

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
January 12, 2023
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 – ARRIVED LATE

Staff Present:

Cathy Bonaskiewich, Township Manager
Sandy Nicolo, Assistant Township Manager/Code Enforcement Director/MS4 Coordinator
Paul Ziegenfus, Finance Director – EXCUSED
James Levernier, Director of Public Works
Donald Sabo, Chief of Police
Jason Ulrich, Esquire, representative of Gross McGinley, LLP, Township Solicitor
Stan Wojciechowski, representative of Barry Isett & Associates, 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 Patnaik, to approve the list of Bills Payable for the periods 12/3/22–12/16/22 and 12/17/22–1/6/23, broken down as follows:

12/3/22-12/16/22:

\$91,115.89 = GENERAL

\$17,193.56 = FIRE

\$0 = LIBRARY

\$455,074.73 = WATER

\$66,109.93 = SEWER

\$0 = REFUSE & RECYCLING

\$12,315.41 = HIGHWAY AID

\$224,511.66 = CAPITAL GENERAL

\$866,321.18 = GRAND TOTAL ALL FUNDS

12/17/22-1/6/23:

\$274,692.47 = GENERAL

\$3,339.05 = FIRE

\$0 = LIBRARY

\$130,057.17 = WATER

\$129,163.73 = SEWER

\$149,484.08 = REFUSE & RECYCLING

\$19,544.59 = HIGHWAY AID

\$42,291.71 = CAPITAL GENERAL

\$23,724.20 = CAPITAL FIRE

\$772,297.00 = GRAND TOTAL ALL FUNDS

The Board voted: 4 Ayes; 0 Nays.

MINUTES

December 8, 2022

Commissioner Brinton declared the Minutes from December 8, 2022 accepted as presented.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

None.

Review of Draft 2021 Audit with Frey & Company Representative(s).

Ms. Melanie Walsh, representative with Frey & Company, was present to review the 2021 Audit. She explained what an audit is and noted that they issued a “clean opinion” of the Township’s audit, which means the financial statements are materially correct, with the exception of the pension fund. Ms. Walsh commented that the state pension fund is behind on releasing its report so their opinion for the non-uniformed pension fund is based off 2020 data.

MOTIONS

Motion Approving 2021 Audited Financials.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to approve the 2021 Audited Financials.

The Board voted: 5 Ayes; 0 Nays

Motion Ratifying the Non-Uniformed Defined Contribution Pension Plan Funding Amount of \$68,922.34 for Year-Ended 2022.

Motion by Commissioner Conn, seconded by Commissioner Karol, to ratify the Non-Uniformed Defined Contribution Pension Plan funding amount of \$68,922.34 for year-ended 2022.

The Board voted: 5 Ayes; 0 Nays

Motion Accepting Time Extension to April 25, 2023 for the Land Development at 1525 East Susquehanna Street.

Mr. Wojciechowski stated that the Township had some concerns with the plan, so in order to get outside agency information together, the developer has requested an extension to April 25, 2023.

Motion by Commissioner Lipkin, seconded by Commissioner Conn, to accept the time extension to April 25, 2023 for the Land Development at 1525 East Susquehanna Street.

The Board voted: 5 Ayes; 0 Nays

Motion Rejecting All Bids for Township’s Sanitary Sewer System Dig Repairs and Installation of Backwater Valves Project.

Commissioner Brinton noted that the bids must be rejected because the ones received were over the budgeted amount.

Commissioner Patnaik inquired about the next steps for the project. Mr. Levernier noted that with the cost of materials and the amount of work that is available, the price came back very high. He suggested reassessing the project once he determines if grant money is available.

Commissioner Karol inquired about the necessity of the work. Mr. Levernier stated that there are breaks in the line that definitely need to be repaired, but they are currently not causing any issues. He noted that the timeline will depend on funding.

Motion by Commissioner Patnaik, seconded by Commissioner Karol, to reject all bids for the Township's Sanitary Sewer System dig repairs and installation of backwater valves project.

The Board voted: 5 Ayes; 0 Nays

COURTESY OF THE FLOOR

County Executive Phil Armstrong was present to address the Board. He stated that the County has a new community liaison position and encouraged the Board to reach out to Mr. Yorman De La Rosa with any needs or questions that may arise. Mr. Armstrong also spoke about the County's efforts with saving the Iron Pigs.

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

Attorney Ulrich noted that according to the Sunshine Law, an Executive Session should be listed as an agenda item. He stated that since it is not currently listed as an agenda item, a motion will have to be made to amend the agenda to add the Executive Session.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to amend the agenda to add an Executive Session after the Workshop.

The Board voted: 5 Ayes; 0 Nays

Commissioner Brinton brought forth concerns regarding residents not receiving their utility bills. Ms. Bonaskiewich commented that it is likely a postal service issue and has asked Mr. Ziegenfus to follow-up on the matter.

Chief Sabo announced that the monthly reports provided to the Board will change since he has been tracking all complaints that are received via email, social media and the Township's website. He noted that so far in the month of January, 26 complaints have been taken, and he believes that keeping track of complaints will ensure there is proper follow-up.

Chief Sabo stated that the new school bus safety program has been in effect for two and a half months and there have been 236 citations issued for passing school buses in the Township.

ADJOURNMENT

Commissioner Lipkin made a motion to adjourn the meeting. Commissioner Patnaik seconded the motion. The time was 7:50 p.m.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on January 12, 2023.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL