

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
September 12, 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 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 – EXCUSED

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.

Commissioner Brinton announced that an Executive Session will take place after the Regular Meeting regarding personnel matters.

APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approve the unaudited Financial Report for the period ending July 30, 2024 and the List of Bills Payable for the period 8/17/2024-9/6/2024, broken down as follows:

\$663,993.43 = GENERAL
\$92,247.83 = FIRE
\$0 = LIBRARY
\$283,979.96 = WATER
\$20,385.81 = SEWER
\$263.37 = REFUSE & RECYCLING
\$30,417.06 = HIGHWAY AID
\$15,074.89 = CAPITAL GENERAL
\$1,106,362.35 = GRAND TOTAL ALL FUNDS

The Board voted: 4 Ayes; 0 Nays.

MINUTES

August 22, 2024

Commissioner Brinton declared the Minutes from August 22, 2024 accepted as presented.

NEW BUSINESS

ORDINANCES

None.

RESOLUTIONS

Resolution Authorizing the Disposition of Taxidermy Wildlife.

Ms. Bonaskiewich commented that there were four pieces of taxidermy wildlife left behind at the donated Barrington Lane house. She stated that she has been in contact with the PA Auction Center in Lancaster about utilizing their services to auction them off on the Township's behalf. Ms. Bonaskiewich explained that they do specific taxidermy/mounting auctions two or three times per year, and this Resolution would allow the Township to be ready for their next cycle.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to adopt Resolution No. 09-2024-1823, authorizing the Disposition of Taxidermy Wildlife.

The Board voted: 4 Ayes; 0 Nays.

MOTIONS

Motion Approving St. Thomas More Memorandum of Understanding (MOU).

Chief Sabo noted that the MOU has been signed by St. Thomas More, marking the first instance of an SRO in the diocese. He commented that Officer Sabulsky was assigned to the school after completing the required SRO training. Chief Sabo stated that the MOU aligns with the existing agreement between the Township and the school district, except for how the hourly wage and benefits are billed. He further clarified that when Officer Sabulsky is in the school, the school is responsible for 100% of his salary and benefits.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approving the St. Thomas More Memorandum of Understanding (MOU).

The Board voted: 4 Ayes; 0 Nays.

Motion Entering into Three-Year Agreement with Lehigh Valley Humane Society for Animal Control Services.

Ms. Bonaskiewich stated that she believes the Township and the Lehigh Valley Humane Society have a good arrangement and recommended renewing the agreement for another three years.

Commissioner Patnaik asked if the Humane Society accepts any other types of pets. Ms. Bonaskiewich replied that they take in stray cats, dogs, and small animals, which are not specifically defined. Attorney Gross added that wildlife is excluded from their services. Chief Sabo noted that the Township has additional resources, such as Pocono Wildlife, to help with wild, non-domesticated animals.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to enter into a three-year agreement with Lehigh Valley Humane Society for animal control services.

The Board voted: 4 Ayes; 0 Nays.

Motion Accepting a Time Extension to 12/01/24 for the Major Subdivision Project at 621 E. Lynnwood Street.

Mr. Wojciechowski stated that the Planning Commission has tabled the project due to the developer needing to complete additional testing to address the Planning Commissions' concerns.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to accept a Time Extension to 12/01/24 for the Major Subdivision Project at 621 E. Lynnwood Street.

The Board voted: 4 Ayes; 0 Nays.

Motion Approving Request for Well Isolation Distance Waiver at 175 Mountain Park Road.

Commissioner Lipkin stated that septic systems typically need to be at least 100 feet away from a well, but in this instance, the proposed system would be only 70 feet from the well. She noted that this location is the only viable option on the property. Commissioner Lipkin explained that the requested waiver would allow the septic system to be situated at the 70-foot distance instead of the required 100 feet.

Commissioner Patnaik asked whether the Township could be held liable if the septic system contaminated the well. Attorney Gross clarified that the Township would not be liable in such a case.

Motion by Commissioner Lipkin, seconded by Commissioner Conn, to approve the request for a well isolation distance waiver at 175 Mountain Park Road.

The Board voted: 4 Ayes; 0 Nays.

COURTESY OF THE FLOOR

Commissioner Brinton announced that the Salisbury School District will be holding its annual Homecoming Parade on Friday, October 4 from 5:15-6:30 pm.

Commissioner Brinton reminded the Board that the AM Radio Tribue Band will be playing a free concert at Franko Park from 3:00-6:30 pm.

Commissioner Brinton stated that on September 28, there will be a dedication ceremony at the Western Salisbury Volunteer Fire Company.

Mr. Ziegenfus noted that there is a change to the original budget timeline because of needing to cancel the October 10 meeting. He commented that some presentations will be combined over two meetings in order for the final approval to take place on December 12.

Mr. Ziegenfus reported that the non-uniformed Minimum Municipal Obligation (MMO) has risen by \$175,548, primarily due to the amortization of unfunded liabilities. He commented that the total MMO is now \$1,004,173, with an unfunded liability of \$706,000. Mr. Ziegenfus stated that he reached out to PMRS to understand why this figure remains consistently high, to which they explained that each year, actuaries estimate the funds needed to support the pension plan, and if circumstances change, they indicate that the plan has not been sufficiently funded. He stated that one factor contributing to this shortfall is that actual increases have occurred at a higher rate than projected. In addition, while the plan allows retirement at age 60, actuaries typically assume retirement at age 65, which leads to underfunding. He noted that overall, the projected increase for 2025 is \$225,000.

Mr. Nicolo stated that he has completed the annual MS4 report and submitted it to DEP.

Mr. Nicolo congratulated Ms. Michele Lopez for completing the Sewage Enforcement Officer training, making her a certified SEO. He expressed his hope for her to shadow the current SEO, Scott Bieber, in order to gain experience.

Mr. Wojciechowski stated that Wexcon is expected to start the sewer and water line work in the next two to three weeks.

Mr. Wojciechowski commented that they are working on the Laubach Park Master Site Plan and hopes to have the updated version to the Board in October or November.

Commissioner Patnaik inquired as to when leaf collection will begin. Mr. Levernier stated that it typically begins with a self-contained unit floating throughout the Township in early October, with all the crews starting the last week of October.

Commissioner Conn noted that he received a call about deer overpopulation. He stated that residents need to contact the state for a resolution.

Commissioner Lipkin inquired if there is a traffic study being done on Emmaus Avenue. Mr. Levernier stated that he believes it is for the Tuskes Homes project. Chief Sabo commented that the Lehigh Valley Planning Commission might also be doing a traffic study in the area because of the need to install a cross walk or a sidewalk at S Dauphin Street and Emmaus Avenue due to 26 high school students crossing at the intersection.

Mr. Levernier stated that they are wrapping up the paving project and are hoping to be finished by the end of the month. He stated that the department will start their in-house water main project on Jack Kelly Drive in early October.

Chief Sabo reported that a driver damaged the sign at Franko Park and left the scene. He commented that officers were able to locate the driver, who will receive a citation. Chief Sabo noted that the claim for the sign repair will be submitted to insurance.

Chief Sabo announced that the Grant for ACT120 reimbursement for the new officers in the academy has been submitted, and he anticipates a decision soon. He also stated that he is working with the Engineers for the Casino/Local Sheriff/State Grant, primarily to assist with the radio upgrade project, which is expected to go live in 2026 with a cost of \$972,000.

Mr. Jerry Royer of WSFD provided the Board with a construction update for the new fire station. He expects the Certificate of Occupancy to be issued on Monday, September 16.

ADJOURNMENT

Commissioner Patnaik made a motion to adjourn the meeting. Commissioner Lipkin seconded the motion. The time was 7:33 pm.

Respectfully submitted,

Cathy Bonaskiewich
Assistant Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on September 12, 2024.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL