

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—October 11, 2018**  
**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 9/22/18 – 10/5/18***

**5. Approval of the Minutes –*September 27, 2018***

**6. New Business**

**A. ORDINANCES**

1. First Reading - Ordinance Amending the Moving Permit Ordinance and Adopting Regulations for a Rental Inspection Program in Salisbury Township

**B. RESOLUTIONS - *none***

**C. MOTIONS**

1. Motion to Approve Payment #3 to Kobalt Construction for Lindberg Park Phase 4 Contracted Work in the amount of \$132,064.65
2. Motion to Approve Payment #2 to Kobalt Construction for Lindberg Park Phase 3 Contracted Work in the amount of \$65,745.00
3. Motion to Accept the Proposal received for the construction of a Pole Building at Franko Park

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

**8. Adjournment**

- \* *Workshop to follow Regular Meeting*
- \* *Executive Session*

Report Criteria:

- Detail report.
- Invoice detail records above \$0 included.
- Paid and unpaid invoices included.

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>A &amp; A Auto Parts Stores Inc.</b>							
A & A Auto Parts Stores In	285616	01-437.251	#25-Floor mats/window vents/console	09/25/18	230.97	.00	
A & A Auto Parts Stores In	285616	01-437.251	#18-floor mats	09/25/18	65.49	.00	
A & A Auto Parts Stores In	285616	01-437.251	#15 & 22-Steering wheel covers	09/25/18	57.98	.00	
A & A Auto Parts Stores In	285616	06-448.251	#31-Floor mats	09/25/18	32.75	.00	
A & A Auto Parts Stores In	285616	08-429.251	#31-Floor mats	09/25/18	32.74	.00	
Total A & A Auto Parts Stores Inc.:					419.93	.00	
<b>Alloy5 LLC</b>							
Alloy5 LLC	18031501	01-451.312	Architectural services for Lindberg Park -Ph 3 & 4-Final development	03/15/18	7,470.98	.00	
Total Alloy5 LLC:					7,470.98	.00	
<b>American United Life Insurance Co</b>							
American United Life Insur	09182018	01-487.158	2018-Oct-life/disability ins coverage	09/18/18	1,684.84	.00	
American United Life Insur	09182018	08-487.158	2018-Oct-life/disability ins coverage	09/18/18	219.41	.00	
American United Life Insur	09182018	06-487.158	2018-Oct-life/disability ins coverage	09/18/18	219.41	.00	
American United Life Insur	09182018	10-487.158	2018-Oct-life/disability ins coverage	09/18/18	43.00	.00	
Total American United Life Insurance Co:					2,166.66	.00	
<b>Asphalt Maintenance Solutions</b>							
Asphalt Maintenance Soluti	3855	01-430.315	Street sweeper rental	09/19/18	810.00	.00	
Total Asphalt Maintenance Solutions:					810.00	.00	
<b>Bath Truck Caps</b>							
Bath Truck Caps	09062018	01-411.240	2016 Dodge Ranger Utility Cap	09/06/18	1,900.00	.00	
Total Bath Truck Caps:					1,900.00	.00	
<b>Bummer, Frank</b>							
Bummer, Frank	10012018	01-406.172	46 of 60 retirement incentive program	10/01/18	450.00	.00	
Total Bummer, Frank:					450.00	.00	
<b>Casey, Christopher</b>							
Casey, Christopher	09262018	01-410.421	reimb-Meals for Crime Prevention Symposium	09/26/18	23.82	.00	
Casey, Christopher	0926201801	01-410.200	reimb-Assorted certificate frames	09/26/18	61.10	.00	
Total Casey, Christopher:					84.92	.00	
<b>Coopersburg Materials</b>							
Coopersburg Materials	17649	01-438.245	9.5MM	09/21/18	15,070.00	.00	
Total Coopersburg Materials:					15,070.00	.00	
<b>County of Northampton</b>							
County of Northampton	10012018	01-409.240	Pallet of Ice Melt	10/01/18	320.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total County of Northampton:					320.00	.00	
<b>Davison &amp; McCarthy</b>							
Davison & McCarthy	22340	01-404.318	2018-July-Emergency Dept Expansion	08/07/18	598.00	.00	
Davison & McCarthy	22473	01-404.318	2018-Aug-Samuel M Gentile Minor Subdivision	09/10/18	799.52	.00	
Total Davison & McCarthy:					1,397.52	.00	
<b>Dispatch Answering Service</b>							
Dispatch Answering Serv	000204B131	06-448.320	610-782-5025-Oct 2018	09/30/18	19.95	.00	
Dispatch Answering Serv	000204B131	01-430.320	610-782-5572-Oct 2018	09/30/18	15.00	.00	
Dispatch Answering Serv	000204B131	01-401.320	Answr Service/Pump Stn Alm-Oct 2018	09/30/18	209.00	.00	
Total Dispatch Answering Service:					243.95	.00	
<b>Eastern Salisbury Fire Co.</b>							
Eastern Salisbury Fire Co.	10012018	01-465.540	2018 contribution	10/01/18	1,000.00	.00	
Total Eastern Salisbury Fire Co.:					1,000.00	.00	
<b>Ecco Communications LLC</b>							
Ecco Communications LLC	73318	01-410.251	#5991-Antenna	09/24/18	29.00	.00	
Total Ecco Communications LLC:					29.00	.00	
<b>Ferguson Waterworks</b>							
Ferguson Waterworks	0456855	08-429.240	PVC Plug	09/17/18	21.63	.00	
Total Ferguson Waterworks:					21.63	.00	
<b>Five Star International</b>							
Five Star International	05P170152	01-437.251	#4-Front brake chamber	09/26/18	95.26	.00	
Total Five Star International:					95.26	.00	
<b>Fred Pryor Seminars</b>							
Fred Pryor Seminars	206021	01-402.421	Training rewards 1 year membership-Olsson	09/27/18	199.00	.00	
Total Fred Pryor Seminars:					199.00	.00	
<b>Fromm Electric Supply Corp</b>							
Fromm Electric Supply Cor	51131269	01-409.373	6" round LED wafer	09/27/18	26.76	.00	
Total Fromm Electric Supply Corp:					26.76	.00	
<b>GreatAmerica Financial Svcs</b>							
GreatAmerica Financial Sv	23394671	01-407.261	Datto Siris 3-PD document storage-Oct 2018	09/20/18	279.20	.00	
GreatAmerica Financial Sv	23394671	06-448.261	Datto Siris 3-PD document storage-Oct 2018	09/20/18	139.60	.00	
GreatAmerica Financial Sv	23394671	08-429.261	Datto Siris 3-PD document storage-Oct 2018	09/20/18	139.60	.00	
GreatAmerica Financial Sv	23394671	10-407.261	Datto Siris 3-PD document storage-Oct 2018	09/20/18	139.60	.00	
Total GreatAmerica Financial Svcs:					698.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Greater LV Chamber of Commerce</b>							
Greater LV Chamber of Co	267912	01-413.421	Seminar-2018 Energy & Environmental Expo & Outlook-Nicolo	09/25/18	25.00	.00	
Total Greater LV Chamber of Commerce:					25.00	.00	
<b>Groundhog Lawn &amp; Landscape</b>							
Groundhog Lawn & Landsc	09272018	01-413.317	1247 Trapps Lane-Mow & Trim	09/27/18	150.00	.00	
Groundhog Lawn & Landsc	09272018	01-413.317	2818 Hampton Ct- Clean-up trash in street	09/27/18	75.00	.00	
Groundhog Lawn & Landsc	09272018	01-413.317	1811 Nottingham Rd-Mow & Trim	09/27/18	375.00	.00	
Groundhog Lawn & Landsc	09272018	01-413.317	2360 Lehigh Parkway N-mow & trim	09/27/18	400.00	.00	
Total Groundhog Lawn & Landscape:					1,000.00	.00	
<b>Harrison, Jason</b>							
Harrison, Jason	09252018	01-410.238	Reimb-Tactical boots	09/25/18	98.94	.00	
Total Harrison, Jason:					98.94	.00	
<b>Hercik Jr, Robert F.</b>							
Hercik Jr, Robert F.	10022018	01-406.171	2018 Health Reimb	10/02/18	150.00	.00	
Total Hercik Jr, Robert F.:					150.00	.00	
<b>Home Depot Credit Services</b>							
Home Depot Credit Service	28082	01-430.240	Plywood/yellow paint/roller covers	10/01/18	285.56	.00	
Home Depot Credit Service	31220	01-410.700	Wood for bins for back of new command truck	10/03/18	64.88	.00	
Home Depot Credit Service	33561	01-410.700	Wood for bins for back of new command truck	10/03/18	300.15	.00	
Home Depot Credit Service	61104	01-430.240	Simple Green cleaner/brush/propane refills	09/25/18	52.89	.00	
Home Depot Credit Service	66502	01-409.240	Roof cement/roof repair fabric/caulk/gutter sealant/trowel-ESFD roof repair	09/27/18	88.11	.00	
Total Home Depot Credit Services:					791.59	.00	
<b>Hunter Keystone Peterbilt LP</b>							
Hunter Keystone Peterbilt	09192018	03-411.374	#20-11-Inspection	09/19/18	413.12	.00	
Total Hunter Keystone Peterbilt LP:					413.12	.00	
<b>Kessler Freedman Inc.</b>							
Kessler Freedman Inc.	10012018	01-401.312	Sept 2018-Website updates	10/01/18	140.00	.00	
Total Kessler Freedman Inc.:					140.00	.00	
<b>Keystone Consulting Engineers</b>							
Keystone Consulting Engin	160220	01-408.318	2018-July-LVHN ED Expansion	08/10/18	8,957.51	.00	
Keystone Consulting Engin	160228	01-436.313	2018-July-MS4 Program	08/10/18	6,624.89	.00	
Total Keystone Consulting Engineers:					15,582.40	.00	
<b>King, Gail</b>							
King, Gail	10012018	01-406.172	31 of 60 retirement incentive program	10/01/18	450.00	.00	
Total King, Gail:					450.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
LANCFITA Inc							
LANCFITA Inc	09132018	01-411.421	2018 Educational Seminar Series for Fire Inspectors	09/13/18	100.00	.00	
Total LANCFITA Inc:					100.00	.00	
<b>Lehigh County Authority</b>							
Lehigh County Authority	5066	06-448.367	2018-Aug-water	09/18/18	64,697.12	.00	
Total Lehigh County Authority:					64,697.12	.00	
<b>Lehigh Soils &amp; Wetlands</b>							
Lehigh Soils & Wetlands	10032018	01-413.307	Residential inspections & services-4/7/18-9/30/18	10/03/18	3,060.00	.00	
Total Lehigh Soils & Wetlands:					3,060.00	.00	
<b>Luby, Joseph</b>							
Luby, Joseph	10012018	01-406.172	46 of 60 retirement incentive program	10/01/18	450.00	.00	
Total Luby, Joseph:					450.00	.00	
<b>LYNX Computer Technologies</b>							
LYNX Computer Technolo	572215	01-407.319	Office 365 subscription	09/21/18	7.98	.00	
LYNX Computer Technolo	572215	06-448.319	Office 365 subscription	09/21/18	4.00	.00	
LYNX Computer Technolo	572215	08-429.319	Office 365 subscription	09/21/18	4.00	.00	
LYNX Computer Technolo	572215	10-407.319	Office 365 subscription	09/21/18	4.00	.00	
Total LYNX Computer Technologies:					19.98	.00	
<b>Madle's Hardware</b>							
Madle's Hardware	189356/1	03-411.374	Service to small engine equipment	09/25/18	61.90	.00	
Total Madle's Hardware:					61.90	.00	
<b>Modern Group Ltd.</b>							
Modern Group Ltd.	PSI211807	01-437.375	Chipper blade sharpening	09/13/18	169.60	.00	
Total Modern Group Ltd.:					169.60	.00	
<b>Motors Plus Inc.</b>							
Motors Plus Inc.	34267	01-415.260	#221-battery	06/15/18	239.93	.00	
Motors Plus Inc.	34621	01-410.251	#220-Inspection	09/04/18	300.24	.00	
Motors Plus Inc.	34685	01-410.251	#204-Inspection/Oil change/top off fluids/top engine mount/front brakes/Upper & Lower control arms/turn signal/brake light	09/21/18	1,724.08	.00	
Motors Plus Inc.	34709	01-410.251	#203-Inspection/Oil Change/top off fluids	09/21/18	330.86	.00	
Motors Plus Inc.	34718	01-410.251	#202-Oil change/top off fluids	09/25/18	145.43	.00	
Motors Plus Inc.	34723	01-410.251	#211-Inspection/Oil change/top off fluids	09/25/18	203.51	.00	
Total Motors Plus Inc.:					2,944.05	.00	
<b>Moyer, Roger J.</b>							
Moyer, Roger J.	10012018	01-406.172	31 of 60 retirement incentive program	10/01/18	450.00	.00	
Total Moyer, Roger J.:					450.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>MP Outfitters</b>							
MP Outfitters	28867-5	01-410.238	T-shirts-Soberick	09/24/18	32.99	.00	
MP Outfitters	28927-5	01-410.238	Alterations-Kress	09/26/18	9.99	.00	
MP Outfitters	28989-5	01-410.238	Alterations-Rehatchek	10/01/18	23.96	.00	
Total MP Outfitters:					66.94	.00	
<b>Mr. John Inc.</b>							
Mr. John Inc.	0005455464	01-451.315	Lindberg Park-8/15/18-9/11/2018	09/12/18	132.50	.00	
Mr. John Inc.	0005455465	01-451.315	1 unit:Franko farm-8/15/18-9/11/18	09/12/18	125.00	.00	
Total Mr. John Inc.:					257.50	.00	
<b>MRC Inc</b>							
MRC Inc	2913	01-451.601	Lindberg Park-RCP shelter	10/01/18	9,975.00	.00	
Total MRC Inc:					9,975.00	.00	
<b>Nothstein, Richard B.</b>							
Nothstein, Richard B.	09202018	01-410.200	Reimb-SRO Award plaque	09/20/18	35.00	.00	
Nothstein, Richard B.	09252018	01-410.421	Reimb-lodging & car rental for NASRO school safety summit	09/25/18	530.02	.00	
Total Nothstein, Richard B.:					565.02	.00	
<b>Patten, Ronald C.</b>							
Patten, Ronald C.	10022018	01-410.238	reimb-pants/flashlight/handcuffs	10/02/18	175.50	.00	
Total Patten, Ronald C.:					175.50	.00	
<b>PBL fire Apparatus Services LLC</b>							
PBL fire Apparatus Service	5693	03-411.374	#20-11-Voltage charger	09/13/18	274.00	.00	
PBL fire Apparatus Service	5694	03-411.374	20-41-Siren switch/outlet	09/13/18	373.84	.00	
Total PBL fire Apparatus Services LLC:					647.84	.00	
<b>Pennsylvania State University, The</b>							
Pennsylvania State Univer	119376	01-410.421	High Impact Supervision Seminar-Rehatchek	09/13/18	450.00	.00	
Total Pennsylvania State University, The:					450.00	.00	
<b>PenTeleData</b>							
PenTeleData	B3354828	03-411.320	Cable-Sept 2018	09/24/18	59.95	.00	
PenTeleData	B3363015	01-401.320	Acct#3042745-Cable modem rental - Sept 2018	09/24/18	124.95	.00	
Total PenTeleData:					184.90	.00	
<b>PPL Electric Utilities</b>							
PPL Electric Utilities	09202018	35-433.362	99940-01007	09/20/18	36.83	.00	
PPL Electric Utilities	09202018	35-433.362	05340-01002	09/20/18	36.64	.00	
PPL Electric Utilities	09202018	01-451.361	10550-10002	09/20/18	34.65	.00	
PPL Electric Utilities	09202018	35-433.362	53875-61001	09/20/18	36.97	.00	
PPL Electric Utilities	09202018	01-409.361	61089-84001	09/20/18	611.47	.00	
PPL Electric Utilities	09202018	01-409.361	92051-48008	09/20/18	1,362.32	.00	
PPL Electric Utilities	09202018	01-409.361	70730-17005	09/20/18	1,076.76	.00	
PPL Electric Utilities	09202018	35-433.362	49130-02001	09/20/18	46.50	.00	
PPL Electric Utilities	09202018	08-429.361	35530-02004	09/20/18	28.08	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PPL Electric Utilities	09252018	08-429.361	82960-01000	09/25/18	28.53	.00	
PPL Electric Utilities	09252018	08-429.361	64170-11008	09/25/18	28.70	.00	
PPL Electric Utilities	09252018	01-451.361	93760-01007	09/25/18	32.23	.00	
PPL Electric Utilities	09252018	35-433.362	89989-11003	09/25/18	35.23	.00	
PPL Electric Utilities	09252018	08-429.361	33760-14008	09/25/18	27.82	.00	
PPL Electric Utilities	09272018	08-429.361	21780-10003	09/27/18	29.52	.00	
PPL Electric Utilities	09272018	08-429.361	20380-10009	09/27/18	28.00	.00	
PPL Electric Utilities	09272018	35-433.362	95790-09009	09/27/18	27.48	.00	
PPL Electric Utilities	09272018	35-433.362	72390-08002	09/27/18	27.48	.00	
PPL Electric Utilities	09272018	08-429.361	39790-24008	09/27/18	133.97	.00	
PPL Electric Utilities	09272018	08-429.361	31590-08002	09/27/18	28.61	.00	
Total PPL Electric Utilities:					3,697.79	.00	
<b>Protect Alarms</b>							
Protect Alarms	16068	01-401.375	Basic monitoring fee/PW bldg- 11/7/2018-11/06/2019	09/21/18	264.00	.00	
Total Protect Alarms:					264.00	.00	
<b>PSATS</b>							
PSATS	37197-S3D7	01-402.240	Budget Seminar-Ziegenfus	09/19/18	45.00	.00	
Total PSATS:					45.00	.00	
<b>PSTCA</b>							
PSTCA	09252018	01-403.420	Minger Dues:8/1/2018-7/31/2019	09/25/18	70.00	.00	
Total PSTCA:					70.00	.00	
<b>Public Agency Training Council</b>							
Public Agency Training Co	233593	01-410.421	Seminar: Death, Injury, Sexual Violence Scene for First Responder- Kress	09/13/18	325.00	.00	
Total Public Agency Training Council:					325.00	.00	
<b>Republic Services #282</b>							
Republic Services #282	0282-000702790	10-427.300	2018-Sept-service	09/15/18	89,703.92	.00	
Republic Services #282	0282-000702790	10-427.303	3-recycle rolloff @ drop off centers	09/15/18	675.00	.00	
Total Republic Services #282:					90,378.92	.00	
<b>Robbins, Matthew</b>							
Robbins, Matthew	10052018	01-430.192	2018 Clothing Allowance	10/05/18	87.00	.00	
Total Robbins, Matthew:					87.00	.00	
<b>Schwartz, Linda</b>							
Schwartz, Linda	10012018	01-367.500	Refund-Cancelled pavillion reservation	10/01/18	25.00	.00	
Total Schwartz, Linda:					25.00	.00	
<b>Signal Service Inc.</b>							
Signal Service Inc.	29346	01-433.362	Lehigh & 33rd sts-Yellow inboard light	09/14/18	332.00	.00	
Total Signal Service Inc.:					332.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Sirchie Finger Print Laborator</b>							
Sirchie Finger Print Laborat	0366388-IN	01-410.241	Professional latent print kits	09/26/18	492.64	.00	
Total Sirchie Finger Print Laborator:					492.64	.00	
<b>Sodexo Inc &amp; Affiliates</b>							
Sodexo Inc & Affiliates	196052	01-410.315	Refreshments for Arsen Training Class	09/12/18	144.90	.00	
Total Sodexo Inc & Affiliates:					144.90	.00	
<b>Soriano, Orazio</b>							
Soriano, Orazio	10012018	01-406.172	19 of 36 Retirement Incentive Program	10/01/18	760.00	.00	
Total Soriano, Orazio:					760.00	.00	
<b>Staples Credit Plan</b>							
Staples Credit Plan	09272018	01-410.240	USB/Parchment paper	09/27/18	73.45	.00	
Total Staples Credit Plan:					73.45	.00	
<b>Starr Uniform Center</b>							
Starr Uniform Center	125589	01-410.700	Ballistic vests w/trama plates-Whitehead/Johnson/Patten	09/21/18	3,215.00	.00	
Starr Uniform Center	125589	01-410.238	Carrier vest/base pouches-Johnson	09/21/18	250.00	.00	
Starr Uniform Center	125766	01-410.238	Armor skin-Rehatchek	09/27/18	93.49	.00	
Starr Uniform Center	125766	01-410.238	Armor skins/embroidery-Ziegler	09/27/18	174.98	.00	
Total Starr Uniform Center:					3,733.47	.00	
<b>Stiles, Allen</b>							
Stiles, Allen	09212018	01-410.460	Reimb-Meals for PA Crime Prevention Officers Assoc. Conference	09/21/18	19.12	.00	
Total Stiles, Allen:					19.12	.00	
<b>Stotz/Fatzinger Office Supply</b>							
Stotz/Fatzinger Office Sup	218724	01-402.240	Budget binders	09/24/18	39.00	.00	
Stotz/Fatzinger Office Sup	219156	01-402.240	Dividers	10/01/18	33.94	.00	
Stotz/Fatzinger Office Sup	219257	01-401.240	Copy paper	10/02/18	49.48	.00	
Stotz/Fatzinger Office Sup	9709CM	01-402.240	Returned-binders	09/25/18	22.68-	.00	
Total Stotz/Fatzinger Office Supply:					99.74	.00	
<b>Stratix Systems Inc</b>							
Stratix Systems Inc	351338	01-401.240	Ricoh Printer cartridge	09/20/18	47.00	.00	
Stratix Systems Inc	352685	01-402.240	Toner for finance printer	09/26/18	97.14	.00	
Total Stratix Systems Inc:					144.14	.00	
<b>Suburban Propane-2022</b>							
Suburban Propane-2022	72325	01-401.231	diesel	09/14/18	22.81	.00	
Suburban Propane-2022	72325	01-410.231	diesel	09/14/18	663.19	.00	
Suburban Propane-2022	72325	01-430.231	diesel	09/14/18	686.00	.00	
Suburban Propane-2022	72325	06-448.231	diesel	09/14/18	121.06	.00	
Suburban Propane-2022	72325	08-429.231	diesel	09/14/18	121.06	.00	
Suburban Propane-2022	72325	03-413.231	diesel	09/14/18	140.36	.00	
Suburban Propane-2022	805119	01-401.231	unleaded	09/14/18	36.35	.00	
Suburban Propane-2022	805119	01-410.231	unleaded	09/14/18	1,056.85	.00	



Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Suburban Propane-2022	805119	01-430.231	unleaded	09/14/18	1,093.18	.00	
Suburban Propane-2022	805119	06-448.231	unleaded	09/14/18	192.92	.00	
Suburban Propane-2022	805119	08-429.231	unleaded	09/14/18	192.92	.00	
Suburban Propane-2022	805119	03-413.231	unleaded	09/14/18	223.67	.00	
Total Suburban Propane-2022:					4,550.37	.00	
<b>Takacs Jr., Dennis V.</b>							
Takacs Jr., Dennis V.	10012018	01-415.139	EMC Deputy - Oct 2018	10/01/18	83.33	.00	
Total Takacs Jr., Dennis V.:					83.33	.00	
<b>Tapler, Jeffrey</b>							
Tapler, Jeffrey	10012018	01-415.139	EMC stipend-Oct 2018	10/01/18	250.00	.00	
Total Tapler, Jeffrey:					250.00	.00	
<b>U.S. Postal Service</b>							
U.S. Postal Service	09202018	01-401.325	2018-1st class presort-permit #1930	09/20/18	225.00	.00	
Total U.S. Postal Service:					225.00	.00	
<b>UGI Utilities Inc.</b>							
UGI Utilities Inc.	09202018	01-409.230	411001980555	09/20/18	57.18	57.18	09/26/18
UGI Utilities Inc.	09202018	01-409.230	411001979581	09/20/18	270.85	270.85	09/26/18
UGI Utilities Inc.	09202018	01-409.230	411001980316	09/20/18	42.87	42.87	09/26/18
UGI Utilities Inc.	09202018	01-409.230	411000866649	09/20/18	23.19	23.19	09/26/18
Total UGI Utilities Inc.:					394.09	394.09	
<b>Upper Saucon Township</b>							
Upper Saucon Township	180918	10-431.303	Compost site expenses	09/18/18	136.52	.00	
Upper Saucon Township	180924	10-431.303	Compost site expenses	09/24/18	1,580.52	.00	
Total Upper Saucon Township:					1,717.04	.00	
<b>Valley Industrial Rubber</b>							
Valley Industrial Rubber	5102684	01-437.251	#25-Rubber matting	09/14/18	83.20	.00	
Total Valley Industrial Rubber:					83.20	.00	
<b>Verizon</b>							
Verizon	09252018	08-429.320	2018-Sept-868-8310-Cardinal Dr Pump Stn	09/25/18	36.19	.00	
Total Verizon:					36.19	.00	
<b>Western Salisbury Fire Company</b>							
Western Salisbury Fire Co	10012018	01-465.540	2018 contribution	10/01/18	1,000.00	.00	
Total Western Salisbury Fire Company:					1,000.00	.00	
<b>Zimmerman, Donald C.</b>							
Zimmerman, Donald C.	10052018	01-430.192	2018-Boot/Clothing	10/05/18	39.99	.00	
Total Zimmerman, Donald C.:					39.99	.00	
Grand Totals:					244,401.39	394.09	

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>GL Account Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Net Invoice Amount</u>	<u>Amount Paid</u>	<u>Date Paid</u>
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Report Criteria:

- Detail report.
  - Invoice detail records above \$0 included.
  - Paid and unpaid invoices included.
-

Vendor Name	Invoice Number	Description	GL Acct Number	Invoice Date	Net Invoice Amt	Amount Paid	Date Paid
<b>General Fund</b>							
Total General Fund:					83,797.27	394.09	
<b>Fire Fund</b>							
Total Fire Fund:					1,546.84	.00	
<b>Water Fund</b>							
Total Water Fund:					65,426.81	.00	
<b>Sewer Fund</b>							
Total Sewer Fund:					1,100.78	.00	
<b>Refuse &amp; Recycling Fund</b>							
Total Refuse & Recycling Fund:					92,282.56	.00	
<b>Highway Aid Fund</b>							
Total Highway Aid Fund:					247.13	.00	
Grand Totals:					244,401.39	394.09	

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

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

Board of Commissioners

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
September 27, 2018  
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 Martucci asked everyone to rise and recite the Pledge of Allegiance, followed by a short period of silence and reflection.

**CALL TO ORDER**

Commissioner Martucci called the meeting to order at 7:00 p.m.

Commissioner Martucci announced that an Executive Session will be held after the first agenda item to discuss personnel matters.

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

**ROLL CALL**

**Board Members Present:**

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

**Staff Present:**

Cathy Bonaskiewich, Township Manager  
Paul Ziegenfus, Finance Director  
John Andreas, Director of Public Works – EXCUSED  
Allen Stiles, Chief of Police  
Don Sabo, Police Sergeant  
Cynthia Sopka, Director of Planning & Zoning  
Sandy Nicolo, Code Enforcement Officer, MS4 Coordinator – EXCUSED  
John Ashley, Esquire, rep of Davison & McCarthy, Township Solicitor  
David Tetterer, rep 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 commented related to non-agenda items will be taken after the agenda has been satisfied.

Ms. Bonaskiewich reminded everyone of the three-minutes rule and asked that anyone who wishes to speak, come to the podium, announce oneself, and sign-in with name and address so as to assist Township administration with follow-ups.

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

**Motion by Commissioner Ackerman, seconded by Commissioner Brinton, to approve the unaudited Financial Report for the period ending August 31, 2018 and the list of Bills Payable for the period 9/8/2018-9/21/2018, broken down as follows:**

\$350,535.48 = GENERAL  
\$1,980.70 = FIRE  
\$0 = LIBRARY  
\$268,249.96 = WATER  
\$12,454.64 = SEWER  
\$12,391.73 = REFUSE & RECYCLING  
\$23,807.33 = HIGHWAY AID  
\$0.00 \_\_\_\_\_ = SUBDIVISION & ESCROW  
**\$669,419.84 = GRAND TOTAL ALL FUNDS**

### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

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

## MINUTES

### September 13, 2018

Commissioner Martucci declared the Minutes of September 13, 2018 accepted as presented.

## NEW BUSINESS

## ORDINANCES

None.

## RESOLUTIONS

None.

## MOTIONS

### **Motion to Certify the 2019 Minimum Municipal Obligation (MMO) for both Police and Non-Uniformed Pension Plans.**

Commissioner Brinton inquired about an appropriate time to discuss contribution rates for non-uniformed employees. Ms. Bonaskiewich stated that the topic is approached at the time of Public Works contract negotiations.

### **Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to Certify the 2019 Minimum Municipal Obligation (MMO) for both Police and Non-Uniformed Pension Plans.**

#### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

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

*\*The Board convened into an Executive Session.*

*\*The Board reconvened and Commissioner Martucci announced that another Executive Session will be held after the Workshop to discuss personnel matters.*

### **Motion to Appoint Corporal from Promotional List.**

**Motion by Commissioner Conn, seconded by Commissioner Brinton, to promote Officer Kyle Rehatchek to the rank of Corporal, subject to a one-year probationary period.**

#### **Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES

COMMISSIONER MARTUCCI – YES

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

**Motion to Hire Entry-Level Police Officers from Eligibility List.**

Commissioner Brinton explained that of the two new hires, one is replacing an officer who resigned and the other one is a new hire previously approved for 2018 Budget.

**Motion by Commissioner Conn, seconded by Commissioner Brinton, to extend a conditional offer of employment to Mr. Diano Reavis as an entry-level police officer, pending the outcome of a physical and psychological exam and subject to a one-year probationary period.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

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

**Motion by Commissioner Conn, seconded by Commissioner Brinton, to extend a conditional offer of employment to Mr. Thomas Sabulsky, Jr. as an entry-level police officer, pending the outcome of a physical and psychological exam and subject to a one-year probationary period.**

**Roll Call:**

COMMISSIONER ACKERMAN – YES  
COMMISSIONER SEAGREAVES – YES  
COMMISSIONER BRINTON – YES  
COMMISSIONER CONN – YES  
COMMISSIONER MARTUCCI – YES

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

**PRIVILEGE OF THE FLOOR**

Mr. John Kelly, Trustee of Western Salisbury Fire Department, was present to revisit the Fire Department's request of financial support from the Township for their Swain Station modernization and expansion project. He reiterated that the amount they are seeking is \$215,000 annually for seven years, beginning in 2019.

Mr. Kelly provided a brief background of the process by noting that the Township previously stated there would be no decision on funding prior to the completion of the Emergency Services Study, which is slated for January 2019. He commented that WSFD had requested the Township accelerate the conclusion of the Emergency Services Study to which Ms. Bonaskiewich said was not possible.

Mr. Kelly also detailed another concern of the Township, which is the land ownership of the Swain Station. Mr. Kelly explained that the land was donated by the Swain School, but he believes there is a deed restriction in place stating that if the building would no longer operate as a fire station, the land would go back to the Swain School. He requested that the Township Solicitor review the deed documents and suggested approaching the Swain School to open a dialogue regarding any changes that might need to occur. Mr. Kelly noted that WSFD owns the building and would be willing transfer ownership to the Township, if necessary.

Mr. Kelly requested that the Board show support for the project by putting the first-year commitment in the budget for 2019, but hold the money in escrow earmarked for the project so WSFD can overcome the legal deed review and the Township can receive the results from the Emergency Services Study. He stated that if the Township would decide not to support the project, the funds could be used towards something else.

Commissioner Brinton inquired if the money were to be included in the budget, can it actually be used towards something else in case the Emergency Services Study would come back unfavorable. Ms. Bonaskiewich stated that yes, as long as money is available to put aside, the Board can budget it more as a transfer to capital reserves.

Mr. Kelly commented that Lehigh Valley Health Network has made a three-year commitment to the project, but will not provide the details until the agreement is secure. He also noted that several families have given five-year financial commitments and there are no contingencies on the funds so they can be used as capital improvements for buildings and grounds.

Commissioner Brinton stated that there is no street sign at the intersection of Honeysuckle Road and East Rock Road. Ms. Bonaskiewich stated that she will follow up with Mr. Andreas.

Commissioner Martucci stated that a resident from Erney Street inquired about erecting a privately-purchased deer crossing sign on Erney Street. Chief Stiles stated that it would have to be placed out of the right-of-way, on the resident's private property.

Commissioner Martucci noted that the same resident expressed concerns about the Mexican restaurant on South Pike Avenue holding loud parties outside. Chief Stiles stated that since the restaurant is not controlled by the Liquor Control Board, the Police can take care of complaints under the Township's Ordinance as long as they are called when the disturbance is happening, and the complainant must be willing to testify as a witness.

Mr. Ziegenfus provided details of what the Commissioners should expect at the upcoming Budget Workshops and noted that he is looking at creating separate funds for capital needs.



Chief stated that the Police Department will be participating in National Coffee with a Cop Day on October 3, 2018 at Starbucks on Lehigh Street from 1:00-3:00 p.m.

**ADJOURNMENT**

Commissioner Brinton made a motion to adjourn the meeting. Seconded by Commissioner Ackerman. The time was 8:01 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on September 27, 2018.

Approved and certified on this date:

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

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

SEAL

DRAFT ORDINANCE NO. 10-2018-\_\_\_\_

**AN ORDINANCE BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AMENDING CHAPTER 11 OF THE SALISBURY TOWNSHIP CODE OF ORDINANCES TITLED "HOUSING" TO AMEND PART 1 ENTITLED MOVING PERMITS IN ITS ENTIRETY AND TO PROMULGATE REGULATIONS REGARDING RENTAL PROPERTY INSPECTIONS BY ADDING PART 2 TITLED "RENTAL PROPERTY INSPECTIONS".**

*\*deletions are strikethrough  
\*insertions are highlighted, bolded and double-underlined*

**BE IT ORDAINED AND ENACTED** by the Salisbury Township Board of Commissioners, Lehigh County, Pennsylvania, and it is hereby ordained and enacted by the same that Chapter 11 of the Township of Salisbury Code of Ordinances, as amended, shall be amended and the same hereby is amended to include revisions to Part 1 entitled Moving Permits and Part 2 shall be added entitled Rental Property Inspections as follows:

ARTICLE I.

Part 1 entitled "Moving Permits" shall be amended in its entirety to read as follows:

**Chapter 11  
Housing  
Part 1  
MOVING PERMITS**

**§ 11-101 Unlawful to Move Without Notice.**

It shall be unlawful for any person 18 years of age or older to move into the Township of Salisbury (the "Township"), to move out of the Township, or to move from one place to another within the Township, without notice to the Township Secretary of such moving. Said notice shall be given in the case of persons moving into the Township within one week **prior to** moving into the Township and in the case of persons moving out of the Township or from one place within the Township to another place within the Township at least 24 hours before said move is made. Included in each notice as given shall be the

name of the moving person, the address from which the person is moving, the address to which said person is moving, and the name and address of the moving person's employer.

**§ 11-102 Obligation of Landlords.**

~~Any person, firm, or corporation who owns real estate in the Township which it leases or rents out as either a business, dwelling or mobile home site shall furnish to the Township Secretary the address of the real estate and the names of the person to whom said real estate, or any part thereon, is rented and the names of any tenants who move from said real estate. In the case of tenants moving into such real estate, said information shall be furnished within one week after the tenant moves into the real estate and in the case of tenants moving out of said real estate, said information shall be furnished within 48 hours of receipt of notice by the owner of the real estate that the tenant is terminating such lease or, in the absence of such notice, within 24 hours of the time when the tenant actually moves out of said property.~~

**§ 11-102 Moving Permit Required.**

No person, firm, or corporation shall transport or move, or cause to be transported or moved, any household goods or personal property in bulk into the Township, out of the Township, or from place to place within the Township, without first securing from the Township a permit for such transportation or moving. **A moving permit shall be required to be in possession of the person, agent or representative of a household or business in attendance during the course of the move and such permit shall be presented when requested by an official or agent of the Township.**

**§ 11-103 Application.**

1. Application for moving permit shall be made to the Township Secretary, or his designee, on forms supplied by the Township Secretary. In applying for such permit, the applicant shall state the names of the owners of the goods being moved, the address from which said goods are being moved, and the address to which said goods are to be moved, whereupon a permit for such moving shall be issued upon payment of a permit fee.
2. Applicant shall also state the following information if moving into an apartment:
  - A. Whether the apartment is located within an apartment complex or a single-family dwelling;
  - B. Whether the apartment has a private entrance with or without separation from the main dwelling;
  - C. Whether the apartment has a private kitchen; and
  - D. Whether the apartment is in a basement level of a building structure.
3. All information provided shall be true and correct.

**§ 11-104 Fees.**

The Township shall issue a moving permit to all qualified applicants upon payment of a permit fee in the amount of \$10 or an amount as established from time to time by the Board of Commissioners by resolution.

**§ 11-105 Obligation of Moving Companies.**

Any person who is in the business of transporting or moving personal property in bulk from one location to another as herein before described shall be obligated to verify that the proper moving permit has been issued prior to the moving or transporting of any personal property, either within the Township or to a point outside of the Township.

**§ 11-106 Penalties.**

Any person violating any term or provision of this Part 1 shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300 or to undergo imprisonment for a period of not more than ~~90~~ **30** days, or both.

ARTICLE 2.

A new Part 2 shall be added to Chapter 11 and entitled “**Rental Property Inspections**” to read as follows:

**Part 2  
Rental Property Inspections**

**§201. Definitions**

- A. “Rental” property, also referred to as “leased” property, shall be defined as any property from which the owner receives payment from the occupant(s), known as tenants, in return for occupying or using the property. Rental properties may be either commercial, storage, industrial, residential or vacation property and may also include properties under lease purchase agreements as well as residential assisted living facilities with permanent live-in quarters as licensed as such by the Commonwealth of Pennsylvania; including providing meals, supervision and services for four or more elderly persons, or other persons needing such care.
- B. Rental Property Registration Certificate: A certificate of operation issued by the Township that must be obtained prior to a rental property being operable and rented out to tenants.

**§202. Registration of Rental Property.**

- A. All owners of any rental property located within Salisbury Township must register all units with the Township on an annual basis and must obtain a Rental

Registration Certificate issued by the Township. The rental property registration application and fee will be due by September 30<sup>th</sup> for the time period January 1 to December 31<sup>st</sup> of the following year.

- B. The rental property registration application shall list the name(s), address and telephone number(s) of the residential property owner(s), the location of the property and the number of units within the rental property, and the names of the current tenants. If the property owner does not live within the designated radius of the rental property, the owner must provide the name of the property manager as required in Section 204(C) of the Ordinance.
- C. The rental property registration certificate shall be issued annually by the Township upon submission of an application/renewal. The certificate is the proof of validity the rental property meets the minimum requirements of this ordinance. The certificate can be revoked if the property is unable to meet the minimum standards of a rental inspection conducted prior to the space becoming re-occupied or following the investigation of a complaint. In such instance, if the violations are found to be significant, the rental property registration certificate will be revoked and it shall be illegal to operate the rental property without such certificate. Additionally, the property owner shall be liable or responsible to repair all violations and pay all fines and penalties before any tenant is allowed to re-occupy the rental property and/or unit.
- D. Failure to register the units with the Office of Code Enforcement and Office of Fire Safety within 90 days from the date of the passage of the ordinance or within 30 days following the purchase or conversion of a structure to a residential rental property shall constitute a violation of this Ordinance.

**§203. Inspection of Rental Properties and Certificate of Occupancy Required.**

- A. All rental properties shall be inspected to assure compliance with the minimum maintenance requirements and standards for such properties as set forth in this Ordinance. Such inspection shall occur each time the property is vacated following a change of tenancy and prior to a new tenant taking possession of or occupying the premises. Subsequent to a favorable passing inspection, rental property owners will receive a certificate of occupancy issued by the Township. Such owner shall make arrangement for an inspection of the premises with the Township and secure from the Township a certificate of occupancy. A certificate shall not be issued unless the inspection required by this Ordinance has been completed and all violations are abated. Where a rental property is to be demolished and a valid demolition permit conforming to the Building Code of the Township of Salisbury has been obtained, the provisions set forth in this Ordinance shall not be applicable, and a certificate of occupancy shall not be required provided such rental property is demolished.

- B. The designated Township rental property inspector shall be authorized to inspect any rental property resulting from a complaint or incident pertaining to conditions and/or activities on the premises of a rental property. If necessary, the designated Township rental property inspector may file for the appropriate search warrant(s) for rental properties in which owners refuse to grant access.

**§204. Additional Rental Property Owners' Duties and Responsibilities.**

A. Tenant List Responsibility of Landlord. Every owner of any rental property or unit within the Township of Salisbury shall certify in writing to the Township of Salisbury a list including the address and unit/apartment number of all tenants (current and new) who reside in such rental unit and/or property within two (2) weeks prior to the commencement of such rental/lease agreement.

B. General. It shall be the duty of every owner of any property or unit that is rented or leased within the Township of Salisbury to keep and maintain all rental units in compliance with all applicable State laws and regulations and local ordinances and to keep such property in good and safe condition. Every owner/ landlord shall be responsible for regulating the proper and lawful use and maintenance of such rental property. This Section shall not be construed, in any way, as diminishing or relieving the occupants or their guests of their responsibility for their conduct or activity, nor shall it be construed as an assignment, transfer or projection over or onto any owner any responsibility or liability which occupants or their guests may have as a result of their conduct or activity under any private cause of action or civil or criminal enforcement proceeding; nor shall this Section be construed to require an owner to indemnify or defend occupants or their guests when any such action or proceeding is brought against the occupant or its guests based upon the occupant's conduct or activity. This Ordinance is not intended to, nor shall its effect be, to limit any other enforcement remedies which may be available to the Township against an owner, occupant or guest thereof.

C. Designation of Property Manager. Every rental property owner who is not a full-time resident of the Township, and/or who does not live within twenty (20) miles of the boundaries of Township, shall designate a property manager who shall reside within the Township borders or in an area that is no more than twenty (20) miles from the Township boundary line.

1. If the owner is a corporation, a property manager shall be required if an officer of the corporation does not reside within the aforementioned area. In the event an officer of a corporation lives within the aforementioned area requirement, then he/she shall perform the same function as a property manager.
2. If the owner is a partnership, a property manager shall be required if either partner does not reside within the aforementioned area. In the event that one or

more partners live within the aforementioned area requirement, he/she shall perform the same function as a property manager.

3. The property manager shall be the agent of the owner for service of process and receiving of notices and demands, as well as for performing the obligations of the owner under this Ordinance and under rental agreements with occupants.

4. The identity, address and telephone number(s) of a person who is designated as a property manager hereunder and any changes thereof shall be provided in writing by either the rental property owner or the property manager to the Township and such information shall be kept current and updated as it changes in accordance with this Ordinance.

D. Minimum Rental Property Maintenance Standards. The minimum maintenance requirements and standards for rental properties shall include the following, but not be limited to:

1. Exterior Property Areas. All exterior property and premises shall be maintained in a clean and sanitary condition and all walkways shall be maintained free from hazardous conditions.
2. Exterior Structure. Shall be maintained in good repair, structurally sound and watertight.
3. Interior Structure. Shall be maintained in good repair, structurally sound and in sanitary condition.
4. Handrails. Shall be required at:
  - a.) All exterior and interior stairways three risers high or more.
  - b.) All porches, decks, landings, etc., over 30 inches high shall have handrails and guardrails spaced to prevent a four-inch sphere from passing through.
5. Windows. All glazing materials shall be maintained free from cracks and holes. Every operable window shall be capable of being held up by its own hardware.
6. Smoke Detectors. Shall be required on every floor, including basement and every bedroom.
7. Carbon Monoxide Detectors. Shall be required as per PA Act 607 required carbon monoxide detection and alarms in all multifamily dwellings and apartment buildings.
8. Fire Protection Systems. All systems, devices and equipment to detect a fire, actuate an alarm or suppress a fire shall be maintained in an operable condition at all times. There shall be a working fire extinguisher on each floor.
9. Electrical-GFIC Receptacles. Shall be required in all bathrooms, powder rooms, garages, unfinished basements and all outside receptacles.
  - a.) All receptacles will be checked for polarity and correct wiring.
  - b.) Every tenant shall be served by a main service of not less than 60 amps, three wire which shall be accessible to the tenant.

- c.) All electric wiring must be secured. Conductors must terminate and/or connect to an enclosed junction box.
- d.) Extension cords over six feet long are not allowed.
- e.) Exit signs shall be illuminated at all times, and emergency lighting shall be adequate and operational where required.

10. With respect to a residential rental property, the number of persons occupying a dwelling unit shall not create conditions that, in the opinion of the code official, endanger the life, health, safety or welfare of the occupants.

E. Exemptions. The provisions of this Ordinance shall not apply to health care facilities, wherein all operations of such facilities are subject to county, State or Federal licensing or regulation concerning the health and safety of users, patients or tenants.

F. Failure and/or refusal by the residential rental property owner and his/her designated agent to secure the necessary certificate of occupancy, or failure and/or refusal to provide access for inspection upon reasonable notice shall be deemed a violation of this Ordinance.

**§205. Fees.**

A. The owner of the rental property is responsible for the registration, inspection, repair, and associated fees for the rental property. The fees shall be established by the Board of Commissioners and shall be set forth in the Salisbury Township Schedule of Fees. The fees shall be paid during the registration period and prior to an inspection. The fees shall be the sole responsibility of the current owner of the property. Fees may be amended by Resolution of the Board of Commissioners of Salisbury Township.

1. Registration Fee: A pre-set fee that must be paid annually to the Township of Salisbury prior to September 30<sup>th</sup> for the cycle of January 1 through December 31 of the following year which covers the certificate issued by the Township enabling a rental property owner to rent the space or property during this time. Fees are established as follows:
  - a.) For properties with 1 – 20 units = \$20 per unit
  - b.) For properties with 21 – 50 units = \$500 flat fee
  - c.) For properties with 51 or more units = \$750 flat fee
2. Fee for inspection: The inspection fee is a \$50 flat fee which shall cover an initial rental inspection and inspection(s) prior to space becoming (re)occupied. This is NOT the registration fee.
3. Fee for re-inspection or non-compliance: Any additional re-inspections may be subject to an additional fee of \$25 per re-inspection until code compliance is achieved.

**§206. Penalty.**



Any person, firm or corporation which violates the provisions of this Ordinance shall be subject to the following penalties:

- A. First Violation. A fine up to \$300, or 30 days imprisonment, or both.
- B. Second Violation. A fine up to \$500, or 60 days imprisonment, or both.
- C. Third and Each Subsequent Violation. A fine up to \$1,000, or 90 days imprisonment, or both.

**§207. Miscellaneous.**

A. By conducting the inspections pursuant to this Ordinance, the Township does not warrant or guarantee the complete safety or suitability of any rental property.

B. For all inspections conducted pursuant to this Ordinance, the Office of Code Enforcement shall not be responsible for violations that occur between the inspection and settlement date and/or rental period.

C. The Township of Salisbury may establish policies and procedures to be implemented with respect to this Ordinance which shall become effective upon approval by resolution of the Salisbury Township Board of Commissioners.

**ARTICLE III. APPEALS AND SEVERABILITY**

**§301. Appeals.**

Any person, partnership, corporation, trust or other entity aggrieved or affected by any provision of this Ordinance or any code issued thereunder may appeal the same to the Salisbury Township Building Code Board of Appeals.

**§302. Severability.**

The provisions of this Ordinance are severable. If any sentence, clause or section of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent that this Ordinance would have been adopted had such unconstitutional, illegal or invalid provision been included herein.

**§303. Effective Date.**

This Ordinance shall take effect Sixty (60) days after the adoption thereof.

**§304. Repealer.**

All Ordinances or Resolutions or parts of Ordinances or Resolutions, in so far as they are inconsistent herewith, shall be and the same are hereby repealed.

Duly adopted and enacted at a session of the Board of Commissioners held on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

By: \_\_\_\_\_  
Robert Martucci, Jr., President  
Board of Commissioners

**ATTEST:**

\_\_\_\_\_  
Cathy Bonaskiewich, Secretary

DRAFT

**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Commissioners Workshop Meeting**  
**October 11, 2018**  
**7:30 p.m.**  
(approximate time)

**Topics of discussion:**

- Distribution of Proposed 2019 Budget