

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
November 10, 2022
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 Brinton asked everyone to rise and recite the Pledge of Allegiance.

CALL TO ORDER

Commissioner Brinton called the meeting to order at 7:00 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
Heather Lipkin, President Pro-Tempore
Alok Patnaik
Alex Karol

Staff Present:

Cathy Bonaskiewich, Township Manager
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator
Paul Ziegenfus, Finance Director
James Levernier, Director of Public Works
Donald Sabo, Chief of Police
John Ashley, Esquire, representative of Davison & McCarthy, Township Solicitor
David Tettermer, representative 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 comment related to non-agenda items will be taken after the agenda has been satisfied. Ms. Bonaskiewich reminded everyone of the three-minute 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 LIST OF BILLS PAYABLE

Motion by Commissioner Karol, seconded by Commissioner Conn, to approve the list of Bills Payable for the period 10/22/22–11/4/22, broken down as follows:

\$62,597.58 = GENERAL
\$1,006.43 = FIRE
\$129,000.00 = LIBRARY
\$132,129.00 = WATER
\$145,757.62 = SEWER
\$143,976.96 = REFUSE & RECYCLING
\$212.48 = HIGHWAY AID
\$85,503.60 = CAPITAL GENERAL
\$700,183.67 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays.

MINUTES

October 27, 2022

Commissioner Brinton declared the Minutes from October 27, 2022 accepted as presented.

NEW BUSINESS

ORDINANCES

Ordinance Authorizing Issuance of 2022 General Obligation Note in the amount of \$1,841,000.

Ms. Bonaskiewich stated that Mr. Chris Gibbons from Concord Financial was present, as well as Attorneys Kevin Reid and Richard Campbell from King, Spry, Herman, Freund & Faul, LLC as bond counsel, because the Township is borrowing funds to purchase the McAuliffe property along South Pike Avenue.

Mr. Gibbons presented the financial package for a loan term of 15 or 20 years. He noted that the best proposal came from Embassy Bank at an interest rate of 3.5%, variable after the seventh year, but with a cap of 4.5%.

Ms. Bonaskiewich noted that she and Mr. Ziegenfus are recommending the 20-year term because the annual debt services will be a lesser amount, and it gives the Township more flexibility for budgeting purposes. She commented that the Township could also pay off the loan earlier if that is desired.

Motion by Commissioner Karol, seconded by Commissioner Patnaik, to adopt Ordinance No. 11-2022-656, authorizing the issuance of a 2022 General Obligation Note in the amount of \$1,841,000 with Embassy Bank for a term of 20 years.

Roll Call:

COMMISSIONER KAROL – YES
COMMISSIONER PATNAIK – YES
COMMISSIONER LIPKIN – YES
COMMISSIONER CONN – YES
COMMISSIONER BRINTON – YES

The Motion passed by 5-0.

Ordinance Approving Procedures for the Collection of Unpaid Real Estate Taxes.

Commissioner Brinton noted this Ordinance has been discussed previously during a Workshop session. Mr. Ziegenfus commented that in addition to the unpaid utility bills, Portnoff Law Associates will now also collect the unpaid real estate taxes.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, adopting Ordinance No. 10-2022-655, approving procedures of the collection of unpaid real estate taxes.

The Board voted: 5 Ayes; 0 Nays

RESOLUTIONS

Resolution Directing Lehigh County Tax Claim Bureau to Cease Collection of Unpaid Real Estate Taxes.

Commissioner Brinton noted that the Resolution represents the Township switching over to Portnoff Law Associates for the unpaid real estate taxes.

Mr. Ziegenfus stated that he will send a letter to the Lehigh County Tax Claim Bureau with the executed Resolution.

Ms. Bonaskiewich commented that Northeast Revenue Service charged a 5% fee of what they collected, but Portnoff does not charge a fee.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to adopt Resolution No. 11-2022-1755, directing Lehigh County Tax Claim Bureau to cease collection of unpaid real estate taxes.

The Board voted: 5 Ayes; 0 Nays

Resolution Appointing Chief of Police.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to adopt Resolution No. 11-2022-1759, appointing Donald Sabo, Jr. as Chief of Police.

The Board voted: 5 Ayes; 0 Nays

Chief Sabo was sworn-in by District Judge Michael Pochron. Chief Sabo thanked the Board for their support and stated that he is looking forward to fostering relationships with the community, Lehigh Valley Hospital and businesses in the Township.

Resolution Appointing Interim Emergency Management Coordinator.

Ms. Bonaskiewich noted that Mr. Dennis Tackacs, who currently serves as Deputy EMC, is willing to serve as the EMC temporarily.

Motion by Commissioner Conn, seconded by Commissioner Patnaik, to adopt Resolution No. 11-2022-1760, appointing Dennis Tackacs, Jr. as interim Emergency Management Coordinator.

The Board voted: 5 Ayes; 0 Nays

MOTIONS

Motion Amending Agreement with Portnoff Law Associates to Include Collection of Unpaid Real Estate Taxes.

Commissioner Brinton stated that collecting the unpaid real estate taxes was not included in the original agreement with Portnoff so this motion will amend it.

Motion by Commissioner Karol, seconded by Commissioner Conn, amending the agreement with Portnoff Law Associates to include the collection of unpaid real estate taxes.

The Board voted: 5 Ayes; 0 Nays

The Motion passed 5-0.

Motion Approving Request for Well Isolation Distance Waiver at 1436 Seidersville Road.

Mr. Nicolo stated the owners have demoed a house on the property and are building on top of the existing foundation, but they do not have the distance to meet the separation requirement. Attorney Ashley stated that as a condition of approval, the property owner must enter into an agreement so it is on record that the isolation distance is not met and they are releasing any liability against the Township.

Motion by Commissioner Lipkin, seconded by Commissioner Karol, to approve the request for a well isolation distance waiver at 1436 Seidersville Road, contingent upon the property owner signing a restrictive covenant and indemnity agreement.

The Board voted: 5 Ayes; 0 Nays

Motion Approving Payment #3 (Final) to Columbia Excavating, LLC for Lehigh Avenue Stormwater Improvements Project in the amount of \$19,035.95.

Commissioner Brinton stated that the final payment releases all monies due to the contractor, including the retainage, but the Performance Bond remains in place in the event any issues would arise over the next year.

Mr. Tettemer commented that this payment incorporates a third change order with a deduction of \$3,063 in order for the Township to do some edge work. He noted that he is recommending the approval of the payment.

Commissioner Karol inquired if the \$3,063 will be enough to cover the cost of the work needed. Mr. Tettemer responded that they are working with AMS to finish up the work and that amount will be plenty to cover the cost.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, approving Payment #3 (Final) to Columbia Excavating, LLC for the Lehigh Avenue Stormwater Improvements Project in the amount of \$19,035.95

The Board voted: 5 Ayes; 0 Nays

Motion Authorizing Advertisement of Public Inspection Period for the Proposed 2023 Budget.

Commissioner Brinton stated that by making this motion, we are publicly reading the 2023 Budget. She noted that the Township has to give a 20-day inspection period before the adoption, which is expected happen at the regular meeting on December 8.

Mr. Ziegenfus commented that the Budget will be available on the website on Monday, November 14th and the advertisement will be in the Salisbury Press on Wednesday, November 16th.

Motion by Commissioner Conn, seconded by Commissioner Karol, authorizing the advertisement of public inspection period for the proposed 2023 Budget.

The Board voted: 5 Ayes; 0 Nays

COURTESY OF THE FLOOR

Commissioner Brinton announced that an Executive Session will be held after the Workshop to discuss personnel matters.

Mr. Wendell Mukics of 706 Mortimer Street expressed concerns about a neighbor that has an unused pool with a tree in the center of it. Mr. Nicolo stated that he will follow-up on the matter.

Mr. Mukics congratulated Chief Sabo on his new Chief of Police appointment and thanked the Board for appointing someone who lives locally.

Commissioner Patnaik stated that he met with Mr. Carl Martin from the Wildlands Conservancy and took a tour of the trail they are building by Franko Park. He commented that the Wildlands Conservancy partners with a group who does work for public companies, like municipalities and fire departments, and gets paid for that work by grant funding. He suggested that the Township look into that idea.

Commissioner Conn commented that he is willing to act as the liaison to the Civil Service Commission.

Mr. Levernier stated that the pickleball courts at Green Acres Park are complete and the tennis courts at Devonshire are almost done as well.

Chief Sabo thanked the Board for their encouragement and the honor of being the fifth Chief of Police.

ADJOURNMENT

Commissioner Patnaik made a motion to adjourn the meeting. Commissioner Lipkin seconded the motion. The time was 7:45 p.m.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on November 10, 2022.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL