

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
October 27, 2016  
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 may possibly be held after the Workshop.

Commissioner Brown turned the proceedings over to Mr. Randy Soriano, Township Manager.

**ROLL CALL**

**Board Members Present:**

James Brown, President  
Robert Martucci, Jr., Vice-President – EXCUSED  
Debra Brinton, President Pro-Tempore  
James Seagreaves  
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  
Don Sabo, Police Sergeant  
Cynthia Sopka, Director of Planning & Zoning – EXCUSED  
Sandy Nicolo, Code Enforcement Officer  
John Ashley, Esquire, Township Solicitor  
David Tettermer, rep 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 announces if he or she is a Township resident. He noted that if a resident does not divulge his or her address, it may impair the Township administrative follow-ups on a particular issue.

### **APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to accept the unaudited Financial Report for the period ending September 30, 2016 and the list of Bills Payable for the period 10/8/2016-10/21/2016, broken down as follows:**

\$119,509.24 = GENERAL  
\$2,290.80 = FIRE  
\$0 = LIBRARY  
\$3,024.71 = WATER  
\$17,232.57 = SEWER  
\$1,267.55 = REFUSE & RECYCLING  
\$844.23 = HIGHWAY AID  
\$33,580.13 = SUBDIVISION & ESCROW  
**\$177,749.23** = GRAND TOTAL ALL FUNDS

#### **Roll Call:**

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

**The Motion passed by 4-0.**

### **MINUTES**

#### **October 13, 2016**

Commissioner Brown declared the Minutes of October 13, 2016 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

**Consideration of an Ordinance to erect a handicap sign in front of 3305 Capital Street – First Reading.**

Mr. Soriano stated that the Township failed to meet the advertising deadline for the acceptance of the Ordinance, so this will be considered the First Reading. The Ordinance shall be adopted at the next meeting on November 10, 2016.

**Motion by Commissioner Brown, seconded by Commissioner Ackerman, to adopt the First Reading of the Ordinance to erect a handicap sign in front of 3305 Capital Street, as presented.**

**Roll Call:**

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

**The Motion passed by 4-0.**

**RESOLUTIONS**

**Consideration of a Resolution to approve the Preliminary/Final Plan Development – 3311 Lehigh Street, Allentown, PA 18103**

Mr. Soriano stated that the Planning Commission is recommending approval of the Plan, contingent on several deferrals based on comments by the Township Engineer and the Director of Planning and Zoning.

Mr. Brian Gasda, P.E. from Lehigh Engineering was present to represent Dunkin' Brands Inc. He explained that they are proposing a Dunkin Donuts facility at 3111 Lehigh Street, which will replace the Dunkin Donuts currently located at 31<sup>st</sup> Street SW and Lehigh Street. Mr. Gasda noted that the new location will improve traffic flow and have a drive-thru, encompassing 12-13 cars with parking spots along outside of lot. Mr. Gasda stated that they have requested a waiver and two deferrals.

Mr. Tetterer reviewed the Plan and his letter, along with the letter from the Director of Planning and Zoning, outlining the waiver and deferrals requested:

- Waiver - SALDO 3.2A3, which requires separate Preliminary and Final Plans. The Planning Commission granted the request because there are no public improvements so they felt it was appropriate.
- Deferral - SALDO 10.12, which requires sidewalks. The Planning Commission is recommending a deferral to sidewalks; however, the Board could come back at a later time and require the sidewalks.
- Deferral - SALDO 10.16, which requires four street trees. Because of existing utilities and the planting of six other trees in the parking lot, the Planning Commission felt it was appropriate to grant the deferral. Mr. Gazda explained that the company is willing to donate four trees somewhere else in the Township.

Mr. Tetterer recommended to approve the Plan, contingent on the Township Engineer’s review letter dated October 18, 2016 and also the Director of Planning and Zoning’s review letter dated October 17, 2016, as well as any additional State, Federal or Local requirements, and that the developer donate four trees to the Township in lieu of the street trees required, or a monetary contribution equal to the value of the street trees.

**Motion by Commissioner Brinton, seconded by Commissioner Seagreaves, to approve the Preliminary/Final Plan for 3311 Lehigh Street with the conditions as outlined by the Township Engineer.**

**Roll Call:**

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

**The Motion passed by 4-0.**

**Consideration of a Resolution to adopt additional Administrative Policies.**

Mr. Soriano stated that the purpose of the policies is to augment and add to existing policies with regards to:

- Telephone Procedures Guidelines
- Cell Phone Use Policy
- Harassment and Hostile Workplace
- Guidelines for Promoting Effective Staff Meetings
- Township Vehicle and Equipment Policies
- Social Media Policy

**Motion by Commissioner Seagreaves, seconded by Commissioner Ackerman, to approve the Resolution adopting additional Administrative Policies.**

**Roll Call:**

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

**The Motion passed by 4-0.**

**MOTIONS**

**Motion to renew Employment and Lease Agreements for Mr. Charles Durner, Jr.**

Mr. Soriano reminded the Board that the Lease and Employment Agreements for Mr. Charles Durner, Jr. must be renewed each October. He noted that Mr. Durner is the Caretaker for the Franko Farmhouse, the Township’s Animal Control Officer and the Drop-off Center Operator.

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to renew the Employment and Lease Agreements for Mr. Charles Durner, Jr.**

**Roll Call:**

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

**The Motion passed by 3-1-0.**

**PRIVILEGE OF THE FLOOR**

Mr. Soriano brought forth a concern from Ms. Mary Rooney of 2940 Fairfield Drive in regards to bicycles on the newly installed Lindberg Park perimeter trail. She is requesting the Board reconsider the decision to not allow bicycles on the trail.

Commissioner Brinton commented that the recommendations made by the Recreation Committee should determine what is safe for the trail. She noted her opinion of not allowing bikes on the trail. Commission Seagreaves commented that an eight-foot wide trail is not big enough for bikes. Commissioner Ackerman suggested giving bikes a chance for a year then reconsidering it. Commissioner Brown stated that it would be hard to enforce ‘no bikes’ after a year of permitting them. It was the consensus of the Board to not revisit the issue.

Mr. Soriano stated he met with the City of Bethlehem in regards to fire hydrant pressure on Gauff's Hill. He noted that an independent study will be done to ensure objectivity and it will provide several options for adequate pressure in those elevations.

Mr. Soriano stated that a hydrology study will be completed in the area of Laubach Park to coincide with the Master Site Plan.

Mr. Robert Agonis of 1189 Meadowbrook Circle West inquired about the disposal of the grass at the Drop-off Centers since the County site is closed due to an invasive insect. Mr. Soriano stated that he will follow up with Republic Services about the matter.

Mr. Joseph Young from 1102 Salisbury Road inquired about keeping track of the rental properties in the Township. Mr. Nicolo commented that the Township is working towards implementing a rental inspection program.

Ms. Janet Keim of 11 Pine Street expressed concerns about pollution in the Little Lehigh Creek. She stated that a public meeting will be held on the matter at City Hall on November 9, 2016 at 5:00 p.m.

Commissioner Seagreaves inquired about the completion of the work on Potomac Street. Mr. Andreas stated that he expects the job to wrap up next week.

**ADJOURNMENT**

Commissioner Ackerman made a Motion to adjourn the Meeting. Seconded by Commissioner Brinton. The time was 8:30 p.m.

Respectfully submitted,

Randy Soriano  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on October 27, 2016.

Approved and certified on this date:

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

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

SEAL