401.251	08/24/15	81.00		.00
Allentown Equipment Corp	58295	Inspect# 5, 15, 6, 2, 26, 3, 14, 1	01-437.251	08/24/15	416.00		.00
Total Allentown Equipment Corp:					497.00		.00
Altemos/Atlantic Fuels	97421	ACCT# 3644657 Oil-Black River Rd-1/02/2016	01-401.231	01/02/16	309.43		.00
Total Altemos/Atlantic Fuels:					309.43		.00
Berkheimer Associates	133	2015-Dec-LST Comm	01-403.453	12/31/15	96.59		.00
Total Berkheimer Associates:					96.59		.00
Dallas Data Systems Inc.	01062016	3 days On-Site Training	01-407.319	01/06/16	1,044.00		.00
Total Dallas Data Systems Inc.:					1,044.00		.00
Davison & McCarthy	16418	Reimb inv: WSFC	01-404.318	12/03/15	396.00		.00
Davison & McCarthy	16545	2015 Dec-General Matters	01-404.310	12/31/15	852.00		.00
Davison & McCarthy	16546	2015 Dec-Bankruptcy of Residents	01-404.310	12/31/15	228.00		.00
Davison & McCarthy	16547	2015 Dec-traffic enforcement agreemt w/LVHN	01-404.310	12/31/15	108.00		.00
Davison & McCarthy	16548	2015 Dec-Board of Commissioners	01-404.310	12/31/15	600.00		.00
Davison & McCarthy	16549	2015 Dec-Solid Waste Bids Contracts	01-404.310	12/31/15	36.00		.00
Davison & McCarthy	16550	2015 Dec-Lindberg Ave sanitary easement	01-404.310	12/31/15	1,201.30		.00
Davison & McCarthy	16551	2015-Dec-Liens	01-404.310	12/31/15	209.90		.00
Davison & McCarthy	16552	2015 Dec-2015 Satisfactions	01-404.310	12/31/15	540.00		.00
Davison & McCarthy	16554	2015 Dec-Lindberg Park Trail	01-404.310	12/31/15	444.00		.00
Davison & McCarthy	16555	2015 Dec-MS4 Compliance	01-404.310	12/31/15	216.00		.00
Davison & McCarthy	16556	2015 Dec-Bee Keeping Amendment to Zoning Ordinance	01-404.310	12/31/15	60.00		.00
Davison & McCarthy	16559	2015 Dec-Westbury Park - Deed of Dedication	01-404.310	12/31/15	300.00		.00
Total Davison & McCarthy:					5,191.20		.00
Eastern Industries Inc.	6257227	coldpatch	01-438.245	12/30/15	281.66		.00
Total Eastern Industries Inc.:					281.66		.00
Fitzsimons, Thomas R & R	12102015	2015 - Reassessment-Combined w/another parcel	01-301.100	12/10/15	12.16		.00
Total Fitzsimons, Thomas R & Rosemary C:					12.16		.00
Haydt, Myron	12312015	2015 - Reassessment combined w/ another parcel	01-301.100	12/31/15	24.59		.00
Total Haydt, Myron:					24.59		.00
Home Depot Credit Service	01082016	police-privacy shades & belt hooks	01-409.373	01/08/16	107.91		.00
Home Depot Credit Service	12172015	Tax refund on MS4 equipment	01-436.240	12/17/15	4.53-		.00
Home Depot Credit Service	12312015	spray paint/coil chain	01-430.240	12/31/15	42.16		.00
Home Depot Credit Service	12312015	pry bar/wet/dry vac	01-430.260	12/31/15	51.51		.00
Total Home Depot Credit Services:					197.05		.00
Johnson, Kevin	12312015	back defender suspenders	01-410.238	12/31/15	211.20		.00
Total Johnson, Kevin:					211.20		.00

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Keycodes Inspection Agen	12802	Commercial plan review-12/09/15-1200 SCCB Cath Lab #3	01-413.308	01/05/16	400.00	.00	
Total Keycodes Inspection Agency:					400.00	.00	
Keystone Consulting Engin	146800	Reimb inv: Legacy Place	01-408.318	12/07/15	756.00	.00	
Keystone Consulting Engin	146803	Reimb inv:WSFC	01-408.318	12/07/15	1,809.88	.00	
Total Keystone Consulting Engineers:					2,565.88	.00	
Lawson Products	9303778524	washers/bolts/hose clamps/brake cleaner	01-430.240	12/22/15	216.33	.00	
Total Lawson Products:					216.33	.00	
Lehigh County Humane So	4Q2015	4Q2015 animal control services	01-410.317	12/31/15	3,125.00	.00	
Total Lehigh County Humane Society:					3,125.00	.00	
Lehigh Soils & Wetlands	12182015	Residential inspections & services-8/1-12/31/2015	01-413.307	12/18/15	2,160.00	.00	
Total Lehigh Soils & Wetlands:					2,160.00	.00	
Madle's Hardware	01072016	DPW- keys for wash bay	01-430.240	01/07/16	14.95	.00	
Madle's Hardware	01072016	police-battery for FOB	01-410.240	01/07/16	5.79	.00	
Total Madle's Hardware:					20.74	.00	
Motors Plus Inc.	31156	#202-remove & replace brake calipers	01-410.251	12/15/15	822.15	.00	
Motors Plus Inc.	31170	#218-oil change/mount & balance snow tires	01-410.251	12/16/15	163.34	.00	
Motors Plus Inc.	31193	#202-repr/replce brake pads & rotors & radiator, oil change	01-410.251	12/28/15	1,290.92	.00	
Motors Plus Inc.	31217	#205-oil change/check ABS light	01-410.251	01/05/16	200.68	.00	
Motors Plus Inc.	31221	#214-power steering repair	01-410.251	01/05/16	273.88	.00	
Total Motors Plus Inc.:					2,750.97	.00	
MP Outfitters	10667-5	shirt	01-410.238	12/28/15	99.96	.00	
MP Outfitters	10724-5	jacket	01-410.238	12/30/15	121.99	.00	
Total MP Outfitters:					221.95	.00	
Nothstein, Richard B.	12152015	reimb for clearances	01-406.315	12/15/15	43.00	.00	
Total Nothstein, Richard B.:					43.00	.00	
Orlando Diefenderfer	01052016	2016-ACD system maintenance for Strata Call Manager	01-401.375	01/05/16	350.00	.00	
Total Orlando Diefenderfer:					350.00	.00	
PenTeleData	B2622013	Acct#3042745-Cable modem rental -2016-Jan - 1 of 12	01-401.320	01/12/16	124.95	.00	
Total PenTeleData:					124.95	.00	
PPL Electric Utilities	12282015	63580-10005-Dec 2015	01-451.361	12/28/15	17.42	.00	
PPL Electric Utilities	12282015	93760-01007-Dec 2015	01-451.361	12/28/15	17.36	.00	
PPL Electric Utilities	12282015	10550-10002-Dec 2015	01-451.361	12/28/15	32.04	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total PPL Electric Utilities:					66.82	.00	
Rosenau Co Inc, Philip	400172909	garbage bags/towels for twmsp bldgs	01-409.240	12/24/15	244.56	.00	
Total Rosenau Co Inc, Philip:					244.56	.00	
Sabo, Donald	12182015	Reimburse for clearances	01-406.315	12/18/15	43.00	.00	
Total Sabo, Donald:					43.00	.00	
Schmick Inc., Richard R.	10368	ESFD cleaned oil seperator	01-409.373	12/18/15	225.00	.00	
Total Schmick Inc., Richard R.:					225.00	.00	
Sign Design Associates Inc	3814	EMC Trailer Lettering	01-415.700	01/04/16	570.37	.00	
Total Sign Design Associates Inc.:					570.37	.00	
Simplex/Grinnell	78322107	Maint contract:2016	01-437.375	01/01/16	297.47	.00	
Total Simplex/Grinnell:					297.47	.00	
Sopka, Cynthia	12312015	July-Dec 2015 mileage/parking	01-414.421	12/31/15	103.20	.00	
Total Sopka, Cynthia:					103.20	.00	
Staples Credit Plan	12282015	map printing	01-401.342	12/28/15	16.92	.00	
Total Staples Credit Plan:					16.92	.00	
Stauffer Insurance, C. M.	102972	2016-Emergency care/1st responder liability	01-486.353	01/01/16	1,555.00	.00	
Stauffer Insurance, C. M.	102974	2016-public officials/law enforcemnt/employment practices liability	01-486.353	01/01/16	43,363.00	.00	
Stauffer Insurance, C. M.	103082	2016-Comm Liab Policy-vacant land	01-486.351	01/01/16	889.00	.00	
Stauffer Insurance, C. M.	103119	2016-Commercial Auto Policy	01-486.352	01/01/16	53,068.50	.00	
Total Stauffer Insurance, C. M.:					98,875.50	.00	
Stotz/Fatzinger Office Sup	153603	DPW-File Folders	01-430.240	01/06/16	36.90	.00	
Stotz/Fatzinger Office Sup	153603	front office-copy paper, date stamp, post-it notes	01-401.240	01/06/16	178.14	.00	
Total Stotz/Fatzinger Office Supply:					215.04	.00	
Stratix Systems Inc	149260	2016-Shadow project Maintenance Renewal	01-407.261	01/04/16	407.60	.00	
Stratix Systems Inc	150287	2016-NSI Autostore Express Device LLC Renewal	01-407.261	01/04/16	159.60	.00	
Total Stratix Systems Inc:					567.20	.00	
Takacs Jr., Dennis V.	01012016	EMC Deputy - 1 of 12 - Jan 2016	01-415.149	01/01/16	83.33	.00	
Total Takacs Jr., Dennis V.:					83.33	.00	
Times News	100371601-122	Ad-Reorganization meeting 01/04/2016	01-401.341	12/24/15	28.30	.00	
Total Times News:					28.30	.00	
Traffic Planning & Design I	TPD4061	Lindberg/Flexer Bike Lanes Plan-thru 12/18/2015	01-451.312	12/29/15	3,215.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Traffic Planning & Design Inc:					3,215.00	.00	
U.S. Postal Service	01072016	Refill Postage Meter	01-401.325	01/07/16	1,000.00	.00	
Total U.S. Postal Service:					1,000.00	.00	
Verizon	9757848955	2015-Dec - Assist Mgr/Finance Dir	01-402.320	12/25/15	54.64	.00	
Verizon	9757848955	2015- Dec - DPW	01-430.320	12/25/15	101.89	.00	
Verizon	9757848955	2015- Dec - Rec Dir	01-452.320	12/25/15	54.64	.00	
Verizon	9757848955	2015-Dec- Code Enf Ofcr	01-413.320	12/25/15	54.64	.00	
Verizon	9757848955	2015-Dec - Fire Inspectors	01-411.320	12/25/15	19.40	.00	
Verizon	9757848955	2015-Dec - Mgr	01-401.320	12/25/15	54.64	.00	
Verizon	9757848955	2015-Dec - P/Z Officer	01-414.320	12/25/15	54.64	.00	
Verizon	9757848955	2015-Dec- Police	01-410.320	12/25/15	386.04	.00	
Verizon	9757848955	2015- Dec-Tapler	01-415.320	12/25/15	78.07	.00	
Verizon	9757848956	2015-Dec-Police tablet/air card charges	01-410.320	12/25/15	477.20	.00	
Verizon	9757848956	2015-Dec-Mgr tablet/air card charges	01-401.320	12/25/15	43.38	.00	
Total Verizon:					1,379.18	.00	
Wegman's Food Market Inc	187212016010	Paper products for luncheon	01-400.240	12/31/15	65.84	.00	
Total Wegman's Food Market Inc.:					65.84	.00	
Total General Fund:					126,840.43	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Fire Fund</b>							
Fitzsimons, Thomas R & R	12102015	2015 - Reassessment-Combined w/another parcel	03-301.100	12/10/15	1.89	.00	
Total Fitzsimons, Thomas R & Rosemary C:					1.89	.00	
Haydt, Myron	12312015	2015 - Reassessment combined w/ another parcel	03-301.100	12/31/15	3.82	.00	
Total Haydt, Myron:					3.82	.00	
PenTeleData	B2618809	ESFC-Cable-Jan 2016 - 1 of 12	03-411.320	01/12/16	59.95	.00	
Total PenTeleData:					59.95	.00	
Salisbury Township	01012016	4Q2015 ESFCo utility inv - 1 of 4	03-411.320	01/01/16	115.26	.00	
Total Salisbury Township:					115.26	.00	
Supplee Brothers Inc.	1922	ESFC-annual pump service for three trucks/repl valve	03-411.374	12/14/15	953.00	.00	
Total Supplee Brothers Inc.:					953.00	.00	
Total Fire Fund:					1,133.92	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Library Fund</b>							
Fitzsimons, Thomas R & R	12102015	2015 - Reassessment-Combined w/another parcel	04-301.100	12/10/15	.55	.00	
Total Fitzsimons, Thomas R & Rosemary C:					.55	.00	
Haydt, Myron	12312015	2015 - Reassessment combined w/ another parcel	04-301.100	12/31/15	1.12	.00	
Total Haydt, Myron:					1.12	.00	
Total Library Fund:					1.67	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Water Fund</b>							
Allentown Equipment Corp	58295	Inspect # 33, 34 & 31	06-448.251	08/24/15	65.50	.00	
Total Allentown Equipment Corp:					65.50	.00	
Dallas Data Systems Inc.	01062016	3 days On-Site Training	06-448.319	01/06/16	522.00	.00	
Dallas Data Systems Inc.	23501	2016-Permit-n-Force Annual Support Agreement	06-448.319	01/06/16	4,481.20	.00	
Total Dallas Data Systems Inc.:					5,003.20	.00	
Lowe and Moyer Garage In	1223557	#34 - EGR & Turbo Issues	06-448.251	12/18/15	2,065.69	.00	
Total Lowe and Moyer Garage Inc.:					2,065.69	.00	
Stauffer Insurance, C. M.	103119	2016-Commercial Auto Policy	06-486.352	01/01/16	2,948.25	.00	
Total Stauffer Insurance, C. M.:					2,948.25	.00	
Stratix Systems Inc	149260	2016-Shadow project Maintenance Renewal	06-448.261	01/04/16	203.80	.00	
Stratix Systems Inc	150287	2016-NSI Autostore Express Device LLC Renewal	06-448.261	01/04/16	79.80	.00	
Total Stratix Systems Inc:					283.60	.00	
U.S. Postal Service	01042016	2016-January mailing of utility invoices	06-448.325	01/04/16	775.27	775.27	01/06/16
Total U.S. Postal Service:					775.27	775.27	
UPS Store, The	1456	Wtr dept-shipped item back to Pollard for repair	06-448.325	12/09/15	37.03	.00	
Total UPS Store, The:					37.03	.00	
Verizon	9757848955	2015- Dec - Water Dept	06-448.320	12/25/15	47.25	.00	
Total Verizon:					47.25	.00	
Total Water Fund:					11,225.79	775.27	



Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Sewer Fund</b>							
Allentown Equipment Corp	58295	Inspect # 33, 34 & 31	08-429.251	08/24/15	65.50	.00	
Total Allentown Equipment Corp:					65.50	.00	
Dallas Data Systems Inc.	01062016	3 days On-Site Training	08-429.319	01/06/16	522.00	.00	
Dallas Data Systems Inc.	23501	2016-Permit-n-Force Annual Support Agreement	08-429.319	01/06/16	4,481.20	.00	
Total Dallas Data Systems Inc.:					5,003.20	.00	
Fountain Hill, Borough of	2015-04	4Q2015 sewer	08-429.531	12/31/15	217.40	.00	
Fountain Hill, Borough of	2015-04	3 mo Capital Pymnts-4Q2015	08-429.536	12/31/15	600.00	.00	
Total Fountain Hill, Borough of:					817.40	.00	
Lowe and Moyer Garage In	1223557	#34 - EGR & Turbo Issues	08-429.251	12/18/15	2,065.68	.00	
Total Lowe and Moyer Garage Inc.:					2,065.68	.00	
PPL Electric Utilities	01042016	95425-66011-Jan2016	08-429.361	01/04/16	22.22	.00	
PPL Electric Utilities	01042016	31590-08002-Jan2016	08-429.361	01/04/16	21.91	.00	
PPL Electric Utilities	01042016	39790-24008-Jan 2016	08-429.361	01/04/16	377.30	.00	
PPL Electric Utilities	01052016	49200-35001-Jan 2016	08-429.361	01/05/16	24.74	.00	
PPL Electric Utilities	12282015	21780-10003-Dec 2015	08-429.361	12/28/15	26.84	.00	
PPL Electric Utilities	12282015	20380-10009-Dec 2015	08-429.361	12/28/15	20.23	.00	
PPL Electric Utilities	12282015	33760-14008-Dec 2015	08-429.361	12/28/15	21.07	.00	
PPL Electric Utilities	12282015	64170-11008-Dec 2015	08-429.361	12/28/15	24.93	.00	
PPL Electric Utilities	12282015	82960-01000-Dec 2015	08-429.361	12/28/15	22.47	.00	
Total PPL Electric Utilities:					561.71	.00	
Stauffer Insurance, C. M.	103119	2016-Commercial Auto Policy	08-486.352	01/01/16	2,948.25	.00	
Total Stauffer Insurance, C. M.:					2,948.25	.00	
Stratix Systems Inc	149260	2016-Shadow project Maintenance Renewal	08-429.261	01/04/16	203.80	.00	
Stratix Systems Inc	150287	2016-NSI Autostore Express Device LLC Renewal	08-429.261	01/04/16	79.80	.00	
Total Stratix Systems Inc:					283.60	.00	
U.S. Postal Service	01042016	2016-January mailing of utility invoices	08-429.325	01/04/16	775.27	775.27	01/06/16
Total U.S. Postal Service:					775.27	775.27	
Verizon	12252015	2015-Dec- 868-8310-Cardinal Dr Pump Stn	08-429.320	12/25/15	33.83	.00	
Total Verizon:					33.83	.00	
Total Sewer Fund:					12,554.44	775.27	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Refuse &amp; Recycling Fund</b>							
Dallas Data Systems Inc.	01062016	3 days On-Site Training	10-407.319	01/06/16	522.00	.00	
Dallas Data Systems Inc.	23501	2016-Permit-n-Force Annual Support Agreement	10-407.319	01/06/16	8,962.40	.00	
Dallas Data Systems Inc.	23501	2016-Permit-n-Force Annual Support Agreement	10-407.319	01/06/16	4,481.20	.00	
Total Dallas Data Systems Inc.:					13,965.60	.00	
Stratix Systems Inc	149260	2016-Shadow project Maintenance Renewal	10-407.261	01/04/16	203.80	.00	
Stratix Systems Inc	150287	2016-NSI Autostore Express Device LLC Renewal	10-407.261	01/04/16	79.80	.00	
Total Stratix Systems Inc:					283.60	.00	
U.S. Postal Service	01042016	2016-January mailing of utility invoices	10-401.325	01/04/16	775.26	775.26	01/06/16
Total U.S. Postal Service:					775.26	775.26	
Total Refuse & Recycling Fund:					15,024.46	775.26	

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	01042016	72390-08002-Jan 2016	35-433.362	01/04/16	17.50	.00	
PPL Electric Utilities	01042016	95790-09009-Jan 2016	35-433.362	01/04/16	17.50	.00	
PPL Electric Utilities	01052016	79000-43000-Jan 2016	35-434.361	01/05/16	581.82	.00	
PPL Electric Utilities	01052016	79200-43006-Jan 2016	35-434.361	01/05/16	11,403.07	.00	
PPL Electric Utilities	12282015	89989-11003-Dec 2015	35-433.362	12/28/15	25.01	.00	
Total PPL Electric Utilities:					12,044.90	.00	
Total Highway Aid Fund:					12,044.90	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>Subdivision Escrow Fund</b>							
CityLine-Hamilton Builders	01042016	Escrow Release - Tweed & E. Lexington	91-248000	01/04/16	2,610.71	.00	
Total CityLine-Hamilton Builders LLC:					2,610.71	.00	
Devonshire Park Apts	01072016	Escrow Release-Devonshire Park Apts.	91-248001	01/07/16	141,902.75	.00	
Total Devonshire Park Apts:					141,902.75	.00	
Emmaus, Borough of	01042016	Escrow Release - Lands of Mill	91-248000	01/04/16	1,000.00	.00	
Total Emmaus, Borough of:					1,000.00	.00	
Martin Bradbury & Griffith I	01052016	Escrow Release-Rosewood	91-248000	01/05/16	1,038.19	.00	
Total Martin Bradbury & Griffith Inc:					1,038.19	.00	
Total Subdivision Escrow Fund:					146,551.65	.00	
Grand Totals:					325,377.26	2,325.80	

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

President: \_\_\_\_\_  
 Board of Commissioners

**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. Tetterer 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 objectives.
- 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. Tetterer 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

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA**

**MINUTES FROM THE BOARD OF COMMISSIONERS  
January 4, 2016  
REORGANIZATION MEETING – 6:15 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.

**OATH OF OFFICE** – The Honorable Michael Pochron, District Judge

Commissioner-Elect – Debra Brinton (Ward 3)  
Commissioner-Elect – Robert Martucci, Jr. (Ward 1)  
Commissioner-Elect – Joanne Ackerman (Ward 5)

**Members Attending:**

James Brown  
Robert Martucci, Jr.  
James Seagreaves  
Joanne Ackerman  
Debra Brinton

**Staff Attending:**

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

**CALL TO ORDER**

Following the swearing-in ceremony, Ms. Bonaskiewich called the meeting to order at 6:20 pm.

**PLEDGE OF ALLEGIANCE FOLLOWED**

**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.

## **ELECTION OF OFFICERS**

Ms. Bonaskiewich stated that the Commissioners need to nominate and elect the officers for 2016.

Commissioner Ackerman made a motion to open the nominations. Commissioner Martucci seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to open the nominations for the election of officers.

### **1. President**

Commissioner Ackerman made a motion to nominate Commissioner Brinton for President of the Board of Commissioners.

Commissioner Martucci made a motion to nominate Commissioner Brown for President of the Board of Commissioners.

Commissioner Brown made a motion to close the nominations for President. Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES

Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to close the nominations for President.

A roll call vote was taken for the office of President:

Commissioner Martucci – BROWN  
Commissioner Brinton – BRINTON  
Commissioner Brown – BROWN  
Commissioner Seagreaves – BROWN  
Commissioner Ackerman – BRINTON

The Board voted 3-2 to approve the nomination of Commissioner Brown for the President of the Board of Commissioners.

## **2. Vice-President**

Commissioner Ackerman made a motion to nominate Commissioner Brinton for Vice-President of the Board of Commissioners.

Commissioner Brown made a motion to nominate Commissioner Martucci for Vice-President of the Board of Commissioners.

Commissioner Martucci made a motion to close the nominations for Vice-President. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to close the nominations for Vice-President.

A roll call vote was taken for the office of Vice-President:

Commissioner Ackerman – BRINTON  
Commissioner Brown – MARTUCCI  
Commissioner Brinton – BRINTON  
Commissioner Martucci – MARTUCCI  
Commissioner Seagreaves – MARTUCCI

The Board voted 3-2 to approve the nomination of Commissioner Martucci for Vice-President of the Board of Commissioners.

**3. President Pro-Tempore**

Commissioner Brown made a motion to nominate Commissioner Brinton for President Pro-Tempore of the Board of Commissioners.

Commissioner Martucci made a motion to close the nominations for President Pro-Tempore. Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

- Commissioner Ackerman – YES
- Commissioner Brown – YES
- Commissioner Brinton – YES
- Commissioner Martucci – YES
- Commissioner Seagreaves – YES

The Board voted 5-0 to close the nominations for President Pro-Tempore.

A roll call vote was taken for the office of President Pro-Tempore:

- Commissioner Ackerman – YES
- Commissioner Brown – YES
- Commissioner Brinton – YES
- Commissioner Martucci – YES
- Commissioner Seagreaves – YES

The Board voted 5-0 to approve the nomination of Commissioner Brinton for President Pro-Tempore of the Board of Commissioners.

**Commissioner Brown, newly elected President, presided over the remainder of the meeting.**

**APPOINTMENTS – BY RESOLUTION**

**1. Township Secretary**

Commissioner Brown made a motion to appoint Mr. Randy Soriano, Township Manager, as Township Secretary. Commissioner Martucci seconded the motion.

A roll call vote was taken:

- Commissioner Ackerman – YES
- Commissioner Brown – YES
- Commissioner Brinton – YES
- Commissioner Martucci – YES
- Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Randy Soriano as Township Secretary.



**2. Assistant Township Secretary**

Commissioner Brown made a motion to appoint Ms. Cathy Bonaskiewich, Acting Township Manager/Finance Director, as Assistant Township Secretary. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Ms. Cathy Bonaskiewich as Assistant Township Secretary.

**3. Township Treasurer**

Commissioner Brown made a motion to appoint Ms. Linda Minger as Township Treasurer. Commissioner Brinton seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Ms. Linda Minger as Township Treasurer.

**4. Assistant Township Treasurer**

Commissioner Brinton made a motion to appoint Ms. Cathy Bonaskiewich, Acting Township Manager/Finance Director, as Assistant Township Treasurer. Commissioner Brown seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted unanimously to approve the appointment of Ms. Cathy Bonaskiewich as Assistant Township Treasurer.

**5. Township Solicitor**

Commissioner Martucci made a motion to appoint Mr. John Ashley, Esquire as Township Solicitor. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. John Ashley, Esquire as Township Solicitor.

**6. Township Engineer**

Commissioner Brown made a motion to appoint Keystone Consulting Engineers (Dave Tettemer, representative) as Township Engineer. The motion was seconded by Commissioner Seagreaves.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Keystone Consulting Engineers (Dave Tettemer, representative) as Township Engineer.

**7. Alternate Township Engineer**

Commissioner Brown made a motion to appoint Hanover Engineering Associates as Alternate Township Engineer. The motion was seconded by Commissioner Brinton.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Hanover Engineering Associates as Alternate Township Engineer.

**8. Sewage Enforcement Officer and Alternate Sewage Enforcement Officers**

Commissioner Brown made a motion to appoint Mr. Scott Bieber to serve as Primary Sewage Enforcement Officer and Hanover Engineering Associates (Jeffrey Hugg, Christopher Taylor and Jacob Schray as representatives) as the Alternate. The motion was seconded by Commissioner Seagreaves.

A roll call vote was taken:

- Commissioner Ackerman – YES
- Commissioner Brown – YES
- Commissioner Brinton – YES
- Commissioner Martucci – YES
- Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Scott Bieber as Primary Sewage Enforcement Officer and Hanover Engineering Associates (Jeffrey Huff, Christopher Taylor and Jacob Schray as representatives) as the Alternate.

**9. Township Auditor**

Ms. Bonaskiewich stated that the Township Auditor will perform the Township audit for the fiscal year ending 2015.

Commissioner Martucci made a motion to appointment Todd Bushta, CPA, of Bushta & Co. as Township Auditor. The motion was seconded by Commissioner Brown.

A roll call vote was taken:

- Commissioner Ackerman – YES
- Commissioner Brown – YES
- Commissioner Brinton – YES
- Commissioner Martucci – YES
- Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Todd Bushta, CPA, of Bushta & Co. as Township Auditor.

**APPOINTMENTS – BY MOTION**

**1. Planning Commission (4 year term)**

**a. Second Ward**

Commissioner Seagreaves nominated Mr. Charles Beck. Commissioner Martucci seconded the Motion.

A roll call vote was taken:

- Commissioner Ackerman – YES

Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Charles Beck to the Planning Commission for a term of four years.

**b. Third Ward**

Commissioner Brinton nominated Mr. Stephen McKitish, Jr. Commissioner Martucci seconded the Motion

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Stephen McKitish, Jr. to the Planning Commission for a term of four years.

**2. Zoning Hearing Board (5 year term)**

**a. First Ward**

Commissioner Martucci nominated Mr. Ronald Evans. Commissioner Brown seconded the Motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Ronald Evans to the Zoning Hearing Board for a term of five years.

**3. Civil Service Commission (6 year term)**

**a. Fourth Ward**

Ms. Bonaskiewich stated that Mr. Scott Walker has resigned his position on the Civil Service Commission and there have been no applications received for the vacancy. The Motion will be tabled for a future meeting.

**4. Vacancy Board (1 year term)**

**a. One member**

Commissioner Brown nominated Mr. Dan Moyer (4<sup>th</sup> Ward). Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Dan Moyer to the Vacancy Board for a term of one year.

**5. Environmental Advisory Council (3 year term)**

**a. First Ward**

Commissioner Martucci nominated Ms. Karen El Chaar. Commissioner Brown seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Ms. Karen El Chaar to the Environmental Advisory Committee for a term of three years.

**b. Fourth Ward**

Commissioner Brown nominated Mr. Rodney Conn. Commissioner Seagreaves seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Rodney Conn to the Environmental Advisory Committee for terms of three years.

**6. Recreation Advisory Committee (5 year term)**

**a. Third Ward**

Commissioner Brinton nominated Mr. Frank Adamcik. Commissioner Martucci seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Frank Adamcik to the Recreation Advisory Committee for a term of five years.

**b. Fourth Ward**

Commissioner Brown nominated Mr. Mark Wilson. Commissioner Martucci seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. Mark Wilson to the Recreation Advisory Committee for a term of five years.

**7. Building Code Board of Appeals (5 year term)**

**a. Third Ward**

Commissioner Brinton appointed Mr. John Hoffman. Commissioner Brown seconded the motion.

A roll call vote was taken:

Commissioner Ackerman – YES  
Commissioner Brown – YES  
Commissioner Brinton – YES  
Commissioner Martucci – YES  
Commissioner Seagreaves – YES

The Board voted 5-0 to approve the appointment of Mr. John Hoffman to the Building Code Board of Appeals for a term of five years.

**b. One member**

Ms. Bonaskiewich stated that there is an opening on the Building Code Board of Appeals, but there have been no applications received. The motion will be tabled for a future meeting.

**NEW BUSINESS**

**LIST OF BILLS PAYABLES**

**Motion by Commissioner Martucci, seconded by Commissioner Brinton, to approve the list of Bills Payable for the period 12/12/2015 through 1/4/2016, broken down as follows:**

\$159,370.58 = GENERAL  
\$39,925.04 = FIRE  
\$0 = LIBRARY  
\$10,107.61 = WATER  
\$8,897.55 = SEWER  
\$85,169.31 = REFUSE & RECYCLING  
\$144.62 = HIGHWAY AID  
\$35,584.43 = SUBDIVISION & ESCROW FUND  
**\$339,199.14** = GRAND TOTAL ALL FUNDS

**Roll Call:**

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

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

**COURTESY OF THE FLOOR**

**ADJOURNMENT**

Commissioner Martucci made a motion to adjourn the Meeting. Seconded by Commissioner Brown. The time was 7:03 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 January 4, 2016.

Approved and certified on this date:

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

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

SEAL

DRAFT



**RESOLUTION NO. 01-2016-1530**

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AMENDING THE SEWAGE ENFORCEMENT FEES LISTED IN THE SCHEDULE OF FEES, CHAPTER 1, PART 12 OF THE SALISBURY TOWNSHIP CODIFIED ORDINANCE**

**WHEREAS**, Chapter 1, Part 12 of the Salisbury Township Code of Ordinances lists a complete Schedule of Fees which includes fees relating to sewage enforcement services; and

**WHEREAS**, the proposed fees are intended to be reflective of the actual costs to Salisbury Township to provide sewer system reviews, inspections, and sewage enforcement services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, that the fees relating to sewage enforcement listed in Chapter 1, Part 12 of the Salisbury Township Codified Ordinances shall be amended as follows:

**ON-LOT SEWER SYSTEMS**

<b>A. SOIL TESTING FEES</b>	<b>Old Fees</b>	<b>New Fee</b>
Evaluate soil probes, maximum three (3) per lot	\$200.00	<b>\$250.00</b>
Additional soil probes beyond three (3)	<del>\$ 60.00 per hour</del>	<b>\$80.00 per hour</b>
Perform six (6) hole percolation test	\$400.00	<b>\$450.00</b>
Percolation testing observed by Sewage Enforcement Officer (SEO)	<del>\$ 60.00 per hour</del>	<b>\$80.00 per hour</b>
<b>B. PERMIT AND INSPECTION FEES</b>		
Permit application and close out, new system *	\$200.00	\$200.00
Permit application and close out, new tank or tank repair *	\$150.00	\$150.00
Design review, issue permit, gravity system	\$100.00	\$100.00
Design review, issue permit, pressure system	\$150.00	\$150.00
Design review, issue permit, new tanks or tank repairs	\$ 50.00	\$50.00
Design review spray and drip systems	\$250.00	\$250.00
Two (2) inspections, mound or subsurface systems	\$160.00	<b>\$200.00</b>
One (1) inspection, in ground system	<del>\$ 80.00</del>	<b>\$100.00</b>
One (1) inspection, new tank or tank repair	<del>\$ 80.00</del>	<b>\$100.00</b>
Each additional inspection required	<del>\$ 80.00</del>	<b>\$100.00</b>
<b>C. OTHER FEES</b>		
Site consultation (Responsibility of Applicant)	<del>\$ 60.00 per hour</del>	<b>\$80.00 per hour</b>
Verify prior soil testing (Responsibility of Applicant)	<del>\$120.00 per test</del>	<b>\$120.00 per test</b>
Other duties including meetings and planning module review	<del>\$60.00 per hour</del>	<b>\$80.00 per hour</b>
Well Isolation Waiver (Responsibility of Applicant)	<del>\$60.00 per hour</del>	<b>\$80.00 per hour</b>
Complaint Investigation and enforcement (Responsibility of Township)	<del>\$60.00 per hour</del>	<b>\$80.00 per hour</b>

**D.**

**\*Administration fee of \$50.00 applied when applicable**

1. The Sewage Enforcement Officer is authorized to perform soil testing for sewage planning modules and to sign the false swearing statement in the module.
2. The Sewage Enforcement Officer shall provide the Township with a project summary upon completion.
3. The fee schedule applies to new and repaired septic systems.
4. All fees incurred which involve land development, require the assistance of the Township Engineer, or require additional services from the Sewage Enforcement Officer related to all On-Lot Sewage Disposal System activities shall be reimbursed one-hundred (100%) by the applicant or owner of the property.

**APPROVED AND ADOPTED** this 14th day of January, 2016 at a regular public meeting.

**TOWNSHIP OF SALISBURY**  
(Lehigh County, Pennsylvania)

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

Attest:

\_\_\_\_\_  
Cathy Bonaskiewich  
Assistant Secretary

**RESOLUTION NO. 01-2016-1531**

**A RESOLUTION, BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER OF SALISBURY TOWNSHIP TO EXECUTE AN AGREEMENT WITH THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF TAP FUNDS**

**WHEREAS**, the Township of Salisbury has been awarded \$215,939 in funds under the Pennsylvania Department of Transportation's Transportation Alternative Program (TAP) for assistance with the Lindberg Park Neighborhood Connections Project along Lindberg Avenue and Flexer Avenue; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania does hereby approve the acceptance of the TAP funding.

**BE IT FURTHER RESOLVED** that the Board of Commissioners of the Township of Salisbury hereby designates the Township Manager as the official to execute all documents and agreements between the Township of Salisbury and the Pennsylvania Department of Transportation and to have same submitted to the Commonwealth of Pennsylvania.

**DULY ADOPTED** this 14th day of January, 2016, by the Board of Commissioners of Salisbury Township, in a lawful session duly assembled.

**ATTEST:**

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA**

\_\_\_\_\_  
Cathy Bonaskiewich,  
Asst. Township Secretary

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

I, Cathy Bonaskiewich, duly qualified Assistant 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 January 14, 2016 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 14<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Cathy Bonaskiewich  
Assistant Township Secretary

**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**(Revised) Board of Commissioners Workshop Meeting**  
**January 14, 2016**  
**7:30 p.m.**  
(approximate time)

**Topics of discussion:**

- Presentation by Chris Gibbons from Concord Public Financial Advisors on the current borrowing
- Discussion regarding Civil Service matters
- Discussion on Property Maintenance Ordinance update