

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Meeting
Regular Meeting Agenda—February 8, 2024
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.
- Public sessions of the Salisbury Township Board of Commissioners are held in the Board Room at the Township Building, 2900 South Pike Ave., Allentown, PA 18103
- Public Comment Period Policy—Three (3) Minutes Rule

4. Financial Report – (Nov. 2023) and Bills Payables – Period 1/20/24-2/2/24

5. Approval of the Minutes –January 25, 2024

6. New Business

A. ORDINANCES *(none)*

B. RESOLUTIONS *(none)*

C. MOTIONS

1. Motion Appointing 5th Ward Representative to Recreation Advisory Committee (RAC)
2. Motion Appointing 5th Ward Representative to Environmental Advisory Committee (EAC)

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

8. Adjournment

**Workshop to follow*

**Executive Session*

Income Statement- Summary by Fund
January 1 - November 30, 2023

	General Fund	Capital Fund-General	Fire Fund	Capital Fund-Fire	Library Fund	Water Fund	Sewer Fund	Refuse & Recycling Fund	Highway Aide Fund	Payroll Fund	Combined-All Funds
2023 YTD Revenues	11,305,056	3,171,630	376,609	53,209	76,830	1,896,752	1,762,299	1,941,144	464,172	1,279	21,048,981
2023 YTD Expenditures	11,956,629	3,032,480	301,542	53,209	43,565	1,962,943	1,682,999	1,594,812	639,714	-	21,267,893
2023 YTD Surplus (Deficit)	(651,572)	139,151	75,066	-	33,266	(66,191)	79,300	346,332	(175,542)	1,279	(218,912)
2022 YTD Surplus (Deficit)	799,240	(162,735)	128,605	(17,305)	(9,846)	(368,405)	13,833	211,197	(183,091)	77	411,569
Variance over Prior YTD	(1,450,813)	301,886	(53,538)	17,305	43,111	302,214	65,467	135,135	7,549	1,203	(630,480)

GENERAL FUND SUMMARY	2023 BOARD APPROVED BUDGET	1/1 - 11/30/2023 ACTUAL	% OF ANNUAL BUDGET
REVENUES:			
OPERATING:			
TAXES	\$ 8,119,134	\$ 8,044,989	99.1%
PERMITS, FEES & INTEREST	793,627	741,882	93.5%
OTHER OPERATING REVENUE	131,972	433,059	328.1%
TRANSFERS FROM OTHER FUNDS	408,760	-	0.0%
FROM PRIOR-YEAR RESERVES	60,955	-	0.0%
TOTAL OPERATING REVENUE	\$ 9,514,448	\$ 9,219,930	96.9%
NON-OPERATING:			
DEVELOPMENT GRANTS & CONTRIBUTIONS	160,000	151,050	94.4%
PRIOR YEAR EXPENSE REFUNDS	115,000	1,934,076	1681.8%
TOTAL NON-OPERATING REVENUE	\$ 275,000	\$ 2,085,126	758.2%
TOTAL REVENUES	\$ 9,789,448	\$ 11,305,056	115.5%
EXPENDITURES:			
OPERATING:			
(A) GENERAL GOVERNMENT	\$ 1,392,723	\$ 1,476,859	106.0%
(B) PUBLIC SAFETY	4,312,159	4,321,866	100.2%
(D) PUBLIC WORKS	2,865,214	2,553,153	89.1%
(E) RECREATION	134,722	128,216	95.2%
(F) COMMUNITY DEVELOPMENT	12,400	15,322	123.6%
(G) CONTRIBUTIONS & MISCELLANEOUS	23,000	36,983	160.8%
(H) INSURANCE & BENEFITS	214,000	252,600	118.0%
(I) TRANSFERS TO OTHER FUNDS	835,230	3,171,630	379.7%
TOTAL OPERATING EXPENDITURES	\$ 9,789,448	\$ 11,956,629	122.1%
TOTAL EXPENDITURES	\$ 9,789,448	\$ 11,956,629	122.1%
SURPLUS (DEFICIT)	\$ -	\$ (651,572)	

GENERAL FUND SUMMARY	1/1 - 11/30/2023 ACTUAL	1/1 - 11/30/2022 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
REVENUES:				
OPERATING:				
TAXES	\$ 8,044,989	\$ 7,797,608	\$ 247,382	3.2%
PERMITS, FEES & INTEREST	741,882	925,584	(183,702)	-19.8%
OTHER OPERATING REVENUE	433,059	1,039,535	(606,476)	-58.3%
TRANSFERS FROM OTHER FUNDS	-	(6,633)	6,633	-100.0%
FROM PRIOR-YEAR RESERVES	-	-	-	0.0%
TOTAL OPERATING REVENUE	\$ 9,219,930	\$ 9,756,094	\$ (536,163)	-5.5%
NON-OPERATING:				
DEVELOPMENT GRANTS & CONTRIBUTIONS	151,050	150,000	1,050	0.7%
PRIOR YEAR EXPENSE REFUNDS	1,934,076	796,686	1,137,390	142.8%
TOTAL NON-OPERATING REVENUE	\$ 2,085,126	\$ 946,686	\$ 1,138,440	120.3%
TOTAL REVENUES	\$ 11,305,056	\$ 10,702,780	\$ 602,277	5.6%
EXPENDITURES:				
OPERATING:				
(A) GENERAL GOVERNMENT	\$ 1,476,859	\$ 1,466,118	\$ 10,741	0.7%
(B) PUBLIC SAFETY	4,321,866	4,042,347	279,519	6.9%
(D) PUBLIC WORKS	2,553,153	2,607,238	(54,085)	-2.1%
(E) RECREATION	128,216	102,803	25,413	24.7%
(F) COMMUNITY DEVELOPMENT	15,322	11,751	3,570	30.4%
(G) CONTRIBUTIONS & MISCELLANEOUS	36,983	38,034	(1,051)	-2.8%
(H) INSURANCE & BENEFITS	252,600	211,960	40,640	19.2%
(I) TRANSFERS TO OTHER FUNDS	3,171,630	1,423,289	1,748,342	122.8%
TOTAL OPERATING EXPENDITURES	\$ 11,956,629	\$ 9,903,539	\$ 2,053,089	20.7%
TOTAL EXPENDITURES	\$ 11,956,629	\$ 9,903,539	\$ 2,053,089	20.7%
SURPLUS (DEFICIT)	\$ (651,572)	\$ 799,240	\$ (1,450,813)	-181.5%

GENERAL FUND- REVENUES

REVENUE DESCRIPTION	2023 BOARD APPROVED BUDGET	1/1 - 11/30/2023 ACTUAL	% OF BUDGET REC'D
PROPERTY TAXES	\$ 3,400,000	\$ 3,238,210	95.2%
LOCAL ENABLING TAXES	4,200,000	4,251,347	101.2%
STATE-SHARED REVENUE	519,134	555,433	107.0%
Total Tax Revenue	\$ 8,119,134	\$ 8,044,989	99.1%
BUS LICENSES & PERMITS	228,000	162,455	71.3%
NON-BUS LICENSES & PERMITS	11,800	4,265	36.1%
FINES	59,000	51,031	86.5%
INTEREST	12,000	82,845	690.4%
RENTS & ROYALTIES	41,927	39,132	93.3%
SERVICE FEES	167,200	138,662	82.9%
REVIEW FEES	35,450	53,218	150.1%
PUBLIC SAFETY FEES	233,250	204,399	87.6%
RECREATIONAL USER FEES	5,000	5,875	117.5%
Total Permits, Fees & Interest Revenue	\$ 793,627	\$ 741,882	93.5%
FEDERAL GRANTS	2,850	-	0.0%
STATE GRANTS	52,000	345,640	664.7%
SNOW REMOVAL	2,222	2,673	120.3%
SANITATION FEES	1,000	6,831	683.1%
MEMBERSHIP FEES	24,000	23,850	99.4%
MISCELLANEOUS REVENUE	9,900	8,565	86.5%
ASSET DISPOSAL	40,000	45,500	113.8%
Total Other Operating Income	\$ 131,972	\$ 433,059	328.1%
INTERFUND TRANSFERS	408,760	-	0.0%
Total Interfund Transfer Revenue	\$ 408,760	\$ -	0.0%
PRIOR YEAR RESERVES	60,955	-	0.0%
Total Prior Year Reserves	\$ 60,955	\$ -	0.0%
CONTRIBUTIONS	160,000	151,050	94.4%
Total Grants & Contribution Revenue	\$ 160,000	\$ 151,050	94.4%
NOTE PROCEEDS	-	1,841,000	
PRIOR YEAR EXPENSE REFUND	115,000	93,076	80.9%
Total Prior Year Expense Refund	\$ 115,000	\$ 1,934,076	1681.8%
Total General Fund Revenues	\$ 9,789,448	\$ 11,305,056	115.5%

GENERAL FUND- REVENUES

REVENUE DESCRIPTION	1/1 - 11/30/2023 ACTUAL	1/1 - 11/30/2022 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
PROPERTY TAXES	\$ 3,238,210	\$ 3,269,707	\$ (31,497)	-1.0%
LOCAL ENABLING TAXES	4,251,347	4,058,907	192,439	4.7%
STATE-SHARED REVENUE	555,433	468,993	86,439	18.4%
Total Tax Revenue	\$ 8,044,989	\$ 7,797,608	\$ 247,382	3.2%
BUS LICENSES & PERMITS	162,455	168,402	(5,947)	-3.5%
NON-BUS LICENSES & PERMITS	4,265	13,625	(9,360)	-68.7%
FINES	51,031	105,239	(54,207)	-51.5%
INTEREST	82,845	19,015	63,829	335.7%
RENTS & ROYALTIES	39,132	46,636	(7,504)	-16.1%
SERVICE FEES	138,662	120,932	17,730	14.7%
REVIEW FEES	53,218	254,479	(201,260)	-79.1%
PUBLIC SAFETY FEES	204,399	191,757	12,643	6.6%
RECREATIONAL USER FEES	5,875	5,500	375	6.8%
Total Permits, Fees & Interest Revenue	\$ 741,882	\$ 925,584	\$ (183,702)	-19.8%
FEDERAL GRANTS	-	3,548	(3,548)	0.0%
STATE GRANTS	345,640	865,848	(520,208)	-60.1%
SNOW REMOVAL	2,673	-	2,673	
SANITATION FEES	6,831	3,811	3,020	79.2%
MEMBERSHIP FEES	23,850	22,450	1,400	
MISCELLANEOUS REVENUE	8,565	8,441	124	1.5%
ASSET DISPOSAL	45,500	135,437	(89,937)	-66.4%
Total Other Operating Income	\$ 433,059	\$ 1,039,535	\$ (606,476)	-58.3%
INTERFUND TRANSFERS	-	(6,633)	6,633	-100.0%
Total Interfund Transfer Revenue	\$ -	\$ (6,633)	\$ 6,633	0.0%
PRIOR YEAR RESERVES	-	-	-	0.0%
Total Prior Year Reserves	\$ -	\$ -	\$ -	0.0%
CONTRIBUTIONS	151,050	150,000	1,050	0.7%
Total Grants & Contribution Revenue	\$ 151,050	\$ 150,000	\$ 1,050	0.7%
NOTE PROCEEDS	1,841,000	600,000	1,241,000	206.8%
PRIOR YEAR EXPENSE REFUND	93,076	196,686	(103,610)	-52.7%
Total Prior Year Expense Refund	\$ 1,934,076	\$ 796,686	\$ 1,137,390	142.8%
Total General Fund Revenues	\$ 11,305,056	\$ 10,702,780	\$ 602,277	5.6%

GENERAL FUND EXPENDITURES

EXPENDITURE CATEGORY	2023 BOARD APPROVED BUDGET	1/1 - 11/30/2023 ACTUAL	% OF ANNUAL BUDGET SPENT
LEGISLATIVE	\$ 19,545	\$ 21,849	111.8%
EXECUTIVE	378,085	383,539	101.4%
FINANCIAL ADMINISTRATION	343,107	321,197	93.6%
TAX COLLECTION	59,770	63,778	106.7%
LEGAL SERVICES	60,500	98,926	163.5%
PERSONNEL ADMIN	16,500	25,884	156.9%
INFORMATION TECHNOLOGY	252,244	227,068	90.0%
ENGINEERING SERVICES	50,000	104,980	210.0%
BUILDINGS & PLANT	212,972	229,637	107.8%
POLICE	3,498,860	3,466,472	99.1%
FIRE	226,568	200,535	88.5%
COMMUNITY DEVELOPMENT	579,731	647,235	111.6%
EMERGENCY MANAGEMENT	7,000	7,624	108.9%
PUBLIC WORKS: Highway, Roads & Streets	2,402,514	2,332,339	97.1%
TRAFFIC CONTROL	38,500	34,814	90.4%
STORM SEWERS	54,200	34,158	63.0%
REPAIRS/MAINT OF TOOLS & MACHINERY	85,000	85,049	100.1%
REPAIRS/MAINT OF ROADS	285,000	66,793	23.4%
RECREATION ADMINISTRATION	81,500	75,240	92.3%
PARTICIPANT RECREATION	53,222	52,976	99.5%
CONSERVATION OF NATURAL RESOURCES	12,400	15,322	123.6%
CONTRIBUTIONS/MISCELLANEOUS	23,000	36,983	160.8%
INSURANCE	214,000	252,600	118.0%
TRANSFER TO RESERVES	-	-	0.0%
INTERFUND OPERATING TRANSFERS	835,230	3,171,630	379.7%
TOTAL EXPENDITURES	\$ 9,789,448	\$ 11,956,629	122.1%

GENERAL FUND EXPENDITURES

EXPENDITURE CATEGORY	1/1 - 11/30/2023 ACTUAL	1/1 - 11/30/2022 ACTUAL	Increase (Decrease) Over Prior YTD	% Change over Prior YTD
LEGISLATIVE	\$ 21,849	\$ 21,989	\$ (140)	-0.6%
EXECUTIVE	383,539	351,755	31,784	9.0%
FINANCIAL ADMINISTRATION	321,197	298,246	22,951	7.7%
TAX COLLECTION	63,778	60,617	3,160	5.2%
LEGAL SERVICES	98,926	133,804	(34,878)	-26.1%
PERSONNEL ADMIN	25,884	27,827	(1,943)	-7.0%
INFORMATION TECHNOLOGY	227,068	194,370	32,699	16.8%
ENGINEERING SERVICES	104,980	159,695	(54,716)	-34.3%
BUILDINGS & PLANT	229,637	217,813	11,824	5.4%
POLICE	3,466,472	3,337,056	129,416	3.9%
FIRE	200,535	221,359	(20,824)	-9.4%
COMMUNITY DEVELOPMENT	647,235	475,983	171,252	36.0%
EMERGENCY MANAGEMENT	7,624	7,950	(326)	-4.1%
PUBLIC WORKS: Highway, Roads & Streets	2,332,339	2,164,116	168,223	7.8%
TRAFFIC CONTROL	34,814	28,106	6,707	23.9%
STORM SEWERS	34,158	34,036	122	0.4%
REPAIRS/MAINT OF TOOLS & MACHINERY	85,049	101,303	(16,254)	-16.0%
REPAIRS/MAINT OF ROADS	66,793	279,676	(212,883)	-76.1%
RECREATION ADMINISTRATION	75,240	55,156	20,084	36.4%
PARTICIPANT RECREATION	52,976	47,647	5,329	11.2%
CONSERVATION OF NATURAL RESOURCES	15,322	11,751	3,570	30.4%
CONTRIBUTIONS/MISCELLANEOUS	36,983	38,034	(1,051)	-2.8%
INSURANCE	252,600	211,960	40,640	19.2%
TRANSFER TO RESERVES	-	-	-	0.0%
INTERFUND OPERATING TRANSFERS	3,171,630	1,423,289	1,748,342	122.8%
TOTAL EXPENDITURES	\$ 11,956,629	\$ 9,903,539	\$ 2,053,089	20.7%

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
ABE Laboratories LLC							
ABE Laboratories LLC	38505	06-448.316	Coliform Analysis	01/29/24	530.00	.00	
Total ABE Laboratories LLC:					530.00	.00	
Amazon Business							
Amazon Business	1C1V-96D3-DPQ3	01-409.240	Toilet paper dispenser key	01/24/24	15.80	.00	
Amazon Business	1DHR-D4JX-3G41	01-430.260	Vinyl Cutting Tools	01/27/24	350.25	.00	
Amazon Business	1MFC-9LGH-DXT	01-407.261	Cable	01/20/24	35.24	.00	
Total Amazon Business:					401.29	.00	
American Rock Salt Co LLC							
American Rock Salt Co LL	0756132	35-432.245	Bulk Ice Control Salt	01/22/24	7,737.03	.00	
American Rock Salt Co LL	0756804	35-432.245	Bulk Ice Control Salt	01/23/24	4,147.15	.00	
Total American Rock Salt Co LLC:					11,884.18	.00	
American United Life Insurance Co							
American United Life Insur	011724	01-401.158	2024-Feb-life/disability ins coverage	01/17/24	94.77	.00	
American United Life Insur	011724	01-402.158	2024-Feb-life/disability ins coverage	01/17/24	93.70	.00	
American United Life Insur	011724	01-407.158	2024-Feb-life/disability ins coverage	01/17/24	48.18	.00	
American United Life Insur	011724	01-409.158	2024-Feb-life/disability ins coverage	01/17/24	43.75	.00	
American United Life Insur	011724	01-410.158	2024-Feb-life/disability ins coverage	01/17/24	882.00	.00	
American United Life Insur	011724	01-414.158	2024-Feb-life/disability ins coverage	01/17/24	179.68	.00	
American United Life Insur	011724	01-430.158	2024-Feb-life/disability ins coverage	01/17/24	862.46	.00	
American United Life Insur	011724	06-401.158	2024-Feb-life/disability ins coverage	01/17/24	7.23	.00	
American United Life Insur	011724	06-430.158	2024-Feb-life/disability ins coverage	01/17/24	12.05	.00	
American United Life Insur	011724	06-448.158	2024-Feb-life/disability ins coverage	01/17/24	182.16	.00	
American United Life Insur	011724	08-401.158	2024-Feb-life/disability ins coverage	01/17/24	7.23	.00	
American United Life Insur	011724	08-429.158	2024-Feb-life/disability ins coverage	01/17/24	182.16	.00	
American United Life Insur	011724	08-430.158	2024-Feb-life/disability ins coverage	01/17/24	12.05	.00	
American United Life Insur	011724	10-426.158	2024-Feb-life/disability ins coverage	01/17/24	19.83	.00	
Total American United Life Insurance Co:					2,627.25	.00	
Auto Collision Specialists							
Auto Collision Specialists	112523	01-410.251	Repair to 2017 Ram-MVA 4/17/23	11/25/23	2,854.10	.00	
Total Auto Collision Specialists:					2,854.10	.00	
Axon Enterprise Inc							
Axon Enterprise Inc	INUS217341	01-410.260	Taser battery packs	01/04/24	872.00	.00	
Total Axon Enterprise Inc:					872.00	.00	
Bank of America-8398							
Bank of America-8398	01092024	01-410.420	NASRO-2024 Membership-Kress	01/09/24	50.00	.00	
Bank of America-8398	01092024	01-410.375	South Mtn Cycle-Bike Repair	01/09/24	113.99	.00	
Bank of America-8398	010924	01-410.420	PA Chiefs of Police-Accreditation Conference-Kress	01/09/24	155.25	.00	
Bank of America-8398	010924	01-480.005	Finance Charge	01/09/24	2.36	.00	
Bank of America-8398	010924	01-410.420	PA Chiefs of Police-Accreditation Conference-Gibson	01/09/24	155.25	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Bank of America-8398:					476.85	.00	
Bergey's Commercial Tire Centers							
Bergey's Commercial Tire	TK729394R	01-437.251	Tires for #14	01/08/24	1,450.40	.00	
Total Bergey's Commercial Tire Centers:					1,450.40	.00	
Biros Utilities Inc							
Biros Utilities Inc	185506	01-451.315	Franko Park - 1/26/24-2/22/24	01/25/24	150.00	.00	
Biros Utilities Inc	185507	01-451.315	Laubach Park - 1/26/24-2/22/24	01/25/24	150.00	.00	
Biros Utilities Inc	185721	01-451.315	Lindberg Park - 1/31/24-2/27/24	01/30/24	150.00	.00	
Total Biros Utilities Inc:					450.00	.00	
Chemung Supply							
Chemung Supply	028195	01-430.240	#5-Tire Chains	01/25/24	400.19	.00	
Total Chemung Supply:					400.19	.00	
Colours Inc							
Colours Inc	5841920	01-410.251	Specialty Adhesive Remover	01/17/24	41.49	.00	
Total Colours Inc:					41.49	.00	
Commonwealth of Pennsylvania							
Commonwealth of Pennsylv	1342271	06-448.318	2024-DEP Annual Fee-Inv 1342271/PWSID:3390062	01/10/24	10,000.00	.00	
Total Commonwealth of Pennsylvania:					10,000.00	.00	
Core & Main							
Core & Main	U192854	06-448.240	Joint compound/paint brush/Adapter/Tong	01/08/24	206.82	.00	
Total Core & Main:					206.82	.00	
Cunningham II, Thomas R							
Cunningham II, Thomas R	020124	01-415.149	EMC Deputy-Dec 2024	01/29/24	200.00	.00	
Total Cunningham II, Thomas R:					200.00	.00	
Davis, James							
Davis, James	020124	01-415.139	EMC Coordinator-Feb 2024	01/27/24	300.00	.00	
Total Davis, James:					300.00	.00	
Durner, Valentine							
Durner, Valentine	20240123	01-451.240	BALANCE DUE FOE ELECTRIC USAGE	01/23/24	94.31	94.31	01/23/24
Total Durner, Valentine:					94.31	94.31	
Ecco Communications LLC							
Ecco Communications LLC	82538	01-410.251	#219-Fix lights	01/18/24	221.00	.00	
Ecco Communications LLC	82566	01-410.375	FCC License for Twp Radios	01/25/24	225.00	.00	
Ecco Communications LLC	82581	01-410.375	#215-Antenna	01/30/24	76.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Ecco Communications LLC:					522.00	.00	
Emmaus, Borough of							
Emmaus, Borough of	6918	08-429.532	4Q2023 sewer	01/24/24	3,789.08	.00	
Total Emmaus, Borough of:					3,789.08	.00	
F.W. Webb Company							
F.W. Webb Company	83436750	01-451.240	Water bib keys for parks	01/09/24	61.20	.00	
F.W. Webb Company	84054489	06-448.260	Hand tools	01/15/24	221.43	.00	
F.W. Webb Company	84054489-2	06-448.260	Tools for water dept	01/19/24	153.83	.00	
F.W. Webb Company	84073089	01-409.240	Water softener material	01/19/24	139.90	.00	
F.W. Webb Company	84131669	08-429.260	Sewer tools	01/26/24	28.00	.00	
F.W. Webb Company	84171919	01-409.373	Police roof top unit belt	01/23/24	13.12	.00	
F.W. Webb Company	84178769	01-409.373	WSFD - Oil tank vent to outside building	01/23/24	143.54	.00	
Total F.W. Webb Company:					761.02	.00	
Frey & Company							
Frey & Company	1729	01-200202	2022 Audit Change Order	01/31/24	4,000.00	.00	
Frey & Company	1729	06-200202	2022 Audit Change Order	01/31/24	500.00	.00	
Frey & Company	1729	08-200202	2022 Audit Change Order	01/31/24	500.00	.00	
Total Frey & Company:					5,000.00	.00	
Gatti Morrison Construction Service Inc							
Gatti Morrison Construction	530949	01-430.240	Sand bags	01/10/24	80.00	.00	
Total Gatti Morrison Construction Service Inc:					80.00	.00	
GE Software Inc							
GE Software Inc	214348	06-448.319	Fuel Site Module	12/31/23	118.80	.00	
GE Software Inc	214348	08-429.319	Fuel Site Module	12/31/23	118.80	.00	
GE Software Inc	214348	01-407.319	Fuel Site Module	12/31/23	891.00	.00	
GE Software Inc	214348	10-407.319	Fuel Site Module	12/31/23	59.40	.00	
Total GE Software Inc:					1,188.00	.00	
Gebhardts							
Gebhardts	SO30670	01-400.240	Name plate-Taylor	01/20/24	19.00	.00	
Total Gebhardts:					19.00	.00	
Groff Tractor & Equipment							
Groff Tractor & Equipment	PSO518052-1	01-437.375	Parts for #28	01/18/24	238.14	.00	
Groff Tractor & Equipment	PSO525948-1	01-437.375	Hydraulic oil	01/18/24	252.86	.00	
Groff Tractor & Equipment	PSO525984-1	01-437.375	#25-filter	01/18/24	51.21	.00	
Groff Tractor & Equipment	PSO526262-1	01-437.375	#26-Brake Pressure Switch	01/22/24	52.15	.00	
Groff Tractor & Equipment	SWO216104	01-437.375	Diagnose oil leak in John Deere	01/31/24	425.64	.00	
Total Groff Tractor & Equipment:					1,020.00	.00	
Guardian Gear							
Guardian Gear	1696	01-410.260	Vests w/ Plates-G2 Bundle	12/20/23	1,930.05	.00	
Total Guardian Gear:					1,930.05	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Hale Trailer Brake & Wheel Inc							
Hale Trailer Brake & Wheel	1769595	01-437.251	#10-Wire/Junction Box	01/22/24	40.22	.00	
Hale Trailer Brake & Wheel	1770301	01-437.251	#1-Body light	01/24/24	32.80	.00	
Total Hale Trailer Brake & Wheel Inc:					73.02	.00	
Home Depot Credit Services							
Home Depot Credit Service	011224	01-409.373	Trolly Station-lights	01/12/24	15.21	.00	
Home Depot Credit Service	011224	06-448.240	Plywood	01/12/24	110.20	.00	
Home Depot Credit Service	011224	01-409.373	Police hallway reno-wood frame/multi-tool	01/12/24	376.38	.00	
Home Depot Credit Service	011224	01-430.240	Mailbox Repair-post/anchor/sledge hammer	01/12/24	479.21	.00	
Home Depot Credit Service	011224	01-430.240	Mailbox Repair-mailbox & post kit/post	01/12/24	129.86	.00	
Total Home Depot Credit Services:					1,110.86	.00	
Hon Company, The							
Hon Company, The	2053978	41-409.700	New desk for front office/New desk for IT office	06/07/23	5,728.65	.00	
Total Hon Company, The:					5,728.65	.00	
Kessler Freedman Inc.							
Kessler Freedman Inc.	4544.0024	01-401.312	January 2024-Website updates	02/01/24	160.00	.00	
Total Kessler Freedman Inc.:					160.00	.00	
Kubat, Seth							
Kubat, Seth	011224	01-430.192	2024 Clothing Allowance	01/12/24	123.50	.00	
Total Kubat, Seth:					123.50	.00	
Kutz Inc., E. M.							
Kutz Inc., E. M.	40835	01-437.375	Snow plow parts	01/08/24	4,153.09	.00	
Kutz Inc., E. M.	41003	01-437.375	#14-Plow Parts	01/15/24	21.58	.00	
Kutz Inc., E. M.	41133	01-437.375	#13-Snow plow parts	01/18/24	544.00	.00	
Kutz Inc., E. M.	41181	01-437.375	#11-Snow plow parts	01/19/24	726.63	.00	
Total Kutz Inc., E. M.:					5,445.30	.00	
L/B Water Service Inc							
L/B Water Service Inc	3783170	06-448.600	Parts for Edgemont Drive Water Main	01/24/24	1,542.55	.00	
Total L/B Water Service Inc:					1,542.55	.00	
Lehigh County Authority							
Lehigh County Authority	012424	08-429.533	4Q23 LCA Sewer	01/24/24	23,954.86	.00	
Lehigh County Authority	9118	06-448.363	4Q23 hydrant rentals	01/25/24	1,229.43	.00	
Total Lehigh County Authority:					25,184.29	.00	
Lehigh Soils & Wetlands							
Lehigh Soils & Wetlands	11824	01-414.306	Residential inspections & services-10/1/23-1/4/24	01/18/24	2,100.00	.00	
Total Lehigh Soils & Wetlands:					2,100.00	.00	
Levan Machine & Truck Equipment							
Levan Machine & Truck Eq	188223	01-437.251	#10-Parts to fix Hydraulics	01/16/24	4,618.72	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Levan Machine & Truck Eq	188238	01-437.375	#17-Vibrator	01/16/24	174.47	.00	
Total Levan Machine & Truck Equipment:					4,793.19	.00	
Lowe and Moyer Garage Inc.							
Lowe and Moyer Garage In	1262288	01-437.251	#4-Repairs	01/19/24	6,670.43	.00	
Total Lowe and Moyer Garage Inc.:					6,670.43	.00	
Madle's Hardware							
Madle's Hardware	220646/1	01-409.373	Winterize & Asbestos Test for Magistrate office	01/17/24	34.95	.00	
Madle's Hardware	220662/1	01-410.251	#204-Cleaner	01/18/24	8.99	.00	
Total Madle's Hardware:					43.94	.00	
Malden, WG							
Malden, WG	22347	08-429.317	Sewer Meter Repair	01/30/24	459.50	.00	
Total Malden, WG:					459.50	.00	
Manderbach Ford Inc.							
Manderbach Ford Inc.	121522	06-448.700	2023 F350 Truck	01/01/24	26,346.00	26,346.00	01/25/24
Manderbach Ford Inc.	121522	08-429.600	2023 F350 Truck	01/01/24	26,346.00	26,346.00	01/25/24
Total Manderbach Ford Inc.:					52,692.00	52,692.00	
Meier Supply Co Inc							
Meier Supply Co Inc	2768943	01-409.373	Freon removal from Magistrate's office	01/19/24	35.00	.00	
Total Meier Supply Co Inc:					35.00	.00	
Mid Penn Bank							
Mid Penn Bank	012624	01-414.306	Reimb - Inspection Service by Barry Isett for WSFD	01/26/24	500.00	.00	
Total Mid Penn Bank:					500.00	.00	
Miller Municipal Supply LLC							
Miller Municipal Supply LL	0000140021	01-433.246	Signs	01/24/24	196.60	.00	
Total Miller Municipal Supply LLC:					196.60	.00	
Moyer Lumber & Hardware							
Moyer Lumber & Hardware	538640	41-409.700	Police renovations	01/29/24	949.95	.00	
Total Moyer Lumber & Hardware:					949.95	.00	
MP Outfitters							
MP Outfitters	60443-5	01-410.238	Patches-Smith	01/24/24	24.00	.00	
Total MP Outfitters:					24.00	.00	
MRM Trust Worker's Comp Fund							
MRM Trust Worker's Comp	2324PRJ2111	01-401.162	2024-Feb-Worker's Compensation Insurance	01/15/24	63.90	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-402.162	2024-Feb-Worker's Compensation Insurance	01/15/24	46.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-407.162	2024-Feb-Worker's Compensation Insurance	01/15/24	23.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
MRM Trust Worker's Comp	2324PRJ2111	01-409.162	2024-Feb-Worker's Compensation Insurance	01/15/24	381.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-410.162	2024-Feb-Worker's Compensation Insurance	01/15/24	9,450.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-411.162	2024-Feb-Worker's Compensation Insurance	01/15/24	17.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-414.162	2024-Feb-Worker's Compensation Insurance	01/15/24	49.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-430.162	2024-Feb-Worker's Compensation Insurance	01/15/24	5,912.70	.00	
MRM Trust Worker's Comp	2324PRJ2111	01-452.162	2024-Feb-Worker's Compensation Insurance	01/15/24	164.00	.00	
MRM Trust Worker's Comp	2324PRJ2111	06-401.162	2024-Feb-Worker's Compensation Insurance	01/15/24	6.20	.00	
MRM Trust Worker's Comp	2324PRJ2111	06-430.162	2024-Feb-Worker's Compensation Insurance	01/15/24	8.40	.00	
MRM Trust Worker's Comp	2324PRJ2111	06-448.162	2024-Feb-Worker's Compensation Insurance	01/15/24	1,166.33	.00	
MRM Trust Worker's Comp	2324PRJ2111	08-401.162	2024-Feb-Worker's Compensation Insurance	01/15/24	6.20	.00	
MRM Trust Worker's Comp	2324PRJ2111	08-429.162	2024-Feb-Worker's Compensation Insurance	01/15/24	1,166.33	.00	
MRM Trust Worker's Comp	2324PRJ2111	08-430.162	2024-Feb-Worker's Compensation Insurance	01/15/24	8.40	.00	
MRM Trust Worker's Comp	2324PRJ2111	10-426.162	2024-Feb-Worker's Compensation Insurance	01/15/24	84.40	.00	
Total MRM Trust Worker's Comp Fund:					18,552.86	.00	
New Enterprise Stone & Lime Co Inc							
New Enterprise Stone & Li	8252460	01-438.245	High Perf Cold Patch	01/15/24	1,667.32	.00	
New Enterprise Stone & Li	8254667	08-429.245	AASHTO #10-Stock Screenings	01/24/24	3,323.66	.00	
New Enterprise Stone & Li	8255163	08-429.245	2A Stone	01/25/24	1,672.47	.00	
New Enterprise Stone & Li	8255676	08-429.245	2A Stone	01/26/24	1,246.41	.00	
New Enterprise Stone & Li	8256039	01-438.245	High Perf Cold Patch	01/29/24	798.62	.00	
Total New Enterprise Stone & Lime Co Inc:					8,708.48	.00	
ODB Company							
ODB Company	8854049	01-437.375	Parts for leaf machine	01/15/24	2,024.42	.00	
Total ODB Company:					2,024.42	.00	
PA Rural Water							
PA Rural Water	76552	06-448.315	Renewal of membership dues	01/15/24	837.00	.00	
PA Rural Water	76723	06-448.421	Conference Registration - DiMatteo/Singles/Stout	01/29/24	1,125.00	.00	
Total PA Rural Water:					1,962.00	.00	
PENNB OC							
PENNB OC	20240122	01-414.420	PENNB OC MEMEBRSHIP- M LOPEZ FOR 2024 ORDER #12144	01/22/24	85.00	85.00	01/23/24
Total PENNB OC:					85.00	85.00	
PenTeleData							
PenTeleData	01242024	01-401.320	Acct#3042745-Cable modem rental - Feb 2024	01/24/24	87.95	.00	
Total PenTeleData:					87.95	.00	
Power DMS							
Power DMS	Q-240814	01-407.319	PowerTime Subscription	01/29/24	2,500.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Power DMS:					2,500.00	.00	
PPL Electric Utilities-05340-01002							
PPL Electric Utilities-05340	012224	35-433.362	05340-01002	01/22/24	33.56	.00	
Total PPL Electric Utilities-05340-01002:					33.56	.00	
PPL Electric Utilities-10550-10002							
PPL Electric Utilities-10550	012324	01-451.361	10550-10002	01/23/24	24.87	.00	
Total PPL Electric Utilities-10550-10002:					24.87	.00	
PPL Electric Utilities-22924-29015							
PPL Electric Utilities-22924	011924	01-409.361	22924-29015	01/19/24	33.70	.00	
Total PPL Electric Utilities-22924-29015:					33.70	.00	
PPL Electric Utilities-35530-02004							
PPL Electric Utilities-35530	011924	08-429.361	35530-02004	01/19/24	25.11	.00	
Total PPL Electric Utilities-35530-02004:					25.11	.00	
PPL Electric Utilities-49130-02001							
PPL Electric Utilities-49130	011924	35-433.362	49130-02001	01/19/24	36.33	.00	
Total PPL Electric Utilities-49130-02001:					36.33	.00	
PPL Electric Utilities-51730-02013							
PPL Electric Utilities-51730	011924	01-409.361	51730-02013	01/19/24	50.56	.00	
Total PPL Electric Utilities-51730-02013:					50.56	.00	
PPL Electric Utilities-51930-02019							
PPL Electric Utilities-51930	011924	01-409.361	51930-02019	01/19/24	51.62	.00	
Total PPL Electric Utilities-51930-02019:					51.62	.00	
PPL Electric Utilities-53875-61001							
PPL Electric Utilities-53875	012224	35-433.362	53875-61001	01/22/24	36.21	.00	
Total PPL Electric Utilities-53875-61001:					36.21	.00	
PPL Electric Utilities-61089-84010							
PPL Electric Utilities-61089	011924	01-409.361	61089-84010	01/19/24	1,301.54	.00	
Total PPL Electric Utilities-61089-84010:					1,301.54	.00	
PPL Electric Utilities-68051-53008							
PPL Electric Utilities-68051	012224	01-409.361	68051-53008	01/22/24	131.63	.00	
Total PPL Electric Utilities-68051-53008:					131.63	.00	
PPL Electric Utilities-70730-17005							
PPL Electric Utilities-70730	011924	01-409.361	70730-17005	01/19/24	1,120.61	.00	
Total PPL Electric Utilities-70730-17005:					1,120.61	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PPL Electric Utilities-82900-03000							
PPL Electric Utilities-82900	011624	03-411.320	82900-03000	01/16/24	646.38	.00	
Total PPL Electric Utilities-82900-03000:					646.38	.00	
PPL Electric Utilities-92051-48008							
PPL Electric Utilities-92051	011924	01-409.361	92051-48008	01/19/24	916.24	.00	
Total PPL Electric Utilities-92051-48008:					916.24	.00	
PPL Electric Utilities-99940-01007							
PPL Electric Utilities-99940	012224	35-433.362	99940-01007	01/22/24	35.75	.00	
Total PPL Electric Utilities-99940-01007:					35.75	.00	
Republic Services #282							
Republic Services #282	0282-000924651	10-427.303	1-recycle rolloff @ 2937 S Pike	01/15/24	1,445.30	.00	
Republic Services #282	0282-000926302	01-427.300	Household Hazardous Waste P/U Jan 2024	01/24/24	23,766.49	.00	
Total Republic Services #282:					25,211.79	.00	
Ringo Hill Farms Eqpmnt Co Inc							
Ringo Hill Farms Eqpmnt C	46143	01-437.375	#66-Tire	01/25/24	523.52	.00	
Total Ringo Hill Farms Eqpmnt Co Inc:					523.52	.00	
Selex ES							
Selex ES	01292024	01-407.319	Warranties on fixed & mobile license plate reader systems	01/29/24	6,195.00	.00	
Total Selex ES:					6,195.00	.00	
Service Tire Truck Centers							
Service Tire Truck Centers	24-0456080-001	06-448.251	#33-Tires	01/23/24	853.05	.00	
Service Tire Truck Centers	24-0456080-001	08-429.251	#33-Tires	01/23/24	853.05	.00	
Service Tire Truck Centers	24-0456105-001	01-437.251	#14-rims	01/23/24	89.00	.00	
Total Service Tire Truck Centers:					1,795.10	.00	
Soberick, Kevin J.							
Soberick, Kevin J.	020124	01-406.172	15 of 60 Health Rembursement	01/29/24	250.00	.00	
Total Soberick, Kevin J.:					250.00	.00	
Staples Advantage							
Staples Advantage	3556781522	01-402.240	Toner	01/11/24	62.99	.00	
Staples Advantage	3557151907	01-409.240	Sponge/Cleaner/Soap/Trash bags/Towels	01/17/24	410.22	.00	
Total Staples Advantage:					473.21	.00	
Staver Hydraulics Co Inc							
Staver Hydraulics Co Inc	00042692	01-437.251	#10-fittings	01/22/24	66.74	.00	
Total Staver Hydraulics Co Inc:					66.74	.00	
Stephenson Equipment Inc							
Stephenson Equipment Inc	15057343	41-439.700	New Bomag 5-ton Roller/Model 138AD-5/State contract #400028122	01/29/24	73,500.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Stephenson Equipment Inc:					73,500.00	.00	
Storks Plows							
Storks Plows	23033	01-437.375	Snow Plow Parts	01/17/24	955.00	.00	
Storks Plows	23453	06-448.375	Snow Plow Parts	01/26/24	447.50	.00	
Storks Plows	23453	08-429.375	Snow Plow Parts	01/26/24	447.50	.00	
Total Storks Plows:					1,850.00	.00	
Suburban Propane-2022							
Suburban Propane-2022	010924	01-401.231	unleaded	01/09/24	19.93	.00	
Suburban Propane-2022	010924	01-410.231	unleaded	01/09/24	704.49	.00	
Suburban Propane-2022	010924	01-430.231	unleaded	01/09/24	235.11	.00	
Suburban Propane-2022	010924	06-448.231	unleaded	01/09/24	85.49	.00	
Suburban Propane-2022	010924	08-429.231	unleaded	01/09/24	85.49	.00	
Suburban Propane-2022	010924	03-413.231	unleaded	01/09/24	70.26	.00	
Suburban Propane-2022	010924	01-430.231	diesel	01/09/24	1,623.70	.00	
Suburban Propane-2022	010924	06-448.231	diesel	01/09/24	93.32	.00	
Suburban Propane-2022	010924	08-429.231	diesel	01/09/24	93.32	.00	
Suburban Propane-2022	010924	03-413.231	diesel	01/09/24	282.06	.00	
Suburban Propane-2022	011624	01-401.231	unleaded	01/16/24	32.87	.00	
Suburban Propane-2022	011624	01-410.231	unleaded	01/16/24	1,161.84	.00	
Suburban Propane-2022	011624	01-430.231	unleaded	01/16/24	387.74	.00	
Suburban Propane-2022	011624	06-448.231	unleaded	01/16/24	141.00	.00	
Suburban Propane-2022	011624	08-429.231	unleaded	01/16/24	141.00	.00	
Suburban Propane-2022	011624	03-413.231	unleaded	01/16/24	115.84	.00	
Suburban Propane-2022	011624	01-430.231	diesel	01/16/24	1,251.13	.00	
Suburban Propane-2022	011624	06-448.231	diesel	01/16/24	71.91	.00	
Suburban Propane-2022	011624	08-429.231	diesel	01/16/24	71.91	.00	
Suburban Propane-2022	011624	03-413.231	diesel	01/16/24	217.33	.00	
Suburban Propane-2022	01222024	01-430.231	diesel	01/22/24	1,746.68	.00	
Suburban Propane-2022	01222024	06-448.231	diesel	01/22/24	100.39	.00	
Suburban Propane-2022	01222024	08-429.231	diesel	01/22/24	100.39	.00	
Suburban Propane-2022	01222024	03-413.231	diesel	01/22/24	303.42	.00	
Total Suburban Propane-2022:					9,136.62	.00	
SWIF							
SWIF	020124	03-486.354	Policy# 06283973-Worker's Compensation for Volunteer Fire Companies	02/01/24	13,490.00	.00	
Total SWIF:					13,490.00	.00	
Times News							
Times News	I00546188-011120	01-401.341	Ad: 01/10/2024-BOC Conditional Use	01/18/24	159.95	.00	
Times News	I00546298-011120	01-401.341	Ad: 1/25/24-BOC Mtg re: Ordinance Amendment	01/11/24	130.67	.00	
Times News	I00546656-012520	01-401.341	Ad: 01/24/2024-Township Equipment Auction	01/25/24	151.79	.00	
Total Times News:					442.41	.00	
UGI Utilities Inc.-0316							
UGI Utilities Inc.-0316	012224	01-409.230	411001980316	01/22/24	855.63	.00	
Total UGI Utilities Inc.-0316:					855.63	.00	

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UGI Utilities Inc.-0555							
UGI Utilities Inc.-0555	012224	01-409.230	411001980555	01/22/24	3,269.93	.00	
Total UGI Utilities Inc.-0555:					3,269.93	.00	
UGI Utilities Inc.-6649							
UGI Utilities Inc.-6649	012224	03-411.320	411000866649-ESFD	01/22/24	1,456.30	.00	
Total UGI Utilities Inc.-6649:					1,456.30	.00	
UGI Utilities Inc.-9581							
UGI Utilities Inc.-9581	012224	01-409.230	411001979581	01/22/24	31.67	.00	
Total UGI Utilities Inc.-9581:					31.67	.00	
Valley Networks Inc							
Valley Networks Inc	6149	01-407.319	Datto Monthly Cloud Backup-Jan 2024	01/23/24	928.50	.00	
Valley Networks Inc	6149	06-448.319	Datto Monthly Cloud Backup-Jan 2024	01/23/24	123.80	.00	
Valley Networks Inc	6149	08-429.319	Datto Monthly Cloud Backup-Jan 2024	01/23/24	123.80	.00	
Valley Networks Inc	6149	10-407.319	Datto Monthly Cloud Backup-Jan 2024	01/23/24	61.90	.00	
Total Valley Networks Inc:					1,238.00	.00	
Veritext Mid-Atlantic							
Veritext Mid-Atlantic	7141332	01-414.316	BOC Mtg 1/25/24-Conditional Use Hearing	01/29/24	300.00	.00	
Total Veritext Mid-Atlantic:					300.00	.00	
Western Salisbury Fire Company							
Western Salisbury Fire Co	012324	03-412.500	2023-2nd half-WSFD-volunteer incentive	12/24/23	10,000.00	.00	
Western Salisbury Fire Co	012624	03-412.540	2024-Stipend-Interest Pymt	01/26/24	25,000.00	.00	
Total Western Salisbury Fire Company:					35,000.00	.00	
Whitehall Turf Equipment							
Whitehall Turf Equipment	86118	01-451.371	Belt for scag mower	09/22/23	11.92	.00	
Whitehall Turf Equipment	90794	01-451.375	Chain saw parts	12/20/23	85.56	.00	
Total Whitehall Turf Equipment:					97.48	.00	
Winzer							
Winzer	1775587	01-430.240	Heat seal connector/Wire	01/12/24	435.32	.00	
Winzer	1801133	01-437.375	Hydraulic hose	01/25/24	1,294.00	.00	
Total Winzer:					1,729.32	.00	
Zulic, Brian							
Zulic, Brian	20240125	01-410.132	Heart and Lung 1/7-1/20/24	01/25/24	3,776.80	3,776.80	01/25/24
Total Zulic, Brian:					3,776.80	3,776.80	
Grand Totals:					373,985.15	56,648.11	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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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
General Fund							
Total General Fund:					117,545.49	3,956.11	
Fire Fund							
Total Fire Fund:					51,581.59	.00	
Water Fund							
Total Water Fund:					46,219.89	26,346.00	
Sewer Fund							
Total Sewer Fund:					64,762.72	26,346.00	
Refuse & Recycling Fund							
Total Refuse & Recycling Fund:					1,670.83	.00	
Highway Aid Fund							
Total Highway Aid Fund:					12,026.03	.00	
Capital General Fund							
Total Capital General Fund:					80,178.60	.00	
Grand Totals:					373,985.15	56,648.11	

Date: _____

President: _____
Board of Commissioners

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
January 25, 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 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 – EXCUSED
Alex Karol

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
Tammy Hensinger, Accounting Supervisor
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 Lipkin, seconded by Commissioner Conn, to approve the List of Bills Payable for the period 1/6/24-1/19/24, broken down as follows:

\$167,460.98 = GENERAL
\$130,020.66 = FIRE
\$0 = LIBRARY
\$81,293.26 = WATER
\$11,011.22 = SEWER
\$149,445.75 = REFUSE & RECYCLING
\$12,718.38 = HIGHWAY AID
\$96,477.00 = CAPITAL GENERAL
\$19,863.36 = CAPITAL FIRE
\$668,290.61 = GRAND TOTAL ALL FUNDS

The Board voted: 4 Ayes; 0 Nays.

MINUTES

January 11, 2024

Commissioner Brinton declared the Minutes from January 11, 2024 accepted as presented.

NEW BUSINESS

CONDITIONAL USE HEARING

Mid Atlantic Rehabilitation Services, Inc. request to utilize 1255 S. Cedar Crest Blvd, Suites 1600 & 1610, as an outpatient drug and alcohol treatment center.

Commissioner Brinton turned the proceedings over to Attorney Ulrich.

Attorney Ulrich submitted Exhibits 1-5 into the record. He stated that this type of facility must come to the Board of Commissioners for approval rather than going to the Zoning Hearing Board. Attorney Ulrich noted that a court reporter was present and all interested parties were sworn in.

Attorney Santanasto represented Mid Atlantic Rehabilitation Services, Inc. Mr. Paul McDonald, Executive Director of Mid Atlantic Rehabilitation Services, Inc and psychologist, testified that they provide outpatient drug and alcohol substance abuse counseling in intensive outpatient formats, including group and one-on-one counseling. He stated that much of their counseling is done via tele-health, but they still need a facility to base their operations. Mr. McDonald stated they have been in service for over 17 years and keep expanding because of the need for assistance.

Mr. Greg Crouse, Chief Operating Officer of Mid Atlantic Rehabilitation Services, spoke about his history with the company, the licensure of the individuals who are providing services and the number of patients they serve. Mr. Crouse testified as to the licensing, the traffic and the safety at the facility.

Attorney Ulrich questioned if there will be drugs dispensed at the facility and if there are any overnight stays. Mr. Crouse confirmed that there are no drugs to be dispensed and there are no overnight stays. He stated that the hours of operation are Monday – Friday from 9:00 a.m.–9:00 p.m. and Saturday hours by appointment.

Attorney Ulrich noted that the request was recommend for approval by the Planning Commission.

Ms. Mary Elizabeth O’Connor from 745 S Glenwood Street inquired what defines a reportable incident. Mr. Crouse stated that they are incidents related to needing to call police or emergency medical services, any issues that include any type of crime on the property, and any issues regarding aggressive or inappropriate behavior.

Mr. Joe Martellucci, the Administrator for Lehigh County Drug and Alcohol Services, stated that he oversees all the drug and alcohol contracts for the County and was present to support the application.

Motion by Commissioner Brinton, seconded by Commissioner Conn, to approve the Conditional Use request from Mid Atlantic Rehabilitation Services to utilize 1255 S. Cedar Crest Blvd, Suites 1600 & 1610, as an outpatient drug and alcohol treatment center.

The Board voted: 4 Ayes; 0 Nays.

Attorney Ulrich noted that the decision rendered is not an actual decision. A written decision will be issued within 45 days upon which any objecting member or applicant could appeal to the Court of Common Pleas of Lehigh County.

Attorney Ulrich closed the hearing at 7:20 p.m.

ORDINANCES

Ordinance Amending Code of Ordinances Chapter 21, Parts 1 and 4, regarding Street Opening & Excavations and Curbing & Sidewalks.

Commissioner Brinton noted that the Board has talked about this extensively in a Workshop session.

Motion by Commissioner Conn, seconded by Commissioner Karol, to adopt Ordinance No. 01-2024-667, amending Code of Ordinances Chapter 21, Parts 1 and 4, regarding Street Opening & Excavations and Curbing & Sidewalks.

The Board voted: 4 Ayes; 0 Nays.

RESOLUTIONS

Resolution Approving 2024 Fee Schedule.

Commissioner Brinton commented that the Board has also talked about this in a Workshop session.

Motion by Commissioner Lipkin, seconded by Commissioner Karol, to adopt Resolution No. 01-2024-1811, approving the 2024 Fee Schedule.

The Board voted: 4 Ayes; 0 Nays

MOTIONS

Motion Discussing Consideration of Time Extension and/or Land Development Plan for Property Located at 2844 S. Pike Avenue.

Attorney Ulrich stated that an additional request for a time extension was submitted by the attorney for CityLine Construction to extend the matter to March 15. He noted that the attorney had indicated that they are planning to submit new plans prior to the February Planning Commission meeting. Attorney Ulrich commented that it has been conveyed to the attorney that CityLine must get on the agenda and present an actual plan.

Mr. Wojciechowski clarified that the original application was submitted in December 2022, and a revised plan was submitted in July 2023, but then withdrawn in August. He stated that there is also a zoning component to this as well because their zoning approval will end if this plan does not move forward.

Commissioner Karol stated that is in favor of approving a 45-day time extension, but he would not want to extend it further.

Motion by Commissioner Karol, seconded by Commissioner Conn, to accept a 45-day time extension for the property located at 2844 S. Pike Avenue.

The Board voted: 4 Ayes; 0 Nays

Motion Approving 432BOONE Ultra Race Event Request for Walking Purchase Park on October 26, 2024.

Commissioner Brinton commented that this request was explained to the Board at the January 11th meeting, so they are aware of the details.

Motion by Commissioner Karol, seconded by Commissioner Lipkin, to approve 432BOONE Ultra Race Event Request for Walking Purchase Park on October 26, 2024.

Ms. Bonaskiewich stated that an official approval letter will be sent shortly.

Attorney Ulrich noted that if they would like to hold the race in the future, it would only require additional Board approval if there are any conditions or changes to the event, or if they would plan to sell alcohol.

The Board voted: 4 Ayes; 0 Nays

Commissioner Brinton announced that an Executive Session will take place after the Workshop regarding legal matters.

COURTESY OF THE FLOOR

Mr. Nicolo stated that the Township is closer to developing a stormwater plan to address the water runoff issue on the property at 2937 S. Pike Avenue.

Commissioner Karol thanked Sergeant Casey for his assistance with the SkillsUSA competition.

Commissioner Brinton thanked the Department of Public Works for their efforts with the curbside Christmas tree collection.

Commissioner Lipkin stated that she attended a meeting with the County, the City of Allentown and Maria Rodale from the EAC to discuss the illegal dumping at Walking Purchase Park. She commented that she is cautiously optimistic that progress will be made and noted that the main focus is to secure the park. A discussion ensued about installing cameras and the costs associated with it. Commissioner Lipkin thanked the Wildlands Conservancy and Maria Rodale for bringing all the parties together.

Mr. Levernier stated that Tuesday, January 30th will be the last day for curbside Christmas tree collection.

Chief Sabo stated that Officer Smith completed the crisis intervention training, which brings the department very close to having all the officers complete the training.

Mr. Jerry Royer of Western Salisbury Volunteer Fire Company provided the Board with an update on the construction of their new station.

ADJOURNMENT

Commissioner Lipkin made a motion to adjourn the meeting. Commissioner Conn seconded the motion. The time was 7:44 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 25, 2024.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Workshop Meeting
February 8, 2024
7:30 p.m.
(approximate time)

Topics of discussion:

- **Review & Discuss draft Food Truck Ordinance**
- **Review & Discuss draft Water Meter Calibration Ordinance**