

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Meeting
Regular Meeting Agenda—November 10, 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 10/22/16-11/4/16***
- 5. Approval of the Minutes –*October 27, 2016***

6. New Business

A. ORDINANCES

1. Consideration of an Ordinance to erect a handicap sign in front of 3305 Capital Street. Requestors: Cecilia Rivetti & Cynthia Rivetti-Ives (Second Reading)

B. RESOLUTIONS

None.

C. MOTIONS

1. Consideration of a Motion to approve Payment Application No. 5 Lindberg Park Phase 2- Secondary pathway and Change Order No. 4- Charles Nansteel Landscaping- \$56,824.16
2. Consideration of a Motion to approve Payment No. 7-Final- Lindberg Park Phase 1- Perimeter Trail Millers Brothers-\$2,300
3. Consideration of a Motion to approve a Request from Sasheed Mitchell to hold a Girl Flag Football Tournament at Laubach Park

- 7. Courtesy of the Floor:** (opportunity for public comment on non-agenda items)
- 8. Adjournment**

**Workshop to follow*

**Executive Session*

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
General Fund							
Action Rental	553870-1	rental of 4 ton excavator	01-436.315	10/25/16	2,291.52	.00	
Total Action Rental:					2,291.52	.00	
Affordable Elevator Inspect	5081	PA DLI-10/19/16- elevator inspection	01-409.373	10/24/16	50.00	.00	
Total Affordable Elevator Inspections:					50.00	.00	
Altemos/Atlantic Fuels	37882	ACCT# 3644657 Oil-Black River Rd-10/26/2016	01-409.230	10/26/16	219.78	.00	
Total Altemos/Atlantic Fuels:					219.78	.00	
American Aluminum	80052	K-9 -E-Z Rider 1/3 prisoner-2/3 K9 for dodge truck	01-410.215	10/20/16	2,542.00	.00	
Total American Aluminum:					2,542.00	.00	
American United Life Insur	10182016	2016-Nov life/disability ins coverage	01-487.158	10/18/16	1,847.17	.00	
Total American United Life Insurance Co:					1,847.17	.00	
Bar Association of Lehigh	10172016	Yearly subscription Renewal	01-402.420	10/17/16	100.00	.00	
Total Bar Association of Lehigh County:					100.00	.00	
Bummer, Frank	11012016	21 of 60 retirement incentive program	01-406.172	11/01/16	450.00	.00	
Total Bummer, Frank:					450.00	.00	
Burkholders Heating & AC	116979	Reset auxillary high limit and capacitor in bathroom at district court house	01-409.373	10/19/16	174.25	.00	
Total Burkholders Heating & AC Inc:					174.25	.00	
Coopersburg Materials	Q15856	19MM/9.5MM	01-438.245	10/17/16	11,978.28	.00	
Total Coopersburg Materials:					11,978.28	.00	
Dispatch Answering Servic	000204B108	610-782-5572-12 of 12 for 2016	01-430.320	10/31/16	15.00	.00	
Dispatch Answering Servic	000204B108	Answr Service/Pump Stn Alrm-12 of 12 for 2016	01-401.320	10/31/16	208.25	.00	
Total Dispatch Answering Service:					223.25	.00	
Fromm Electric Supply Cor	51113400	light bulbs for police station	01-409.260	10/28/16	214.00	.00	
Total Fromm Electric Supply Corp:					214.00	.00	
GFOA-PA East	11012016	Liquid Fuels seminar 11/17/16-Olsson	01-402.421	11/01/16	25.00	25.00	11/03/16
Total GFOA-PA East:					25.00	25.00	
Grainger	9259943711	ear muffs/chemical resistant gloves/disposable respirators/pair of overboots	01-430.240	10/24/16	465.92	.00	
Grainger	9259943729	Gloves	01-430.240	10/24/16	65.70	.00	
Total Grainger:					531.62	.00	
Hale Trailer Brake & Wheel	490966	#9-Tail light	01-437.251	10/31/16	23.90	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Hale Trailer Brake & Wheel Inc:					23.90	.00	
Kessler Freedman Inc.	10282016	Oct 2016-Website updates	01-401.312	10/28/16	140.00	.00	
Total Kessler Freedman Inc.:					140.00	.00	
Keystone Consulting Engin	150921	2016-Sept-Drainage issue- Public Road	01-436.601	10/17/16	1,704.88	.00	
Total Keystone Consulting Engineers:					1,704.88	.00	
King, Gail	11012016	8 of 60 retirement incentive program	01-406.172	11/01/16	450.00	.00	
Total King, Gail:					450.00	.00	
Klimowicz, Brian G.	11012016	58 of 60 health reimb	01-406.171	11/01/16	250.00	.00	
Total Klimowicz, Brian G.:					250.00	.00	
Kutz Inc., E. M.	16548	#5-Rocker switch	01-437.251	10/25/16	9.04	.00	
Kutz Inc., E. M.	16548	D-Ring for leaf boxes & Tarp switch	01-437.375	10/25/16	51.99	.00	
Total Kutz Inc., E. M.:					61.03	.00	
Lawson Products	9304454943	Nuts/washers/hairpins/cut-off wheel/grinding wheel/bolts/sawzall blades/drill bits/wire connectors	01-430.240	10/20/16	298.34	.00	
Total Lawson Products:					298.34	.00	
Lehigh County Law Depart	10242016	File Ord: 11-2016-607 Handicap sign- 3305 Capital St	01-400.240	10/24/16	20.00	20.00	10/28/16
Total Lehigh County Law Department:					20.00	20.00	
Luby, Joseph	11012016	21 of 60 retirement incentive program	01-406.172	11/01/16	450.00	.00	
Total Luby, Joseph:					450.00	.00	
Madle's Hardware	177229/1	Foam Tape	01-430.240	10/21/16	25.47	.00	
Madle's Hardware	K77344	Foam Tape	01-430.240	10/28/16	25.47	.00	
Total Madle's Hardware:					50.94	.00	
Moyer, Roger J.	11012016	8 of 60 retirement incentive payment	01-406.172	11/01/16	450.00	.00	
Total Moyer, Roger J.:					450.00	.00	
MP Outfitters	16272-5	shirt-Mertl	01-411.238	10/21/16	64.58	.00	
MP Outfitters	16285-5	alterations/Pants-Grow	01-411.238	10/21/16	181.96	.00	
MP Outfitters	16389-5	shirt/badge/alterations/-Losagio	01-410.238	10/27/16	96.93	.00	
Total MP Outfitters:					343.47	.00	
New Enterprise Stone & Li	6451292	9.5MM	01-438.245	10/10/16	106.43	.00	
New Enterprise Stone & Li	6452278	9.5MM	01-438.245	10/11/16	241.34	.00	
New Enterprise Stone & Li	6454660	19MM	01-438.245	10/13/16	3,312.06	.00	
New Enterprise Stone & Li	6458304	9.5MM	01-438.245	10/18/16	6,174.81	.00	
New Enterprise Stone & Li	6464400	9.5MM	01-438.245	10/25/16	133.84	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total New Enterprise Stone & Lime Co Inc:					9,968.48	.00	
Orkin Steel Supply Inc	163358	Steel flats, angles, channels & tubes for leaf boxes	01-437.375	10/18/16	462.95	.00	
Total Orkin Steel Supply Inc:					462.95	.00	
PA State Assoc of Borough	21098	Webinar-MS4-10/26/16-Nicolo	01-413.421	10/25/16	40.00	.00	
Total PA State Assoc of Boroughs:					40.00	.00	
Panasik, Gary B & Susan	10282016	Refund-R.E. Tax for decrease in lot size	01-301.100	10/28/16	21.62	.00	
Total Panasik, Gary B & Susan M:					21.62	.00	
PenTeleData	B2834411	Acct#3042745-Cable modem rental -2016-Nov-11 of 12	01-401.320	10/24/16	124.95	.00	
Total PenTeleData:					124.95	.00	
Perkiomen Tours & Travel	11042016	2016-12/3/2016 QVC/Longwood-Bal Due	01-452.315	11/04/16	3,434.00	.00	
Total Perkiomen Tours & Travel:					3,434.00	.00	
Plasterer Equipment Co In	P55487	#8-Exhaust manifold	01-437.375	11/01/16	829.03	.00	
Total Plasterer Equipment Co Inc.:					829.03	.00	
PPL Electric Utilities	10252016	93760-01007	01-451.361	10/25/16	25.64	.00	
PPL Electric Utilities	10252016	10550-10002	01-451.361	10/25/16	34.09	.00	
PPL Electric Utilities	10252016	92051-48008	01-409.361	10/25/16	897.99	.00	
PPL Electric Utilities	10252016	94340-19001	01-451.361	10/25/16	103.62	.00	
PPL Electric Utilities	10252016	70730-17005	01-409.361	10/25/16	1,185.59	.00	
PPL Electric Utilities	10252016	61089-84001	01-409.361	10/25/16	524.16	.00	
PPL Electric Utilities	10272016	63580-10005	01-451.361	10/27/16	27.33	.00	
Total PPL Electric Utilities:					2,798.42	.00	
Protect Alarms	6941	DPW-Fire Service Insp. 11/21/16-11/20/2017	01-401.375	11/01/16	285.00	.00	
Total Protect Alarms:					285.00	.00	
SealMaster	0148809	Asphalt binder	01-438.245	10/17/16	367.92	.00	
Total SealMaster:					367.92	.00	
Stengel Brothers Inc.	379460	#15-Replace trac bar & mount/outer tie-rod end	01-437.251	10/28/16	578.67	.00	
Total Stengel Brothers Inc.:					578.67	.00	
Stiles, Allen	10192016	Reimburse Chief for shirts	01-410.238	10/19/16	43.19	.00	
Total Stiles, Allen:					43.19	.00	
Stratix Systems Inc	196341	100 hrs block of time	01-407.319	10/27/16	3,800.00	.00	
Total Stratix Systems Inc:					3,800.00	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Suburban Propane-2022	604841	diesel	01-401.231	10/17/16	24.81		.00
Suburban Propane-2022	604841	diesel	01-410.231	10/17/16	721.30		.00
Suburban Propane-2022	604841	diesel	01-430.231	10/17/16	746.09		.00
Suburban Propane-2022	803209	unleaded	01-401.231	10/17/16	26.74		.00
Suburban Propane-2022	803209	unleaded	01-410.231	10/17/16	777.48		.00
Suburban Propane-2022	803209	unleaded	01-430.231	10/17/16	804.21		.00
Total Suburban Propane-2022:					3,100.63		.00
Takacs Jr., Dennis V.	11012016	EMC Deputy - Nov 2016	01-415.149	11/01/16	83.33		.00
Total Takacs Jr., Dennis V.:					83.33		.00
Tapler, Jeffrey	11012016	EMC stipend-Nov 2016	01-415.139	11/01/16	250.00		.00
Total Tapler, Jeffrey:					250.00		.00
Times News	100393733-102	Ad: 10/26/16 -Amend ordinance for handicap parking sign for resident on Capital Street	01-401.341	10/27/16	67.60		.00
Total Times News:					67.60		.00
Truck Vault	166150	All weather resistant 2 drawer truck vault	01-410.215	10/19/16	3,315.44		.00
Total Truck Vault:					3,315.44		.00
UGI Utilities Inc.	10192016	504043172815	01-409.230	10/19/16	406.77	406.77	10/28/16
UGI Utilities Inc.	10192016	504043200800	01-409.230	10/19/16	155.72	155.72	10/28/16
UGI Utilities Inc.	10192016	504043200901	01-409.230	10/19/16	103.34	103.34	10/28/16
Total UGI Utilities Inc.:					665.83	665.83	
Veritext Mid-Atlantic	PA2772012	ZHB-10/04/2016	01-414.316	10/13/16	294.36		.00
Total Veritext Mid-Atlantic:					294.36		.00
Verizon	102520161	2016-Oct- Mgr	01-401.320	10/25/16	109.46		.00
Verizon	102520161	2016-Oct-Assist Mgr/Finance Dir	01-402.320	10/25/16	54.73		.00
Verizon	102520161	2016-Oct-Police	01-410.320	10/25/16	386.70		.00
Verizon	102520161	2016-Oct-Fire Inspectors	01-411.320	10/25/16	19.44		.00
Verizon	102520161	2016-Oct-Code Enf Ofcr	01-413.320	10/25/16	54.73		.00
Verizon	102520161	2016-Oct-P/Z Officer	01-414.320	10/25/16	54.73		.00
Verizon	102520161	2016-Oct-Tapler	01-415.320	10/25/16	78.07		.00
Verizon	102520161	2016-Oct-DPW	01-430.320	10/25/16	140.15		.00
Verizon	102520161	2016-Oct-Rec Dir	01-452.320	10/25/16	54.73		.00
Verizon	102520162	2016-Oct-Mgr tablet/air card charges	01-401.320	10/25/16	34.31		.00
Verizon	102520162	2016-Oct-Police tablet/air card charges	01-410.320	10/25/16	311.77		.00
Verizon	102520162	2016-Oct-Fire Inspectors/Tablet	01-411.320	10/25/16	34.31		.00
Total Verizon:					1,333.13		.00
VFIS	53810	EVDT-I update webinar-11/10/16-Kannan	01-411.421	10/21/16	90.00		.00
Total VFIS:					90.00		.00
Witmer Public Safety Grou	1725299	Safety goggles/rope gloves/PAC stow n Lock bracket/sledge hammer/hooligan bar/V-force coats/pry bar	01-411.240	09/23/16	3,422.50		.00

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Total Witmer Public Safety Group:					3,422.50	.00	
Wright Flooring Company I	I216486	Carpet tile for Police Dept	01-409.373	10/26/16	351.39	.00	
Total Wright Flooring Company Inc:					351.39	.00	
Zimmerman, Donald C.	10312016	2016 Clothing Allowance	01-430.192	10/31/16	225.00	.00	
Total Zimmerman, Donald C.:					225.00	.00	
Total General Fund:					60,842.87	710.83	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Fire Fund							
Bradley Specialties Corp	9290	#31-12-Booster tank repair	03-412.374	10/06/16	1,526.00	.00	
Total Bradley Specialties Corp:					1,526.00	.00	
Hunter Keystone Peterbilt	2-262640122	#20-41-Repaired cable ends on battery terminals	03-411.374	09/20/16	421.25	.00	
Total Hunter Keystone Peterbilt LP:					421.25	.00	
Lehigh Carbon Community	ABOCT1716E	Basic Vehicle Rescue training-Littman	03-412.421	10/17/16	350.00	.00	
Total Lehigh Carbon Community College:					350.00	.00	
Panasik, Gary B & Susan	10282016	Refund-R.E. Tax for decrease in lot size	03-301.100	10/28/16	2.65	.00	
Total Panasik, Gary B & Susan M:					2.65	.00	
PenTeleData	B2838385	Cable-Nov 2016 - 11 of 12	03-411.320	10/24/16	59.95	.00	
Total PenTeleData:					59.95	.00	
Suburban Propane-2022	604841	diesel	03-413.231	10/17/16	152.65	.00	
Suburban Propane-2022	803209	unleaded	03-413.231	10/17/16	164.55	.00	
Total Suburban Propane-2022:					317.20	.00	
UGI Utilities Inc.	10192016	502022721012-ESFC	03-411.320	10/19/16	19.54	19.54	10/28/16
Total UGI Utilities Inc.:					19.54	19.54	
Verizon	102520162	2016-Oct-ESFC/Tablet	03-411.240	10/25/16	68.61	.00	
Verizon	102520162	2016-Oct-WSFC/Tablet	03-412.240	10/25/16	137.22	.00	
Total Verizon:					205.83	.00	
Total Fire Fund:					2,902.42	19.54	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Library Fund							
Panasik, Gary B & Susan	10282016	Refund-R.E. Tax for decrease in lot size	04-301.100	10/28/16	.77	.00	
Total Panasik, Gary B & Susan M:					.77	.00	
Total Library Fund:					.77	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Water Fund							
American United Life Insur	10182016	2016-Nov life/disability ins coverage	06-487.158	10/18/16	150.35	.00	
Total American United Life Insurance Co:					150.35	.00	
Dispatch Answering Servic	000204B108	610-782-5025-12 of 12 for 2016	06-448.320	10/31/16	19.95	.00	
Total Dispatch Answering Service:					19.95	.00	
Hale Trailer Brake & Wheel	482260	#32-Back-up Light	06-448.251	10/07/16	3.94	.00	
Total Hale Trailer Brake & Wheel Inc:					3.94	.00	
Keystone Consulting Engin	150920	2016-Sept-Potomac St waterline replacement	06-448.610	10/17/16	6,061.13	.00	
Keystone Consulting Engin	150924	2016-Sept-Upgrade existing water service meters	06-448.611	10/17/16	2,201.50	.00	
Total Keystone Consulting Engineers:					8,262.63	.00	
Lehigh County Authority	3879	3Q16 hydrant rentals	06-448.367	10/18/16	915.19	.00	
Total Lehigh County Authority:					915.19	.00	
Stotz/Fatzinger Office Sup	174017	Utility Bills	06-448.342	10/25/16	568.33	.00	
Total Stotz/Fatzinger Office Supply:					568.33	.00	
Stratix Systems Inc	196341	100 hrs block of time	06-448.319	10/27/16	1,900.00	.00	
Total Stratix Systems Inc:					1,900.00	.00	
Suburban Propane-2022	604841	diesel	06-448.231	10/17/16	131.66	.00	
Suburban Propane-2022	803209	unleaded	06-448.231	10/17/16	141.92	.00	
Total Suburban Propane-2022:					273.58	.00	
Verizon	102520161	2016-Oct-Water Dept	06-448.320	10/25/16	65.98	.00	
Total Verizon:					65.98	.00	
Total Water Fund:					12,159.95	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Sewer Fund							
American United Life Insur	10182016	2016-Nov life/disability ins coverage	08-487.158	10/18/16	150.35	.00	
Total American United Life Insurance Co:					150.35	.00	
Hale Trailer Brake & Wheel	482260	#32-Back-up Light	08-429.251	10/07/16	3.94	.00	
Total Hale Trailer Brake & Wheel Inc:					3.94	.00	
Keystone Consulting Engin	150881	2016-Sept-I&I removal program	08-429.372	10/14/16	1,821.26	.00	
Keystone Consulting Engin	150922	2016-Sept-Trout Creek Sewer Interceptor Replacement	08-429.606	10/17/16	4,512.25	.00	
Keystone Consulting Engin	150923	2016-Sept-sanitary sewer CIPP lining project	08-429.607	10/17/16	426.50	.00	
Total Keystone Consulting Engineers:					6,760.01	.00	
Lehigh County Authority	3866	2Q2016 Sewer	08-429.530	10/12/16	1,277.72	.00	
Lehigh County Authority	3866	2Q2016 Sewer	08-429.367	10/12/16	130,398.34	.00	
Lehigh County Authority	3866	2Q2016 Sewer	08-429.534	10/12/16	12,832.23	.00	
Total Lehigh County Authority:					144,508.29	.00	
PPL Electric Utilities	10252016	33760-14008	08-429.361	10/25/16	24.09	.00	
PPL Electric Utilities	10252016	82960-01000	08-429.361	10/25/16	24.94	.00	
PPL Electric Utilities	10252016	64170-11008	08-429.361	10/25/16	25.69	.00	
PPL Electric Utilities	10252016	35530-02004	08-429.361	10/25/16	23.32	.00	
PPL Electric Utilities	10272016	39790-24008	08-429.361	10/27/16	128.43	.00	
PPL Electric Utilities	10272016	31590-08002	08-429.361	10/27/16	24.95	.00	
PPL Electric Utilities	10272016	21780-10003	08-429.361	10/27/16	27.72	.00	
PPL Electric Utilities	10272016	20380-10009	08-429.361	10/27/16	23.94	.00	
Total PPL Electric Utilities:					303.08	.00	
Stotz/Fatzinger Office Sup	174017	Utility Bills	08-429.342	10/25/16	568.33	.00	
Total Stotz/Fatzinger Office Supply:					568.33	.00	
Stratix Systems Inc	196341	100 hrs block of time	08-429.319	10/27/16	1,900.00	.00	
Total Stratix Systems Inc:					1,900.00	.00	
Suburban Propane-2022	604841	diesel	08-429.231	10/17/16	131.66	.00	
Suburban Propane-2022	803209	unleaded	08-429.231	10/17/16	141.92	.00	
Total Suburban Propane-2022:					273.58	.00	
Verizon	10252016	2016-Oct- 868-8310-Cardinal Dr Pump Stn	08-429.320	10/25/16	34.58	.00	
Total Verizon:					34.58	.00	
Total Sewer Fund:					154,502.16	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Refuse & Recycling Fund							
Middle Smithfld Materials I	25180	Grass Disposal - Sept 2016	10-427.303	10/11/16	300.00	.00	
Total Middle Smithfld Materials Inc:					300.00	.00	
Republic Services #282	0282-0005984	2016-Oct service	10-427.300	10/15/16	85,429.14	.00	
Republic Services #282	0282-0005984	2-recycle rolloff @ drop off centers	10-427.303	10/15/16	400.00	.00	
Total Republic Services #282:					85,829.14	.00	
Stotz/Fatzinger Office Sup	174017	Utility Bills	10-401.342	10/25/16	568.34	.00	
Total Stotz/Fatzinger Office Supply:					568.34	.00	
Stratix Systems Inc	196341	100 hrs block of time	10-407.319	10/27/16	1,900.00	.00	
Total Stratix Systems Inc:					1,900.00	.00	
Waste Management Inc	M125606	Sept 2016 Recycling Costs	10-427.302	10/18/16	1,489.80	.00	
Total Waste Management Inc:					1,489.80	.00	
Total Refuse & Recycling Fund:					90,087.28	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Highway Aid Fund							
PPL Electric Utilities	10252016	89989-11003	35-433.362	10/25/16	29.97	.00	
PPL Electric Utilities	10252016	53875-61001	35-433.362	10/25/16	30.63	.00	
PPL Electric Utilities	10252016	99940-01007	35-433.362	10/25/16	30.90	.00	
PPL Electric Utilities	10252016	05340-01002	35-433.362	10/25/16	30.84	.00	
PPL Electric Utilities	10252016	49130-02001	35-433.362	10/25/16	38.74	.00	
PPL Electric Utilities	10272016	95790-09009	35-433.362	10/27/16	23.02	.00	
PPL Electric Utilities	10272016	72390-08002	35-433.362	10/27/16	23.02	.00	
Total PPL Electric Utilities:					207.12	.00	
Total Highway Aid Fund:					207.12	.00	

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
Souliere, Raynald	10272016	Refund-10/19/16 XBP overpayment	99-107000	10/27/16	41,710.00	.00	
Total Souliere, Raynald:					41,710.00	.00	
Total :					41,710.00	.00	
Grand Totals:					362,412.57	730.37	

Date: _____

President: _____
Board of Commissioners

**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 Gazda, 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 31st Street SW and Lehigh Street. Mr. Gazda 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. Gazda 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

ORDINANCE NO. 11-2016-607

AN ORDINANCE AMENDING SECTION 407 OF THE SALISBURY TOWNSHIP CODE OF ORDINANCES CHAPTER 15, MOTOR VEHICLES, PART 4, GENERAL PARKING REGULATIONS TO ESTABLISH A HANDICAP PARKING SPACE IN FRONT OF THE RESIDENCE OF 3305 CAPITAL STREET

WHEREAS, an application for placement of a handicap sign was received by the Chief of Police from the resident of 3305 Capital Street; and

WHEREAS, the Chief of Police reviewed the request and recommended approval for the establishment of one handicapped parking space in the front of 3305 Capital Street; and

WHEREAS, the Board of Commissioners accepted the Chief of Police's recommendation and the resident's request for a handicap parking sign be installed and enforced.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, after review, investigation and study, to amend Section 407 of the Salisbury Township Code of Ordinances, Chapter 15, Motor Vehicles, Part 4 adding one handicapped parking space and the installation and enforcement of a Handicap Parking Sign in front of 3305 Capital Street, as follows:

CHAPTER 15

MOTOR VEHICLES

Part 4

General Parking Regulations

§407. Special Purpose Parking Zones Established; Parking Otherwise Prohibited.

*The following **locations** are established as special purpose parking zones and it shall be unlawful for any person to park a vehicle or to allow it to remain parked, in any such zone, except as specifically provided for that zone:*

Street	Side	Location	Authorized Purpose or Vehicle
Capital Street		3305 Capital Street	Parking for 1 handicapped placard or plate

ADOPTED AND ORDAINED in lawful session duly assembled this 10th day of November, 2016.

TOWNSHIP OF SALISBURY
(Lehigh County, Pennsylvania)

By: _____
James A. Brown
President, Board of Commissioners

Attested:

Randy Soriano
Township Secretary

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Workshop Meeting
November 10, 2016
7:30 p.m.
(approximate time)

Topics of discussion:

- Proposed Budget- Continuing Discussion-CY 2017