

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
April 9, 2020  
REGULAR MEETING – 7:00 PM**

*\*SPECIAL NOTIFICATION - This public meeting of the Salisbury Township Board of Commissioners was held online using the Zoom virtual meeting platform due to the COVID-19 pandemic and social distancing guidelines.*

**CALL TO ORDER**

Commissioner Brinton called the meeting to order at 7:05 p.m.

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

**ROLL CALL**

**Board Members Present:**

Debra Brinton, President  
Rodney Conn, Vice-President  
James Seagreaves, President Pro-Tempore  
Joanne Ackerman  
Heather Lipkin

**Staff Present:**

Cathy Bonaskiewich, Township Manager  
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator  
Paul Ziegenfus, Finance Director  
John Andreas, Director of Public Works  
Kevin Soberick, Chief of Police  
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor  
David Tettermer, representative of Keystone Consulting Engineers, Township Engineer  
Kerry Rabold, Community Development  
Genny Baillie, Recreation Director

**NOTIFICATION**

Ms. Bonaskiewich welcomed the attendees to the regular meeting of the Board of Commissioners for April 9, 2020. She noted that the meeting is being held online using the Zoom virtual meeting platform due to the current COVID-19 conditions and with respect to social distancing and public gathering guidelines. Ms. Bonaskiewich commented that the meeting is being recorded electronically for the purpose of taking the Minutes and asked that attendees keep background noise to a minimum. She stated that if anyone would like to comment on a particular agenda item or during courtesy of the floor, he/she should unmute his/herself and use the hand raise button. All public comments on agenda items will be taken prior to the vote and all public comments related

to non-agenda items will be taken after the agenda has been satisfied. Ms. Bonaskiewich requested speakers to please announce his/her name and address.

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

**Motion by Commissioner Ackerman, seconded by Commissioner Conn, to approve the unaudited Financial Report for the period ending February 29, 2020.**

**Roll Call:**

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

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

Commissioner Ackerman inquired about the \$7,000 invoice for three new computers listed on the Bills Payable. Mr. Ziegenfus stated that the price reflects four, good-quality laptops and were purchased so more employees could work from home. Commissioner Brinton noted that the Township can attempt to be reimbursed for any expenses incurred during the pandemic. Mr. Ziegenfus commented that the Township is planning to seek reimbursement for those computers because they were specifically purchased to allow employees to continue working from home during the stay at home order.

Commissioner Ackerman also commented that she hopes the Township is getting the best price available for gas as the prices have been coming down. Mr. Andreas stated that the Township purchases gas through the county contract that is based on the daily market, so the Township is receiving the best price and without the taxes that other consumers experience at the pump.

**Motion by Commissioner Ackerman, seconded by Commissioner Lipkin, to approve the list of Bills Payable for the periods 3/7/2020-3/20/2020 & 3/21/2020-4/3/2020, broken down as follows:**

**3/7/2020 - 3/20/2020:**

\$185,902.16 = GENERAL  
\$1,112.06 = FIRE  
\$0 = LIBRARY  
\$74,795.80 = WATER  
\$11,476.50 = SEWER  
\$10,240.30 = REFUSE & RECYCLING  
\$44,108.39 = HIGHWAY AID  
\$2,614.64 = CAPITAL GENERAL  
\$12,000 = CAPITAL FIRE  
\$46,817.00 = CAPITAL SEWER  
\$30,734.00 = SUBDIVISION & ESCROW  
**\$419,800.85 = GRAND TOTAL ALL FUNDS**

**3/21/2020 - 4/3/2020:**

\$64,541.55 = GENERAL

\$1,903.06 = FIRE

\$0 = LIBRARY

\$2,333.37 = WATER

\$13,498.11 = SEWER

\$96,052.47 = REFUSE & RECYCLING

\$243.14 = HIGHWAY AID

\$8,516.02 = CAPITAL SEWER

**\$187,087.72 = GRAND TOTAL ALL FUNDS**

**Roll Call:**

COMMISSIONER LIPKIN – YES

COMMISSIONER ACKERMAN – YES

COMMISSIONER SEAGREAVES – YES

COMMISSIONER CONN – YES

COMMISSIONER BRINTON – YES

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

**MINUTES**

**March 12, 2020**

Commissioner Brinton declared the Minutes of March 12, 2020 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

**Resolution to Approve Driveway Grade Waiver Request for 1248 Taft Avenue.**

Ms. Bonaskiewich stated that the owner of the property, Ms. Marie Searfoss, is requesting a waiver regarding SALDO Section 1011.6.C with respect to the driveway slope requirement. She noted that the request is to increase the slope of the initial 20 feet from the street right-of-way line from 4% to 7.5% due to existing conditions on a pre-existing lot. Ms. Bonaskiewich commented that the request was reviewed by the Planning Commission at their meeting on March 10, 2020 and they recommended approval by the Board.

Mr. Tetterer noted that he does not have any objections.

**Motion by Commissioner Ackerman, seconded by Commissioner Lipkin, to adopt Resolution No. 04-2020-1675, approving a driveway grade waiver request for 1248 Taft Avenue.**

**Roll Call:**

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

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

**MOTIONS**

**Motion to Ratify the Declaration of Disaster Emergency for Salisbury Township.**

Ms. Bonaskiewich noted that Commissioner Brinton has already signed the Disaster Emergency Declaration in an effort to expedite it to the County soon after the disaster was announced by Governor Wolf. She explained that the Declaration will enable the Township to file for reimbursement through PEMA for any purchases that were made due to the COVID-19 pandemic.

**Motion by Commissioner Ackerman, seconded by Commissioner Conn, to approve the ratification of the Declaration of Disaster Emergency for Salisbury Township that was signed on March 18, 2020.**

**Roll Call:**

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

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

Ms. Bonaskiewich noted that the next four items are similar in nature and explained that time-line extensions have been granted by the applicants for the Township to review several major and minor subdivisions. In this instance, since the Planning Commission is not able to meet in April and have cancelled their meeting in May, it is up to the Board of Commissioners to decide whether to accept the extensions. Ms. Bonaskiewich stated that all extensions are through to July 31, 2020.

**Motion to Accept Time Extension Granted for Plan Review of Mosser Avenue/886 Flexer Avenue Major Subdivision (Plot 886 LLC).**

**Motion by Commissioner Ackerman, seconded by Commissioner Seagreaves, to accept the time extension granted through July 31, 2020 for the plan review of Mosser Avenue/886 Flexer Avenue Major Subdivision (Plot 886 LLC).**

**Roll Call:**

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

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

**Motion to Accept Time Extension Granted for Plan Review of 3240 Eisenhower Avenue Re-subdivision/Lot Line Adjustment (Dr. Yasin Khan).**

**Motion by Commissioner Ackerman, seconded by Commissioner Conn, to accept the time extension granted through July 31, 2020 for the Plan Review of 3240 Eisenhower Avenue Re-subdivision/Lot Line Adjustment (Dr. Yasin Khan).**

**Roll Call:**

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

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

**Motion to Accept Time Extension Granted for Plan Review of 820 Public Road Minor Subdivision (Nicolas Youssef).**

**Motion by Commissioner Ackerman, seconded by Commissioner Lipkin, to accept the time extension granted through July 31, 2020 for Plan Review of 820 Public Road Minor Subdivision (Nicolas Youssef).**

**Roll Call:**

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

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

**Motion to Accept Time Extension Granted for Plan Review of 1453 Lehigh Avenue Minor Subdivision (Marie Searfoss).**

**Motion by Commissioner Ackerman, seconded by Commissioner Lipkin, to accept the time extension granted through July 31, 2020 for Plan Review of 1453 Lehigh Avenue Minor Subdivision (Marie Searfoss).**

**Roll Call:**

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

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

**PRIVILEGE OF THE FLOOR**

Commissioner Lipkin inquired if the Police Department is still actively doing the **abandoned vehicles program** or if it is on hold. Chief Soberick stated that they will address when there is a specific issue of concern, but the patrol has been scaled back. She noted that a constituent inquired about a specific address on Weil Street. Chief Soberick requested that Commission Lipkin email him the information.

Commissioner Ackerman thanked the Department of Public Works for inhibiting the use of the **basketball courts** at Green Acres Park.

Commissioner Brinton commented that the Township's decision to keep the **Drop-off Centers closed** stems from the need to keep residents at least six (6) feet apart and also to not have more than one employee at the site. She suggested that residents place their yard waste in a corner of their property for the time being and mulch grass instead of bringing it to the Drop-off Center. Commissioner Brinton reiterated that the decision is for the protection of the residents and the employees.

Ms. Patricia Bokanyi of 2325 Honeysuckle Road expressed concerns about the expansion of **Franko Drop-off Center** which she believes includes the removal of healthy trees and underbrush in an effort to expand the area for the storage of stone and Public Works equipment. She stated that because of the clearing that occurred, the water run-off to the properties below the Drop-off Center as well as to the Trout Creek Watershed has increased. Ms. Bokanyi inquired if there is anything that can be done to slow the run-off, like a retention pond or drainage system. Mr. Andreas stated that is something Public Works has dealt with in the past and he noted that he is available to meet and look at the area to better understand Ms. Bokanyi's specific concerns.

Ms. Bokanyi inquired if the site is now a staging area for Public Works. Mr. Andreas stated that it is not a staging area, but there are already pre-existing storage facilities at Franko as well as an area to stock materials such as modified stone, compost and mulch. Ms. Bokanyi questioned if the stock piling of materials is allowed in a CR Zoning District and if it was necessary to clear all

the ground because that is causing more water run-off issues. Mr. Andreas stated that he can revisit the site and will attempt to manage it as effectively as possible. He noted that the Conservation District had deemed it to be a “nice working site”.

It was the consensus of the Board to **cancel the meeting on April 23, 2020** and to proceed with the following scheduled meeting on May 14, 2020.

A discussion ensued regarding holding other (Zoom) online virtual meetings in place of in-person meetings.

Mr. Joshua Wells, Fire Chief of WSFD, announced that there will be an **appreciation parade** at the LVHN Cedar Crest campus on Friday, April 10, 2020 at 11:00 am involving area fire and police departments.

Chief Wells stated that City Line Construction is helping to manufacture **hand sanitizer** and is working with first responders to get it to them.

Mr. Ziegenfus stated that the preliminary paperwork for the **USDA loan application for WSFD** was submitted last week and they have up to 45 days to respond. He noted that the interest rate for the quarter is now at 2.375%, but it cannot be locked until the project is approved.

Commissioner Brinton inquired if the loan is approved would construction of a fire house be considered essential. Chief Wells commented that part of the problem is that WSFD still has to go through Planning and Zoning for approval, and as long as those meetings are cancelled, they cannot move forward on the project.

Mr. Sandy Nicolo thanked Ms. Kerry Rabold for her help in the **Community Development department** while he has been out of the office these past few weeks. He also noted that the issue of junk piled behind the hair salon on West Emmaus Avenue has been taken care of.

### **ADJOURNMENT**

Commissioner Lipkin made a motion to adjourn the meeting. Seconded by Commissioner Conn. The time was 7:54 pm.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on April 9, 2020.

Approved and certified on this date:

---

Cathy Bonaskiewich

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