

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
May 25, 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 announced that an Executive Session will take place after the Workshop to discuss real estate matters.

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 – EXCUSED
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 FINANCIAL REPORT AND LIST OF BILLS PAYABLE

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to approve the unaudited Financial Report for the period ending April 30, 2023, and the List of Bills Payable for the period 5/6/23–5/19/23, broken down as follows:

\$180,996.15 = GENERAL
\$18,306.95 = FIRE
\$0 = LIBRARY
\$17,558.72 = WATER
\$17,631.27 = SEWER
\$5,181.82 = REFUSE & RECYCLING
\$38,314.57 = HIGHWAY AID
\$4,220.49 = CAPITAL GENERAL
\$116.50 = CASH ALLOCATIONS
\$282,326.47 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays.

MINUTES

May 11, 2023

Commissioner Brinton declared the Minutes from May 11, 2023 accepted as presented.

NEW BUSINESS

ORDINANCES

Ordinance Approving Vacation of Roosevelt Avenue between Harrison Avenue and Logan Street.

Motion by Commissioner Karol, seconded by Commissioner Conn, to adopt Ordinance No. 05-2023-662, approving vacation of Roosevelt Avenue between Harrison Avenue and Logan Street.

The Board voted: 5 Ayes; 0 Nays

Ordinance Amending General Parking Regulations to Add a Handicapped Parking Space at 741 E. Lexington Street.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to adopt Ordinance No. 05-2023-661, amending the General Parking Regulations to add a handicapped parking space at 741 E. Lexington Street.

The Board voted: 5 Ayes; 0 Nays

RESOLUTIONS

Resolution Updating Township's Records Retention Policy.

Commissioner Brinton noted that the Township consistently follows the Pennsylvania Municipal Records Manual, which was recently amended on March 28, 2019, thereby requiring an update on the Township's end as well.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to adopt Resolution No. 05-2023-1783, updating the Township's Record Retention Policy.

The Board voted: 5 Ayes; 0 Nays

MOTIONS

Motion Approving Refund of \$19,681.37 for 2021 Township Real Estate Taxes Paid by Nicholas Park Mall, LLC due to Court Approved Tax Assessment Appeal.

Commissioner Patnaik inquired if the new assessment is a permanent amount or if the mall re-applies each year. Ms. Bonaskiewich explained that the assessment was first reduced in 2020, and the decision by the Court was further appealed, with Salisbury Township School District taking the lead, for tax years 2021 and 2022. She noted that unfortunately, the Court ruling resulted in a further reduction of the assessment, and the refund due to Nicholas Park Mall, LLC for tax year 2021 totals \$19,681.37, which is currently before the Board. Ms. Bonaskiewich stated that Mr. Ziegenfus will follow-up at an upcoming meeting with the request for the tax year 2022 refund, but she is hopeful that it will not be as large of a sum.

Commissioner Karol inquired if this reduction was planned for in the Budget. Mr. Ziegenfus stated that it was not anticipated because when the assessment was appealed, he was not sure how the amount was going to be adjusted, so he was unable to plan for this current refund or the upcoming one.

Ms. Bonaskiewich commented that based on the assessment numbers, the mall received a 45% reduction in their assessment.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, approving a refund of \$19,681.37 for 2021 Township Real Estate Taxes Paid by Nicholas Park Mall, LLC due to the Court Approved Tax Assessment Appeal.

The Board voted: 5 Ayes; 0 Nays

Motion Accepting Time Extension to September 9, 2023 for the Preliminary/Final Land Development at 2844 South Pike Avenue.

Mr. Wojciechowski stated that he has not seen any plans from CityLine Construction, so as long as they are willing to keep granting the extensions and not providing any revised plans, he does not have any issues with accepting the time extension.

Motion by Commissioner Karol, seconded by Commissioner Patnaik, to accept time extension to September 9, 2023 for the Preliminary/Final Land Development at 2844 South Pike Avenue.

The Board voted: 5 Ayes; 0 Nays

Motion Approving American Chestnut Tree Planting at Franko Park.

Commissioner Brinton explained that Township resident Thomas Huff made a presentation at the last Board meeting requesting a partnership with the Township to plant American Chestnut Trees. She noted that Mr. Huff worked with Mr. Levernier to determine that the optimal location for the planting in the Township is at Franko Park. Commissioner Brinton stated that Mr. Huff also requested the Township's support for the purchase of \$525 worth of materials and by providing manpower and equipment, as needed, for the planting.

Commissioner Karol noted that he has researched the program and believes it to be a positive project.

Motion by Commissioner Karol, seconded by Commissioner Patnaik, approving the American Chestnut Tree Planting at Franko Park.

The Board voted: 5 Ayes; 0 Nays

COURTESY OF THE FLOOR

Mr. Nicolo noted that at the last meeting, a resident expressed concerns about geese at Laubach Park. He stated that the Township did reach out to the USDA and they are going to address the issue. Mr. Nicolo stated that the same resident also expressed concerns about the detention ponds and noted that Mr. Wojciechowski and Mr. Levernier determined that they are functioning properly.

Mr. Wojciechowski commented that West Rock Road was paved yesterday and he is very pleased with the work. He noted that the remaining paving projects will take place in August.

ADJOURNMENT

Commissioner Conn made a motion to adjourn the meeting. Commissioner Karol seconded the motion. The time was 7:17 pm.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on May 25, 2023.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL