

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—November 22, 2022**  
**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.
- This public session of the Salisbury Township Board of Commissioners will be held in person at 2900 S. Pike Ave., Allentown, PA 18103
- Public Comment Period Policy—Three (3) Minutes Rule

**4. Financial Report – Oct. 2022 and Bills Payable – Period 11/5/22 – 11/18/22**

**5. Approval of the Minutes –November 10, 2022**

**6. New Business**

**A. ORDINANCES - none**

**B. RESOLUTIONS**

1. Resolution Amending Sections 3.9(E) and 5.5 of Civil Service Commission Rules and Regulations regarding Act 120 Certification Requirement and Conditional Appointments for Police Officer Applicants
2. Resolution Requiring Tax Collector to Waive Additional Charges for Real Estate Taxes beginning in Tax Year 2023 Pursuant to Act 57 of 2022.

**C. MOTIONS**

1. Motion Accepting the Resignation of Mr. Andrew Katz from the Township's Civil Service Commission (CSC)

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

**8. Adjournment**

*\*Workshop to follow*

*2900 South Pike Ave, Allentown, PA 18103*

*(Revised 11/21/22)*

**Income Statement- Summary by Fund**  
**1/1 - 10/31/2022**

	General Fund	Capital Fund- General	Fire Fund	Capital Fund- Fire	Library Fund	Water Fund	Sewer Fund	Refuse & Recycling Fund	Debt Service Fund	Highway Aide Fund	Payroll Fund	Combined- All Funds
2022 YTD Revenues	9,780,172	1,250,468	370,238	65,932	76,466	1,970,309	1,635,514	1,909,399	17,123	442,156	40	17,517,818
2022 YTD Expenditures	<u>9,055,605</u>	<u>1,173,651</u>	<u>253,120</u>	<u>65,932</u>	<u>43,527</u>	<u>2,135,851</u>	<u>1,231,750</u>	<u>1,415,830</u>	<u>17,123</u>	<u>613,121</u>	<u>-</u>	<u>16,005,511</u>
2022 YTD Surplus (Deficit)	<u>724,567</u>	<u>76,817</u>	<u>117,118</u>	<u>-</u>	<u>32,938</u>	<u>(165,543)</u>	<u>403,765</u>	<u>493,569</u>	<u>-</u>	<u>(170,965)</u>	<u>40</u>	<u>1,512,307</u>
2021 YTD Surplus (Deficit)	<u>(40,211)</u>	<u>(40,325)</u>	<u>139,286</u>	<u>58,021</u>	<u>33,219</u>	<u>346,256</u>	<u>329,581</u>	<u>469,779</u>	<u>-</u>	<u>160,945</u>	<u>33</u>	<u>1,456,585</u>
Variance over Prior YTD	764,778	117,142	(22,168)	(58,021)	(281)	(511,798)	74,183	23,790	-	(331,910)	7	55,722

GENERAL FUND SUMMARY	2022 BOARD APPROVED BUDGET	1/1 - 10/31/2022 ACTUAL	% OF ANNUAL BUDGET
<b>REVENUES:</b>			
<b>OPERATING:</b>			
TAXES	\$ 7,458,904	\$ 7,287,024	97.7%
PERMITS, FEES & INTEREST	874,853	692,300	79.1%
OTHER OPERATING REVENUE	1,328,000	860,795	64.8%
TRANSFERS FROM OTHER FUNDS	561,150	(6,633)	-1.2%
FROM PRIOR-YEAR RESERVES	600,000	600,000	100.0%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 10,822,907</b>	<b>\$ 9,433,486</b>	<b>87.2%</b>
<b>NON-OPERATING:</b>			
DEVELOPMENT GRANTS & CONTRIBUTIONS	155,000	150,000	96.8%
PRIOR YEAR EXPENSE REFUNDS	100,000	196,686	196.7%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$ 255,000</b>	<b>\$ 346,686</b>	<b>136.0%</b>
<b>TOTAL REVENUES</b>	<b>\$ 11,077,907</b>	<b>\$ 9,780,172</b>	<b>88.3%</b>
<b>EXPENDITURES:</b>			
<b>OPERATING:</b>			
(A) GENERAL GOVERNMENT	\$ 1,439,832	\$ 1,334,627	92.7%
(B) PUBLIC SAFETY	4,265,533	3,704,535	86.8%
(D) PUBLIC WORKS	2,894,472	2,417,468	83.5%
(E) RECREATION	135,086	99,035	73.3%
(F) COMMUNITY DEVELOPMENT	12,800	11,650	91.0%
(G) CONTRIBUTIONS & MISCELLANEOUS	23,600	34,819	147.5%
(H) INSURANCES & EMPLOYEE BENEFITS	189,600	203,003	
(I) TRANSFERS TO OTHER FUNDS	2,116,984	1,250,468	59.1%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 11,077,907</b>	<b>\$ 9,055,605</b>	<b>81.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,077,907</b>	<b>\$ 9,055,605</b>	<b>81.7%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ 724,567</b>	

GENERAL FUND SUMMARY	1/1 - 10/31/2022 ACTUAL	1/1 - 10/31/2021 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
<b>REVENUES:</b>				
<b>OPERATING:</b>				
TAXES	\$ 7,287,024	\$ 6,132,308	\$ 1,154,715	18.8%
PERMITS, FEES & INTEREST	692,300	562,348	129,952	23.1%
OTHER OPERATING REVENUE	860,795	313,920	546,874	174.2%
TRANSFERS FROM OTHER FUNDS	(6,633)	1,101	(7,733)	-702.6%
FROM PRIOR-YEAR RESERVES	600,000	1,260	598,740	47536.1%
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 9,433,486</b>	<b>\$ 7,010,937</b>	<b>\$ 2,422,549</b>	<b>34.6%</b>
<b>NON-OPERATING:</b>				
DEVELOPMENT GRANTS & CONTRIBUTIONS	150,000	179,937	(29,937)	-16.6%
PRIOR YEAR EXPENSE REFUNDS	196,686	232,603	(35,916)	-15.4%
<b>TOTAL NON-OPERATING REVENUE</b>	<b>\$ 346,686</b>	<b>\$ 412,540</b>	<b>\$ (65,854)</b>	<b>-16.0%</b>
<b>TOTAL REVENUES</b>	<b>\$ 9,780,172</b>	<b>\$ 7,423,477</b>	<b>\$ 2,356,696</b>	<b>31.7%</b>
<b>EXPENDITURES:</b>				
<b>OPERATING:</b>				
(A) GENERAL GOVERNMENT	\$ 1,334,627	\$ 1,231,634	\$ 102,994	8.4%
(B) PUBLIC SAFETY	3,704,535	3,357,866	346,669	10.3%
(D) PUBLIC WORKS	2,417,468	2,273,628	143,840	6.3%
(E) RECREATION	99,035	73,751	25,284	34.3%
(F) COMMUNITY DEVELOPMENT	11,650	577	11,073	1919.3%
(G) CONTRIBUTIONS & MISCELLANEOUS	34,819	16,239	18,580	114.4%
(H) INSURANCES & EMPLOYEE BENEFITS	203,003	193,793	9,209	4.8%
(I) TRANSFERS TO OTHER FUNDS	1,250,468	316,199	934,269	295.5%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 9,055,605</b>	<b>\$ 7,463,687</b>	<b>\$ 1,591,918</b>	<b>21.3%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,055,605</b>	<b>\$ 7,463,687</b>	<b>\$ 1,591,918</b>	<b>21.3%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 724,567</b>	<b>\$ (40,211)</b>	<b>\$ 764,778</b>	<b>-1901.9%</b>

## GENERAL FUND- REVENUES

REVENUE DESCRIPTION	2022 BOARD APPROVED BUDGET	1/1 - 10/31/2022 ACTUAL	% OF BUDGET REC'D
PROPERTY TAXES	\$ 3,331,000	\$ 3,260,665	97.9%
LOCAL ENABLING TAXES	3,670,000	3,557,366	96.9%
STATE-SHARED REVENUE	457,904	468,993	102.4%
<b>Total Tax Revenue</b>	<b>\$ 7,458,904</b>	<b>\$ 7,287,024</b>	<b>97.7%</b>
BUS LICENSES & PERMITS	232,000	147,672	63.7%
NON-BUS LICENSES & PERMITS	6,050	12,285	203.1%
FINES	64,000	34,648	54.1%
INTEREST	12,500	10,198	81.6%
RENTS & ROYALTIES	47,303	43,162	91.2%
SERVICE FEES	167,200	110,804	66.3%
REVIEW FEES	160,300	165,825	103.4%
PUBLIC SAFETY FEES	181,500	162,231	89.4%
RECREATIONAL USER FEES	4,000	5,475	136.9%
<b>Total Permits, Fees &amp; Interest Revenue</b>	<b>\$ 874,853</b>	<b>\$ 692,300</b>	<b>79.1%</b>
FEDERAL GRANTS	1,000	-	0.0%
STATE GRANTS	1,260,942	783,687	62.2%
SNOW REMOVAL	2,158	-	0.0%
SANITATION FEES	1,000	3,607	360.7%
MEMBERSHIP FEES	23,000	21,685	94.3%
MISCELLANEOUS REVENUE	9,900	8,011	80.9%
ASSET DISPOSAL	30,000	43,805	146.0%
<b>Total Other Operating Income</b>	<b>\$ 1,328,000</b>	<b>\$ 860,795</b>	<b>64.8%</b>
INTERFUND TRANSFERS	561,150	(6,633)	-1.2%
<b>Total Interfund Transfer Revenue</b>	<b>\$ 561,150</b>	<b>\$ (6,633)</b>	<b>-1.2%</b>
PRIOR YEAR RESERVES	600,000	600,000	100.0%
<b>Total Prior Year Reserves</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>100.0%</b>
CONTRIBUTIONS	155,000	150,000	96.8%
<b>Total Grants &amp; Contribution Revenue</b>	<b>\$ 155,000</b>	<b>\$ 150,000</b>	<b>96.8%</b>
PRIOR YEAR EXPENSE REFUND	100,000	196,686	196.7%
<b>Total Prior Year Expense Refund</b>	<b>\$ 100,000</b>	<b>\$ 196,686</b>	<b>196.7%</b>
<b>Total General Fund Revenues</b>	<b>\$ 11,077,907</b>	<b>\$ 9,780,172</b>	<b>88.3%</b>

## GENERAL FUND- REVENUES

REVENUE DESCRIPTION	1/1 - 10/31/2022 ACTUAL	1/1 - 10/31/2021 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
PROPERTY TAXES	\$ 3,260,665	\$ 2,629,613	\$ 631,051	24.0%
LOCAL ENABLING TAXES	3,557,366	3,060,895	496,471	16.2%
STATE-SHARED REVENUE	468,993	441,800	27,193	6.2%
<b>Total Tax Revenue</b>	<b>\$ 7,287,024</b>	<b>\$ 6,132,308</b>	<b>\$ 1,154,715</b>	<b>18.8%</b>
BUS LICENSES & PERMITS	147,672	116,172	31,500	27.1%
NON-BUS LICENSES & PERMITS	12,285	10,200	2,085	20.4%
FINES	34,648	45,933	(11,285)	-24.6%
INTEREST	10,198	2,777	7,420	267.2%
RENTS & ROYALTIES	43,162	62,602	(19,440)	-31.1%
SERVICE FEES	110,804	106,795	4,009	3.8%
REVIEW FEES	165,825	103,880	61,945	59.6%
PUBLIC SAFETY FEES	162,231	108,663	53,568	49.3%
RECREATIONAL USER FEES	5,475	5,325	150	2.8%
<b>Total Permits, Fees &amp; Interest Revenue</b>	<b>\$ 692,300</b>	<b>\$ 562,348</b>	<b>\$ 129,952</b>	<b>23.1%</b>
FEDERAL GRANTS	-	-	-	0.0%
STATE GRANTS	783,687	200,887	582,799	290.1%
SNOW REMOVAL	-	-	-	0.0%
SANITATION FEES	3,607	2,192	1,415	64.5%
MEMBERSHIP FEES	21,685	23,000	(1,315)	-5.7%
MISCELLANEOUS REVENUE	8,011	33,840	(25,830)	-76.3%
ASSET DISPOSAL	43,805	54,000	(10,195)	-18.9%
<b>Total Other Operating Income</b>	<b>\$ 860,795</b>	<b>\$ 313,920</b>	<b>\$ 546,874</b>	<b>174.2%</b>
INTERFUND TRANSFERS	(6,633)	1,101	(7,733)	-702.6%
<b>Total Interfund Transfer Revenue</b>	<b>\$ (6,633)</b>	<b>\$ 1,101</b>	<b>\$ (7,733)</b>	<b>-702.6%</b>
PRIOR YEAR RESERVES	600,000	1,260	598,740	47536.1%
<b>Total Prior Year Reserves</b>	<b>\$ 600,000</b>	<b>\$ 1,260</b>	<b>\$ 598,740</b>	<b>47536.1%</b>
CONTRIBUTIONS	150,000	179,937	(29,937)	-16.6%
<b>Total Grants &amp; Contribution Revenue</b>	<b>\$ 150,000</b>	<b>\$ 179,937</b>	<b>\$ (29,937)</b>	<b>-16.6%</b>
PRIOR YEAR EXPENSE REFUND	196,686	232,603	(35,916)	-15.4%
<b>Total Prior Year Expense Refund</b>	<b>\$ 196,686</b>	<b>\$ 232,603</b>	<b>\$ (35,916)</b>	<b>-15.4%</b>
<b>Total General Fund Revenues</b>	<b>\$ 9,780,172</b>	<b>\$ 7,423,477</b>	<b>\$ 2,356,696</b>	<b>31.7%</b>

## GENERAL FUND EXPENDITURES

EXPENDITURE CATEGORY	2022 BOARD APPROVED BUDGET	1/1 - 10/31/2022 ACTUAL	% OF ANNUAL BUDGET SPENT
LEGISLATIVE	\$ 19,095	\$ 20,510	107.4%
EXECUTIVE	354,894	327,457	92.3%
FINANCIAL ADMINISTRATION	324,470	278,694	85.9%
TAX COLLECTION	62,295	56,528	90.7%
LEGAL SERVICES	120,500	125,130	103.8%
PERSONNEL ADMIN	13,000	18,907	145.4%
INFORMATION TECHNOLOGY	230,933	181,515	78.6%
ENGINEERING SERVICES	120,000	140,385	117.0%
BUILDINGS & PLANT	194,645	185,502	95.3%
POLICE	3,572,986	3,070,664	85.9%
FIRE	220,140	196,750	89.4%
CODE ENFORCEMENT	-	(1,750)	
PLANNING & ZONING	465,407	431,420	92.7%
EMERGENCY MANAGEMENT	7,000	7,450	106.4%
PUBLIC WORKS: Highway, Roads & Streets	2,438,672	1,994,755	81.8%
TRAFFIC CONTROL	39,000	26,038	66.8%
STORM SEWERS	91,800	33,054	36.0%
REPAIRS/MAINT OF TOOLS & MACHINERY	85,000	96,413	113.4%
REPAIRS/MAINT OF ROADS	240,000	267,208	111.3%
RECREATION ADMINISTRATION	81,500	53,282	65.4%
PARTICIPANT RECREATION	53,586	45,754	85.4%
CONSERVATION OF NATURAL RESOURCES	12,800	11,650	91.0%
CONTRIBUTIONS/MISCELLANEOUS	23,600	34,819	147.5%
INSURANCE	189,600	203,003	107.1%
TRANSFER TO RESERVES	337,984	-	0.0%
INTERFUND OPERATING TRANSFERS (CAPITAL)	1,779,000	1,250,468	70.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,077,907</b>	<b>\$ 9,055,605</b>	<b>81.7%</b>

## GENERAL FUND EXPENDITURES

EXPENDITURE CATEGORY	1/1 - 10/31/2022 ACTUAL	1/1 - 10/31/2021 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
LEGISLATIVE	\$ 20,510	\$ 17,181	\$ 3,329	19.4%
EXECUTIVE	327,457	441,167	(113,710)	-25.8%
FINANCIAL ADMINISTRATION	278,694	278,400	294	0.1%
TAX COLLECTION	56,528	51,609	4,919	9.5%
LEGAL SERVICES	125,130	119,997	5,133	4.3%
PERSONNEL ADMIN	18,907	23,789	(4,883)	-20.5%
INFORMATION TECHNOLOGY	181,515	35,219	146,296	415.4%
ENGINEERING SERVICES	140,385	83,637	56,747	67.8%
BUILDINGS & PLANT	185,502	180,634	4,868	2.7%
POLICE	3,070,664	2,929,553	141,112	4.8%
FIRE	196,750	179,934	16,816	9.3%
CODE ENFORCEMENT	(1,750)	72,676	(74,426)	-102.4%
PLANNING & ZONING	431,420	168,419	263,002	156.2%
EMERGENCY MANAGEMENT	7,450	7,284	166	2.3%
PUBLIC WORKS: Highway, Roads & Streets	1,994,755	1,995,848	(1,093)	-0.1%
TRAFFIC CONTROL	26,038	9,680	16,358	169.0%
STORM SEWERS	33,054	5,887	27,167	461.5%
REPAIRS/MAINT OF TOOLS & MACHINERY	96,413	79,036	17,377	22.0%
REPAIRS/MAINT OF ROADS	267,208	183,177	84,031	45.9%
RECREATION ADMINISTRATION	53,282	47,605	5,677	11.9%
PARTICIPANT RECREATION	45,754	26,146	19,608	75.0%
CONSERVATION OF NATURAL RESOURCES	11,650	577	11,073	1919.3%
CONTRIBUTIONS/MISCELLANEOUS	34,819	16,239	18,580	114.4%
INSURANCE	203,003	193,793	9,209	4.8%
TRANSFER TO RESERVES	-	-	-	0.0%
INTERFUND OPERATING TRANSFERS (CAPITAL)	1,250,468	316,199	934,269	295.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,055,605</b>	<b>\$ 7,463,687</b>	<b>\$ 1,591,918</b>	<b>21.3%</b>



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.C. Schultes</b>							
A.C. Schultes	45512	06-448.600	Water pump station flow meter	10/31/22	25,127.00	.00	
Total A.C. Schultes:					25,127.00	.00	
<b>AT&amp;T Mobility-229</b>							
AT&T Mobility-229	287303312229X11	01-401.320	2022-Nov-Mgr-Phone	10/31/22	43.07	.00	
AT&T Mobility-229	287303312229X11	01-402.320	2022-Nov-Finance Dir -Phone	10/31/22	43.07	.00	
AT&T Mobility-229	287303312229X11	01-409.320	2022-Nov-Maintenance-Phone	10/31/22	43.07	.00	
AT&T Mobility-229	287303312229X11	01-411.320	2022-Nov-Fire inspector tablets	10/31/22	118.53	.00	
AT&T Mobility-229	287303312229X11	01-414.320	2022-Nov-Code Enforcement-Phone	10/31/22	43.07	.00	
AT&T Mobility-229	287303312229X11	01-414.320	2022-Nov-P/Z Off.--Phone	10/31/22	80.80	.00	
AT&T Mobility-229	287303312229X11	01-430.240	2022-Nov-DPW-Phones	10/31/22	215.34	.00	
AT&T Mobility-229	287303312229X11	01-452.320	2022-Nov-Rec Dir.-Phone	10/31/22	43.07	.00	
AT&T Mobility-229	287303312229X11	03-411.320	2022-Nov-ESFD-Phone	10/31/22	75.46	.00	
AT&T Mobility-229	287303312229X11	06-448.320	2022-Nov-Water Dept Tablets	10/31/22	137.40	.00	
AT&T Mobility-229	287303312229X11	08-429.320	2022-Nov-Sewer Dept Tablets	10/31/22	137.40	.00	
Total AT&T Mobility-229:					980.28	.00	
<b>AT&amp;T Mobility-833</b>							
AT&T Mobility-833	83122	01-401.320	2022-Nov-Mgr-Tablet	08/31/22	374.59	.00	
AT&T Mobility-833	83122	01-410.320	2022-Nov-Police Phones/Tablets	08/31/22	2,664.39	.00	
AT&T Mobility-833	83122	01-411.320	2022-Nov-Fire Insp-Phones	08/31/22	113.19	.00	
AT&T Mobility-833	83122	01-414.320	2022-Nov-P/Z-Tablets	08/31/22	75.46	.00	
AT&T Mobility-833	83122	01-452.320	2022-Nov-Rec Dir-Tablet	08/31/22	37.73	.00	
AT&T Mobility-833	83122	03-411.320	2022-Nov-ESFD-Tablets	08/31/22	226.38	.00	
AT&T Mobility-833	83122	03-412.320	2022-Nov-WSFD-Tablets	08/31/22	264.11	.00	
Total AT&T Mobility-833:					3,755.85	.00	
<b>Bank of America-0740</b>							
Bank of America-0740	11922	01-410.240	Acct# Ending 0740-Pens	11/09/22	12.71	.00	
Bank of America-0740	11922	01-410.342	Acct# ending 0740-Card stock paper	11/09/22	66.34	.00	
Total Bank of America-0740:					79.05	.00	
<b>Bank of America-1108</b>							
Bank of America-1108	11922	01-410.421	Acct# Ending 1108-"At Scene Traffic Crash/Traffic Homicide Investigation" training-Watson	11/09/22	300.00	.00	
Bank of America-1108	11922	01-410.421	Acct# Ending 1108-FBI LEEDA-Casey	11/09/22	50.00	.00	
Total Bank of America-1108:					350.00	.00	
<b>Bank of America-1436</b>							
Bank of America-1436	11922	01-410.241	Acct# Ending-1436-Mats	11/09/22	2,253.63	.00	
Total Bank of America-1436:					2,253.63	.00	
<b>Bank of America-1965</b>							
Bank of America-1965	11922	41-409.700	Acct# ending-1965-Access hub/Access reader/Access card/dream machine pro for Door access	11/09/22	1,009.56	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Bank of America-1965:					1,009.56	.00	
<b>Bank of America-8687</b>							
Bank of America-8687	11922	01-414.318	Acct# ending 8687-3Q22-UCC/DCED fees	11/09/22	216.00	.00	
Bank of America-8687	11922	01-414.421	Acct# ending 8687-MS4 Stormwater inspector course	11/09/22	375.00	.00	
Bank of America-8687	11922	01-407.261	Acct# ending 8687-adobe add-on	11/09/22	15.89	.00	
Total Bank of America-8687:					606.89	.00	
<b>Bank of America-8701</b>							
Bank of America-8701	11922	08-429.373	Acct ending-8701-Cabinets for sewer bldg	11/09/22	866.17	.00	
Total Bank of America-8701:					866.17	.00	
<b>Bank of America-9042</b>							
Bank of America-9042	11922	01-406.315	Acct# Ending 9042-Catering refreshments-Soberick retirement	11/09/22	97.70	.00	
Bank of America-9042	11922	01-401.460	Acct# Ending 9042-Lodging for PAPPa conference-Wilson	11/09/22	538.19	.00	
Total Bank of America-9042:					635.89	.00	
<b>Bethlehem-012968-01, City of</b>							
Bethlehem-012968-01, City	111022	06-448.368	Water for Resale	11/10/22	344.13	.00	
Total Bethlehem-012968-01, City of:					344.13	.00	
<b>Bethlehem-013011-00, City of</b>							
Bethlehem-013011-00, City	111022	06-448.368	Hydrant Rental	11/10/22	880.00	.00	
Total Bethlehem-013011-00, City of:					880.00	.00	
<b>Bethlehem-038001-00, City of</b>							
Bethlehem-038001-00, City	111122	08-429.368	3Q22-Sewer	11/11/22	24,710.81	.00	
Total Bethlehem-038001-00, City of:					24,710.81	.00	
<b>Columbia Excavating LLC</b>							
Columbia Excavating LLC	11222	41-436.600	Lehigh Ave Stormwater project-thru 11/1/22-Pmt #3	11/02/22	19,035.95	19,035.95	11/14/22
Total Columbia Excavating LLC:					19,035.95	19,035.95	
<b>Davison &amp; McCarthy</b>							
Davison & McCarthy	30504	01-404.310	2022-Oct-General Matters	11/02/22	511.33	.00	
Davison & McCarthy	30505	01-404.310	2022-Oct-Bankruptcy of Residents	11/02/22	810.00	.00	
Davison & McCarthy	30506	01-414.310	2022-Oct-Planning Commission	11/02/22	40.50	.00	
Davison & McCarthy	30507	01-404.310	2022-Oct-Board of Commissioners	11/02/22	625.00	.00	
Davison & McCarthy	30508	01-408.318	2022-Oct-Lot Consolidation/Resubdivision of Myron Haydt	11/02/22	432.00	.00	
Davison & McCarthy	30509	01-404.318	2022-Oct-Plot 886, LLC Land Development	11/02/22	27.00	.00	
Davison & McCarthy	30510	01-404.318	2022-Oct-2638 W Rock Rd (Girl Scouts of Eastern PA Land Development)	11/02/22	135.00	.00	
Davison & McCarthy	30511	01-404.318	2022-Oct-1453 Lehigh Ave-Minor Subdivision	11/02/22	310.50	.00	
Davison & McCarthy	30512	01-404.310	2022-Oct-Fee Dispute-1239 Voortman				

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
			Ave	11/02/22	94.50	.00	
Davison & McCarthy	30513	01-404.310	2022-Oct-Assessment Appeals	11/02/22	432.00	.00	
Davison & McCarthy	30514	01-404.310	2022-Oct-1787 Savorcool Ave-Kuzo	11/02/22	2,241.95	.00	
Davison & McCarthy	30515	01-404.310	2022-Oct-Satisfactions	11/02/22	243.00	.00	
Davison & McCarthy	30516	01-404.318	2022-Oct-Sheffield Sq (North)	11/02/22	40.50	.00	
Davison & McCarthy	30517	01-404.318	2022-Oct-2261 Lehigh Parkway North	11/02/22	648.00	.00	
Davison & McCarthy	30518	01-404.310	2022-Oct-WSVFD Land Development- 950 S ott St	11/02/22	40.50	.00	
Davison & McCarthy	30519	01-414.314	2022-Oct-Enforcement-Jared Kipp	11/02/22	1,692.71	.00	
Davison & McCarthy	30520	01-404.318	2022-Oct-1350 E Susquehanna St	11/02/22	445.50	.00	
Davison & McCarthy	30521	01-404.318	2022-Oct-Oak Restaurant-3380 Lehigh St	11/02/22	580.50	.00	
Davison & McCarthy	30522	01-404.318	2022-Oct-1525 E Susquehanna St	11/02/22	229.50	.00	
Davison & McCarthy	30523	01-404.310	2022-Oct-Purchase of McAuliffe Property-2937 S Pike Ave	11/02/22	1,174.50	.00	
Davison & McCarthy	30524	01-404.310	2022-Oct-Nicole Gerena V Salisbury Township et al	11/02/22	148.50	.00	
Davison & McCarthy	30525	01-408.318	2022-Oct-Southbury Park	11/02/22	904.50	.00	
Total Davison & McCarthy:					11,807.49	.00	
<b>Eastern Auto Parts Warehouse</b>							
Eastern Auto Parts Wareho	31V882996	01-451.375	Fuel filter	11/07/22	8.76	.00	
Eastern Auto Parts Wareho	31V884173	01-437.251	#42-Oil & Air filters	11/09/22	37.44	.00	
Total Eastern Auto Parts Warehouse:					46.20	.00	
<b>Eastern Salisbury Fire Co.</b>							
Eastern Salisbury Fire Co.	100122	01-465.540	2022 contribution	10/01/22	2,000.00	2,000.00	11/14/22
Total Eastern Salisbury Fire Co.:					2,000.00	2,000.00	
<b>F.W. Webb Company</b>							
F.W. Webb Company	7835452-2	41-409.600	HVAC for admin bldg	11/07/22	507.20	.00	
F.W. Webb Company	78355053	41-409.600	HVAC for admin bldg	11/04/22	287.64	.00	
F.W. Webb Company	78355053-2	41-409.600	HVAC for admin bldg	11/08/22	148.80	.00	
F.W. Webb Company	78355525	08-429.240	Truck handle	11/04/22	11.86	.00	
Total F.W. Webb Company:					955.50	.00	
<b>Faust Hauling Inc.</b>							
Faust Hauling Inc.	21-2007	01-451.371	5 yds topsoil	10/31/22	145.00	.00	
Total Faust Hauling Inc.:					145.00	.00	
<b>Fromm Electric Supply Corp</b>							
Fromm Electric Supply Cor	11624029	41-409.700	Riser/fittings for HVAC	10/27/22	122.73	.00	
Fromm Electric Supply Cor	51156176-00	01-409.240	HVAC for admin bldg	10/24/22	4.58	.00	
Fromm Electric Supply Cor	51156387-00	01-409.373	Outlet for garage	11/03/22	84.48	.00	
Fromm Electric Supply Cor	51156402	41-409.700	Return-Riser for HVAC	11/03/22	99.03-	.00	
Total Fromm Electric Supply Corp:					112.76	.00	
<b>Grainger</b>							
Grainger	9497433905	01-409.373	Electric strike door access	11/01/22	156.83	.00	
Total Grainger:					156.83	.00	
<b>Hale Trailer Brake &amp; Wheel Inc</b>							
Hale Trailer Brake & Wheel	1495223	01-409.373	40 ft container	11/10/22	230.37	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Hale Trailer Brake & Wheel Inc:					230.37	.00	
<b>Isett &amp; Associates, Barry</b>							
Isett & Associates, Barry	VI-172836	01-414.306	2022-Oct-Residential Inspections	11/15/22	5,277.00	.00	
Isett & Associates, Barry	VI-172836	01-414.306	2022-Oct-Commercial Inspections	11/15/22	5,212.50	.00	
Total Isett & Associates, Barry:					10,489.50	.00	
<b>Keycodes Inspection Agency</b>							
Keycodes Inspection Agen	16207	01-414.306	Inspection-10/31/2022-1250 SCCB-LVHN Ph 2 & 3 fitout	11/05/22	1,000.00	.00	
Total Keycodes Inspection Agency:					1,000.00	.00	
<b>Keystone Consulting Engineers</b>							
Keystone Consulting Engin	186855	01-436.313	2022-Oct-MS4 Construction Projects	11/11/22	692.25	.00	
Keystone Consulting Engin	186856	01-408.318	2022-Oct-820 Public Rd-Minor Subdivision	11/11/22	350.38	.00	
Keystone Consulting Engin	186859	01-408.318	2022-Oct-2261 Lehigh Parkway North	11/11/22	298.75	.00	
Keystone Consulting Engin	186862	01-408.313	2022-Oct-Planning commission	11/11/22	2,927.75	.00	
Keystone Consulting Engin	186867	01-408.318	2022-Oct-Taco Bell redevelopment	11/11/22	179.25	.00	
Keystone Consulting Engin	186871	01-408.318	2022-Oct-Susquehanna Street Garden Apartments	11/11/22	1,553.50	.00	
Keystone Consulting Engin	186872	01-408.318	2022-Oct-Southbury Park Restriction Removal Plan	11/11/22	1,314.50	.00	
Total Keystone Consulting Engineers:					7,316.38	.00	
<b>KONE Inc</b>							
KONE Inc	1158426549	01-409.373	Elevator Repair-Police bldg	10/27/22	4,397.50	.00	
Total KONE Inc:					4,397.50	.00	
<b>Kutz Inc., E. M.</b>							
Kutz Inc., E. M.	37585	41-439.700	#3-stainless steel dump bed	11/03/22	23,275.00	.00	
Kutz Inc., E. M.	37592	01-437.375	#22-Lever	11/04/22	68.65	.00	
Total Kutz Inc., E. M.:					23,343.65	.00	
<b>Lehigh County Authority</b>							
Lehigh County Authority	8077	06-448.363	3Q22 hydrant rentals	10/27/22	1,181.38	.00	
Total Lehigh County Authority:					1,181.38	.00	
<b>Lehigh Soils &amp; Wetlands</b>							
Lehigh Soils & Wetlands	11722	01-414.306	Residential inspections & services-7/8/22-11/1/22	11/07/22	4,330.00	.00	
Total Lehigh Soils & Wetlands:					4,330.00	.00	
<b>Lowe and Moyer Garage Inc.</b>							
Lowe and Moyer Garage In	361985	01-437.251	#3-Valve	11/08/22	167.69	.00	
Lowe and Moyer Garage In	CM361701	06-448.251	#34-air pressure switches	11/09/22	178.48	.00	
Lowe and Moyer Garage In	CM361701	08-429.251	#34-air pressure switches	11/09/22	178.48	.00	
Total Lowe and Moyer Garage Inc.:					524.65	.00	
<b>Madle's Hardware</b>							
Madle's Hardware	213386/1	01-409.240	Washers/fasteners for Admin HVAC	11/07/22	35.63	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Madle's Hardware	213426/1	01-409.240	Coupler for Admin HVAC	11/09/22	24.95	.00	
Total Madle's Hardware:					60.58	.00	
<b>Monarch Precast Concrete Corp</b>							
Monarch Precast Concrete	406775	01-436.370	High Steel Riser	10/31/22	290.00	.00	
Total Monarch Precast Concrete Corp:					290.00	.00	
<b>Morning Call, The</b>							
Morning Call, The	101622	01-401.420	Subscription renewal-acct#320063974	10/16/22	239.09	.00	
Total Morning Call, The:					239.09	.00	
<b>New Enterprise Stone &amp; Lime Co Inc</b>							
New Enterprise Stone & Li	7953268	06-448.240	2A Stone	10/31/22	707.90	.00	
New Enterprise Stone & Li	7954366	06-448.240	2A Stone	11/01/22	716.90	.00	
Total New Enterprise Stone & Lime Co Inc:					1,424.80	.00	
<b>Nothstein, Richard B.</b>							
Nothstein, Richard B.	111422	01-410.238	Reimb-Shoes	11/14/22	109.95	.00	
Total Nothstein, Richard B.:					109.95	.00	
<b>PA Municipal Health Ins Coop</b>							
PA Municipal Health Ins Co	107501	01-401.156	2022 Dec coverage	11/07/22	4,519.23	.00	
PA Municipal Health Ins Co	107501	01-402.156	2022 Dec coverage	11/07/22	2,515.18	.00	
PA Municipal Health Ins Co	107501	01-407.156	2022 Dec coverage	11/07/22	2,515.18	.00	
PA Municipal Health Ins Co	107501	01-410.156	2022 Dec coverage	11/07/22	34,652.84	.00	
PA Municipal Health Ins Co	107501	01-414.156	2022 Dec coverage	11/07/22	6,028.34	.00	
PA Municipal Health Ins Co	107501	01-430.156	2022 Dec coverage	11/07/22	29,143.72	.00	
PA Municipal Health Ins Co	107501	08-401.156	2022 Dec coverage	11/07/22	503.04	.00	
PA Municipal Health Ins Co	107501	06-448.156	2022 Dec coverage	11/07/22	8,383.93	.00	
PA Municipal Health Ins Co	107501	08-401.156	2022 Dec coverage	11/07/22	503.04	.00	
PA Municipal Health Ins Co	107501	08-429.156	2022 Dec coverage	11/07/22	8,383.93	.00	
PA Municipal Health Ins Co	107501	10-426.156	2022 Dec coverage	11/07/22	1,341.43	.00	
Total PA Municipal Health Ins Coop:					98,489.86	.00	
<b>PA One Call System Inc.</b>							
PA One Call System Inc.	972995	01-401.320	2022-Oct-Voice/Fax messages	10/31/22	348.23	.00	
Total PA One Call System Inc.:					348.23	.00	
<b>PAPCO</b>							
PAPCO	3374344	01-430.231	Diesel	10/27/22	2,620.87	.00	
PAPCO	3374344	06-448.231	Diesel	10/27/22	96.56	.00	
PAPCO	3374344	08-429.231	Diesel	10/27/22	96.56	.00	
PAPCO	3374344	03-413.231	Diesel	10/27/22	426.44	.00	
PAPCO	3374349	01-401.231	Unleaded Gasoline	10/28/22	52.60	.00	
PAPCO	3374349	01-410.231	Unleaded Gasoline	10/28/22	1,778.61	.00	
PAPCO	3374349	01-430.231	Unleaded Gasoline	10/28/22	469.07	.00	
PAPCO	3374349	06-448.231	Unleaded Gasoline	10/28/22	211.85	.00	
PAPCO	3374349	08-429.231	Unleaded Gasoline	10/28/22	211.85	.00	
PAPCO	3374349	03-413.231	Unleaded Gasoline	10/28/22	166.18	.00	
PAPCO	3374657	01-430.231	Diesel	11/03/22	2,795.55	.00	
PAPCO	3374657	06-448.231	Diesel	11/03/22	103.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PAPCO	3374657	08-429.231	Diesel	11/03/22	103.00	.00	
PAPCO	3374657	03-413.231	Diesel	11/03/22	454.86	.00	
PAPCO	3374662	01-401.231	Unleaded Gasoline	11/03/22	23.75	.00	
PAPCO	3374662	01-410.231	Unleaded Gasoline	11/03/22	802.96	.00	
PAPCO	3374662	01-430.231	Unleaded Gasoline	11/03/22	211.77	.00	
PAPCO	3374662	06-448.231	Unleaded Gasoline	11/03/22	95.64	.00	
PAPCO	3374662	08-429.231	Unleaded Gasoline	11/03/22	95.64	.00	
PAPCO	3374662	03-413.231	Unleaded Gasoline	11/03/22	75.02	.00	
Total PAPCO:					10,891.78	.00	
<b>PAPPA</b>							
PAPPA	63557658	01-401.460	NIPG Area 2 Conference-Wilson	07/27/22	225.00	225.00	11/14/22
Total PAPPA:					225.00	225.00	
<b>Patriot Workwear</b>							
Patriot Workwear	36225	01-411.238	Polos/pants/jackets-Griffin	10/28/22	396.00	.00	
Patriot Workwear	36226	01-411.238	Polos/pants/jacket-Grow	10/28/22	445.00	.00	
Patriot Workwear	36228	01-411.238	Boots-Hart	10/28/22	155.00	.00	
Patriot Workwear	36229	01-411.238	Pants-Thomas	10/28/22	276.00	.00	
Patriot Workwear	36236	01-410.238	Shirt/patches-Nothstein	10/28/22	96.00	.00	
Patriot Workwear	36258	01-410.238	Hoodie/boots-Griffin	11/02/22	334.00	.00	
Patriot Workwear	36259	01-411.238	Polos-Sell	11/02/22	128.00	.00	
Patriot Workwear	36266	01-411.238	Hats/beanies	11/04/22	288.00	.00	
Total Patriot Workwear:					2,118.00	.00	
<b>PPL Electric Utilities-08450-07007</b>							
PPL Electric Utilities-08450	110322	08-429.361	08450-07007	11/03/22	25.98	.00	
Total PPL Electric Utilities-08450-07007:					25.98	.00	
<b>PPL Electric Utilities-15450-07002</b>							
PPL Electric Utilities-15450	11322	08-429.361	15450-07002	11/03/22	27.31	.00	
Total PPL Electric Utilities-15450-07002:					27.31	.00	
<b>PPL Electric Utilities-30460-06001</b>							
PPL Electric Utilities-30460	110422	06-448.361	30460-06001	11/04/22	424.93	.00	
Total PPL Electric Utilities-30460-06001:					424.93	.00	
<b>PPL Electric Utilities-32650-08001</b>							
PPL Electric Utilities-32650	110322	08-429.361	32650-08001	11/03/22	26.89	.00	
Total PPL Electric Utilities-32650-08001:					26.89	.00	
<b>PPL Electric Utilities-32810-04003</b>							
PPL Electric Utilities-32810	102822	35-433.362	32810-04003	10/28/22	33.74	.00	
Total PPL Electric Utilities-32810-04003:					33.74	.00	
<b>PPL Electric Utilities-42850-08008</b>							
PPL Electric Utilities-42850	110322	08-429.361	42850-08008	11/03/22	25.98	.00	
Total PPL Electric Utilities-42850-08008:					25.98	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>PPL Electric Utilities-47020-14000</b>							
PPL Electric Utilities-47020	103122	08-429.361	47020-14000	10/31/22	25.25	.00	
Total PPL Electric Utilities-47020-14000:					25.25	.00	
<b>PPL Electric Utilities-49200-35001</b>							
PPL Electric Utilities-49200	102722	08-429.361	49200-35001	10/27/22	29.83	.00	
Total PPL Electric Utilities-49200-35001:					29.83	.00	
<b>PPL Electric Utilities-54060-05002</b>							
PPL Electric Utilities-54060	110422	01-451.361	54060-05002	11/04/22	26.50	.00	
Total PPL Electric Utilities-54060-05002:					26.50	.00	
<b>PPL Electric Utilities-56060-06003</b>							
PPL Electric Utilities-56060	11422	08-429.361	56060-06003	11/04/22	25.18	.00	
Total PPL Electric Utilities-56060-06003:					25.18	.00	
<b>PPL Electric Utilities-58010-04003</b>							
PPL Electric Utilities-58010	102822	35-433.362	58010-04003	10/28/22	32.44	.00	
Total PPL Electric Utilities-58010-04003:					32.44	.00	
<b>PPL Electric Utilities-59410-04007</b>							
PPL Electric Utilities-59410	102822	06-448.361	59410-04007	10/28/22	33.23	.00	
Total PPL Electric Utilities-59410-04007:					33.23	.00	
<b>PPL Electric Utilities-59610-04003</b>							
PPL Electric Utilities-59610	102822	35-433.362	59610-04003	10/28/22	34.28	.00	
Total PPL Electric Utilities-59610-04003:					34.28	.00	
<b>PPL Electric Utilities-62400-52006</b>							
PPL Electric Utilities-62400	102822	01-451.361	62400-52006	10/28/22	13.34	.00	
Total PPL Electric Utilities-62400-52006:					13.34	.00	
<b>PPL Electric Utilities-79000-43000</b>							
PPL Electric Utilities-79000	102722	35-434.361	79000-43000	10/27/22	548.43	.00	
Total PPL Electric Utilities-79000-43000:					548.43	.00	
<b>PPL Electric Utilities-79200-43006</b>							
PPL Electric Utilities-79200	102722	35-434.361	79200-43006	10/27/22	11,241.34	.00	
Total PPL Electric Utilities-79200-43006:					11,241.34	.00	
<b>PPL Electric Utilities-95425-66011</b>							
PPL Electric Utilities-95425	102722	08-429.361	95425-66011	10/27/22	27.27	.00	
Total PPL Electric Utilities-95425-66011:					27.27	.00	
<b>PPL Electric Utilities-96549-22003</b>							
PPL Electric Utilities-96549	102822	35-433.362	96549-22003	10/28/22	30.80	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PPL Electric Utilities-96549-22003:					30.80	.00	
<b>PPL Electric Utilities-97159-57000</b>							
PPL Electric Utilities-97159	102822	35-433.362	97159-57000	10/28/22	36.09	.00	
Total PPL Electric Utilities-97159-57000:					36.09	.00	
<b>PPL Electric Utilities-98810-20005</b>							
PPL Electric Utilities-98810	102822	08-429.361	98810-20005	10/28/22	109.01	.00	
Total PPL Electric Utilities-98810-20005:					109.01	.00	
<b>RCN-1950</b>							
RCN-1950	11122	01-401.320	2022-Oct-Phone & Internet	11/01/22	2,198.47	.00	
Total RCN-1950:					2,198.47	.00	
<b>RCN-1951</b>							
RCN-1951	075195101-00138	03-411.320	2022-Oct-ESFD-Internet	11/01/22	537.69	.00	
Total RCN-1951:					537.69	.00	
<b>RCN-555</b>							
RCN-555	11122	01-401.320	4201-0772555-01	11/01/22	77.25	.00	
Total RCN-555:					77.25	.00	
<b>RCN-880</b>							
RCN-880	076588001-00138	01-401.320	4201-0765880-01	11/01/22	93.09	.00	
Total RCN-880:					93.09	.00	
<b>RCN-882</b>							
RCN-882	76588201-001383	01-401.320	4201-0765882-01	11/01/22	71.65	.00	
Total RCN-882:					71.65	.00	
<b>Reading Fire Equipment</b>							
Reading Fire Equipment	7802	01-411.239	Fire coats/pants/helmets	11/04/22	13,173.27	.00	
Total Reading Fire Equipment:					13,173.27	.00	
<b>ReadyRefresh by Nestle-0436481527</b>							
ReadyRefresh by Nestle-0	12K0436481527	01-409.366	Admin Bldg- Acct#0436481527	11/08/22	241.09	.00	
Total ReadyRefresh by Nestle-0436481527:					241.09	.00	
<b>ReadyRefresh by Nestle-0436481543</b>							
ReadyRefresh by Nestle-0	12K0436481543	01-409.366	Police Bldg-Acct#0436481543	11/08/22	295.21	.00	
Total ReadyRefresh by Nestle-0436481543:					295.21	.00	
<b>ReadyRefresh by Nestle-0436481576</b>							
ReadyRefresh by Nestle-0	12K0436481576	01-409.366	DPW Bldg- Acct#0436481576	11/08/22	123.94	.00	
Total ReadyRefresh by Nestle-0436481576:					123.94	.00	



Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Reavis, Diano</b>							
Reavis, Diano	111722	01-410.238	Reimb-placard/plate carrier	11/17/22	296.50	.00	
Total Reavis, Diano:					296.50	.00	
<b>Schaedler Yesco</b>							
Schaedler Yesco	S6763701.001	41-409.700	Electric for garage	10/31/22	540.74	.00	
Total Schaedler Yesco:					540.74	.00	
<b>SealMaster</b>							
SealMaster	2042657	01-438.245	Sealcoat applicator rental & sealer	10/10/22	7,625.00	.00	
SealMaster	CM2003090	01-438.245	Return extra boxes of sealer	10/24/22	882.00-	.00	
Total SealMaster:					6,743.00	.00	
<b>Service Electric Cable TV</b>							
Service Electric Cable TV	11122	01-410.315	Acct# 0715417274-Prolog Express-Oct 2022	11/01/22	87.66	.00	
Total Service Electric Cable TV:					87.66	.00	
<b>Shammy Shine Car Washes</b>							
Shammy Shine Car Washes	103122	01-410.315	Police Car Washes-10/1-10/31/22	10/31/22	65.00	.00	
Total Shammy Shine Car Washes:					65.00	.00	
<b>Stephenson Equipment Inc</b>							
Stephenson Equipment Inc	16021068	01-437.375	Hauling services	10/31/22	681.98	.00	
Total Stephenson Equipment Inc:					681.98	.00	
<b>Stotz/Fatzinger Office Supply</b>							
Stotz/Fatzinger Office Supp	284291	01-403.240	Envelope #10	11/01/22	119.00	.00	
Stotz/Fatzinger Office Supp	284472	01-409.240	Hardroll towels/air freshener	11/04/22	241.12	.00	
Stotz/Fatzinger Office Supp	284472.1	01-409.240	Air freshener	11/07/22	10.44	.00	
Total Stotz/Fatzinger Office Supply:					370.56	.00	
<b>Takacs Jr., Dennis V.</b>							
Takacs Jr., Dennis V.	111422	01-415.149	EMC-Addtl amount-Nov 2022	11/14/22	166.67	.00	
Total Takacs Jr., Dennis V.:					166.67	.00	
<b>Times News</b>							
Times News	100526769-102620	01-414.341	Ad: 11/9/22-ZHB	11/03/22	323.43	.00	
Times News	100526771-102620	01-401.341	Ad: 10/27/22-11/3/22-Bids for Sanitary sewer system rehab project	11/03/22	261.27	.00	
Times News	100526896-110220	01-401.341	Ad: 11/10/22-Ordinance for interest assessment, attorney fee & collection fees	11/03/22	114.63	.00	
Total Times News:					699.33	.00	
<b>Tri-Boro Fencing Contractors Inc</b>							
Tri-Boro Fencing Contracto	110922-3	41-451.600	Fence for Pickleball courts at Green Acres	11/09/22	24,158.00	.00	
Total Tri-Boro Fencing Contractors Inc:					24,158.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Valley Networks Inc</b>							
Valley Networks Inc	5637	01-407.319	Datto Monthly Cloud Backup-Nov 2022	11/17/22	575.00	.00	
Valley Networks Inc	5637	06-448.319	Datto Monthly Cloud Backup-Nov 2022	11/17/22	230.00	.00	
Valley Networks Inc	5637	08-429.319	Datto Monthly Cloud Backup-Nov 2022	11/17/22	230.00	.00	
Valley Networks Inc	5637	10-407.319	Datto Monthly Cloud Backup-Nov 2022	11/17/22	115.00	.00	
Total Valley Networks Inc:					1,150.00	.00	
<b>Verizon-950</b>							
Verizon-950	11222	01-410.320	0563-Monitor Traffic Signals	11/02/22	43.96	.00	
Total Verizon-950:					43.96	.00	
<b>Watson, Kyle</b>							
Watson, Kyle	111722	01-410.238	Reimb-Boots/shirts/socks/gators	11/17/22	376.06	.00	
Total Watson, Kyle:					376.06	.00	
<b>Western Salisbury Fire Company</b>							
Western Salisbury Fire Co	100122	01-465.540	2022 add'l contribution	10/01/22	1,000.00	1,000.00	11/14/22
Western Salisbury Fire Co	11922	03-412.500	2022-2nd half-WSFD-volunteer incentive	11/09/22	10,000.00	.00	
Total Western Salisbury Fire Company:					11,000.00	1,000.00	
<b>Witmer Public Safety Group</b>							
Witmer Public Safety Grou	132037	01-411.240	Tactical gloves	11/03/22	23.00	.00	
Total Witmer Public Safety Group:					23.00	.00	
Grand Totals:					338,861.65	22,260.95	

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:					169,028.56	3,225.00	
<b>Fire Fund</b>							
Total Fire Fund:					12,226.14	.00	
<b>Water Fund</b>							
Total Water Fund:					38,852.33	.00	
<b>Sewer Fund</b>							
Total Sewer Fund:					36,354.48	.00	
<b>Refuse &amp; Recycling Fund</b>							
Total Refuse & Recycling Fund:					1,456.43	.00	
<b>Highway Aid Fund</b>							
Total Highway Aid Fund:					11,957.12	.00	
<b>Capital General Fund</b>							
Total Capital General Fund:					68,986.59	19,035.95	
Grand Totals:					338,861.65	22,260.95	

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

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

Board of Commissioners

**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 14<sup>th</sup> and the advertisement will be in the Salisbury Press on Wednesday, November 16<sup>th</sup>.

**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

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 11-2022-1762**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA  
AMENDING CIVIL SERVICE RULES AND REGULATIONS TO  
REMOVE EXISTING 3.9E SUBSECTIONS (1) AND (2) BOTH  
REQUIRING AN APPLICANT TO HAVE ACT 120 CERTIFICATION TO  
APPLY AS A POLICE OFFICER AND MODIFYING SECTION 5.5  
CONCERNING CONDITIONAL APPOINTMENTS**

WHEREAS, the Salisbury Township Civil Service Commission on November 16, 2022 passed Resolution Number CSC-2022-002 amending the Rules and Regulations with respect to Act 120 for police officer applicants; and

WHEREAS, the aforesaid Resolution of the Civil Service Commission including amendments to the Rules and Regulations, in order to become effective, must be approved by the Salisbury Township Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania and it is hereby resolved by same that the Salisbury Township Civil Service Commission Rules and Regulations are amended as follows:

ARTICLE I. Section 3.9 General Qualifications for Police Officer Applicants shall be amended as follows:

A. Section 3.9E is hereby amended to remove the language in the first paragraph “*and have either of the following:*”

B. Section 3.9E is hereby amended to remove subsections E (1) and E (2) in their entirety

ARTICLE II. Section 5.5 Physical and Psychological Medical Examinations shall be amended as follows:

A. Heading for Section 5.5 shall be changed to “*Conditional Appointment Requirements Including Physical and Psychological Medical Examinations*”

B. Beginning paragraph shall be changed to read as follows: “After the Board of Commissioners selects a candidate from the eligibility list, the candidate shall receive a conditional offer of employment to the police department subject to the following conditions:”

C. Insert Subsection Heading- 1. Physical and Mental Medical Examinations. The existing subsections in Section 5.5 (a) through (f) will be amended as written below and be designated as appropriate sub subsections under the heading “1. Physical and Mental Medical Examinations”.

*(a) The offer of employment shall be conditioned upon the conditional appointee undergoing both a physical medical examination and psychological medical examination and a determination that the conditional appointee is capable of performing all the essential functions of the rank including Act 120 certification. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist*

*(b) The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Board of Commissioners and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all of the essential functions of the rank for which the person was conditionally appointed.*

*(c) If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a rank, the Board of Commissioners or Township official designated by the Board of Commissioners shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the rank.*

*(d) If, at the conclusion of the interactive discussion under subsection (c), the Board of Commissioners or designated official determines that the conditional appointee is not qualified, the Board of Commissioners shall give written notice to the conditional appointee and the Civil Service Commission.*

*(e) Nothing in these Rules and Regulations shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.*

*(f) As used in this section, the following definitions shall apply:*

*"Medical examination" shall mean an examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the rank.*

*"Physician" shall have the meaning given to it in 1 Pa.C.S. §1991 (relating to definitions).*

*"Qualified medical professional" shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:*

*(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L.457, No.112), known as the "Medical Practice Act of 1985," or the act of October 5, 1978 (P.L.1109, No.261),*

known as the "Osteopathic Medical Practice Act"; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L.317, No.69) known as "The Professional Nursing Law."

D. Additionally, the following subsections shall be added to Section 5.5 as written below.

2. Background Examination. A condition of employment shall include the successful passing of the background examination as outlined in Section 4.8. If a background examination is not conducted prior to preparation of the eligibility list, see Section 5.1.
3. Polygraph Examination. Successful completion of a polygraph examination as outlined in Section 4.8. If a polygraph examination is not conducted prior to preparation of the eligibility list, see Section 5.1.
4. Academy Training If a conditional appointee is required to attend the academy to become Act 120 certified before being sworn in as a police officer, the Township will make it part of the conditional offer of employment. The conditional appointee will have the cost of tuition and expenses for taking the Act 120 coursework for certification be deducted from the conditional appointee's pay (to the extent not paid by the state or any other agency). The Board of Commissioners shall determine the amount of temporary pay, if any, to be paid to a conditional appointee who is not Act 120 certified until the appointee is sworn in as a police officer of the Township. During this time, the police CBA shall have no application and the same will only apply after the police officer is sworn in and begins work as a police officer. All provisions concerning repayment of state or agency funds will apply. The conditional appointee will attend Act 120 training classes as soon as possible. The one-year probationary period noted under Section 11.1 shall begin only after the appointee is sworn in. Any conditional appointee who fails to timely complete the Academy training shall be deemed to have violated the condition of appointment and that person shall be removed from the eligibility list and conditional appointment shall be terminated.
5. Other Conditions. The Board of Commissioners may include such other conditions of appointment as it deems appropriate.

ARTICLE III. All other provisions of the Salisbury Township Civil Service Commission Rules and Regulations will remain in full force and effect except for the provisions specifically modified by this Resolution.

**RESOLVED** and adopted on this 22<sup>nd</sup> day of November, 2022 by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania.

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

By: \_\_\_\_\_  
President, Board of Commissioners

ATTESTED:

\_\_\_\_\_  
Township Secretary

DRAFT

**RESOLUTION CSC-2022-002**

**A RESOLUTION OF THE CIVIL SERVICE COMMISSION OF THE TOWNSHIP OF SALISBURY AMENDING ITS RULES AND REGULATIONS TO CHANGE SECTION 3.9 TO REMOVE EXISTING 3.9E SUBSECTIONS (1) AND (2) BOTH REQUIRING AN APPLICANT TO HAVE ACT 120 CERTIFICATION TO APPLY AS A POLICE OFFICER AND MODIFYING SECTION 5.5 CONCERNING CONDITIONAL APPOINTMENTS**

**WHEREAS**, the Civil Service Commission desires to amend its Rules and Regulations;  
and

**WHEREAS**, the Civil Service Commission believes that by these amendments, it will allow for more applicants to be eligible for testing to become police officers; and

**WHEREAS**, the current Rules, Section 5.5 is being broadened to deal with conditional appointments so as to include subsequent Academy Training (Act 120 Certification) in these rules and regulations; and

**WHEREAS**, the Commission desires to modify the regulations in Section 3.9 to increase the number of applicants by removing Act 120 certification as a prerequisite to the general qualifications for a police officer applicant and providing for applicants without such certification to attend the Police Academy; and

**WHEREAS**, the Commission desires to establish a basic framework for those applicants to attend the Academy under and pursuant to a conditional appointment.

**NOW, THEREFORE**, it is hereby resolved by the Civil Service Commission of the Township of Salisbury, Lehigh County, Pennsylvania as follows:

The following provisions of the Civil Service Rules and Regulations are hereby repealed and the amended provisions are hereby adopted subject to the approval of the Salisbury Township Board of Commissioners.

**ARTICLE I.** Section 3.9 General Qualifications for Police Officer Applicants shall be amended as follows:

A. Section 3.9E is hereby amended to remove the language in the first paragraph “*and have either of the following:*”

B. Section 3.9E is hereby amended to remove subsections E (1) and E (2) in their entirety



ARTICLE II. Section 5.5 Physical and Psychological Medical Examinations shall be amended as follows:

A. Heading for Section 5.5 shall be changed to “*Conditional Appointment Requirements Including Physical and Psychological Medical Examinations*”

B. Beginning paragraph shall be changed to read as follows: “After the Board of Commissioners selects a candidate from the eligibility list, the candidate shall receive a conditional offer of employment to the police department subject to the following conditions:”

C. Insert Subsection Heading- 1. Physical and Mental Medical Examinations. The existing subsections in Section 5.5 (a) through (f) will be amended as written below and be designated as appropriate sub subsections under the heading “1. Physical and Mental Medical Examinations”.

*(a) The offer of employment shall be conditioned upon the conditional appointee undergoing both a physical medical examination and psychological medical examination and a determination that the conditional appointee is capable of performing all the essential functions of the rank including Act 120 certification. Physical medical examinations shall be under the direction of a physician or other qualified medical professional. Psychological medical examinations shall be under the direction of a psychiatrist or psychologist*

*(b) The physician or other qualified medical professional and the psychiatrist or psychologist shall be appointed by the Board of Commissioners and shall render an opinion as to whether the conditional appointee has a physical or mental condition which calls into question the person's ability to perform all of the essential functions of the rank for which the person was conditionally appointed.*

*(c) If the opinion rendered by the physician, other qualified medical professional, psychiatrist or psychologist calls into question the conditional appointee's ability to perform all essential functions of a rank, the Board of Commissioners or Township official designated by the Board of Commissioners shall meet with the conditional appointee for the purpose of having one or more interactive discussions on whether the conditional appointee can, with or without reasonable accommodation, perform all the essential functions of the rank.*

*(d) If, at the conclusion of the interactive discussion under subsection (c), the Board of Commissioners or designated official determines that the conditional appointee is not qualified, the Board of Commissioners shall give written notice to the conditional appointee and the Civil Service Commission.*

*(e) Nothing in these Rules and Regulations shall be construed to authorize physical or psychological medical examinations prior to conditional appointment.*



(f) As used in this section, the following definitions shall apply:

"Medical examination" shall mean an examination, procedure, inquiry or test designed to obtain information about medical history or a physical or mental condition which might disqualify an applicant if it would prevent the applicant from performing, with or without a reasonable accommodation, all of the essential functions of the rank.

"Physician" shall have the meaning given to it in 1 Pa.C.S. §1991 (relating to definitions).

"Qualified medical professional" shall mean an individual, in collaboration with or under the supervision or direction of a physician, as may be required by law, who is licensed:

(1) as a physician assistant pursuant to the act of December 20, 1985 (P.L.457, No.112), known as the "Medical Practice Act of 1985," or the act of October 5, 1978 (P.L.1109, No.261), known as the "Osteopathic Medical Practice Act"; or

(2) as a certified registered nurse practitioner pursuant to the act of May 22, 1951 (P.L.317, No.69) known as "The Professional Nursing Law."

D. Additionally, the following subsections shall be added to Section 5.5 as written below.

2. Background Examination. A condition of employment shall include the successful passing of the background examination as outlined in Section 4.8. If a background examination is not conducted prior to preparation of the eligibility list, see Section 5.1.
3. Polygraph Examination. Successful completion of a polygraph examination as outlined in Section 4.8. If a polygraph examination is not conducted prior to preparation of the eligibility list, see Section 5.1.
4. Academy Training. If a conditional appointee is required to attend the academy to become Act 120 certified before being sworn in as a police officer, the Township will make it part of the conditional offer of employment. The conditional appointee will have the cost of tuition and expenses for taking the Act 120 coursework for certification be deducted from the conditional appointee's pay (to the extent not paid by the state or any other agency). The Board of Commissioners shall determine the amount of temporary pay, if any, to be paid to a conditional appointee who is not Act 120 certified until the appointee is sworn in as a police officer of the Township. During this time, the police CBA shall have no application and the same will only apply after the police officer is sworn in and begins work as a police officer. All provisions concerning repayment of state or agency funds will apply. The conditional appointee will attend Act 120 training classes as soon as possible. The one-year probationary



*period noted under Section 11.1 shall begin only after the appointee is sworn in. Any conditional appointee who fails to timely complete the Academy training shall be deemed to have violated the condition of appointment and that person shall be removed from the eligibility list and conditional appointment shall be terminated.*

5. *Other Conditions.* *The Board of Commissioners may include such other conditions of appointment as it deems appropriate.*

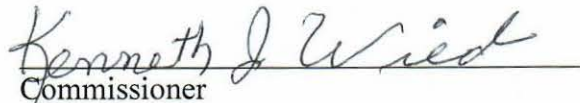
ARTICLE III. All other provisions of the Rules and Regulations will remain in full force and effect except for the provisions specifically modified by this Resolution.

This Resolution is enacted this *16th* day of *November*, 2022 by the Civil Service Commission of the Township of Salisbury, Lehigh County, Pennsylvania.


CIVIL SERVICE COMMISSION OF THE  
TOWNSHIP OF SALISBURY



Chairman



Commissioner



Commissioner

**TOWNSHIP OF SALISBURY**  
**RESOLUTION NO. 11-2022-1761**

**A RESOLUTION REQUIRING THE TAX COLLECTOR OF SALISBURY TOWNSHIP TO WAIVE ADDITIONAL CHARGES FOR REAL ESTATE TAXES BEGINNING IN TAX YEAR 2023 UNDER CERTAIN CIRCUMSTANCES WHEN NOTICE WAS NOT RECEIVED, PURSUANT TO PENNSYLVANIA ACT 57 OF 2022.**

**WHEREAS**, on July 11, 2022, the Governor of Pennsylvania approved Act 57 of 2022, which amended the Local Tax Collection Law, adding to Section 7 titled “Effect of Failure to Receive Tax Notice”; and

**WHEREAS**, Act 57 of 2022, in part, requires each taxing district, by ordinance or resolution to require a tax collector to waive additional charges for real estate taxes under certain circumstances when notice was not received; and

**WHEREAS**, such ordinance or resolution must be enacted within ninety (90) days of the effective date of Act 57 of 2022; and

**WHEREAS**, the Salisbury Township Board of Commissioners wishes to follow state law by timely enacting such legislation.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania to hereby require the Township’s tax collector to waive additional charges for real estate taxes as follows:

**SECTION I.** Notwithstanding any other provision of law, and pursuant to Section 7(b)(1) of the Local Tax Collection Law, the tax collector for the Township of Salisbury is required to waive additional charges for real estate taxes, beginning in tax year 2023 if the taxpayer does all of the following:

- (a) provides a waiver request of additional charges to the tax collector in possession of the claim within twelve months of a qualifying event;
- (b) attests that a notice was not received;
- (c) provides the tax collector in possession of the claim with one of the following:
  - (i) a copy of the deed showing the date of real property transfer; or
  - (ii) a copy of the title following the acquisition of a mobile or manufactured home subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and
- (d) pays the face value amount of the tax notice for the real estate tax with the waiver request.

**SECTION II.** Pursuant to Section 7(b)(2) of the Local Tax Collection Law, the tax collector for Salisbury Township shall use the form developed by the Pennsylvania Department of Community and Economic Development, and made available to Salisbury Township, by which a taxpayer may request a waiver of additional charges, and which form shall include a space for attestation by the taxpayer.

**SECTION III.** Pursuant to Section 7(b)(3) of the Local Tax Collection Law, a taxpayer granted a waiver and paying real estate tax as provided in this law shall not be subject to an action at law or in equity for an additional charge, and any claim existing or lien filed for an additional charge shall be deemed satisfied.

**SECTION IV.** Pursuant to Section 7(b)(4) of the Local Tax Collection Law, the tax collector for Salisbury Township shall not be personally liable for any amount due or arising from the real estate tax that is the subject in the waiver if the tax collector accepts a waiver and payment in good faith in accordance with Section 7(b) of the Local Tax Collection Law.

**SECTION V.** Pursuant to Section 7(b)(5) of the Local Tax Collection Law, as used in law, the following words and phrases shall have the meanings given to them in this law unless the context clearly indicates otherwise:

The term “additional charge” shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of the real estate tax as provided in the real estate tax notice.

The term “qualifying event” shall mean:

- (a) For purposes of real property, the date of transfer of ownership.
- (b) For purposes of manufactured or mobile homes, the date of transfer of ownership or the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of land not owned by the owner of the mobile or manufactured home. The term does not include the renewal of a lease for the same location.

The term “tax collector” shall mean a tax collector as defined in Section 2 of the Local Tax Collection Law, a delinquent tax collector as provided in Section 26.1 of the Local Tax Collection Law, the tax claim bureau or an alternate collector of taxes as provided in the act of July 7, 1947 (P.L. 1368, No. 542), known as the “Real Estate Tax Sale Law,” an employee, agent or assignee authorized to collect the tax, a purchaser of claim for the tax or any other person authorized by law or contract to secure collection of, or take any

action at law or in equity against, the person or property of the taxpayer for the real estate tax or amounts, liens or claims derived from the real estate tax.

**SECTION VI.** If any section, clause, provision, or portion of this Resolution shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decisions shall not affect any other section, clause, provision, or portion of this Resolution so long as it remains legally enforceable minus the invalid portion. The Salisbury Township Board of Commissioners reserves the right to amend this Resolution or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Resolution, and the effective administration thereof.

**SECTION VII.** This Resolution shall become effective immediately upon approval.

**APPROVED AND ADOPTED** this 22<sup>nd</sup> day of November, 2022 at a regular public meeting.

Attest:

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

\_\_\_\_\_  
Cathy Bonaskiewich  
Township Secretary

By: \_\_\_\_\_  
Debra J. Brinton, President  
Board of Commissioners

**SALISBURY TOWNSHIP**  
**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Commissioners Workshop Meeting**  
**November 22, 2022**  
**7:30 p.m.**  
(approximate time)

**Topics of discussion:**

- Continuing discussion regarding the 2023 Proposed Budget

*2900 South Pike Ave, Allentown, PA 18103*

*(Revised 11/21/22)*