

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
November 14, 2024  
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 pm.

Commissioner Brinton announced that an Executive Session will take place after the Workshop to discuss a legal matter.

Commissioner Brinton turned the proceedings over to Ms. 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 Twp Manager/Community Development Director/MS4 Coordinator  
Paul Ziegenfus, Finance Director  
James Levernier, Director of Public Works  
Donald Sabo, Chief of Police  
Jack Gross, 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.

**Police Sergeant Swearing-In Ceremony.**

Commissioner Brinton performed the ceremonial swearing-in ceremony for Officer Losagio who was promoted to the rank of Sergeant. Sergeant Losagio thanked the Board for their support.

**APPROVAL OF THE LIST OF BILLS PAYABLE**

Commissioner Patnaik inquired whether the invoice for the sewer lining represented the final payment for the project. Mr. Levernier noted that additional payments are still pending, as the contractor's total cost was around \$300,000, with the final payment request expected soon.

**Motion by Commissioner Patnaik, seconded by Commissioner Karol, to approve the List of Bills Payable for the periods of 10/19/2024-11/8/2024, broken down as follows:**

\$140,093.78 = GENERAL  
\$2,523.51 = FIRE  
\$0 = LIBRARY  
\$35,652.31 = WATER  
\$77,134.28 = SEWER  
\$89.18 = REFUSE & RECYCLING  
\$91,606.69 = HIGHWAY AID  
\$27,457.21 = CAPITAL GENERAL  
\$2,788.54 = PAYROLL  
**\$377,345.50 = GRAND TOTAL ALL FUNDS**

**The Board voted:** 5 Ayes; 0 Nays.

**MINUTES**

**October 24, 2024**

Commissioner Brinton declared the Minutes from October 24, 2024 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

**None.**

## RESOLUTIONS

### **Resolution Authorizing the Submission of Statewide Local Share Assessment (LSA) Grant Application for the Purchase of New Radios for Emergency Services Personnel and Authorizing Township Manager and Assistant Manager to Execute Grant Documents and Agreements.**

Commissioner Brinton stated that this Resolution is required for the submission of the Township's LSA Grant Application to the Commonwealth Financing Authority. She commented that the project was caused by a required, unfunded, federal mandate to switch over a single radio system under the umbrella of the County.

Ms. Bonaskiewich commented that included within the Resolution is verbiage that pledges the Township's financial commitment of 20% of the estimated cost, or \$166,000, for the radio replacement. She noted that she is hopeful that the pledge will enhance the Township's likelihood of securing the grant.

Commissioner Lipkin further clarified that as a jurisdiction within the County, the Township is required to make the switch to P25 radios for all Township emergency personnel, regardless of whether or not the Township is successful in obtaining grant funding for the project.

**Motion by Commissioner Conn, seconded by Commissioner Patnaik, to adopt Resolution No. 11-2024-1834, authorizing the submission of the Statewide Local Share Assessment (LSA) grant application for the purchase of new radios for emergency services personnel and authorizing the Township Manager and Assistant Manager to execute the grant documents and agreements.**

**The Board voted: 5 Ayes; 0 Nays.**

### **Resolution Approving Signage Request for Wildland's Conservancy's Black River Sanctuary.**

Commissioner Patnaik inquired about the Ordinance requirements for signs. Mr. Nicolo explained that the sign they are proposing to install does not meet the Township's Ordinance requirements, but since it is not in an area that impacts the character of the development, the Ordinance section allows the Board to approve it.

**Motion by Commissioner Karol, seconded by Commissioner Lipkin, to adopt Resolution No. 11-2024-1836, approving the signage request for Wildland's Conservancy's Black River Sanctuary.**

**The Board voted: 5 Ayes; 0 Nays.**

### **Resolution Adopting the 2024 Salisbury Township Emergency Operations Plan.**

Mr. Wyatt Davis, the Township's Emergency Operations Manager, stated that with the adoption of the Lehigh County 2024 Hazard Mitigation Plan at the previous Board meeting, the Township's updated 2024 Emergency Operations Plan is required by Pennsylvania's Act 35.

**Motion by Commissioner Conn, seconded by Commissioner Patnaik, to adopt Resolution No. 11-2024-1835, adopting the 2024 Salisbury Township Emergency Operations Plan.**

The Board voted: 5 Ayes; 0 Nays.

### MOTIONS

**Motion Approving Collective Bargaining Agreement with the Salisbury Township Police Officers Association for Years 2025 through 2028.**

**Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to approve the Collective Bargaining Agreement with the Salisbury Township Police Officers Association for Years 2025 through 2028.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Authorizing Advertisement of the Public Inspection Period for the Proposed 2025 Budget.**

Commissioner Brinton explained that two additional meetings will be held to discuss the budget before its final approval in December and noted any necessary changes could still be made during that time.

**Motion by Commissioner Karol, seconded by Commissioner Patnaik, to authorize the advertisement of the public inspection period for the proposed 2025 budget.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Approving Mailbox Replacement Policy.**

Commissioner Karol commented that the new policy aligns more closely with the practices of surrounding municipalities.

Commissioner Lipkin explained that the Township would only be responsible for mailbox replacements if there is a direct strike from the plow.

Commissioner Brinton further explained that if a mailbox post is not strong enough to withhold the weight of the snow, or if it is not installed properly, the Township will not be responsible for the repair.

**Motion by Commissioner Conn, seconded by Commissioner Karol, to approve the Mailbox Replacement Policy.**

**The Board voted: 5 Ayes; 0 Nays.**

**Motion Approving Change Order #1 for the 2024 Sanitary Sewer System Rehabilitation Project for an Increased Cost of \$16,500.**

Mr. Wojciechowski stated that this work is for the project on Louise Lane. He explained that three depressions in the roadway led the contractor to discover that three laterals were separated and needed to be replaced.

**Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to approve Change #1 for the 2024 Sanitary Sewer System Rehabilitation Project with an increased cost of \$16,500.**

**The Board voted: 5 Ayes; 0 Nays.**

**Motion Accepting Time Extension to May 26, 2025 for the Sheffield Square Land Development at 206 East Lynnwood Street.**

**Motion by Commissioner Patnaik, seconded by Commissioner Karol, to accept the Time Extension to May 26, 2025 for the Sheffield Square Land Development at 206 East Lynnwood Street.**

**The Board voted: 5 Ayes; 0 Nays.**

**COURTESY OF THE FLOOR**

Commissioner Patnaik thanked the Department of Public Works for their efforts with leaf collection.

The Board thanked both Western and Eastern Fire Chiefs for including them at their recent banquet celebrations.

Ms. Bonaskiewich stated that the tree lighting ceremony, originally scheduled for Friday, December 6<sup>th</sup>, had to be cancelled because the tree had died. Mr. Levernier noted that in addition to the dry weather, the tree had fallen over a couple of times during the year. He commented that they plan to plant something a little smaller to allow it more time to establish strong roots.

Mr. Levernier stated that the Department of Public Works is continuing with their leaf collection process and noted that it is a very dusty season due to the lack of rain. He commented that the collection will most likely wrap up in mid-December, weather dependent.

Chief Sabo announced that the two new hires are set to graduate from the Police Academy on December 13th and will then enter the Township's Field Training Program. He also noted that the Township is expected to soon receive the PCCD grant funds, which covered the cost of the officers' academy training and equipment.

Chief Sabo commented that he is still awaiting responses from several grant applications, with the most significant being the one for the radio project.

Commissioner Brinton inquired if Township residents should conserve water due to the lack of rain. Mr. Levernier responded that DEP issued a drought watch for the area, which means a recommended 5% reduction in residents' water usage. He noted that if the designation changes to a warning, he will address it at that time.

**ADJOURNMENT**

Commissioner Patnaik made a motion to adjourn the meeting. Commissioner Lipkin seconded the motion. The time was 7:31 pm.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on November 14, 2024.

Approved and certified on this date:

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

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

SEAL