

SALISBURY TOWNSHIP
Lehigh County, Pennsylvania
Board of Commissioners Meeting
Regular Meeting Agenda—February 22, 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. Bills Payables – Period 2/3/24-2/16/24

5. Approval of the Minutes –February 8, 2024

6. New Business

A. ORDINANCES

1. Ordinance Adopting Mobile Food Vending Regulations within Salisbury Township

B. RESOLUTIONS (*none*)

C. MOTIONS

1. Motion Authorizing the Contract Extension with Bracalente Construction to 12/31/24 for the ‘Road Equipment Rental with Operators’ Contract
2. Motion Accepting Time Extension to 08/31/24 for the Land Development at 2638 West Rock Road

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

8. Adjournment

**Executive Session*

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
A & A Auto Stores							
A & A Auto Stores	428630	01-437.251	#14- Floor Mats	01/12/24	99.64	.00	
Total A & A Auto Stores:					99.64	.00	
A.D. Moyer Lumber							
A.D. Moyer Lumber	541071	41-409.600	Police Magistrate Interior Walls Material	02/07/24	297.00	.00	
A.D. Moyer Lumber	541194	41-409.600	Police Magistrate Interior Walls (Load Bearing)	02/07/24	1,372.92	.00	
Total A.D. Moyer Lumber:					1,669.92	.00	
ABE Laboratories LLC							
ABE Laboratories LLC	37816	06-448.316	Water Analysis	12/28/23	585.00	.00	
Total ABE Laboratories LLC:					585.00	.00	
Adams Outdoor Advertising of LV Pa							
Adams Outdoor Advertising	20240208	01-414.341	SR 145 100 ft S/O Mountain Rd ES F/S	02/08/24	1,100.00	.00	
Total Adams Outdoor Advertising of LV Pa:					1,100.00	.00	
Allentown Equipment Corp							
Allentown Equipment Corp	20240206	01-437.251	#15- Inspection	02/06/24	96.00	.00	
Allentown Equipment Corp	8069	01-437.251	#1 Mack Dump Truck Inspection	01/29/24	96.00	.00	
Allentown Equipment Corp	8070	01-437.251	Rogers Trailer Inspection MG3013N	01/29/24	76.00	.00	
Total Allentown Equipment Corp:					268.00	.00	
Amazon Business							
Amazon Business	13NH-6LWN-941M	01-430.240	Shop TVs for Camera System	02/09/24	375.98	.00	
Amazon Business	1F9F-WLK4-3KYX	01-430.240	Ice Scrapers	02/15/24	71.97	.00	
Total Amazon Business:					447.95	.00	
AT&T Mobility-229							
AT&T Mobility-229	287303312229X02	01-401.320	2024-Jan-Mgr-Phone-ipad-Commissioner ipad	01/31/24	133.55	.00	
AT&T Mobility-229	287303312229X02	01-409.320	2024-Jan-Maintenance-Phone	01/31/24	43.17	.00	
AT&T Mobility-229	287303312229X02	01-407.320	2024-Jan-IT-Phone	01/31/24	43.17	.00	
AT&T Mobility-229	287303312229X02	01-411.320	2024-Jan-Fire inspector tablets	01/31/24	75.46	.00	
AT&T Mobility-229	287303312229X02	01-414.320	2024-Jan-Comm.Develop.-Phone	01/31/24	167.24	.00	
AT&T Mobility-229	287303312229X02	01-430.320	2024-Jan-DPW-Phones	01/31/24	215.85	.00	
AT&T Mobility-229	287303312229X02	01-452.320	2024-Jan-Rec Dir.-Phone	01/31/24	43.17	.00	
AT&T Mobility-229	287303312229X02	03-411.320	2024-Jan-ESFD Phones	01/31/24	75.46	.00	
AT&T Mobility-229	287303312229X02	06-448.320	2024-Jan-Water Dept Tablets	01/31/24	136.35	.00	
AT&T Mobility-229	287303312229X02	08-429.320	2024-Jan-Sewer Dept Tablet	01/31/24	136.36	.00	
AT&T Mobility-229	287303312229X02	10-401.320	2024 Jan- Trash Contractor Phone	01/31/24	43.17	.00	
AT&T Mobility-229	287303312229X02	01-402.320	2024-Jan-Finance Dir -Phone-ipad	01/31/24	53.17	.00	
Total AT&T Mobility-229:					1,166.12	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
AT&T Mobility-833							
AT&T Mobility-833	20240131	01-401.320	2024-Jan-Mgr-Tablet	01/31/24	78.62	.00	
AT&T Mobility-833	20240131	01-410.320	2024-Jan-Police Phones/Tablets	01/31/24	1,429.55	.00	
AT&T Mobility-833	20240131	01-411.320	2024-Jan-Fire Insp-tablets	01/31/24	113.19	.00	
AT&T Mobility-833	20240131	01-414.320	2024- Jan- Comm.Develop.-Tablets	01/31/24	75.46	.00	
AT&T Mobility-833	20240131	01-415.320	2024-Jan-Emergency Management- Tablets/Phones	01/31/24	161.80	.00	
AT&T Mobility-833	20240131	01-452.320	2024-Jan-Rec Dir-Tablet	01/31/24	37.73	.00	
AT&T Mobility-833	20240131	03-411.320	2024-Jan-ESFD-Tablets	01/31/24	226.38	.00	
AT&T Mobility-833	20240131	03-412.320	2024-Jan-WSFD-Tablets	01/31/24	226.38	.00	
Total AT&T Mobility-833:					2,349.11	.00	
BadgeAndWallet.com							
BadgeAndWallet.com	597972	01-410.238	Smith & Warren Custom Eagle Hat Badge	12/14/23	127.50	.00	
Total BadgeAndWallet.com:					127.50	.00	
Barco Products							
Barco Products	INVRCO28342	01-451.240	Dog Waste Bags	02/07/24	435.82	.00	
Total Barco Products:					435.82	.00	
Bergey's							
Bergey's	20240210	01-437.251	4 Spare Tires	02/10/24	1,596.16	.00	
Bergey's	20240210	01-437.251	4 Spare Tires Credit Memo	02/10/24	877.72-	.00	
Total Bergey's:					718.44	.00	
Beth-Allen Ladder Equipment							
Beth-Allen Ladder Equipm	714218	06-448.240	Hooks for TCR Truck	02/06/24	198.00	.00	
Total Beth-Allen Ladder Equipment:					198.00	.00	
Bethlehem-012968-01, City of							
Bethlehem-012968-01, City	20240214	06-448.368	Water for Resale 12/29/23-01/31/24	02/14/24	340.81	.00	
Total Bethlehem-012968-01, City of:					340.81	.00	
Bethlehem-013011-00, City of							
Bethlehem-013011-00, City	20240214	06-448.363	Hydrant Rental	02/14/24	880.00	.00	
Total Bethlehem-013011-00, City of:					880.00	.00	
Bethlehem-038001-00, City of							
Bethlehem-038001-00, City	20240209	08-429.368	4Q24-Sewer	02/09/24	39,866.50	.00	
Total Bethlehem-038001-00, City of:					39,866.50	.00	
Budget Instant Print							
Budget Instant Print	20340	01-410.342	#10-Envelopes	02/01/24	97.50	.00	
Total Budget Instant Print:					97.50	.00	
Core & Main							
Core & Main	U193132	06-448.240	Crimping Tool	02/07/24	44.52	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Core & Main:					44.52	.00	
Cranston Material Handling Equip Corp							
Cranston Material Handling	04854	01-430.260	New rolling ladder for shop	01/19/24	1,000.00	.00	
Cranston Material Handling	04854	06-448.260	New rolling ladder for shop	01/19/24	500.00	.00	
Cranston Material Handling	04854	08-429.260	New rolling ladder for shop	01/19/24	553.17	.00	
Total Cranston Material Handling Equip Corp:					2,053.17	.00	
Curb Appeal Detail LLC							
Curb Appeal Detail LLC	20240130	01-410.215	Clean & Sanitize K9 Vehicle	01/30/24	400.00	.00	
Total Curb Appeal Detail LLC:					400.00	.00	
Dallas Data Systems Inc.							
Dallas Data Systems Inc.	26970	06-448.325	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	961.38	.00	
Dallas Data Systems Inc.	26970	08-429.325	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	961.38	.00	
Dallas Data Systems Inc.	26970	10-401.325	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	961.38	.00	
Dallas Data Systems Inc.	26970	06-448.342	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	457.80	.00	
Dallas Data Systems Inc.	26970	08-429.342	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	457.80	.00	
Dallas Data Systems Inc.	26970	10-401.342	Postage & Mailing Services for Delinquent Utility Bills- December 2023	01/31/24	457.80	.00	
Total Dallas Data Systems Inc.:					4,257.54	.00	
Davison & McCarthy							
Davison & McCarthy	32513	01-404.310	Jan 2024-CVC Solicitor	02/01/24	180.00	.00	
Total Davison & McCarthy:					180.00	.00	
Dispatch Answering Service							
Dispatch Answering Servic	000204B195	01-401.320	610-782-5025-Feb 2024	01/25/24	24.95	.00	
Dispatch Answering Servic	000204B195	01-430.320	610-782-5572-Feb-2024	01/25/24	24.95	.00	
Dispatch Answering Servic	000204B195	01-401.320	Service for 000204- Feb 2024	01/25/24	185.00	.00	
Total Dispatch Answering Service:					234.90	.00	
Eastern Auto Parts Warehouse							
Eastern Auto Parts Wareho	3IV1029748	01-437.375	JD331- Skid Steer Air Filter	01/31/24	52.82	.00	
Eastern Auto Parts Wareho	3IV1029749	01-437.375	JD 331- Skid Steer Air Filter	01/31/24	52.82	.00	
Eastern Auto Parts Wareho	3IV1030407	01-437.251	Oil Filter/Hydraulic Filter	02/02/24	197.05	.00	
Eastern Auto Parts Wareho	3IV1030408	08-429.251	#33- Oil Filter/Spin On Lube Filter	02/02/24	22.47	.00	
Eastern Auto Parts Wareho	3IV1031594	01-437.251	Shop- Starting Fld Thrust	02/06/24	12.60	.00	
Eastern Auto Parts Wareho	3IV1031897	01-437.251	#15- Fuse Holder	02/07/24	5.72	.00	
Eastern Auto Parts Wareho	3LV1031898	01-437.251	Fuse Holder	02/07/24	5.72	.00	
Total Eastern Auto Parts Warehouse:					349.20	.00	
Ecco Communications LLC							
Ecco Communications LLC	82580	06-448.240	Kenwood Speaker and Specialty Bracket	01/30/24	83.95	.00	
Ecco Communications LLC	82593	06-448.240	Truck #31 modifications	02/01/24	23.40	.00	
Ecco Communications LLC	82630	06-448.240	Replace XPG assembly on Flashlight #323329-1116	02/06/24	19.68	.00	
Ecco Communications LLC	82650	01-410.375	Replace Broken Mics for Radios	02/09/24	490.00	.00	
Ecco Communications LLC	82650	01-410.375	Credit for used Light/Siren Control	02/09/24	150.00-	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Ecco Communications LLC:					467.03	.00	
Edwards Business Systems							
Edwards Business System	3576488	01-401.375	DPW Copier Maintenance	02/01/24	12.40	.00	
Total Edwards Business Systems:					12.40	.00	
F.W. Webb Company							
F.W. Webb Company	84396065	01-409.373	Police Roof Top Unit Locker Room	02/07/24	13.12	.00	
Total F.W. Webb Company:					13.12	.00	
Fitzpatrick Lentz & Bubba P.C.							
Fitzpatrick Lentz & Bubba P	115844-00003-681	01-408.313	2024-Jan-Zoning Board Hearing	02/06/24	132.00	.00	
Fitzpatrick Lentz & Bubba P	115844-00004-681	01-408.313	2024-Jan-Zoning Matadoor LLC	02/06/24	66.00	.00	
Total Fitzpatrick Lentz & Bubba P.C.:					198.00	.00	
Four Winds Concrete Inc							
Four Winds Concrete Inc	86616	06-448.240	Flow Fill- Water Break on Emerson St	01/30/24	1,230.00	.00	
Total Four Winds Concrete Inc:					1,230.00	.00	
Fromm Electric Supply Corp							
Fromm Electric Supply Cor	51163673-00	01-409.373	PW Electric Offices	02/07/24	140.60	.00	
Total Fromm Electric Supply Corp:					140.60	.00	
Gebhardts							
Gebhardts	INV24531	01-400.240	Namplate- M Lopez	02/12/24	19.00	.00	
Total Gebhardts:					19.00	.00	
Groff Tractor & Equipment							
Groff Tractor & Equipment	SWO216104-3	01-437.375	544 Wheel Loader	01/31/24	425.64	.00	
Total Groff Tractor & Equipment:					425.64	.00	
Gross McGinley LLP							
Gross McGinley LLP	02012024	01-404.310	Acct# 32175.0001-Dec-Code Enforcement Items	02/01/24	550.00	.00	
Gross McGinley LLP	20240201	01-408.318	Acct# 32175.0004-Jan-2024-Planning Items	02/01/24	1,638.00	.00	
Gross McGinley LLP	20240201	01-404.310	Acct# 32175.0002-Jan 2024-Lien Satisfaction	02/01/24	1,452.00	.00	
Gross McGinley LLP	20240201A	01-404.310	Acct# 32175.0003-Jan 2024-Zoning Items	02/01/24	312.00	.00	
Gross McGinley LLP	20240201B	01-404.310	Acct#32175.0007-Jan 2024-Litigation	02/01/24	4,145.00	.00	
Gross McGinley LLP	20240201C	01-404.310	Acct# 32175.0006-RTK Request-Jan 2024	02/01/24	2,936.00	.00	
Gross McGinley LLP	20240201D	01-404.310	Acct#32175.0000-Jan 2024-Administration	02/01/24	4,329.83	.00	
Total Gross McGinley LLP:					15,362.83	.00	
Hensinger, Tammy							
Hensinger, Tammy	020624	01-402.171	Health Reimbursement 2023	02/06/24	250.00	.00	
Total Hensinger, Tammy:					250.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Isett & Associates, Barry							
Isett & Associates, Barry	0185312	01-408.313	Project#00329023.014- Sanitary Sewer Manhole Rehab	01/10/24	1,595.50	.00	
Isett & Associates, Barry	0185325	01-408.313	Project#00329023.000-Dec 2023-General Municipal Engineering	01/11/24	650.00	.00	
Isett & Associates, Barry	0185331	01-408.313	Project#00329023.004-Township Standard Construction Documents	01/11/24	400.00	.00	
Isett & Associates, Barry	0185337	01-408.313	Project#00329023.010- Road opening Permit Ordinance Revisions	01/11/24	650.00	.00	
Isett & Associates, Barry	0185344	01-408.313	Project#00329023.011- Police Training Facility	01/11/24	627.50	.00	
Isett & Associates, Barry	0185345	01-408.313	Project#00329023.015- Overhill Rd Waterline Extension	01/11/24	130.00	.00	
Isett & Associates, Barry	0185386	01-446.313	Project#00329023.004- MS4 Services	01/11/24	1,010.00	.00	
Isett & Associates, Barry	0185523	01-408.313	Project#00329023.025-2023 Manhole Inspection	01/12/24	9,513.25	.00	
Isett & Associates, Barry	0185725	01-408.318	Project#00329023.047-1335 Marlow St	01/30/24	700.00	.00	
Total Isett & Associates, Barry:					15,276.25	.00	
John Deere Shared Services							
John Deere Shared Servic	43821	01-430.260	Skid Steer Attachments- Auger & Bucket	02/05/24	10,042.92	.00	
Total John Deere Shared Services:					10,042.92	.00	
Keystone Consulting Engineers							
Keystone Consulting Engin	195780	01-408.318	2024- Jan- 820 Public Road Minor Subdivision	02/08/24	1,500.78	.00	
Keystone Consulting Engin	195781	01-408.318	2024- Jan- 1766 Virginia Ave Grading	02/08/24	441.63	.00	
Total Keystone Consulting Engineers:					1,942.41	.00	
Kutz Inc., E. M.							
Kutz Inc., E. M.	CM41346	01-437.375	Credit Memo Spreader Valve	01/25/24	1,453.92-	.00	
Total Kutz Inc., E. M.:					1,453.92-	.00	
L&W Supply							
L&W Supply	1008990426-001	01-409.373	Public Wroks Office Reno- Ceiling Tiles	02/05/24	465.59	.00	
Total L&W Supply:					465.59	.00	
L/B Water Service Inc							
L/B Water Service Inc	3785996	06-448.240	Water Pump Station Check Valve	02/02/24	1,741.64	.00	
Total L/B Water Service Inc:					1,741.64	.00	
Lehigh County Authority							
Lehigh County Authority	9129	08-429.534	4Q23 LCA Sewer	02/01/24	20,466.54	.00	
Lehigh County Authority	9129	08-429.367	4Q23 LCA Sewer	02/01/24	178,905.67	.00	
Lehigh County Authority	9129	08-429.530	4Q23 LCA Sewer	02/01/24	1,440.68	.00	
Total Lehigh County Authority:					200,812.89	.00	
Lehigh Valley Floor Covering							
Lehigh Valley Floor Coverin	20280208	01-409.373	Carpet for Public Works Office	02/08/24	2,650.00	2,650.00	02/09/24
Total Lehigh Valley Floor Covering:					2,650.00	2,650.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Levan Machine & Truck Equipment							
Levan Machine & Truck Eq	188750	08-429.700	Utility Cab and Plow for 2023 F350	01/23/24	22,188.49	.00	
Levan Machine & Truck Eq	188750	06-448.700	Utility Cab and Plow for 2023 F350	01/23/24	22,188.49	.00	
Total Levan Machine & Truck Equipment:					44,376.98	.00	
Low and Moyer Garage Inc.							
Low and Moyer Garage In	380001	01-437.251	Engine Bolts #10, #11, & #12	02/02/24	33.84	.00	
Low and Moyer Garage In	380393	01-437.251	#5 Shock Bolt	02/09/24	28.51	.00	
Total Low and Moyer Garage Inc.:					62.35	.00	
Madle's Hardware							
Madle's Hardware	20240208	01-451.240	Chainsaw Chains	02/08/24	63.18	.00	
Madle's Hardware	220878/1	01-437.251	Ladder for Shop	02/02/24	37.17	.00	
Madle's Hardware	220879/1	01-430.240	Ladder	02/02/24	5.00	.00	
Madle's Hardware	220885/1	06-448.240	Foam	02/02/24	23.97	.00	
Total Madle's Hardware:					129.32	.00	
Magistrate District Court 31-1-08							
Magistrate District Court 31	20240209	01-404.314	Civil Complaint-2818 S Pike Ave	02/09/24	236.40	236.40	02/09/24
Total Magistrate District Court 31-1-08:					236.40	236.40	
MP Outfitters							
MP Outfitters	60598-5	01-410.238	Pants	02/02/24	65.00	.00	
Total MP Outfitters:					65.00	.00	
New Enterprise Stone & Lime Co Inc							
New Enterprise Stone & Li	8260115	01-438.245	High Perf Cold Patch	02/06/24	2,354.98	.00	
Total New Enterprise Stone & Lime Co Inc:					2,354.98	.00	
Overhead Door Company, The							
Overhead Door Company,	C23.1010	01-409.373	Replaced Limit Assembly/Torsion Springs	12/28/23	1,710.00	.00	
Overhead Door Company,	C24.93	01-409.373	Reparis to DPW Garage Door #4	01/31/24	715.00	.00	
Total Overhead Door Company, The:					2,425.00	.00	
PA Department of Environmental							
PA Department of Environ	1344805	01-436.315	Chapter 102 NPDES Permit- Lindberg Park	02/14/24	500.00	.00	
Total PA Department of Environmental:					500.00	.00	
PA Municipal Health Ins Coop							
PA Municipal Health Ins Co	161206-0	01-401.156	2024 Mar coverage	02/07/24	4,483.13	.00	
PA Municipal Health Ins Co	161206-0	01-402.156	2024 Mar coverage	02/07/24	2,787.89	.00	
PA Municipal Health Ins Co	161206-0	01-410.156	2024 Mar coverage	02/07/24	44,999.79	.00	
PA Municipal Health Ins Co	161206-0	01-414.156	2024 Mar coverage	02/07/24	6,670.43	.00	
PA Municipal Health Ins Co	161206-0	01-430.156	2024 Mar coverage	02/07/24	37,398.91	.00	
PA Municipal Health Ins Co	161206-0	06-401.156	2024 Mar coverage	02/07/24	418.18	.00	
PA Municipal Health Ins Co	161206-0	06-448.156	2024 Mar coverage	02/07/24	9,506.70	.00	
PA Municipal Health Ins Co	161206-0	08-401.156	2024 Mar coverage	02/07/24	418.18	.00	
PA Municipal Health Ins Co	161206-0	08-429.156	2024 Mar coverage	02/07/24	9,506.70	.00	
PA Municipal Health Ins Co	161206-0	10-426.156	2024 Mar coverage	02/07/24	1,226.67	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PA Municipal Health Ins Coop:					117,416.58	.00	
PA One Call System Inc.							
PA One Call System Inc.	0001039957	01-401.320	2024-Jan-Voice/Fax messages	01/31/24	366.54	.00	
Total PA One Call System Inc.:					366.54	.00	
Pennsylvania Steel Company Inc							
Pennsylvania Steel Compa	2545588	08-429.740	Steel for sewer cap	01/30/24	295.69	.00	
Pennsylvania Steel Compa	2553647	01-437.375	Salt Plate Metal	02/12/24	440.31	.00	
Total Pennsylvania Steel Company Inc:					736.00	.00	
Power Pro Equipment							
Power Pro Equipment	20240208	01-451.375	Parts for Ventrac Mower	02/08/24	610.47	.00	
Total Power Pro Equipment:					610.47	.00	
PPL Electric Utilities-08450-07007							
PPL Electric Utilities-08450	20240206	08-429.361	08450-07007	02/06/24	24.93	.00	
Total PPL Electric Utilities-08450-07007:					24.93	.00	
PPL Electric Utilities-15450-07020							
PPL Electric Utilities-15450	20240131	08-429.361	15450-07020	01/31/24	25.09	.00	
Total PPL Electric Utilities-15450-07020:					25.09	.00	
PPL Electric Utilities-20380-10009							
PPL Electric Utilities-20380	012624	08-429.361	20380-10009	01/26/24	24.99	.00	
Total PPL Electric Utilities-20380-10009:					24.99	.00	
PPL Electric Utilities-21780-10003							
PPL Electric Utilities-21780	012624	08-429.361	21780-10003	01/26/24	33.52	.00	
Total PPL Electric Utilities-21780-10003:					33.52	.00	
PPL Electric Utilities-30460-06001							
PPL Electric Utilities-30460	20240207	06-448.361	30460-06001	02/07/24	556.26	.00	
Total PPL Electric Utilities-30460-06001:					556.26	.00	
PPL Electric Utilities-31590-08002							
PPL Electric Utilities-31590	012924	08-429.361	31590-08002	01/29/24	24.99	.00	
Total PPL Electric Utilities-31590-08002:					24.99	.00	
PPL Electric Utilities-32650-08001							
PPL Electric Utilities-32650	20240206	08-429.361	32650-08001	02/06/24	24.98	.00	
Total PPL Electric Utilities-32650-08001:					24.98	.00	
PPL Electric Utilities-32810-04003							
PPL Electric Utilities-32810	20240131	35-433.362	32810-04003	01/31/24	31.97	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PPL Electric Utilities-32810-04003:					31.97	.00	
PPL Electric Utilities-33760-14008							
PPL Electric Utilities-33760	012424	08-429.361	33760-14008	01/24/24	27.08	.00	
Total PPL Electric Utilities-33760-14008:					27.08	.00	
PPL Electric Utilities-39790-24008							
PPL Electric Utilities-39790	020124	08-429.361	39790-24008	02/01/24	452.15	.00	
Total PPL Electric Utilities-39790-24008:					452.15	.00	
PPL Electric Utilities-42850-08008							
PPL Electric Utilities-42850	20240206	08-429.361	42850-08008	02/06/24	24.98	.00	
Total PPL Electric Utilities-42850-08008:					24.98	.00	
PPL Electric Utilities-47020-14000							
PPL Electric Utilities-47020	20240131	08-429.361	47020-14000	01/31/24	24.74	.00	
Total PPL Electric Utilities-47020-14000:					24.74	.00	
PPL Electric Utilities-49200-35001							
PPL Electric Utilities-49200	013024	08-429.361	49200-35001	01/30/24	37.92	.00	
Total PPL Electric Utilities-49200-35001:					37.92	.00	
PPL Electric Utilities-54060-05002							
PPL Electric Utilities-54060	20240207	01-451.361	54060-05002	02/07/24	24.75	.00	
Total PPL Electric Utilities-54060-05002:					24.75	.00	
PPL Electric Utilities-56060-06003							
PPL Electric Utilities-56060	020724	08-429.361	56060-06003	02/07/24	24.93	.00	
Total PPL Electric Utilities-56060-06003:					24.93	.00	
PPL Electric Utilities-58010-04003							
PPL Electric Utilities-58010	20240131	35-433.362	58010-04003	01/31/24	32.94	.00	
Total PPL Electric Utilities-58010-04003:					32.94	.00	
PPL Electric Utilities-59410-04007							
PPL Electric Utilities-59410	20240131	06-448.361	59410-04007	01/31/24	25.93	.00	
Total PPL Electric Utilities-59410-04007:					25.93	.00	
PPL Electric Utilities-59610-04003							
PPL Electric Utilities-59610	20240131	35-433.362	59610-04003	01/31/24	35.72	.00	
Total PPL Electric Utilities-59610-04003:					35.72	.00	
PPL Electric Utilities-62400-52006							
PPL Electric Utilities-62400	20240131	01-451.361	62400-52006	01/31/24	14.12	.00	
Total PPL Electric Utilities-62400-52006:					14.12	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PPL Electric Utilities-64170-11008							
PPL Electric Utilities-64170	012524	08-429.361	64170-11008	01/25/24	25.19	.00	
Total PPL Electric Utilities-64170-11008:					25.19	.00	
PPL Electric Utilities-72390-08002							
PPL Electric Utilities-72390	012924	35-433.362	72390-08002	01/29/24	24.88	.00	
Total PPL Electric Utilities-72390-08002:					24.88	.00	
PPL Electric Utilities-79000-43000							
PPL Electric Utilities-79000	013024	35-434.361	79000-43000	01/30/24	590.27	.00	
Total PPL Electric Utilities-79000-43000:					590.27	.00	
PPL Electric Utilities-79200-43006							
PPL Electric Utilities-79200	013024	35-434.361	79200-43006	01/30/24	12,065.50	.00	
Total PPL Electric Utilities-79200-43006:					12,065.50	.00	
PPL Electric Utilities-82960-01000							
PPL Electric Utilities-82960	012424	08-429.361	82960-01000	01/24/24	25.01	.00	
Total PPL Electric Utilities-82960-01000:					25.01	.00	
PPL Electric Utilities-89989-11003							
PPL Electric Utilities-89989	012524	35-433.362	89989-11003	01/25/24	32.69	.00	
Total PPL Electric Utilities-89989-11003:					32.69	.00	
PPL Electric Utilities-92035-05005							
PPL Electric Utilities-92035	012924	01-451.361	92035-05005	01/29/24	24.75	.00	
Total PPL Electric Utilities-92035-05005:					24.75	.00	
PPL Electric Utilities-93760-01007							
PPL Electric Utilities-93760	012424	01-451.361	93760-01007	01/24/24	32.64	.00	
Total PPL Electric Utilities-93760-01007:					32.64	.00	
PPL Electric Utilities-95425-66011							
PPL Electric Utilities-95425	013024	08-429.361	95425-66011	01/30/24	24.79	.00	
Total PPL Electric Utilities-95425-66011:					24.79	.00	
PPL Electric Utilities-95790-09009							
PPL Electric Utilities-95790	012924	35-433.362	95790-09009	01/29/24	24.94	.00	
Total PPL Electric Utilities-95790-09009:					24.94	.00	
PPL Electric Utilities-96549-22003							
PPL Electric Utilities-96549	20240131	35-433.362	96549-22003	01/31/24	31.46	.00	
Total PPL Electric Utilities-96549-22003:					31.46	.00	
PPL Electric Utilities-97159-57000							
PPL Electric Utilities-97159	20240131	35-433.362	97159-57000	01/31/24	36.78	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total PPL Electric Utilities-97159-57000:					36.78	.00	
PPL Electric Utilities-98810-20005							
PPL Electric Utilities-98810	20240131	08-429.361	98810-20005	01/31/24	172.52	.00	
Total PPL Electric Utilities-98810-20005:					172.52	.00	
PSATS							
PSATS	INV-148930-T4W4	01-430.421	Road maintenance Symposium- J Levernier	02/01/24	88.00	.00	
PSATS	INV-148931-K9Y2	01-430.421	Road maintenance Symposium- B Hercik	02/01/24	88.00	.00	
PSATS	INV-148932-H4W4	01-430.421	Road Maintenance Symposium- R DeFiore	02/01/24	88.00	.00	
PSATS	INV-148933-R0V3	01-430.421	Road Maintenance Symposium- R Laible	02/01/24	88.00	.00	
PSATS	INV-148934-T0W6	01-430.421	Road Maintenance Symposium- R Dickert	02/01/24	88.00	.00	
Total PSATS:					440.00	.00	
RCN-1950							
RCN-1950	075195001-00146	01-410.315	2024-Feb-High Speed Internet	02/01/24	2,243.01	.00	
Total RCN-1950:					2,243.01	.00	
RCN-1951							
RCN-1951	075195101-00146	03-411.320	Acct#42010751951-01-ESFD-Feb 2024	02/01/24	482.69	.00	
Total RCN-1951:					482.69	.00	
RCN-555							
RCN-555	077255501-00146	01-401.320	4201-0772555-01	02/01/24	62.25	.00	
Total RCN-555:					62.25	.00	
RCN-880							
RCN-880	076588001-00146	01-401.320	4201-0765880-01	02/01/24	78.09	.00	
Total RCN-880:					78.09	.00	
RCN-882							
RCN-882	076588201-00146	01-401.320	4201-0765882-01	02/01/24	56.65	.00	
Total RCN-882:					56.65	.00	
ReadyRefresh by Nestle-0436481527							
ReadyRefresh by Nestle-0	14B0436481527	01-409.366	Admin Bldg- Acct#0436481527	02/06/24	190.40	.00	
Total ReadyRefresh by Nestle-0436481527:					190.40	.00	
ReadyRefresh by Nestle-0436481543							
ReadyRefresh by Nestle-0	24A0436481543	01-409.366	Police Bldg-Acct#0436481543	02/02/24	160.45	.00	
Total ReadyRefresh by Nestle-0436481543:					160.45	.00	
ReadyRefresh by Nestle-0436481576							
ReadyRefresh by Nestle-0	14B0436481576	01-409.366	DPW Bldg- Acct#0436481576	02/06/24	98.20	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total ReadyRefresh by Nestle-0436481576:					98.20	.00	
ReadyRefresh by Nestle-0441704392							
ReadyRefresh by Nestle-0	14A0441704392	01-409.366	Franko Farm- Acct#0441704392	02/02/24	32.16	.00	
Total ReadyRefresh by Nestle-0441704392:					32.16	.00	
Roche Painting LLC							
Roche Painting LLC	3827	41-409.700	Concrete Floor Coating System Police Building	02/05/24	4,862.00	.00	
Total Roche Painting LLC:					4,862.00	.00	
Schaedler Yesco							
Schaedler Yesco	S7320315.001	01-409.373	New Lights 2x4 PW	01/31/24	545.00	.00	
Total Schaedler Yesco:					545.00	.00	
Service Electric Cable TV							
Service Electric Cable TV	20240214	01-401.320	Acct# 0715417274-Prolog Express-Feb 2024	02/14/24	91.90	.00	
Total Service Electric Cable TV:					91.90	.00	
Shammy Shine Car Washes							
Shammy Shine Car Washes	013124	01-410.315	Police Car Washes-1/1-1/31/24	02/01/24	150.00	.00	
Total Shammy Shine Car Washes:					150.00	.00	
SHI International Corp							
SHI International Corp	B17914281	01-407.319	Police Firewall Security Services Renewal	01/31/24	1,326.00	.00	
Total SHI International Corp:					1,326.00	.00	
Singles, Darrell							
Singles, Darrell	20240124	01-430.192	2024-Clothing allowance	01/24/24	234.98	.00	
Total Singles, Darrell:					234.98	.00	
St. Luke's Hospital							
St. Luke's Hospital	166162	01-406.315	Employee testing-Bringenberg/Csaszar/Smith/Walck	01/11/24	344.00	.00	
St. Luke's Hospital	166451	01-406.315	2024 Consortium Fee	01/11/24	368.00	.00	
Total St. Luke's Hospital:					712.00	.00	
Staples Advantage							
Staples Advantage	3557806261	01-402.240	Toner Return	01/26/24	62.99-	.00	
Staples Advantage	3557806262	01-401.240	Copy paper/Binders	01/26/24	279.51	.00	
Total Staples Advantage:					216.52	.00	
Star Buick GMC Cadillac LLC							
Star Buick GMC Cadillac L	20231003	01-437.251	Control for Heater	10/02/23	219.00	.00	
Total Star Buick GMC Cadillac LLC:					219.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Suburban Propane-2022							
Suburban Propane-2022	01312024	01-401.231	unleaded	01/31/24	27.03	.00	
Suburban Propane-2022	01312024	01-410.231	unleaded	01/31/24	955.35	.00	
Suburban Propane-2022	01312024	01-430.231	unleaded	01/31/24	318.83	.00	
Suburban Propane-2022	01312024	06-448.231	unleaded	01/31/24	115.94	.00	
Suburban Propane-2022	01312024	08-429.231	unleaded	01/31/24	115.94	.00	
Suburban Propane-2022	01312024	03-413.231	unleaded	01/31/24	95.26	.00	
Suburban Propane-2022	01312024	01-430.231	diesel	01/31/24	1,269.01	.00	
Suburban Propane-2022	01312024	06-448.231	diesel	01/31/24	72.93	.00	
Suburban Propane-2022	01312024	08-429.231	diesel	01/31/24	72.94	.00	
Suburban Propane-2022	01312024	03-413.231	diesel	01/31/24	220.44	.00	
Suburban Propane-2022	20240124	01-401.231	unleaded	01/24/24	30.93	.00	
Suburban Propane-2022	20240124	01-410.231	unleaded	01/24/24	1,093.08	.00	
Suburban Propane-2022	20240124	01-430.231	unleaded	01/24/24	364.79	.00	
Suburban Propane-2022	20240124	06-448.231	unleaded	01/24/24	132.65	.00	
Suburban Propane-2022	20240124	08-429.231	unleaded	01/24/24	132.66	.00	
Suburban Propane-2022	20240124	03-413.231	unleaded	01/24/24	108.99	.00	
Suburban Propane-2022	20240124	01-430.231	diesel	01/24/24	193.11	.00	
Suburban Propane-2022	20240124	06-448.231	diesel	01/24/24	11.10	.00	
Suburban Propane-2022	20240124	08-429.231	diesel	01/24/24	11.10	.00	
Suburban Propane-2022	20240124	03-413.231	diesel	01/24/24	33.54	.00	
Suburban Propane-2022	20240125	01-409.230	Fuel Oil 3425 Eisenhower Dr	01/25/24	1,613.47	.00	
Suburban Propane-2022	20240129A	01-409.230	Propane- 1301 Black River Rd	01/29/24	1,125.66	.00	
Total Suburban Propane-2022:					8,114.75	.00	
Susquehanna Fire Equipment							
Susquehanna Fire Equipm	12478365	08-429.375	Calibration of Gas Monitors	02/08/24	325.00	.00	
Total Susquehanna Fire Equipment:					325.00	.00	
Tam Arte Design Studio							
Tam Arte Design Studio	2460	01-411.240	Inspector Decals	02/07/24	56.00	.00	
Total Tam Arte Design Studio:					56.00	.00	
Times News							
Times News	100547106-020120	01-414.341	Ad: 01/31/2024-Planning Commission Meeting	02/08/24	163.07	.00	
Total Times News:					163.07	.00	
Tractor Supply Credit Plan							
Tractor Supply Credit Plan	13024	01-437.251	Tire/Lawn Garden/Hairpin Cotter Pin	01/30/24	54.97	.00	
Tractor Supply Credit Plan	13024	01-437.375	Parts for Chipper	01/30/24	46.98	.00	
Tractor Supply Credit Plan	13024	01-430.240	Nuts/Bolts	01/30/24	332.54	.00	
Total Tractor Supply Credit Plan:					434.49	.00	
TransUnion Risk & Alternative Data Solut							
TransUnion Risk & Alternat	5872431-202401-1	01-410.420	Background Check Investigation Site Subscription- Jan 2024	02/01/24	75.00	.00	
Total TransUnion Risk & Alternative Data Solut:					75.00	.00	
Verizon-950							
Verizon-950	20240212	01-410.320	0563-Monitor Traffic Signals	02/12/24	45.61	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Verizon-950:					45.61	.00	
Warehouse Battery Outlet Inc							
Warehouse Battery Outlet I	INV756233	01-433.246	Sign Battery	02/07/24	207.65	.00	
Total Warehouse Battery Outlet Inc:					207.65	.00	
Weinstein Supply Corporation							
Weinstein Supply Corporati	S032881991.001	01-409.373	Police Hallway Reno- New Toilet	01/31/24	291.35	.00	
Weinstein Supply Corporati	SO32881991.003	01-409.373	Police Hallway Reno- Toilet Seat	01/31/24	35.93	.00	
Total Weinstein Supply Corporation:					327.28	.00	
West Truckers Franchise LLC							
West Truckers Franchise L	86616T	06-448.240	Hauling for Concrete- After Break on Emerson St	01/30/24	385.00	.00	
Total West Truckers Franchise LLC:					385.00	.00	
WEX Bank							
WEX Bank	94946153	01-410.231	Fuel Purchases	01/31/24	271.01	.00	
Total WEX Bank:					271.01	.00	
Whitetail Disposal							
Whitetail Disposal	1093246	10-427.300	Trash and Recycle Service- Jan 2024	01/31/24	162,114.90	.00	
Whitetail Disposal	1105612	01-427.300	Roll Off Containers	02/12/24	730.00	.00	
Total Whitetail Disposal:					162,844.90	.00	
Wilson Products							
Wilson Products	03182785	01-437.251	Acetylene	01/31/24	12.00	.00	
Total Wilson Products:					12.00	.00	
Zulic, Brian							
Zulic, Brian	20240208	01-410.132	Heart & Lung-01/21/24-2/2/24-56 Hours	02/08/24	2,643.76	2,643.76	02/07/24
Total Zulic, Brian:					2,643.76	2,643.76	
Grand Totals:					679,435.89	5,530.16	

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:					176,209.00	5,530.16	
Fire Fund							
Total Fire Fund:					1,469.14	.00	
Water Fund							
Total Water Fund:					40,639.68	.00	
Sewer Fund							
Total Sewer Fund:					276,875.08	.00	
Refuse & Recycling Fund							
Total Refuse & Recycling Fund:					164,803.92	.00	
Highway Aid Fund							
Total Highway Aid Fund:					12,907.15	.00	
Capital General Fund							
Total Capital General Fund:					6,531.92	.00	
Grand Totals:					679,435.89	5,530.16	

Date: _____

President: _____

Board of Commissioners

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
February 8, 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 announced that an Executive Session will be held after the Workshop to discuss a legal matter.

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
Donald Sabo, Chief of Police
Kerry Rabold, Planning & Zoning Officer
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.

APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approve the unaudited Financial Report from the period ending November 30, 2023 and the List of Bills Payable for the period 1/20/24-2/2/24, broken down as follows:

\$117,545.49 = GENERAL
\$51,581.59 = FIRE
\$0 = LIBRARY
\$46,219.89 = WATER
\$64,762.72 = SEWER
\$1,670.83 = REFUSE & RECYCLING
\$12,026.03 = HIGHWAY AID
\$80,178.60 = CAPITAL GENERAL
\$373,985.15 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays.

MINUTES

January 25, 2024

Commissioner Brinton declared the Minutes from January 25, 2024 accepted as presented.

NEW BUSINESS

Mr. Sandy Nicolo recognized Ms. Kerry Rabold for her successful completion of the Association of State Floodplain Managers (ASFPM) Certification Exam to become an ASFPM Certified Floodplain Manger (CFM). He noted that this issue impacts insurance coverage for residents who live in a floodplain, and the Township must maintain certain standards as well as certifications. Ms. Rabold spent a week in Maryland at a FEMA training facility and passed the very difficult test to become an ASFPM CFM.

ORDINANCES

None.

RESOLUTIONS

None.

MOTIONS

Motion Appointing 5th Ward Representative to Recreation Advisory Committee (RAC).

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to appoint Mr. Kyle Moye as the 5th Ward representative to the Recreation Advisory Committee to fill an unexpired 5-year term through 01/01/2027.

The Board voted: 5 Ayes; 0 Nays

Motion Appointing 5th Ward Representative to Environmental Advisory Committee (EAC).

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to appoint Mr. Ed Olearczyk as the 5th Ward representative to the Environmental Advisory Committee (EAC) with a term expiration of 01/01/2027.

The Board voted: 5 Ayes; 0 Nays

COURTESY OF THE FLOOR

Chief Sabo stated that the Police Department was recently subjected to an on-site audit for CJIS, LEGIS and JNET, which are for security clearances, and they were found to be in 100% compliance.

The Board congratulated Ms. Rabold on her floodplain certification and thanked her for her continued efforts.

Commissioner Karol commented that he is in favor of not only using the new trash and recycling bins, but also seeing them around the neighborhood instead of loose trash bags.

Ms. Bonaskiewich noted that some residents have asked to be able to leave their trash and recycling bins at the curb because they are too cumbersome to move. She stated that the Township has given some leniency to allow residents to leave their bins curbside, which is not what the current Ordinance articulates. Ms. Bonaskiewich commented that the Ordinance will be revised to allow more flexibility.

Commissioner Patnaik brought forth concerns about the deer population in the Lehigh Parkway area. Commissioner Lipkin stated that residents can contact the PA Fish & Boat Commission, who will likely put them in touch with an agency that will hunt the deer by archery if all the neighbors are in agreement.

Ms. Bonaskiewich commented that the Township explored this issue a few years ago, and she had contacted the City of Allentown at that time because the deer's primary home is the Parkway, but they had no desire to participate in any kind of population control.

Commissioner Patnaik stated that he attended a PSATC meeting in Pittsburgh and noted that there is now an online portal available to municipal officials that allow them to engage with other municipalities state-wide.

Commissioner Patnaik commented that while trash complaints have gone down, residents have started to give feedback with respect to the Township's Ordinance that does not permit residents

to leave the trash and recycling bins curbside, which is leading to residents requesting clarification on the rules.

Mr. Phillip Bernard of 1148 Flexer Avenue noted that he likes the new trash and recycling bins and inquired how to get rid of their old ones.

Mr. Bernard also expressed concerns about speeding on Flexer Avenue. Chief Sabo stated that the Police Department moves its sign board around the Township, and he will have it placed in that area. He also noted that the section in which Mr. Bernard is referencing does not have the 200-foot distance needed to do speed timing. Chief Sabo stated that he will add it to the rotation list of streets that the traffic officer can target, but noted that they still cannot use radar. Commissioner Karol suggested residents should reach out to their state representatives and ask for the radar bill to be passed. He noted that Pennsylvania is the only state in the nation that does not have a radar bill for local police.

Mr. Douglas Marsh of 1031 Graham Street commended Whitetail Disposal for their service, but expressed concerns about the large trash and recycling bins due the steep hills and long driveways in his neighborhood. He provided the Board with pictures and specs of different sizes of trash bins and suggested the Township look into that option.

Commissioner Karol thanked Mr. Marsh for his positive feedback as well as coming to the Board with a problem and a potential solution. Mr. Nicolo stated that the Township is revising the Ordinance to give acceptance to residents who have long driveways so that the bins can stay curbside.

ADJOURNMENT

Commissioner Patnaik made a motion to adjourn the meeting. Commissioner Karol seconded the motion. The time was 7:45 p.m.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on February 8, 2024.

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL

**BEFORE THE BOARD OF COMMISSIONERS
OF SALISBURY TOWNSHIP**

ORDINANCE NO. 02-2024-668

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF SALISBURY TOWNSHIP,
LEHIGH COUNTY, PENNSYLVANIA ADOPTING A NEW CHAPTER 5, PART 8, TO BE
ENTITLED “MOBILE FOOD VENDING”, OF THE SALISBURY TOWNSHIP CODE OF
ORDINANCES TO ESTABLISH REGULATIONS WITH RESPECT TO MOBILE FOOD
VENDING WITHIN THE TOWNSHIP**

WHEREAS, the Township of Salisbury is a First-Class Township organized and operating under the laws of the Commonwealth of Pennsylvania and the Township of Salisbury Code of Ordinances (the “Township”); and

WHEREAS, pursuant to the PA First Class Township Code, 53 P.S. § 56401 et seq., the Township is authorized to establish regulations with regards to mobile food vending; and

WHEREAS, mobile food vending is a popular and diverse part of local communities and economies across the United States; and

WHEREAS, the Township desires to support community events, support economic development, and foster opportunities for small businesses; and

WHEREAS, the Township of Salisbury aspires to simplify regulations regarding mobile food vending; and

WHEREAS, the Township of Salisbury seeks to protect public health and safety by ensuring mobile food vending follows clear, narrowly tailored regulations that address demonstrable health and safety risks.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania to adopt a new Chapter 5, Part 8 entitled “Mobile Food Vending” of the Township of Salisbury Code of Ordinances which shall read as follows:

ARTICLE I. Chapter 5, Part 8 shall read as follows:

Part 8

MOBILE FOOD VENDING

SECTION 1. DEFINITIONS

A. The following words and phrases in this section shall have the meanings given:

- 1) Applicant: A person applying to Salisbury Township to conduct a temporary event or operate as a mobile food vendor. May also be referred to as a coordinator and/or licensee.*
- 2) Commissary: A facility to which a food truck returns on a regular basis for such things as vehicle storage, vehicle and equipment cleaning, discharging liquid and/or solid wastes, and refilling water tanks and/or ice bins. This is also typically where food is stored, handled, prepared, and/or packaged. Commissaries are regulated by the Township Zoning Ordinance and not this Part.*
- 3) Customer: Any person who attends a temporary event or with whom a mobile food vendor conducts business. This term shall also include any person who stops to contemplate conducting business with a*

mobile food vendor. Money, or other form of payment, is not required for a person to be considered a customer.

- 4) *Food Stand: Any temporary structure and/or associated equipment, used to prepare and/or distribute food or beverages by a mobile food vendor. This term shall not include a food truck as described below nor does it include food preparation or food distribution within a permanent structure. Food preparation and food distribution within a permanent structure are both regulated by the Township Zoning Ordinance and not this Part. May also be referred to as a food stand.*
- 5) *Food Truck: Any trailer, cart, or motorized vehicle, and associated equipment, used to prepare and/or distribute food or beverages by a mobile food vendor. This term shall not include the delivery of preordered, prepared food or beverages from an approved restaurant or catering location, or it's representatives, to a specific person. May also be referred to as a food truck.*
- 6) *License: License issued by the Township that authorizes a food stand or food truck to conduct business within the Township.*
- 7) *Mobile Food Vendor: Any person who operates a food stand and/or food truck.*
- 8) *Person: Any individual, group of individuals, firm, partnership, company, corporation, trustee, association, or any public or private entity and includes the individual or entity's employees or agents.*
- 9) *Prepackaged Food: Any commercially labeled and processed food that is prepackaged to prevent direct human contact with the food product upon distribution from the manufacturer, a food facility, or other approved source.*
- 10) *Private Property: All property that is not public property.*
- 11) *Public Property: Any property owned and operated by the Township or another government entity. Public property includes all rights-of-way.*
- 12) *Temporary Event: A event held on private or public property, which is not considered a permanent use of the property, for a specific timeframe only. Temporary events may last up to thirty (30) consecutive days. Private property may not have more than six (6) temporary events within a calendar year and there shall be a minimum of thirty (30) days between each temporary event. Temporary events to last over thirty (30) consecutive days are regulated by the Township Zoning Ordinance and not this Part. A private property that wishes to conduct more than six (6) temporary events within a calendar year or more than one event within thirty (30) days is subject to the regulations of the Township Zoning Ordinance and not this Part.*
- 13) *Township: Salisbury Township*

SECTION 2. FOOD STAND LICENSING

- A. *A license shall be required for a food stand if any of the following conditions are met:*
 - 1) *The temporary event in which the food stand is located is advertised to the general public and is not a private, by invitation only or member only event.*
 - 2) *The food stand will be located on public property.*
- B. *The following food stands are exempt from the licensing requirement (even if conditions in subsection A above are met):*
 - 1) *Food stands that only distributes prepackaged food.*
 - 2) *Bake sales, or similar, operated by a non-profit organization provided that all goods are prepared off-site and brought to event for distribution only.*
 - 3) *Food distribution stations set-up by an outside catering service that are designed to merely keep food warm and sanitary and there are no open flames.*
 - 4) *The food stand is operated by the Township, including but not limited to its fire department or its police department.*

- C. *A food stand shall be licensed by the Township and subject to all requirements within this Part. The license for a food stand shall be event and location specific. The license will not be valid beyond the specific dates of the specific event it is operating within and shall only apply to the specific location of the food stand.*
- D. *A food stand license shall not be valid for more than thirty (30) consecutive days.*
- E. *A food stand license application shall be submitted at least thirty (30) days prior to an event to ensure proper safety precautions are in place and/or to arrange the required inspections.*
- F. *An applicant shall submit an application to the Township Fire Inspector's Office on the form provided by the Township for a food stand license and all additional information requested by the Township. The food stand license fee, as set by the Township Board of Commissioners, shall be paid with the submission of the application.*
- G. *A single food stand license application may be submitted for all food stands at the same event, provided all structures will be operated by the same applicant and the applicant maintains responsibility for all structures included within the application.*
- H. *The Township Fire Inspector shall issue a food stand license to the applicant upon receipt of a complete application and the applicant's food stand passing an initial inspection.*

SECTION 3. FOOD STAND REGULATIONS

- A. *All food stands shall be located outside of all designated fire lanes.*
- B. *All food stands shall not impede access of emergency vehicles. If impediment is determined by an official of the Township, the food stand must be moved immediately. Failure to move the food stand to an approved location will result in immediate revocation of the food stand license and all penalties as outlined within Section 7 of this Part.*
- C. *All food stands shall be located at least 10 feet from all permanent structures. This distance may be reduced upon approval of the Township Fire Inspector.*
- D. *Waste receptacles for customers, which are clearly marked, shall be placed around the event. The disposal of these waste receptacles is the responsibility of the applicant and must be removed from the site and disposed of at an approved location. All waste shall be disposed of within twenty-four (24) hours.*
- E. *The mobile food vendor is responsible for the pickup, removal, and disposal of all refuse within twenty-five (25) feet of the vendor's operating area at the conclusion of service.*
- F. *At all times, at least one person working at the food stand must hold a current food safety certification. If multiple structures have been applied for within one permit, only one certified person is required for all structures included within the license.*
- G. *A copy of the food stand license and health certificate shall be prominently displayed at all times while operating within the Township.*
- H. *All food stands located within a residential zoning district shall not operate before 7AM each day and shall end by 10PM each day.*
- I. *All structures shall be removed within seven (7) calendar days of the end of the event. If the structures are not removed within the allotted time, the Township may remove the structures at the cost of the property owner and/or applicant.*

SECTION 4. FOOD TRUCK LICENSES

- A. *All food trucks operating within the Township are required to have a valid food truck license issued by the Township.*
- B. *A separate food truck license shall be required for each food truck operated by a mobile food vendor. Licenses are not transferable to another vehicle or another owner/operator of the same vehicle.*

- C. *An applicant shall submit an application to the Township Fire Inspector's Office on the form provided by the Township for a food truck license and all additional information requested by the Township. The food truck license fee, as set by the Township Board of Commissioners, shall be paid with the submission of the application. A separate application shall be submitted for each mobile food vending license, regardless of the vehicle's ownership.*
- D. *If required by law, the applicant shall provide proof to the Township that the food truck has a valid Pennsylvania State motor vehicle registration and a valid Pennsylvania State motor vehicle inspection. Registrations and inspections from other states may be acceptable at the discretion of the Township Fire Inspector.*
- E. *Applicants shall provide proof of a valid Pennsylvania State Department of Health license prior to being issued a food truck license.*
- F. *The Township Fire Inspector shall issue a food truck license to the applicant upon receipt of a complete application and the applicant's food truck passing an initial inspection. Licenses shall be valid for one year, from April 1st thru March 31st. A license fee shall not be prorated for applications submitted after April 1st nor shall a license be extended beyond March 31st of any given year.*
- G. *Food truck licenses shall be renewed annually by the applicant. The applicant shall submit the renewal annually, prior to the current license's expiration date but no sooner than March 1st. A licensee may continue operations between April 1st and April 30th, only if an application for renewal is pending with the Township. An inspection is required for each annual renewal. See Section 6 for further information regarding inspections.*

SECTION 5. FOOD TRUCK REGULATIONS

- A. *All food trucks shall be located outside of all designated fire lanes.*
- B. *All food trucks shall not impede access of emergency vehicles. If impediment is determined by an official of the Township, the food truck must be moved immediately. Failure to move the food truck to an approved location will result in immediate revocation of the food truck license and all penalties as outlined within Section 7 of this Part.*
- C. *All food trucks shall be located at least ten (10) feet from the following:*
 - 1) *all permanent structures*
 - 2) *all other food trucks; and*
 - 3) *all other food stands.*

This distance may be reduced upon approval of the Township Fire Inspector.

- D. *A food truck shall be maintained in good operating order and visual appearance, including removing any graffiti that is not a part of the overall design or art featured on the vehicle. The term "good" shall be at the discretion of the Township Fire Inspector.*
- E. *A food truck may operate on public property with the following additional regulations:*
 - 1) *The food truck shall not be parked within twenty-five (25) feet of any intersection and/or driveway entrance.*
 - 2) *A food truck is not permitted to park on a public street within a residentially zoned neighborhood with the exception of a food truck parking directly in front of a permitted, non-residential use within a residential district including, but not limited to, a school, place of worship, or community center. A food truck may also park directly in front of a Township owned park.*
 - 3) *When operating on public property, a food truck is subject to the same parking rules, restrictions, and obligations that a vehicle would be subject to.*
 - 4) *A food truck may occupy only one parking space within a public parking lot. If one parking*

space is not large enough to accommodate the food truck, the food truck shall not park in the public parking lot and must find another location to operate.

- 5) Parking at a Township-owned place of business, fire station, and/or police station requires consent from the locations' supervisor prior to conducting business. If consent is not given, the food truck shall be removed immediately.*
- F. A food truck shall be parked so that its service window faces a sidewalk or other pedestrian safe area.*
- G. A food truck shall serve customers through its service window only.*
- H. Food trucks shall provide a waste receptacle for customers which is clearly marked. The disposal of this waste receptacle is the responsibility of the food truck operator and must be removed from the site and disposed of at its commissary or other approved location.*
- I. The mobile food vendor is responsible for the pickup, removal, and disposal of all refuse within twenty-five (25) feet of the vendor's operating area at the conclusion of service.*
- J. A food truck shall not be located on the same property (public or private), or within 100 feet of the same location, for more than twelve (12) hours in a single day (12AM to 12PM). The only exception to this is if the food truck is located within the boundaries of an approved and permitted temporary event. The food truck may remain in place for the duration of the approved and permitted temporary event but may not operate beyond the hours of the temporary event and must remove its vehicle within twelve (12) hours of the conclusion of the event.*
- K. A food truck shall not operate on the same property (public or private), or within 100 feet of the same location, for more than five (5) days within a single calendar month. The only exception to this is if the food truck is located within the boundaries of an approved and permitted temporary event. The food truck may remain in place for the duration of the approved and permitted temporary event but may not operate beyond the hours of the temporary event and must remove its vehicle within twelve (12) hours of the conclusion of the event.*
- L. All food truck operations within a residentially zoned district shall not start before 7AM each day and shall end by 10PM each day.*
- M. At all times, at least one person working at the food truck must hold a current food safety certification.*
- N. Food trucks are limited to signs attached to the vehicle and one sandwich board sign no larger than six (6) square feet per side. The sandwich sign shall not be placed in a location in which it blocks pedestrian or vehicular traffic nor may it be placed within the designated fire lane. The sign must be located within ten (10) feet of the food truck.*
- O. A copy of the food truck license and health certificate shall be prominently displayed at all times while operating within the Township.*

SECTION 6. INSPECTIONS

- A. Inspections of food stands and food trucks shall be conducted by the Township Fire Inspector and shall follow the approved checklist for health and safety standards as approved by the Township Board of Commissioners.*
- B. A food stand shall be inspected prior to the start of a temporary event and all food service operations. The Township Fire Inspection shall come to the location of the temporary event to inspect the food stand. The applicant is responsible for contacting the Township Fire Inspector in advance to arrange for an inspection time.*
- C. A food truck shall be inspected upon receipt of license application. The food truck shall be brought to the Township Municipal Office, or other location approved by the Township Fire Inspector, for its inspection. The applicant is responsible for contacting the Township Fire Inspector to arrange for an inspection location and time.*
- D. The Township Fire Inspector may conduct spot compliance inspections on any food stand or food truck operating within the Township.*

- E. *The Township Fire Inspector shall establish and maintain a database to record the names of licensees, inspections, inspection reports, and public complaints.*
- F. *If an applicant fails an initial inspection and/or a spot inspection, a re-inspection fee, as established by the Township Board of Commissioners, may be charged.*

SECTION 7. LICENSE AND INSPECTION FEES

- A. *The owner of the food truck and the operator of the food stand is responsible for obtaining all licenses and for the payment of all license and inspection fees. Failure to obtain the license and/or failure to pass inspection prior to operation is the responsibility of the food truck owner and/or food stand operator.*
- B. *The initial license and inspection fee for a food truck shall be \$100. This fee may be amended by Resolution of the Township Board of Commissioners as set forth in the Salisbury Township Schedule of Fees.*
- C. *The initial license and inspection fee for a food truck shall be paid during the application process and prior to any inspections.*
- D. *The initial license and inspection fee for a food stand shall be \$100 for the first stand and \$25 for each additional stand on the same license application and inspected on the same day. Food stands under the same license but inspected on a different day shall pay an additional \$50 for each visit/inspection. These fees may be amended by Resolution of the Township Board of Commissioners as set forth in the Salisbury Township Schedule of Fees.*
- E. *The initial license and inspection fee for a food shall be paid during the application process and prior to an inspection.*
- F. *A reinspection fee of \$25 per reinspection is required and must be paid prior to the inspection being conducted. This fee shall be applicable to food trucks and food stands. Each food stand shall have its own reinspection fee as needed.*

SECTION 8. ENFORCEMENT AND PENALTIES

- A. *The Township Fire Inspector and Police Department shall be responsible for the enforcement of the provisions within this Part.*
- B. *A violation of this Part may result in the suspension or revocation of a temporary event permit, food stand license, food truck license and/or civil penalties.*
- C. *Food stands and food trucks operating in non-compliance of any of the provisions of this Part will be required to immediately cease all operations and leave the Township.*
- D. *Any person violating any of the provisions of this Part may be subject to a fine of not less than \$300.00 and not more than \$12,000.00 plus court costs and reasonable attorney's fees incurred by the Township. Each day such violation occurs shall constitute a separate and distinct violation of this Part.*
- E. *It is unlawful for any person to intentionally provide false information or to intentionally omit information on an application for a license or permit under this Part.*

ARTICLE III. If any provision, sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions of this Ordinance. It is hereby declared as the intent of the Township that this Ordinance would have been adopted had such stricken provisions not been included herein.

ARTICLE IV. All other Ordinances or parts thereof which are contradictory with the provisions hereof, are repealed to the extent of such inconsistencies.

ARTICLE V. This Ordinance shall become effective immediately after its enactment.

DULY ADOPTED this 22nd day of February, 2024, by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF SALISBURY
Lehigh County, Pennsylvania

BY: _____
Debra J. Brinton, President
Board of Commissioners

ATTEST:

Township Secretary

DRAFT