

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
June 9, 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 – EXCUSED  
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  
Kevin Soberick, 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 Conn, seconded by Commissioner Karol, to approve the list of Bills Payable for the period 5/21/22–6/3/22, broken down as follows:**

\$97,351.81 = GENERAL  
\$1,275.08 = FIRE  
\$0 = LIBRARY  
\$338,259.96 = WATER  
\$12,074.09 = SEWER  
\$142,739.87 = REFUSE & RECYCLING  
\$168.62 = HIGHWAY AID  
\$22,791.77 = CAPITAL GENERAL FUND  
\$234.15 = CASH ALLOCATIONS  
**\$614,895.35** = GRAND TOTAL ALL FUNDS

**Roll Call:**

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

**The motion passed 4-0.**

**MINUTES**

**May 26, 2022.**

Commissioner Brinton declared the Minutes from May 26, 2022 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

**Resolution Amending Section 8.3A of the Civil Service Commission Rules and Regs to reduce the length of service with Township Police Department from 4 years to 3 years for Promotion Eligibility to Corporal or Detective ranks.**

Commissioner Karol asked how many officers would be eligible to move up to the rank of Corporal or Detective after the amendment passes. Chief Soberick replied that several more officers would be eligible and he noted that a lot of the new officers have prior experience with other departments.

**Motion by Commissioner Lipkin, seconded by Commissioner Conn, to adopt Resolution No. 05-2022-1750, amending Section 8.3A of the Civil Service Commission Rules and Regs to**

**reduce the length of service with the Township Police Department from 4 years to 3 years for promotion eligibility to Corporal or Detective ranks.**

**Roll Call:**

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

**The motion passed by 4-0.**

Commissioner Brinton announced that an Executive Session will take place following the Workshop to discuss real estate matters.

**MOTIONS**

**Motion to Approve Block Party Request for the 800 block of East Tioga Street.**

Commissioner Brinton noted that the block party will take place on Saturday, June 25 from 11:00 am – 9:00 pm. She commented that the Police and Fire Departments are aware of the request and the petition was signed by all residents on the block.

**Motion by Commissioner Lipkin, seconded by Commissioner Karol, to approve the block party request for the 800 block of East Tioga Street.**

**The Board voted: 4 Ayes; 0 Nays**

**Motion to Authorize Execution of Revised Fountain Hill Sewer Agreement for the 30-year term 01/01/2022-12/31/2051.**

**Motion by Commissioner Karol, seconded by Commissioner Conn, to authorize the execution of revised Fountain Hill Sewer Agreement for the 30-year term 01/01/2022-12/31/2051.**

**The Board voted: 4 Ayes; 0 Nays**

**Motion to approve Change Order #2 for Laubach Park Stormwater Improvements Project (\$15,663.36 Increase).**

Mr. Tettemer commented that the Change Order is due to an unexpected stormwater pipe that conflicted with other things on the site, so an agreement was made to eliminate it.

**Motion by Commissioner Lipkin, seconded by Commissioner Conn, to approve Change Order #2 for Laubach Park Stormwater Improvements Project (\$15,663.36 Increase).**

**The Board voted: 4 Ayes; 0 Nays**

**Motion to Appoint Change Order #3 for Laubach Park Stormwater Improvements Project (\$23,730.59 Increase).**

Mr. Tetteimer noted that this Change Order is needed due to a design revision based on the soils on site.

**Motion by Commissioner Lipkin, seconded by Commissioner Karol, to approve Change Order #3 for Laubach Park Stormwater Improvements Project (\$23,730.59 Increase).**

The Board voted: 4 Ayes; 0 Nays

**Motion to Approve Payment #2 to CMR Construction for Laubach Park Stormwater Improvements Project in the amount of \$90,517.08.**

Mr. Tetteimer stated that the payment represents the work done thus far and Keystone has approved all construction.

**Motion by Commissioner Conn, seconded by Commissioner Karol, to approve Payment #2 to CMR Construction for Laubach Park Stormwater Improvements Project in the amount of \$90,517.08.**

The Board voted: 4 Ayes; 0 Nays

**Motion to Reject all bids received for the Township Municipal Building HVAC System Upgrade Project.**

Commissioner Brinton commented that all bids received were over the budgeted amount for the work.

**Motion by Commissioner Karol, seconded by Commissioner Conn, to reject all bids received for the Township Municipal Building HVAC System Upgrade Project.**

The Board voted: 4 Ayes; 0 Nays

**Motion to Accept Time Extension granted by the Developer for Land Development at 2638 W Rock Road to March 31, 2023.**

Commissioner Brinton noted that the Girl Scouts need more time to get approvals from DEP. An attorney for the developer was present and thanked the Township staff for their cooperation and professionalism.

Mr. Michael Benning of 3111 Douglas Road asked for an explanation as to why the Township would need a time extension. Attorney Ashley stated that the developer is granting the Township an extension of time to act on the plan because the plan could be deemed approved if it is not acted upon in a certain amount of time.

Attorney Ashley further explained that the Municipal Planning Code was designed by the state legislature to make sure municipalities act on plans within a specific time frame. He noted that the developer is still waiting on an outside agency review, so they are giving the Township an extension of time rather than having to vote to deny the plan and them coming back with the exact

same plan afterwards. Attorney Ashley reiterated that the state legislature set up the format to deal with plans so they are addressed in a timely manner.

**Motion by Commissioner Conn, seconded by Commissioner Karol, to accept time extension granted by the developer for Land Development at 2638 W. Rock Road to March 31, 2023.**

**The Board voted: 4 Ayes; 0 Nays**

**Motion to Accept Time Extension granted by Developer for Land Development at 1493 E. Emmaus Avenue to September 30, 2022.**

**Motion by Commissioner Lipkin, seconded by Commissioner Karol, to accept the time extension granted by the developer for Land Development at 1493 E. Emmaus Avenue.**

**The Board voted: 4 Ayes; 0 Nays**

### **COURTESY OF THE FLOOR**

Mr. Levernier commented that the Department of Public Works wrapped up paving the new courts at Devonshire and they are now waiting on fencing. He is hopeful that the project will be completed in July.

Commissioner Lipkin noted that she attended the regional Lehigh Valley Environmental Advisory Council meeting and commented that any resident can attend their workshop meetings and give feedback on projects.

Commissioner Conn thanked the Department of Public Works for repairing potholes on the west side of the Township.

Commissioner Brinton congratulated Ms. Kerry Rabold on achieving the George Fasic Outstanding Planning Education Award.

Mr. Nicolo stated that Ms. Rabold also received a complimentary letter from the Lehigh Valley Planning Commission for her work on the Township's cluster housing Ordinance.

Mr. Ziegenfus updated the Board with the Township's process of sending delinquent utility/weed accounts to Portnoff Law Associates for collections. He noted that residents with three quarters or more of outstanding bills were sent to Portnoff, which totaled 78 customers and \$358,000.

Mr. Ziegenfus stated that he met with representative from the USDA to discuss financing for the new Fire Station. He commented that he was pleased to find out that there is an exception in their rules to allow for a design/build contract, meaning that the Fire Department can keep a builder who they have already used. Mr. Ziegenfus also noted that it is a lengthy application process with USDA, so the start date of the project is later than anticipated, but the 2.5% financing offered by the USDA will save a significant amount of money over the life of the loan.

Ms. Bonaskiewich announced that the Township is looking to revamp the bylaws for the Environmental Advisory Council in order to gain members and get it started again.

### **ADJOURNMENT**

Commissioner Lipkin made a motion to adjourn the meeting. The time was 7: 30 p.m.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on June 9, 2022.

Approved and certified on this date:

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

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

SEAL