

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
February 25, 2021
REGULAR MEETING – 7:00 PM**

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

PLEDGE OF ALLEGIANCE

CALL TO ORDER

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

Commissioner Brinton announced that an Executive Session will be held regarding legal matters at the conclusion of the meeting.

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
Heather Lipkin
Alok Patnaik – EXCUSED

Staff Present:

Cathy Bonaskiewich, Township Manager
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator
Paul Ziegenfus, Finance Director
James Levernier, Acting Director of Public Works
Kevin Soberick, Chief of Police
Kerry Rabold, Planning and Zoning Officer
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor
David Tettermer, representative of Keystone Consulting Engineers, Township Engineer

NOTIFICATION

Ms. Bonaskiewich welcomed the attendees to the regular meeting of the Board of Commissioners for February 25, 2021. She noted that the meeting is being held in a hybrid setting 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 themselves muted to 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 for the purpose of taking down the Minutes.

APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE

Motion by Commissioner Lipkin, seconded by Commissioner Conn, to approve the unaudited Financial Report for the period ending December 31, 2021, and list of Bills Payable for the periods 1/23/21-2/5/21 and 2/6/21-2/19/21, broken down as follows:

1/23/21-2/5/21:

\$60,492.84 = GENERAL
\$1,916.05 = FIRE
\$43,000.00 = LIBRARY
\$3,922.32 = WATER
\$7,696.18 = SEWER
\$130,176.67 = REFUSE & RECYCLING
\$252.41 = HIGHWAY AID
\$8,631.28 = CAPITAL SEWER
\$256,087.75 = GRAND TOTAL ALL FUNDS

2/6/21-2/19/21:

\$119,661.84 = GENERAL
\$30,806.91 = FIRE
\$0 = LIBRARY
\$18,561.54 = WATER
\$214,300.04 = SEWER
\$2,431.18 = REFUSE & RECYCLING
\$27,948.62 = HIGHWAY AID
\$4,555.18 = CAPITAL SEWER
\$418,265.31 = GRAND TOTAL ALL FUNDS

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

MINUTES

January 28, 2021

Commissioner Brinton declared the Minutes from January 28, 2021 accepted as presented.

NEW BUSINESS

ORDINANCES

None.

MOTIONS

Motion to Ratify Declaration of Snow Emergency for Winter Storm Orlena.

Ms. Bonaskiewich noted that the Township declared a Snow Emergency on February 1st and 2nd in the event there were any lingering effects from the winter storm.

Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to approve the ratification of the Declaration of a Snow Emergency for Winter Storm Orlena.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Motion to Approve Payment #2 (Final) to Insituform Technologies for the 2020 Sanitary Sewer Rehab Cured-In-Place Pipe Lining (CIPPL) Contract in the amount of \$4,555.18.

Commissioner Seagreaves noted a minor math error on the payment application itself, but Mr. Tettermer confirmed the correct amount as \$4,555.18.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to approve Payment #2 (Final) to Insituform Technologies for the 2020 Sanitary Sewer Rehab Cured-In-Place Pipe Lining (CIPPL) Contract in the amount of \$4,555.18.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Motion to Approve entering into a MOU with the School District for School Resource Officers.

Ms. Bonaskiewich reminded the Board that updating the MOU is something the Township routinely does every two years and all the details have stayed the same.

Motion by Commissioner Seagreaves, seconded by Commissioner Lipkin, to approve entering into a MOU with the School District for School Resource Officers.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Motion to Award Proposal for Third-Party Building Inspection and Plan Review Services.

Ms. Bonaskiewich stated that the Township received five responses from the RFP that was sent out in December. She noted that Mr. Nicolo checked references and he is recommending to move forward with appointing Barry Isett & Associates.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to award the proposal for a Third-Party Building Inspection and Plan Review Services to Barry Isett & Associates.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Motion to Award Proposal to perform Auditing Services for Fiscal Years 2020-2022.

Ms. Bonaskiewich noted that the Township received five proposals from the RFP that was sent out in November for auditing services. She commented that audits will take place from 2020-2022 with the possibility of two, one-year extensions if the Township is so inclined to do so. Ms. Bonaskiewich stated that after Mr. Ziegenfus researched the five proposals, he is recommending to move forward with the appointment of Frey & Company.

Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to award the proposal from Frey & Company to perform Auditing Services for Fiscal Years 2020-2022.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES

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

The Motion passed by 4-0.

RESOLUTIONS

Resolution to Appoint Township Building Code Official.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to approve Resolution No. 02-2021-1701, appointing Barry Isett & Associates as the Township’s Building Code Official.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Resolution to Appoint a Township Auditor to perform the Township’s audit for Fiscal Year 2020.

Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to adopt Resolution No. 02-2021-1702, appointing Frey & Associates to perform the Township’s audit for Fiscal Year 2020.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Resolution to Approve Grading Plan Waiver Request for 1756 Ritter Street.

Mr. Tetterer stated that they are requesting a Waiver from a SALDO requirement of obtaining Lehigh County Conservation District’s approval of a grading plan. He noted that it is a small site with minimal amount of earth grading, and it is a straightforward plan without any major drainage issues. Mr. Tetterer commented that the Planning Commission recommended approval of the waiver.

Motion by Commissioner Lipkin, seconded by Commissioner Conn, to adopt Resolution No. 02-2021-1703, approving the Grading Plan Waiver Request for 1756 Ritter Street.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Resolution to Approve Grading Plan Waiver Request for 2911 Beacon Road.

Mr. Tetterer stated that the Waiver request is from the SALDO requirement of a 10% maximum driveway slope. He noted the maximum slope in the Zoning Ordinance is 15%. Mr. Tetterer explained that in order to perform improvements on a cell tower, the existing stone driveway needs to be rebuilt. He commented that the drive is used very minimally so he and the Planning Commission recommend approving the Waiver request.

Motion by Commissioner Conn, seconded by Commissioner Seagreaves, to adopt Resolution No. 02-2021-1704, approving the Grading Plan Waiver Request for 2911 Beacon Road.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Resolution Setting the Fee Schedule for 2021.

Ms. Bonaskiewich noted that the Township sets the fee schedule annually, and the only change is the refuse rate.

Motion by Commissioner Seagreaves, seconded by Commissioner Lipkin, to 02-2021-1705, setting and fixing the Fee Schedule for 2021.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

Resolution to Approve the Change of the RCN Franchise Agreement.

Ms. Bonaskiewich commented that there is an equity ownership change of RCN, but no terms have changed and all of the franchise agreements that are in place will remain in place. She noted that this is just a change in ownership on their end, so the Resolution is formalizing that the Township is accepting that change and consenting to the new owner under all current terms.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to adopt Resolution No. 02-2021-1706, approving the change of the RCN Franchise Agreement.

Roll Call:

COMMISSIONER PATNAIK – EXCUSED
COMMISSIONER LIPKIN – YES
COMMISSIONER SEAGREAVES – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 4-0.

PRIVILEGE OF THE FLOOR

The Board thanked the Department of Public Works for their snow plowing efforts with the recent storms.

Commissioner Seagreaves thanked Eastern Salisbury Fire Department for clearing snow around the fire hydrants.

Commissioner Brinton brought forth an inquiry from a resident regarding the enforcement of clearing the snow from around fire hydrants. Chief Soberick commented that there is not a law requiring snow removal around hydrants.

Commissioner Brinton commented that the Township is trying to resolve the concerns with trash and recycling collection. Ms. Bonaskiewich stated that there have been a lot of changes this year with a new contract, in addition to weather issues, but going forward, Republic Services should have everything cleaned up and caught up. She also noted that a flyer mailed to all residents from Republic regarding household hazardous waste collection and electronic recycling listed an incorrect phone number – residents should be calling 484-273-3940.

Chief Soberick thanked the Department of Public Works and both Fire Departments for working together during the recent snow storms. Commissioner Brinton thanked Chief Soberick for his comprehensive year-end report.

Mr. Ian Dodson, Fire Chief of ESFD, thanked the Department of Public works for immediately responding to each EMS call with the Fire Department for 72 hours during Winter Storm Orlena.

Ms. Bonaskiewich noted that the traditional Township Egg Hunt cannot be done this year, but the Recreation Advisory Committee was hoping to do something else and Ms. Baillie will provide information once a decision has been made.

Mr. Daniel Soria from the Salisbury Youth Association inquired about the status of the proposed Franko ballfield improvement plan previously submitted by SYA. Ms. Bonaskiewich noted that it has been discussed internally and she does not anticipate any action on it this year. She commented that she is trying to explore other alternatives like partnering with the School District or executing the Master Site Plan.

A discussion ensued regarding the use of the School District's fields versus the fields at the Township's parks. Mr. Soria reiterated the need for the redesign of the field at Franko Park specifically since that is where the batting cage and sheds are located. He clarified that they are requesting a cut back of the skirt and an installation of a pitcher's mound. Mr. Soria commented that the improvements can offer an entirely new level of baseball to the Youth Association.

Commissioner Brinton commented that the Township has nine fields and SYA uses seven of them. She noted that the parks are for everybody and were not designed or made for professional baseball.

Ms. Bonaskiewich noted that she met with Ms. Monica Deeb, the athletic director of Salisbury School District, because she believes there should be some participation on their part to help facilitate the field improvements. She noted that the meeting was not very productive, but she will continue to pursue it.

Mr. Dennis Grejda, a member of SYA, requested that the Board review the updated proposal, knowing that SYA cannot use the Middle School field (as previously discussed). Mr. Soria noted that SYA will take financial responsibility of the field improvement project.

Mr. Levernier stated that even if the Township agreed to do something with the Franko field, there is a swale just past the infield in the grass. He explained that the swale, in order to reskim the field another four-to-six feet, would have to be moved, and the whole field would need to be regraded and reseeded. Mr. Levernier further explained that if the Township would agree to do all that work, the field would still not be a playable field this season.

Mr. Soria thanked Mr. Levernier for explaining the challenges the Township faces with the proposal. He questioned if the improvements would be considered for next year. Mr. Levernier stated if the Township agrees to do the work, the timing would come down when SYA would be willing to lose the field for the season. Mr. Soria stated that it is something they can work with by reallocating the fields, probably in the fall season.

Commissioner Lipkin stated that since the Township is looking to do a Master Site Plan at Laubach and Franko Parks, the Township is not considering redoing the fields at this time. Mr. Grejda inquired about the time frame of the Master Site Plan. Commissioner Lipkin stated that there is no timeline right now. Ms. Bonaskiewich explained that it is strictly a financial decision and it could be in two-to-five years.

Commissioner Lipkin inquired if SYA could play all their games away. Mr. Grejda responded that they already considered that idea, but they believe it is an advantage for the kids to play at their own field.

Commissioner Brinton stated that the issue, along with the execution of the Master Site Plan, will be discussed at a later time. It was the consensus of the Board that the field improvements at Franko will not occur this season.

ADJOURNMENT

Commissioner Conn made a motion to adjourn the meeting. Seconded by Commissioner Lipkin. The time was 8:04 p.m.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official minutes of the Regular Meeting of the Board of Commissioners held on February 25, 2021.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL