

**SALISBURY TOWNSHIP**  
**Lehigh County, Pennsylvania**  
**Board of Commissioners Meeting**  
**Regular Meeting Agenda—January 23, 2025**  
**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 1/4/25-1/17/25**

**5. Approval of the Minutes –January 9, 2025**

**6. New Business**

**A. ORDINANCES** *(none)*

**B. RESOLUTIONS**

1. Resolution Approving the 2025 Fee Schedule
2. Resolution Approving Revision of Township’s Official Sewage Facilities Plan to Include the Walnut Grove Land Development Plan at 1350 E. Susquehanna Street
3. Resolution Approving Disposition of Public Works Equipment

**C. MOTIONS**

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

**8. Adjournment**

*\*Workshop to follow*

*\*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
<b>Adams Glass &amp; Aluminum Inc.</b>							
Adams Glass & Aluminum I	69101	08-429.600	Windows for Trolley Station	12/31/24	6,204.00	.00	
Total Adams Glass & Aluminum Inc.:					6,204.00	.00	
<b>AFLAC</b>							
AFLAC	20250109	90-223000	Aflac Payroll Deductions Check Date 01/09/25	01/08/25	221.75	221.75	01/08/25
Total AFLAC:					221.75	221.75	
<b>Amazon Business</b>							
Amazon Business	1YV9-6J3V-PX36	01-401.240	K Cups	01/10/25	179.78	.00	
Total Amazon Business:					179.78	.00	
<b>Ascendance Truck Pennsylvania LLC</b>							
Ascendance Truck Pennsylv	XA101031951:00	01-437.251	#22-Fan Hub	11/13/24	1,026.73	.00	
Ascendance Truck Pennsylv	XA101031974:01	01-437.251	#22-Adaptor Fan Hub	11/13/24	237.67	.00	
Total Ascendance Truck Pennsylvania LLC:					1,264.40	.00	
<b>AT&amp;T Mobility-229</b>							
AT&T Mobility-229	287303312229X01	03-411.320	2024-Dec- ESFD Phones	12/31/24	75.46	.00	
AT&T Mobility-229	287303312229X01	10-401.320	2024-Dec- Trash Contractor Phone	12/31/24	43.49	.00	
AT&T Mobility-229	287303312229X01	01-414.320	2024-Dec-Community Dev-Phone	12/31/24	168.20	.00	
AT&T Mobility-229	287303312229X01	01-430.320	2024-Dec-DPW-Phones	12/31/24	217.46	.00	
AT&T Mobility-229	287303312229X01	01-402.320	2024-Dec-Finance Dir -Phone/ipad	12/31/24	81.22	.00	
AT&T Mobility-229	287303312229X01	01-407.320	2024-Dec-IT-Phone	12/31/24	43.49	.00	
AT&T Mobility-229	287303312229X01	01-409.320	2024-Dec-Maintenance-Phone	12/31/24	43.49	.00	
AT&T Mobility-229	287303312229X01	01-401.320	2024-Dec-Mgr-Phone/ipad-Commissioner ipad	12/31/24	269.87	.00	
AT&T Mobility-229	287303312229X01	01-411.320	2024-Dec-Fire Insp- Tablets	12/31/24	75.46	.00	
AT&T Mobility-229	287303312229X01	01-401.320	2024-Dec-Rec Dir.-Phone	12/31/24	43.49	.00	
AT&T Mobility-229	287303312229X01	06-448.320	2024-Dec-Water Dept Tablets	12/31/24	158.25	.00	
AT&T Mobility-229	287303312229X01	08-429.320	2024-Dec-Sewer Dept Tablet	12/31/24	158.26	.00	
Total AT&T Mobility-229:					1,378.14	.00	
<b>AT&amp;T Mobility-833</b>							
AT&T Mobility-833	287303254833X10	03-412.320	2024-Dec-WSFD-Tablets	12/31/24	226.38	.00	
AT&T Mobility-833	287303254833X10	01-452.320	2024-Dec-Rec Dir-Tablet	12/31/24	37.73	.00	
AT&T Mobility-833	287303254833X10	01-410.320	2024-Dec-Police Phones/Tablets	12/31/24	1,595.43	.00	
AT&T Mobility-833	287303254833X10	01-401.320	2024-Dec-Mgr-Tablet	12/31/24	78.62	.00	
AT&T Mobility-833	287303254833X10	01-411.320	2024-Dec-Fire Insp-tablets	12/31/24	113.19	.00	
AT&T Mobility-833	287303254833X10	01-414.320	2024-Dec-Community Dev-Tablets	12/31/24	75.46	.00	
AT&T Mobility-833	287303254833X10	01-415.320	2024-Dec-Emergency Management-Tablets/Phones	12/31/24	162.44	.00	
AT&T Mobility-833	287303254833X10	03-411.320	2024-Dec-ESFD-Tablets	12/31/24	226.38	.00	
Total AT&T Mobility-833:					2,515.63	.00	
<b>BadgeAndWallet.com</b>							
BadgeAndWallet.com	683072	01-410.238	Badge-Losagio/Vest Badge-Sabo	11/19/24	584.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total BadgeAndWallet.com:					584.00	.00	
<b>Ballek, Clinton</b>							
Ballek, Clinton	123124	06-448.192	2024 Clothing allowance	12/31/24	174.26	.00	
Ballek, Clinton	123124	08-429.192	2024 Clothing allowance	12/31/24	174.26	.00	
Total Ballek, Clinton:					348.52	.00	
<b>Bank of America-1390</b>							
Bank of America-1390	010925	01-410.420	FBI Leeda - Casey Membership	01/09/25	50.00	.00	
Bank of America-1390	010925	01-410.421	PA Chiefs of Police - Accreditation Conference - Casey	01/09/25	155.25	.00	
Bank of America-1390	010925	01-410.421	PA Chiefs of Police - Accreditation Conference - Kress	01/09/25	155.25	.00	
Bank of America-1390	010925	01-410.421	PA Chiefs of Police - Accreditation Conference - Gibson	01/09/25	155.25	.00	
Total Bank of America-1390:					515.75	.00	
<b>Bank of America-1436</b>							
Bank of America-1436	010925	01-409.373	USTIF Capacity fee	01/09/25	1,443.75	.00	
Bank of America-1436	010925	01-401.421	PSAB Webinar - Casey	01/09/25	30.00	.00	
Bank of America-1436	010925	01-401.421	PSAB Webinar - Casey	01/09/25	45.00	.00	
Total Bank of America-1436:					1,518.75	.00	
<b>Bank of America-1502</b>							
Bank of America-1502	010925	01-410.243	Amazon - Dog cage/trap	01/09/25	301.32	.00	
Bank of America-1502	010925	01-410.240	Staples - Markers/Toner	01/09/25	344.75	.00	
Bank of America-1502	010925	01-410.243	Amazon - ACO Supplies	01/09/25	80.72	.00	
Bank of America-1502	010925	01-410.243	Amazon - ACO Supplies	01/09/25	205.43	.00	
Bank of America-1502	010925	01-410.240	Staples - Desk Organizer	01/09/25	40.04	.00	
Bank of America-1502	010925	01-410.240	Staples - Chair	01/09/25	178.24	.00	
Bank of America-1502	010925	01-410.240	Amazon - Bulletin Board	01/09/25	53.99	.00	
Bank of America-1502	010925	01-410.241	Gun Mag - Glock Magazine	01/09/25	111.25	.00	
Bank of America-1502	010925	01-410.240	Staples - Storage Cabinet/Foot rest	01/09/25	198.10	.00	
Bank of America-1502	010925	01-410.420	FBI Leeda - Sabo Membership	01/09/25	50.00	.00	
Bank of America-1502	010925	01-410.240	Amazon - Kitchen items	01/09/25	118.87	.00	
Bank of America-1502	010925	01-410.238	Amazon - Taser Holster	01/09/25	89.99	.00	
Total Bank of America-1502:					1,772.70	.00	
<b>Bank of America-1965</b>							
Bank of America-1965	01092025	01-407.261	UI - Angled Mounts for Magistrate	01/09/25	95.00	.00	
Bank of America-1965	01092025	01-407.319	Microsoft - Visio Subscription for Police Network Diagrams	01/09/25	5.00	.00	
Total Bank of America-1965:					100.00	.00	
<b>Bank of America-8687</b>							
Bank of America-8687	010925	01-414.421	PML - Training - Rabold	01/09/25	80.00	.00	
Total Bank of America-8687:					80.00	.00	
<b>Bank of America-8701</b>							
Bank of America-8701	010925	01-410.251	Ebay - #210 - Tail lights	01/09/25	27.57	.00	
Bank of America-8701	010925	01-410.251	Ebay - #210 - Tail lights	01/09/25	27.86	.00	
Bank of America-8701	010925	06-448.260	Eastwood - Keysco Slapping Spoon	01/09/25	97.87	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Bank of America-8701:					153.30	.00	
<b>Bank of America-9042</b>							
Bank of America-9042	010925	01-401.420	Lehigh Valley Business	01/09/25	8.00	.00	
Bank of America-9042	010925	01-400.200	Mercantino Italiano - Xmas Tray for BOC Mtg	01/09/25	109.71	.00	
Bank of America-9042	010925	01-400.240	Wegmans - Supplies for Luncheon	01/09/25	69.81	.00	
Bank of America-9042	010925	01-401.420	PAPPA Membership - Wilson	01/09/25	20.00	.00	
Bank of America-9042	010925	01-401.420	The Morning Call - Qtr subscription	01/09/25	442.00	.00	
Total Bank of America-9042:					649.52	.00	
<b>Baxter, Ian</b>							
Baxter, Ian	01082025	01-414.113	ZHB Mtg - 1/8/25	01/08/25	30.00	.00	
Total Baxter, Ian:					30.00	.00	
<b>Berkheimer Associates</b>							
Berkheimer Associates	241	01-403.453	2024-Dec LST Comm	12/31/24	30.19	.00	
Total Berkheimer Associates:					30.19	.00	
<b>Bethlehem-012968-01, City of</b>							
Bethlehem-012968-01, City	011025	06-448.368	Water for Resale	01/10/25	324.88	.00	
Total Bethlehem-012968-01, City of:					324.88	.00	
<b>Bethlehem-013011-00, City of</b>							
Bethlehem-013011-00, City	011025	06-448.363	Hydrant Rental	01/10/25	880.00	.00	
Total Bethlehem-013011-00, City of:					880.00	.00	
<b>Biros Utilities Inc</b>							
Biros Utilities Inc	201147	01-451.315	Portable Toilet Rental - Laubach - 1/15/25-2/11/25	01/14/25	160.00	.00	
Total Biros Utilities Inc:					160.00	.00	
<b>Bucks County Community College</b>							
Bucks County Community	010125	01-411.421	2025 Training Membership- Gold	01/01/25	1,300.00	.00	
Bucks County Community	010125	03-411.421	2025 Training Membership- Gold	01/01/25	1,400.00	.00	
Bucks County Community	010125	03-412.421	2025 Training Membership- Gold	01/01/25	1,400.00	.00	
Total Bucks County Community College:					4,100.00	.00	
<b>Chaar Holdings LLC</b>							
Chaar Holdings LLC	116248	01-430.192	Pants - Gargone	01/06/25	69.95	.00	
Total Chaar Holdings LLC:					69.95	.00	
<b>Chapter One Customs</b>							
Chapter One Customs	122724	41-409.600	Window Tint - Magistrate	12/27/24	2,991.10	.00	
Chapter One Customs	71162	01-410.318	Car Detail - Investigations	12/27/24	300.00	.00	
Total Chapter One Customs:					3,291.10	.00	
<b>Chemung Supply</b>							
Chemung Supply	034290	01-430.240	Tire Chains	01/08/25	850.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Chemung Supply:					850.00	.00	
<b>Commonwealth of PA</b>							
Commonwealth of PA	20125	01-410.420	2025-annual fee to participate in 1033 program	01/08/25	600.00	.00	
Total Commonwealth of PA:					600.00	.00	
<b>Dallas Data Systems Inc.</b>							
Dallas Data Systems Inc.	27571	06-448.325	Printing/Postage for Utility Bills-Jan 2025	01/15/25	1,106.68	.00	
Dallas Data Systems Inc.	27571	08-429.325	Printing/Postage for Utility Bills-Jan 2025	01/15/25	1,106.68	.00	
Dallas Data Systems Inc.	27571	10-401.325	Printing/Postage for Utility Bills-Jan 2025	01/15/25	1,106.68	.00	
Dallas Data Systems Inc.	27571	06-448.342	Printing/Postage for Utility Bills-Jan 2025	01/15/25	363.84	.00	
Dallas Data Systems Inc.	27571	08-429.342	Printing/Postage for Utility Bills-Jan 2025	01/15/25	363.84	.00	
Dallas Data Systems Inc.	27571	10-401.342	Printing/Postage for Utility Bills-Jan 2025	01/15/25	363.84	.00	
Total Dallas Data Systems Inc.:					4,411.56	.00	
<b>DEP</b>							
DEP	20250113	06-448.315	Water Certification McKelley	01/13/25	235.00	235.00	01/13/25
DEP	20250114	06-448.315	Water Certification- DiMatteo	01/14/25	60.00	60.00	01/15/25
Total DEP:					295.00	295.00	
<b>Dispatch Answering Service</b>							
Dispatch Answering Servic	000204B206	01-401.320	Answr Service/Pump Stn Alm-Dec 2024	12/25/24	239.33	.00	
Dispatch Answering Servic	000204B206	01-430.320	610-782-5572-Dec-2024	12/25/24	24.95	.00	
Dispatch Answering Servic	000204B206	01-401.320	610-782-5025-Dec 2024	12/25/24	24.95	.00	
Total Dispatch Answering Service:					289.23	.00	
<b>Eastern Auto Parts Warehouse</b>							
Eastern Auto Parts Wareho	3CN177910	01-437.251	Oil Filter Return	01/02/25	265.82-	.00	
Eastern Auto Parts Wareho	3IV1132559	01-437.251	Wiper Blades-Mack Trucks	01/02/25	157.60	.00	
Eastern Auto Parts Wareho	3IV1133876	01-437.375	Oil Filter/Fuel Filter/Hydraulic	01/07/25	242.02	.00	
Eastern Auto Parts Wareho	3IV1134388	01-437.251	Air Filter	01/08/25	40.54	.00	
Eastern Auto Parts Wareho	3IV1134391	01-437.251	#3-Air Filter	01/08/25	40.54	.00	
Eastern Auto Parts Wareho	3IV1134448	01-451.375	Air Filter-Parks Mowers	01/08/25	111.32	.00	
Eastern Auto Parts Wareho	3IV1134450	01-451.375	Air Filter-Parks Mowers	01/08/25	55.66	.00	
Eastern Auto Parts Wareho	3IV1134452	01-451.375	Air Filter-Parks Mowers	01/08/25	55.66	.00	
Eastern Auto Parts Wareho	3IV1134455	01-451.375	Air Filter-Parks Mowers	01/08/25	55.66	.00	
Eastern Auto Parts Wareho	3IV1134594	01-437.375	Ventrac Battery	01/08/25	132.94	.00	
Eastern Auto Parts Wareho	3IV1134824	01-437.251	#11-Oil	01/09/25	16.52	.00	
Total Eastern Auto Parts Warehouse:					642.64	.00	
<b>Ecco Communications LLC</b>							
Ecco Communications LLC	84091	01-410.375	Radio Repair	01/10/25	323.00	.00	
Total Ecco Communications LLC:					323.00	.00	
<b>Edwards Business Systems</b>							
Edwards Business System	3717733	01-401.375	Police Copier Maintenance Agreement	01/13/25	71.83	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Edwards Business Systems:					71.83	.00	
<b>Evans, Ronald</b>							
Evans, Ronald	01082025	01-414.113	ZHB Mtg - 1/8/25	01/08/25	30.00	.00	
Total Evans, Ronald:					30.00	.00	
<b>Fromm Electric Supply Corp</b>							
Fromm Electric Supply Cor	11702733-01	01-409.240	light bulbs	01/09/25	20.00	.00	
Total Fromm Electric Supply Corp:					20.00	.00	
<b>Fuel System Services LLC</b>							
Fuel System Services LLC	19254	01-409.240	Gas Pump Key Fobs	01/02/25	136.00	.00	
Total Fuel System Services LLC:					136.00	.00	
<b>Groff Tractor &amp; Equipment</b>							
Groff Tractor & Equipment	PSO570943-1	01-437.375	Lug Nuts	01/03/25	12.00	.00	
Total Groff Tractor & Equipment:					12.00	.00	
<b>Gross McGinley LLP</b>							
Gross McGinley LLP	32175.0000/24	01-404.310	Acct# 32175.0000 Dec 2024-Administration	01/01/25	1,872.00	.00	
Gross McGinley LLP	32175.0001/21	01-404.310	Acct# 32175.0001-Dec 2024-Code Enforcement	01/02/25	156.54	.00	
Gross McGinley LLP	32175.0004/24	01-404.310	Acct# 32175.0004-Dec-2024-Planning Mtg/1031 Flexer Ave	01/01/25	1,111.50	.00	
Gross McGinley LLP	32175.0004/24	01-404.318	Acct# 32175.0004-Dec-2024-Vistas South Mtn/Girl Scouts/Nottingham/621 E Lynwood	01/01/25	2,535.00	.00	
Gross McGinley LLP	32175.0005/8	01-404.310	Acct# 32175.0005-Bankruptcy-Dec 2024	01/01/25	46.00	.00	
Gross McGinley LLP	32175.0009/11	01-404.310	Code Enforcement- 3136 Catherine Ave	01/01/25	200.00	.00	
Gross McGinley LLP	32175.0013/2	01-404.310	Acct# 32175.00013-Dec 2025-Tax Assessment Appeal	01/01/25	702.00	.00	
Total Gross McGinley LLP:					6,623.04	.00	
<b>Harrison, Jason</b>							
Harrison, Jason	12292024	01-410.238	Reimb-Pants/belt/Shorts/Shirts	12/29/24	462.95	.00	
Total Harrison, Jason:					462.95	.00	
<b>Herman, Kent</b>							
Herman, Kent	01082025	01-414.113	ZHB Mtg - 1/8/25	01/08/25	40.00	.00	
Total Herman, Kent:					40.00	.00	
<b>Isett &amp; Associates, Barry</b>							
Isett & Associates, Barry	VI-196123	01-414.306	Inspection Services-Residential	01/07/25	5,652.00	.00	
Isett & Associates, Barry	VI-196123	01-414.306	Inspection Services-Commercial	01/07/25	9,617.04	.00	
Total Isett & Associates, Barry:					15,269.04	.00	
<b>KFD Training &amp; Consultation</b>							
KFD Training & Consultatio	4767	01-410.421	O/C, Baton, Handcuffing Instructor Training - Johnson	01/07/25	895.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total KFD Training & Consultation:					895.00	.00	
<b>Knerr, David G.</b>							
Knerr, David G.	2606	01-406.314	DC Pension Plan Qtrly Statement & Annual Financial Statements	01/07/25	2,070.00	.00	
Total Knerr, David G.:					2,070.00	.00	
<b>Kovach, Joseph</b>							
Kovach, Joseph	01082025	01-414.113	ZHB Mtg - 1/8/25	01/08/25	30.00	.00	
Total Kovach, Joseph:					30.00	.00	
<b>Kress, Kevin J.</b>							
Kress, Kevin J.	01042025	01-410.238	Reimb-Socks	01/04/25	124.99	.00	
Total Kress, Kevin J.:					124.99	.00	
<b>Kutz Inc., E. M.</b>							
Kutz Inc., E. M.	43871	01-437.375	Plow Cutting Edges	01/07/25	929.04	.00	
Total Kutz Inc., E. M.:					929.04	.00	
<b>Leayman, Allison</b>							
Leayman, Allison	01082025	01-414.113	ZHB Mtg - 1/8/25	01/08/25	30.00	.00	
Total Leayman, Allison:					30.00	.00	
<b>Lehigh County Pol Chiefs Assoc</b>							
Lehigh County Pol Chiefs	01012025	01-410.420	Dues for Sabo/Casey	01/01/25	125.00	.00	
Total Lehigh County Pol Chiefs Assoc:					125.00	.00	
<b>Lehigh Valley Humane Society</b>							
Lehigh Valley Humane Soci	2305	01-410.317	1Q2025 animal control services	01/02/25	2,750.00	.00	
Total Lehigh Valley Humane Society:					2,750.00	.00	
<b>Lowe and Moyer Garage Inc.</b>							
Lowe and Moyer Garage In	393253	01-437.251	#22-Sensor/Oil Seals	01/02/25	269.83	.00	
Lowe and Moyer Garage In	393257	01-437.251	#22-Kit Injector Seal	01/02/25	109.14	.00	
Lowe and Moyer Garage In	393295	01-437.251	#22-Clamp Injector Hose	01/06/25	43.43	.00	
Lowe and Moyer Garage In	393348	01-437.251	#22-Oil Filters	01/06/25	113.98	.00	
Lowe and Moyer Garage In	393401	01-437.251	Fuel Injectors/Gasket	01/08/25	4,660.44	.00	
Lowe and Moyer Garage In	CM393295	01-437.251	FSC Handling Surcharge	01/06/25	2.99-	.00	
Lowe and Moyer Garage In	CM393401	01-437.251	Core Deposit Return	01/08/25	1,500.00-	.00	
Total Lowe and Moyer Garage Inc.:					3,693.83	.00	
<b>M&amp;K Truck Centers</b>							
M&K Truck Centers	01072025	35-438.700	2025 Mack Granite GR64FR	01/07/25	94,000.00	.00	
M&K Truck Centers	01072025	41-439.700	2025 Mack Granite GR64FR	01/07/25	71,982.00	.00	
Total M&K Truck Centers:					165,982.00	.00	
<b>Macmillian Oil Co of Allentown</b>							
Macmillian Oil Co of Allent	3008036	01-437.251	motor oil	01/07/25	65.00	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Macmillian Oil Co of Allentown:					65.00	.00	
<b>Madle's Hardware</b>							
Madle's Hardware	226507/1	01-430.240	Propane Tank Refill	01/07/25	32.00	.00	
Madle's Hardware	226555/1	01-430.240	Drill bit	01/10/25	18.99	.00	
Madle's Hardware	226617/1	01-410.240	Handrail Hardware - Police	01/14/25	5.44	.00	
Total Madle's Hardware:					56.43	.00	
<b>Miller Municipal Supply LLC</b>							
Miller Municipal Supply LL	0000141475	01-433.246	8' Barricades	12/30/24	1,844.00	.00	
Total Miller Municipal Supply LLC:					1,844.00	.00	
<b>Monarch Precast Concrete Corp</b>							
Monarch Precast Concrete	0412777-IN	08-429.240	Manhole - Imperial Drive	01/08/25	989.00	.00	
Total Monarch Precast Concrete Corp:					989.00	.00	
<b>Motors Plus Inc.</b>							
Motors Plus Inc.	44343	01-410.251	#217-Inspection/Replace Pads & Rotors	11/13/24	622.57	.00	
Motors Plus Inc.	44375	01-410.251	#217-Intake Manifold Set/Valve/Oil	11/21/24	669.56	.00	
Motors Plus Inc.	44386	01-410.251	#205-Oil Change/Replace Radiator	11/27/24	916.22	.00	
Motors Plus Inc.	44399	01-410.251	#216-Oil change	11/27/24	114.77	.00	
Motors Plus Inc.	44421	01-410.251	#215-Oil change	12/06/24	127.29	.00	
Motors Plus Inc.	44456	01-410.251	#206-Oil Change	12/12/24	121.39	.00	
Motors Plus Inc.	44485	01-410.251	#223-Oil Change	12/19/24	104.61	.00	
Motors Plus Inc.	44508	01-410.251	#220-Oil Change	12/27/24	94.45	.00	
Motors Plus Inc.	44514	01-410.251	#211-Inspection/Rotors/Brake Pads	01/02/25	494.20	.00	
Motors Plus Inc.	44525	01-410.251	#U59-1-Oil Change	01/02/25	159.87	.00	
Motors Plus Inc.	44538	01-410.251	#207-Oil Change	01/08/25	114.77	.00	
Total Motors Plus Inc.:					3,539.70	.00	
<b>MP Outfitters</b>							
MP Outfitters	65021-5	01-410.238	Clip-On Tie - Palansky	12/11/24	8.99	.00	
MP Outfitters	65113-5	01-410.238	Socks-Kress	12/17/24	47.98	.00	
Total MP Outfitters:					56.97	.00	
<b>New Enterprise Stone &amp; Lime Co Inc</b>							
New Enterprise Stone & Li	8497091	06-448.245	2A Stone	01/10/25	1,784.71	.00	
New Enterprise Stone & Li	8497091	08-429.245	2A Stone	01/10/25	1,784.70	.00	
Total New Enterprise Stone & Lime Co Inc:					3,569.41	.00	
<b>NFPA</b>							
NFPA	010125	01-411.421	NFPA Annual Membership-ID#3488475	01/01/25	1,645.65	.00	
Total NFPA:					1,645.65	.00	
<b>PA Municipal Health Ins Coop</b>							
PA Municipal Health Ins Co	201506-0	01-401.156	2025 Feb coverage	01/08/25	5,303.87	.00	
PA Municipal Health Ins Co	201506-0	01-402.156	2025 Feb coverage	01/08/25	3,314.92	.00	
PA Municipal Health Ins Co	201506-0	01-410.156	2025 Feb coverage	01/08/25	48,159.53	.00	
PA Municipal Health Ins Co	201506-0	01-414.156	2025 Feb coverage	01/08/25	7,929.33	.00	



Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
PA Municipal Health Ins Co	201506-0	01-430.156	2025 Feb coverage	01/08/25	43,158.81	.00	
PA Municipal Health Ins Co	201506-0	06-401.156	2025 Feb coverage	01/08/25	497.24	.00	
PA Municipal Health Ins Co	201506-0	06-448.156	2025 Feb coverage	01/08/25	11,303.88	.00	
PA Municipal Health Ins Co	201506-0	08-401.156	2025 Feb coverage	01/08/25	497.24	.00	
PA Municipal Health Ins Co	201506-0	08-429.156	2025 Feb coverage	01/08/25	11,303.88	.00	
PA Municipal Health Ins Co	201506-0	10-426.156	2025 Feb coverage	01/08/25	1,458.56	.00	
Total PA Municipal Health Ins Coop:					132,927.26	.00	
<b>PA Municipal Retirement System</b>							
PA Municipal Retirement S	20250109	90-214000	PMRS Contributions Payroll Date 01/09/205	01/08/25	2,358.29	2,358.29	01/08/25
Total PA Municipal Retirement System:					2,358.29	2,358.29	
<b>PA One Call System Inc.</b>							
PA One Call System Inc.	0001082895	01-401.320	2024-Dec-Voice/Fax messages	12/31/24	276.29	.00	
Total PA One Call System Inc.:					276.29	.00	
<b>Patriot Workwear</b>							
Patriot Workwear	42441	01-410.238	Shirts/Pouches/Gloves/Backpack/Hat	12/31/24	543.00	.00	
Total Patriot Workwear:					543.00	.00	
<b>Piskel, Jonathan</b>							
Piskel, Jonathan	011525	01-430.192	2025-Clothing Allowance	01/15/25	350.00	.00	
Total Piskel, Jonathan:					350.00	.00	
<b>PPL Electric Utilities</b>							
PPL Electric Utilities	010225	08-429.361	47020-14000	01/02/25	24.54	.00	
PPL Electric Utilities	01072025	08-429.361	42850-08008	01/07/25	24.76	.00	
PPL Electric Utilities	010725	08-429.361	15450-07020	01/07/25	25.05	.00	
PPL Electric Utilities	010825	03-412.320	54260-05026	01/08/25	939.80	.00	
PPL Electric Utilities	01725	08-429.361	08450-07007	01/07/25	24.76	.00	
PPL Electric Utilities	12262024	08-429.361	20380-10009	12/26/24	24.93	.00	
PPL Electric Utilities	122624	08-429.361	21780-10003	12/26/24	31.36	.00	
PPL Electric Utilities	12272024	35-433.362	72390-08002	12/27/24	24.73	.00	
PPL Electric Utilities	122724	35-433.362	95790-09009	12/27/24	24.81	.00	
PPL Electric Utilities	12302024	35-434.361	79000-43000	12/30/24	599.14	.00	
PPL Electric Utilities	123024	08-429.361	49200-35001	12/30/24	36.51	.00	
PPL Electric Utilities	12312024	35-433.362	58010-04003	12/31/24	34.13	.00	
PPL Electric Utilities	12312024-1	35-433.362	96549-22003	12/31/24	32.24	.00	
PPL Electric Utilities	123124	35-433.362	59610-04003	12/31/24	36.59	.00	
PPL Electric Utilities	123124-1	01-451.361	62400-52006	12/31/24	14.29	.00	
PPL Electric Utilities	172025	08-429.361	32650-08001	01/07/25	24.83	.00	
PPL Electric Utilities	20241227	08-429.361	31590-08002	12/27/24	24.86	.00	
PPL Electric Utilities	20241230	35-434.361	79200-43006	12/30/24	12,197.43	.00	
PPL Electric Utilities	20241230-1	08-429.361	95425-66011	12/30/24	24.65	.00	
PPL Electric Utilities	20241231	08-429.361	39790-24008	12/31/24	266.99	.00	
PPL Electric Utilities	20241231-1	35-433.362	97159-57000	12/31/24	38.93	.00	
PPL Electric Utilities	241227	01-451.361	92035-05005	12/27/24	24.61	.00	
PPL Electric Utilities	241231	35-433.362	32810-04003	12/31/24	33.53	.00	
PPL Electric Utilities	311224	06-448.361	59410-04007	12/31/24	26.09	.00	
PPL Electric Utilities	31202412	08-429.361	98810-20005	12/31/24	110.52	.00	
Total PPL Electric Utilities:					14,670.08	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>RCN</b>							
RCN	075195001-00152	01-401.320	4201-0751950-01	01/01/25	2,337.82	.00	
RCN	075195101-00152	03-411.320	4201-0751951-01	01/01/25	486.29	.00	
RCN	076588001-00152	01-401.320	4201-0765880-01	01/01/25	78.39	.00	
RCN	076588201-00152	01-401.320	4201-0765882-01	01/01/25	69.95	.00	
RCN	077255501-00152	01-401.320	4201-0772555-01	01/01/25	62.55	.00	
RCN	079153201-00152	01-409.320	4201-0791532-01	01/01/25	162.49	.00	
RCN	079436701-00152	03-412.320	079436701-0015264	01/01/25	606.93	.00	
Total RCN:					3,804.42	.00	
<b>ReadyRefresh</b>							
ReadyRefresh	15A0436481527	01-409.366	Admin Bldg- Acct#0436481527	01/07/25	27.98	.00	
ReadyRefresh	15A0436481576	01-409.366	DPW - Acct #0436481576	01/07/25	15.49	.00	
ReadyRefresh	24L0441704392	01-409.366	Franko - Acct#0441704392	01/02/25	20.00	.00	
Total ReadyRefresh:					63.47	.00	
<b>Reliable Sign and Striping</b>							
Reliable Sign and Striping	6089	01-433.246	Street sign	01/07/25	2,259.50	.00	
Total Reliable Sign and Striping:					2,259.50	.00	
<b>Riley Sales Inc</b>							
Riley Sales Inc	533303	41-409.600	Dampers Fresh Air Makeup - Magistrate	10/31/24	45.04	.00	
Riley Sales Inc	547490	41-409.600	Credit Memo - 8"x8' Aluminum Flex	01/03/25	38.16-	.00	
Total Riley Sales Inc:					6.88	.00	
<b>Salisbury Township</b>							
Salisbury Township	011025	03-411.320	4Q2024 ESFCo Utility Invoice	01/10/25	131.32	.00	
Total Salisbury Township:					131.32	.00	
<b>Salisbury Township Employees</b>							
Salisbury Township Employ	20250109	90-229000	DPW Dues 12/22/2024-01/04/2025	01/08/25	210.00	210.00	01/08/25
Total Salisbury Township Employees:					210.00	210.00	
<b>Salisbury Township School Dist</b>							
Salisbury Township School	011425	01-200202	Sheriff Sale - 1321 Byfield	01/14/25	930.51	.00	
Total Salisbury Township School Dist:					930.51	.00	
<b>SCF Architechture LLC</b>							
SCF Architechture LLC	2407-006	41-409.600	Salisbury Township Trolley Barn Design/Drafting/Prints	01/13/25	981.26	.00	
Total SCF Architechture LLC:					981.26	.00	
<b>Seitz Bros Exterminating Co</b>							
Seitz Bros Exterminating C	2384570	01-409.373	Pest control- ESFD	01/07/25	159.54	.00	
Total Seitz Bros Exterminating Co:					159.54	.00	
<b>Service Electric Cable TV</b>							
Service Electric Cable TV	010125	01-401.320	#0715417274	01/01/25	92.90	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Service Electric Cable TV:					92.90	.00	
<b>Shammy Shine Car Washes</b>							
Shammy Shine Car Washes	123124	01-410.315	Police Car Washes-12/2/24-12/31/24	12/31/24	55.00	.00	
Total Shammy Shine Car Washes:					55.00	.00	
<b>SHI International Corp</b>							
SHI International Corp	B19239290	01-407.261	Rack Mounting Kit - PD Firewall	01/09/25	172.33	.00	
Total SHI International Corp:					172.33	.00	
<b>Shorquip Supply Inc</b>							
Shorquip Supply Inc	60906	06-448.240	Lifting Pins for Road Plates	01/09/25	111.25	.00	
Shorquip Supply Inc	60906	08-429.240	Lifting Pins for Road Plates	01/09/25	111.25	.00	
Total Shorquip Supply Inc:					222.50	.00	
<b>South Whitehall Township</b>							
South Whitehall Township	26349	06-448.369	4Q2024 water/Acct#289	01/10/25	2,542.17	.00	
Total South Whitehall Township:					2,542.17	.00	
<b>Southern Corrosion</b>							
Southern Corrosion	19498	06-448.317	Water Tank Management - 2025	01/03/25	60,362.95	.00	
Total Southern Corrosion:					60,362.95	.00	
<b>Staples Advantage</b>							
Staples Advantage	6021035711	01-401.240	Daily Calendar/Copy Paper	01/04/25	79.82	.00	
Total Staples Advantage:					79.82	.00	
<b>Stauffer Insurance, C. M.</b>							
Stauffer Insurance, C. M.	204539	01-486.355	2025-Bond for Smarch (Treas)	12/18/24	2,098.00	.00	
Stauffer Insurance, C. M.	204542	01-486.353	2025-Government crime bond/faithful perm of duty coverage	12/18/24	1,605.00	.00	
Stauffer Insurance, C. M.	206087	01-486.351	2025-Comm Liab Policy-vacant land	01/07/25	943.00	.00	
Stauffer Insurance, C. M.	206090	08-486.351	2025-Commercial Package Policy	01/08/25	3,457.95	.00	
Stauffer Insurance, C. M.	206090	06-486.351	2025-Commercial Package Policy	01/08/25	3,457.95	.00	
Stauffer Insurance, C. M.	206090	01-486.351	2025-Commercial Package Policy	01/08/25	62,243.10	.00	
Stauffer Insurance, C. M.	206093	08-486.352	2025-Commercial Auto Policy	01/08/25	15,408.70	.00	
Stauffer Insurance, C. M.	206093	06-486.352	2025-Commercial Auto Policy	01/08/25	15,408.70	.00	
Stauffer Insurance, C. M.	206093	01-486.352	2025-Commercial Auto Policy	01/08/25	123,269.60	.00	
Stauffer Insurance, C. M.	206099	01-486.353	2025-Public Officials/EPLI Liability	01/08/25	16,736.00	.00	
Stauffer Insurance, C. M.	206104	08-486.351	2025-Commercial Umbrella policy	01/08/25	1,828.90	.00	
Stauffer Insurance, C. M.	206104	06-486.351	2025-Commercial Umbrella policy	01/08/25	1,828.90	.00	
Stauffer Insurance, C. M.	206104	01-486.351	2025-Commercial Umbrella policy	01/08/25	32,920.20	.00	
Stauffer Insurance, C. M.	20696	01-486.353	2025-Law Enforcement Liability	01/08/25	24,741.00	.00	
Total Stauffer Insurance, C. M.:					305,947.00	.00	
<b>Stengel Brothers Inc.</b>							
Stengel Brothers Inc.	522954	01-410.251	#210-Alignment	01/06/25	119.95	.00	
Total Stengel Brothers Inc.:					119.95	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>Stephenson Equipment Inc</b>							
Stephenson Equipment Inc	10221959	01-437.375	Chipper Valve	01/06/25	492.49	.00	
Total Stephenson Equipment Inc:					492.49	.00	
<b>Storks Plows</b>							
Storks Plows	522693	01-437.251	Plow Parts	01/13/25	2,225.00	.00	
Total Storks Plows:					2,225.00	.00	
<b>Stotz/Fatzinger Office Supply</b>							
Stotz/Fatzinger Office Supp	303709	01-414.240	Pens/Post-its/Markers	11/18/24	67.35	.00	
Stotz/Fatzinger Office Supp	304686	01-410.240	Stamp	01/06/25	25.02	.00	
Stotz/Fatzinger Office Supp	304767	01-403.240	Tax Office - Wipes/Duster/Rubberbands/Pens/Mar kers/Paper	01/07/25	70.05	.00	
Stotz/Fatzinger Office Supp	304945	01-409.240	Paper towels	01/14/25	246.68	.00	
Total Stotz/Fatzinger Office Supply:					409.10	.00	
<b>STPOA</b>							
STPOA	20250109	90-226000	Police Dues 12/22/2024-01/04/2025	01/08/25	560.00	560.00	01/08/25
Total STPOA:					560.00	560.00	
<b>Suburban Propane-2022</b>							
Suburban Propane-2022	920224962141225	01-430.231	diesel	12/24/24	912.12	.00	
Suburban Propane-2022	920224962141225	06-448.231	diesel	12/24/24	52.42	.00	
Suburban Propane-2022	920224962141225	08-429.231	diesel	12/24/24	52.42	.00	
Suburban Propane-2022	920224962141225	03-413.231	diesel	12/24/24	158.45	.00	
Suburban Propane-2022	920224962141225	01-401.231	unleaded	12/24/24	19.70	.00	
Suburban Propane-2022	920224962141225	01-410.231	unleaded	12/24/24	696.37	.00	
Suburban Propane-2022	920224962141225	01-430.231	unleaded	12/24/24	232.40	.00	
Suburban Propane-2022	920224962141225	06-448.231	unleaded	12/24/24	84.51	.00	
Suburban Propane-2022	920224962141225	08-429.231	unleaded	12/24/24	84.51	.00	
Suburban Propane-2022	920224962141225	03-413.231	unleaded	12/24/24	69.43	.00	
Suburban Propane-2022	920224962180101	01-401.231	unleaded	12/31/24	19.74	.00	
Suburban Propane-2022	920224962180101	01-410.231	unleaded	12/31/24	697.51	.00	
Suburban Propane-2022	920224962180101	01-430.231	unleaded	12/31/24	232.78	.00	
Suburban Propane-2022	920224962180101	06-448.231	unleaded	12/31/24	84.65	.00	
Suburban Propane-2022	920224962180101	08-429.231	unleaded	12/31/24	84.64	.00	
Suburban Propane-2022	920224962180101	03-413.231	unleaded	12/31/24	69.55	.00	
Suburban Propane-2022	920224962180101	01-430.231	diesel	12/31/24	646.80	.00	
Suburban Propane-2022	920224962180101	06-448.231	diesel	12/31/24	37.17	.00	
Suburban Propane-2022	920224962180101	08-429.231	diesel	12/31/24	37.18	.00	
Suburban Propane-2022	920224962180101	03-413.231	diesel	12/31/24	112.36	.00	
Total Suburban Propane-2022:					4,384.71	.00	
<b>SWIF</b>							
SWIF	01032025	03-486.354	Policy #06283973-Worker's Comp Insurance-Vol Fire Companies	01/03/25	13,842.00	.00	
Total SWIF:					13,842.00	.00	
<b>Times News</b>							
Times News	100559596-122620	01-414.341	Ad: 12/26/24-ZHB Mtg	01/02/25	259.91	.00	
Times News	100559669-010220	01-401.341	Ad: 01/02/2025-2025 Schedule of Mtgs	01/02/25	328.05	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Times News:					587.96	.00	
<b>TransUnion Risk &amp; Alternative Data Solut</b>							
TransUnion Risk & Alternat	5872431-202412-1	01-410.420	Background Check Investigation Site Subscription - Dec 2024	01/01/25	75.00	.00	
Total TransUnion Risk & Alternative Data Solut:					75.00	.00	
<b>U.S. Department of Agriculture</b>							
U.S. Department of Agricult	3005230747	01-451.371	Goose Mgmnt-4Q24	01/02/25	245.99	.00	
Total U.S. Department of Agriculture:					245.99	.00	
<b>Valley Networks Inc</b>							
Valley Networks Inc	6501	01-407.319	Datto Monthly Cloud Backup-Dec 2025	01/14/25	928.50	.00	
Valley Networks Inc	6501	06-448.319	Datto Monthly Cloud Backup-Dec 2025	01/14/25	123.80	.00	
Valley Networks Inc	6501	08-429.319	Datto Monthly Cloud Backup-Dec 2025	01/14/25	123.80	.00	
Valley Networks Inc	6501	10-407.319	Datto Monthly Cloud Backup-Dec 2025	01/14/25	61.90	.00	
Total Valley Networks Inc:					1,238.00	.00	
<b>Veritext Mid-Atlantic</b>							
Veritext Mid-Atlantic	8002329	01-414.316	ZHB-01/08/2025	01/13/25	425.00	.00	
Total Veritext Mid-Atlantic:					425.00	.00	
<b>Verizon-950</b>							
Verizon-950	01022025	01-410.320	0563-Monitor Traffic Signals-950-441-486-001-24	01/02/25	47.39	.00	
Total Verizon-950:					47.39	.00	
<b>Warehouse Battery Outlet Inc</b>							
Warehouse Battery Outlet I	INV765288	01-410.241	NOCO Protective Case for GBX55	12/20/24	59.42	.00	
Total Warehouse Battery Outlet Inc:					59.42	.00	
<b>Weinstein Supply Corporation</b>							
Weinstein Supply Corporati	S034834851.001	01-409.373	Toilet Valve - DPW	01/02/25	239.87	.00	
Total Weinstein Supply Corporation:					239.87	.00	
<b>Wells Lawn Service</b>							
Wells Lawn Service	41688A	35-432.245	Bagged Salt	01/06/25	808.50	.00	
Total Wells Lawn Service:					808.50	.00	
<b>Western Salisbury Fire Company</b>							
Western Salisbury Fire Co	12312024	03-412.500	2024-2ndhalf-WSFD-volunteer incentive	12/31/24	10,000.00	.00	
Total Western Salisbury Fire Company:					10,000.00	.00	
<b>Whitetail Disposal</b>							
Whitetail Disposal	1385937	10-427.300	Trash & Recycling Services - Dec 2024	12/31/24	163,967.83	.00	

Vendor Name	Invoice Number	GL Account Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total Whitetail Disposal:					163,967.83	.00	
<b>Wilson Products</b>							
Wilson Products	0003200886	01-437.251	Acetylene	12/31/24	12.00	.00	
Total Wilson Products:					12.00	.00	
<b>Winzer</b>							
Winzer	2861279	01-437.251	Hydro Fittings	12/30/24	480.46	.00	
Winzer	2863676	01-430.240	Shop supplies	12/31/24	515.90	.00	
Total Winzer:					996.36	.00	
<b>Zulic, Brian</b>							
Zulic, Brian	1624	01-410.132	Heart & Lung 12/22/24-1/4/25	01/06/24	3,822.16	3,822.16	01/08/25
Total Zulic, Brian:					3,822.16	3,822.16	
Grand Totals:					978,549.89	7,467.20	

## 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
<b>General Fund</b>							
Total General Fund:					449,139.79	3,822.16	
<b>Fire Fund</b>							
Total Fire Fund:					29,744.35	.00	
<b>Water Fund</b>							
Total Water Fund:					101,107.17	295.00	
<b>Sewer Fund</b>							
Total Sewer Fund:					44,414.97	.00	
<b>Refuse &amp; Recycling Fund</b>							
Total Refuse & Recycling Fund:					167,002.30	.00	
<b>Highway Aid Fund</b>							
Total Highway Aid Fund:					107,830.03	.00	
<b>Capital General Fund</b>							
Total Capital General Fund:					75,961.24	.00	
<b>Payroll Fund</b>							
Total Payroll Fund:					3,350.04	3,350.04	
Grand Totals:					978,549.89	7,467.20	

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

President: \_\_\_\_\_

Board of Commissioners

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
January 9, 2025  
REGULAR MEETING – 7:00 PM**

The Public Meeting of the Salisbury Township Board of Commissioners was held on the above date in the Township Municipal Building located at 2900 South Pike Avenue, Allentown, Lehigh County, Pennsylvania.

**PLEDGE OF ALLEGIANCE**

Commissioner Brinton asked everyone to rise and recite the Pledge of Allegiance.

**CALL TO ORDER**

Commissioner Brinton called the meeting to order at 7:00 pm.

Commissioner Brinton turned the proceedings over to Ms. Bonaskiewich, Township Manager.

**ROLL CALL**

**Board Members Present:**

Debra Brinton, President  
Rodney Conn, Vice-President  
Heather Lipkin, President Pro-Tempore  
Alok Patnaik  
Alex Karol

**Staff Present:**

Cathy Bonaskiewich, Township Manager  
Sandy Nicolo, Assistant Twp Manager/Comm Devel Director/MS4 Coordinator-EXCUSED  
Paul Ziegenfus, Finance Director  
James Levernier, Director of Public Works-EXCUSED  
Donald Sabo, Chief of Police  
Jack Gross, Esquire, representative of Gross McGinley, LLP, Township Solicitor  
Stan Wojciechowski, representative of Barry Isett & Associates, Township Engineer

**NOTIFICATION**

Ms. Bonaskiewich informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are recorded electronically for the purpose of taking the Minutes. All public comments on agenda items will be taken prior to the vote. All public comment related to non-agenda items will be taken after the agenda has been satisfied. Ms. Bonaskiewich reminded everyone of the three-minute rule and asked that anyone who wishes to speak, come to the podium,



announce oneself, and sign-in with name and address so as to assist Township administration with follow-ups.

### **Swearing-In Ceremony.**

Chief Sabo introduced new Officers Dakota Baker and Zachary Palansky, and they were ceremoniously sworn-in by Commissioner Brinton.

### **Annual Visit and Discussion with Lehigh County Executive Phillips Armstrong.**

Mr. Armstrong provided the Board with an update on the statewide radio upgrade mandate. He noted that Lehigh County is the only county in the state that is taking out a bond to purchase the radios. Mr. Armstrong explained that the Township will inform the County of the required number of radios, and the County will explore a payment plan to accommodate the Township's needs.

Mr. Armstrong announced that there is a significant news event planned for February, tied to the County's funding of an extensive housing study conducted by the Lehigh Valley Planning Commission. He stated that the study addressed housing needs, including two low-income housing projects in Allentown, strategically located where they are most needed. He concluded by confirming that there would be no tax increases this year.

Chief Sabo inquired if the County had applied for grants for the new radio system. Mr. Armstrong replied yes, but they have not yet received a response. He reiterated that the radio upgrade was a mandate passed down by the state without any funding plan.

Ms. Bonaskiewich asked if there is a timeline for when the financing information will be available. Mr. Armstrong responded that once they have the final numbers for the quantity to be purchased, they will have a clearer idea.

Commissioner Patnaik mentioned hearing that Lehigh County plans to collaborate with other counties on a shared juvenile detention center. Mr. Armstrong confirmed that Lehigh County is partnering with Berks and Dauphin Counties to operate a remediation center in Berks County, with each county guaranteed 10 beds.

Commissioner Patnaik inquired about the current use of the old detention facility in the Township. Mr. Armstrong stated that it is used for storage.

Commissioner Lipkin commented that the Township is working with the Lehigh County Parks Department to potentially transfer the stewardship of Walking Purchase Park to the Wildlands Conservancy.

### **APPROVAL OF THE FINANCIAL REPORT AND LIST OF BILLS PAYABLE**

**Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to approve the unaudited Financial Report for the period ending November 30, 2024 and the List of Bills Payable for the periods of 12/7/24-12/20/24 and 12/21/24-1/3/25, broken down as follows:**

**12/7/24-12/20/24**

\$196,977.71 = GENERAL  
\$2,719.72 = FIRE  
\$0 = LIBRARY  
\$247,662.19 = WATER  
\$116,770.21 = SEWER  
\$165,701.05 = REFUSE & RECYCLING  
\$12,564.87 = HIGHWAY AID  
\$158,898.87 = CAPITAL GENERAL  
\$15,044.19 = CAPITAL FIRE  
\$2,765.42 = PAYROLL  
\$40,000.00 = SUBDIVISION & ESCROW  
**\$959,104.23** = GRAND TOTAL ALL FUNDS

**12/21/24-1/3/25**

\$160,998.71 = GENERAL  
\$358,975.16 = FIRE  
\$0 = LIBRARY  
\$31,976.29 = WATER  
\$26,801.12 = SEWER  
\$69.05 = REFUSE & RECYCLING  
\$18,084.97 = HIGHWAY AID  
\$13,420.07 = CAPITAL GENERAL  
\$2,868.34 = PAYROLL  
**\$613,193.71** = GRAND TOTAL ALL FUNDS

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

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

**MINUTES**

**December 12, 2024**

Commissioner Brinton declared the Minutes from December 12, 2024 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

**None.**

## RESOLUTIONS

### **Resolution Approving Revision of Township's Official Sewage Facilities Plan to Include the Major Subdivision Plan at 621 E. Lynnwood Street.**

Mr. Wojciechowski explained that since the Board approved the major subdivision for six homes with new connections to the Township's sewer collection system, the Township is required to submit the revision to the Township's Official Sewage Facilities (Act 537) Plan to DEP for approval, which requires the adoption of this Resolution.

**Motion by Commissioner Karol, seconded by Commissioner Conn, to adopt Resolution No. 01-2025-1841, approving the revision of the Township's Official Sewage Facilities Plan to include the Major Subdivision Plan at 621 E. Lynnwood Street.**

The Board voted: 5 Ayes; 0 Nays.

### **Resolution Amending Tax Collector Fees Charge for Reimbursement of Expenses.**

Ms. Bonaskiewich stated that Tax Collector Tamara Kulik Smarch requested that the Township increase the Tax Collector's certification fees to \$30 in order to align better with what the area tax collectors charge.

**Motion by Commissioner Conn, seconded by Commissioner Patnaik, to adopt Resolution No. 01-2025-1840, amending the Tax Collector fees charge for Reimbursement of Expenses.**

The Board voted: 5 Ayes; 0 Nays.

### **Resolution Appointing Township Sewage Enforcement Officer and Alternates.**

Commissioner Brinton stated that Mr. Scott Bieber of Lehigh Soils and Wetlands is interested in being reappointed as the Township's Sewage Enforcement Officer, along with five (5) Alternates to include one of the Township's staff, Ms. Michele Lopez, and four (4) staff members of Hanover Engineering.

**Motion by Commissioner Karol, seconded by Commissioner Lipkin, to adopt Resolution No. 01-2025-1842, appointing Township Sewage Enforcement Officer and Alternates.**

The Board voted: 5 Ayes; 0 Nays.

## MOTIONS

### **Motion Accepting a Time Extension to 4/30/25 for the Vistas at South Mountain Preliminary/Final Land Development Plan.**

Mr. Wojciechowski stated that the developer has resubmitted plans and they are being reviewed for the January Planning Commission meeting. He noted that this is the proposed development of 88 townhomes on the old school district property along E. Emmaus Avenue.

Attorney Gross commented that the time extension will allow for the Engineer and Planning Commission to review the plans and the developer to make any necessary revisions, without having a “deemed approval” of the plan.

**Motion by Commissioner Patnaik, seconded by Commissioner Conn, accepting a Time Extension to 4/30/25 for the Vistas at South Mountain Preliminary/Final Land Development Plan.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Ratifying the Non-Uniformed Defined Contribution Pension Plan Funding Amount of \$103,896.38 for Year-ended 2024.**

Mr. Ziegenfus reminded the Board at the regular meeting on December 12, 2024, the Board voted unanimously to approve funding of the Non-Uniformed Defined Contribution Pension Plan by year-end 2024. He noted that at the time of that meeting, final compensation amounts for employees in the plan were not available; however, the Township now knows that the 2024 earnings of the eighteen members of the plan totaled \$1,298,704.69. Mr. Ziegenfus stated that at an eight percent (8%) contribution rate, the amount to be deposited into the plan totaled \$103,896.38, which was completed on Monday, December 30, 2024.

**Motion by Commissioner Conn, seconded by Commissioner Karol, to ratify the Non-Uniformed Defined Contribution Pension Plan Funding Amount of \$103,896.38 for year-ended 2024.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Appointing 3<sup>rd</sup> Ward Representative to Zoning Hearing Board (ZHB).**

**Motion by Commissioner Brinton, seconded by Commissioner Conn, to re-appoint Mr. Nicholas Birosik to the Zoning Hearing Board.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Appointing 5<sup>th</sup> Ward Representative to Building Code Board of Appeals (BCBOA).**

**Motion by Commissioner Patnaik, seconded by Commissioner Conn, to re-appoint Mr. Tom Grello to the Building Code Board of Appeals.**

The Board voted: 5 Ayes; 0 Nays.

**Motion Appointing At-Large Representative to Planning Commission (PC).**

**Motion by Commissioner Patnaik, seconded by Commissioner Conn, to re-appoint Mr. Richard Schreiter to the Planning Commission.**

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

**COURTESY OF THE FLOOR**

Mr. Ziegenfus reported that the Township has received the five-year pension plan audit for the three plans covering 2019 to 2023. He explained that the audit identified two findings: the Township initially failed to certify an employee on military leave but was later able to do so, resulting in additional funding from the state. Additionally, a calculation error revealed that the Township had under-contributed to one of the plans, which was promptly rectified with a deposit. Mr. Ziegenfus stated that the Township is expecting to receive the state aid soon.

Mr. Wojciechowski stated that he attended a pre-construction meeting at the South Mall. He noted that demolition work at the former Bon-Ton site is underway, with the contractor anticipating completion by April. He also mentioned that the contractor for the new Giant has not yet been selected, but once chosen, the Township will have a clearer timeline for the store's opening.

Commissioner Patnaik brought forth a concern from a resident who still has leaves to dispose of, and inquired if the Department of Public Works will come back for them. Ms. Bonaskiewich explained that the leaf equipment has been cleaned up for the year and they have shifted into snow removal.

Chief Sabo thanked the Board for their support of hiring the two new officers. He commented that the Police Department is now fully staffed for the first time in five years.

Chief Sabo reported that renovations to the Police Department are approximately 98% complete. He noted that he intends to contact Senator Miller's office to arrange a tour of the building, allowing them to see the progress made possible by the grant the senator helped secure. Chief Sabo stated that without the grant funding, the Police Department would have been three years behind on the renovation work.

Mr. Ziegenfus stated that for the first time in many years, the Police Department was under budget for overtime in 2024.

**ADJOURNMENT**

Commissioner Lipkin made a motion to adjourn the meeting. Commissioner Patnaik seconded the motion. The time was 7:47 pm.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on January 9, 2025

Approved and certified on this date:

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

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

SEAL

DRAFT

**RESOLUTION NO. 01-2025-1843**

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY,  
LEHIGH COUNTY, PENNSYLVANIA, SETTING AND FIXING FEES FOR THE  
TOWNSHIP FOR CALENDAR YEAR 2025**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania that all fees are hereby fixed for calendar year 2025 as follows:

**CHAPTER 1**

Administration and Government

Part 12

**SCHEDULE OF FEES**

§ 1-1201 Schedule of Fees.

**ALARMS, FALSE (§ 13-306)**

Fourth and each subsequent false alarm per calendar year \$25

**EVENTS, SPECIAL**

Application Fee \$150

**FINANCE DEPARTMENT**

Certifications (Water/Sewer/Trash/Municipal Liens/Fines/Assessments) \$30 per property

Lien Administrative Fee \$325 per lien filed

**FIRE SAFETY INSPECTION**

The fee for a fire safety inspection is based upon a fee schedule that takes into consideration the type of occupancy, the usage, and the square footage of the facility.

Commercial Properties/Multi-Residential Buildings:

0 to 2,999 square feet \$80

3,000 to 5,999 square feet \$120

6,000 to 9,999 square feet	\$180
10,000 to 24,999 square feet	\$300
25,000 to 49,999 square feet	\$450
50,000 to 99,999 square feet	\$550
100,000 to 499,999 square feet	\$700
>500,000 square feet	\$800

Based on the square footage for the occupancy, multiple buildings in the same complex constitute a separate fire inspection.

**Educational/Assembly Properties:**

0 to 500,000 square feet	\$120
>500,000 square feet	\$150

Reinspection Fee (2 or more reinspections): \$60 per reinspection

Failure to Comply Fee \$60

Certificate of Operation/Initial Inspection Fee (New Business) Fire Code Inspection Fee \$60

**GREASE TRAPS**

Industrial Waste Discharge Permit \$300

Industrial Waste Permit Transfer Fee \$300

Grease Trap Installation/Repair \$50 plus State Surcharge for Permits

**HOUSING (§ 11-105]**

Moving permit \$10

Rental property registration fee

- a.) For properties with 1 – 20 units = \$20 per unit
- b.) For properties with 21 – 50 units = \$500 flat fee
- c.) For properties with 51 or more units = \$750 flat fee

Rental Inspection Fee \$50 flat fee



Rental Reinspection or non-compliance fee

\$25 per reinspection

### **MOTOR VEHICLES (§ 15-506)**

#### Pushcart fees

1 year \$100

6 months \$50

3 months \$25

Reclamation cost \$25

### **ON-LOT SEWER SYSTEMS**

#### **A. Soil Testing Fees**

Evaluate soil probes, maximum 3 per lot \$350

Additional soil probes beyond 3 \$50 per probe

Perform 6-hole percolation test \$600

Percolation testing observed by Sewage Enforcement Officer (maximum \$250 four simultaneous tests)

#### **B. Permit and Inspection Fees**

Permit application and close out, complete system\* \$200

Permit application and close out, new tank or tank repair\* \$100

Design review, issue permit, complete system \$150

Design review, issue permit, new tanks or tank repairs \$50

Design review spray and drip systems \$200

1 inspection, in-ground systems and tanks \$200

2 inspections, mound systems \$400

Each additional inspection required \$200

C. Other Fees

Site consultation (responsibility of applicant)	\$80 per hour
Verify prior soil testing (responsibility of applicant)	\$150 per test
Other duties including meetings and planning module review	\$80 per hour
Well isolation distance exemption request review waiver (responsibility of applicant)	\$80 per hour
Complaint investigation and enforcement actions (responsibility of Township)	\$80 per hour

D. \*Administration fee of \$50 applied when applicable

1. The Sewage Enforcement Officer is authorized to perform soil testing for sewage planning modules and to sign the false swearing statement in the module.
2. The Sewage Enforcement Officer shall provide the Township with a project summary upon completion.
3. The fee schedule applies to new and repaired septic systems.
4. All fees incurred which involve land development, require the assistance of the Township Engineer, or require additional services from the Sewage Enforcement Officer related to all on-lot sewage disposal system activities shall be reimbursed 100% by the applicant or owner of the property.

**PEDDLERS (§ 13-402)**

License fee	\$50
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**POLE PERMIT**

\$15 plus \$10 per pole

**POLICE DEPARTMENT**

Accident report	\$15
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Police report	\$0.25 per page
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**SEWER**

Sewer services – Residential	\$356 per annum (\$89 per quarter)
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Sewer services – Non-residential	\$391.60 per annum (\$97.90 per quarter)
Sewer line repair/replacement	\$150

**SHADE TREES/STREET TREES**

Application for removal	\$30
Appeals	\$250

**SOLID WASTE**

Recycling cart	\$85 Lease fee per cart
Refuse collector's license (§ 20-104)	\$10
MSW services (§ 20-302)	\$432 per annum (\$108 per quarter)

**STREETS AND SIDEWALKS**

Street vacations	\$1,500 plus \$4,500.00 Escrow
Setting line and grade	\$50 per linear foot, \$1000 escrow

**ROAD DEGRADATION**

If the applicant seeks to excavate upon a street within seven years after the completion of paving the street, the applicant shall pay a Road Degradation Fee to the Township based on the following:

Paving Completion Time Frame	Cost Per Square Foot	Minimum Charge
Greater than seven (7) years	\$ 0.00 / square foot	\$ 0.00
Greater than six (6) but less than seven (7) years	\$ 2.00 / square foot	\$ 1,000.00

Greater than five (5) but less than six (6) years	\$ 4.00 / square foot	\$ 2,000.00
Greater than four (4) but less than five (5) years	\$ 8.00 / square foot	\$ 4,000.00
Greater than three (3) but less than four (4) years	\$12.50 / square foot	\$ 6,250.00
Greater than two (2) but less than three (3) years	\$15.00 / square foot	\$ 7,500.00
Greater than one (1) but less than two (2) years	\$18.00 / square foot	\$ 9,000.00
Less than one (1) year	\$20.00 / square foot	\$ 10,000.00

### **RIGHT-OF-WAY PERMIT FEES**

- Excavation in a Street - \$100 plus escrow
- Excavation Behind the Curb - \$50 plus escrow
- Driveway Apron with Curb Cut - \$50 plus escrow
- Curb Ramp - \$50 plus escrow
- Sidewalk Repair or Replacement without Curbing - \$50 plus escrow
- Curbing Repair or Replacement - \$50 plus escrow
- Zoning Review (if required) (\$50 residential / \$75 commercial)

### **RIGHT-OF-WAY PERMIT ESCROWS**

- Excavation in a Street - \$ 2,000 (up to 100 sf of pavement restoration plus \$10 per each additional sq ft)
- Excavation Behind the Curb - \$ 2,000
- Driveway Apron - w/Curb Cut - \$ 2,000
- Curb Ramp - \$ 2,000 (\$5,000 if survey work required by Township)
  
- Sidewalk without Curbing - \$2,000 first 50 ft (no survey or cutsheet required) plus \$2 per additional foot or;  
  - \$5,000 first 50 ft (with survey, design, cutsheet) plus \$4 per additional foot
  
- Curbing - \$2,000 first 50 ft (no survey or cutsheet required) plus \$2 per additional foot or;  
  - 5,000 first 50 ft (with survey, design, cutsheet, inspection) plus \$4 per additional foot

**Note 1.** Escrow amounts are only noted as the initial amount posted. Should escrow need to be replenished, the amount will be determined by the Director of Community Development.

**Note 2.** Any applicant seeking to excavate upon or open a street shall, after obtaining a street excavation work permit, notify the Township at least five (5) days prior to the commencement of any construction, overlay or other work, so that the Township may, at its discretion, have an inspector observe work being performed.

**Note 3.** For the purposes of releasing escrow, the Township will define the “completion” date of the project to be 6 months after the initial restoration of paving inspection. The escrow will be released at “completion” after an inspection of the work to assess any settling that may occurred.

## SUBDIVISION, LAND DEVELOPMENT, AND GRADING

### Grading and Development Permit

Application fee	\$50
Escrow deposit*	\$1,000

### Minor Subdivision/Lot line Adjustment/Lot Consolidation

Filing fee	\$750
Resubmission fee	\$300
Escrow deposit*	\$4,500

### Major Subdivision

Filing fee	\$1,200
Resubmission fee	\$500
Escrow deposit*	\$5,000 plus \$200 per lot

### Land Development

Filing Fee	\$1,000 plus \$40 per acre (or part thereof)
Resubmission fee	\$500
Escrow deposit*	\$5,000 plus \$200 per dwelling unit or acre (or part thereof) whichever is greater

### Sketch Plan

Filing Fee – If public meeting is requested	\$600
Filing Fee – If public meeting is not requested	\$400
Escrow deposit*	\$5,000 to be credited to a subsequent Preliminary or Preliminary/Final

In addition to the fees listed above, the applicant is responsible for all engineering and legal fees incurred by the Township for the project, plus a 3% administration fee for residential projects and a 5% administration fee for nonresidential projects.

Escrow accounts must be replenished in full within 30 days of service invoicing. Delinquent account projects will be placed on hold and no further activity, with the exception of any necessary time extensions, may take place until the applicant's account is replenished in full.

- \* Money in escrow is for reimbursement at the Township's discretion for any and all engineering, legal or other expenses incurred by the Township, exclusive of work performed by full-time Township staff members, in processing the sketch, preliminary and final plans. At the applicant's request upon the recording of the subdivision and land development plan with the Recorder of Deeds and the payment of all Township engineering, legal and other expenses incurred by the Township, exclusive of work performed by full-time Township staff members, the balance of the escrow will be returned. The escrow will not be returned until all invoices from the Township Engineer and Solicitor have been received by the Township and paid. The Solicitor and Engineer's invoices are submitted to the Township every 30 days.

Legal Fees (Hourly):

Township Solicitor	\$195
Paralegal Services	\$115

Note: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include, but are not limited to, priority/express mail and packages; preparation or materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried. Reimbursables are subject to sales tax.

Engineering Fees (Hourly):

Municipal

Sr. Municipal Engineer	\$138.00
Municipal Engineer/Planner	\$126.00

Design/Drafting/Modeling

Registered Landscape Architect	\$126.00
Landscape Designer	\$114.00

Staff Professional	\$122.00
Sr. Project Technician	\$107.00
Staff Technician	\$96.00
GIS Specialist	\$103.00
<u>Environmental</u>	
Sr. Environmental Manager	\$126.00
Sr. Environmental Scientist/Geologist	\$118.00
Project Environmental Scientist	\$110.00
<u>Site Observation</u>	
Sr. Construction Manager	\$137.00
Construction Manager	\$124.00
Construction Building Official	\$109.00
Construction Inspector	\$99.00
<u>Survey</u>	
Professional Surveyor	\$121.00
Survey Crew Chief	\$111.00
Survey/GPS Crew	\$188.00
Three-Person Survey Crew	\$228.00
<u>Additional Services</u>	
Sr. Transportation Engineer	\$180.00
Sr. Geotechnical Engineer	\$220.00
Sr. Forensic Engineer/Architect	\$220.00
Sr. Electrical/Mechanical Designer	\$180.00
Forensic Emergency Response	\$340.00

~~Construction Materials Testing (\*call for pricing) \$71.00~~

~~Certified Special Inspector (\*call for pricing) \$93.00~~

Grants Specialist \$125.00

Project Support \$75.00

Note: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include, but are not limited to, priority/express mail and packages; preparation or materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in **excess** of that normally carried. Reimbursables are subject to sales tax.

Professional services will be invoiced on the basis of time worked by the staff in increments of 1/4 hour.

Recreation fee:

\$2,000 per dwelling unit

Recreation fee effective at time of initial grading permit, land development, or subdivision submission shall be paid prior to the recording of plans. Sketch plan submissions do not lock in recreation fee rates.

## WATER

Stormwater management or drainage plan review. For building permits or other projects where a stormwater management plan or a drainage plan is required but will not be part of a subdivision or land development or a site plan, then a \$500 fee plus \$1,000 Escrow plus site inspection fees is required for review to ensure Act 167 compliance.

Water metered rates \$0.0097 for each gallon of water

Water Use for building construction purposes Flat rate of \$50 per residential unit and \$150 for every nonresidential permit

Cut-off charge \$25

Turn-on charge \$25

Temporary flat rate \$6.25 per quarter for the 1st faucet or opening; \$2 per



	quarter for each additional faucet or opening
Fire hydrant standby charge	\$400 per year
Tapping fee	\$500 plus meter(s) and all costs and expenses
Water tap-in fee	\$2,000

**PLUMBING LICENSING**

Master License Application	\$100
Master License Annual Renewal	\$50

**BUILDING**

Residential Permit Fees

A Pennsylvania State surcharge is added to all building permits and shall be paid at the time of submission.

A \$50 application fee will be required with each building permit at the time of submission. The application fee will be applied to the final permit fee. A 10% administration fee will be added to all permit fees listed below.

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Type	Fee	Number of Site Visits*
Single Family Dwelling	\$990 up to 3,500 SF \$22 for each additional 100 SF (or portion thereof)	12
Additions	\$660 up to 500 SF \$22 for each additional 100 SF (or portion thereof)	7
Renovations or Alterations	\$495 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	5
Accessory Structure	\$275 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	3
Manufactured Housing Mobile or with axle capabilities per unit on piers	\$303	3
Manufactured Housing Mobile or with axle capabilities per unit with basement	\$523	6
Industrialized Housing (Modular)	\$605 up to 3,500 SF \$11 for each additional 100 SF (or portion thereof)	7
Deck or Patio	\$220 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	3
Deck, Patio, or Porch w/ roof	\$330 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	4
Above-Ground Pool/Spa	\$198	2
In-Ground Pool	\$330	4
Solar and Photovoltaic Panel System installations (roof or ground mounted)	\$220 plus \$4 per panel	3
<b>MINOR ALTERATIONS</b> Minor Alterations/Demolition 1/ 2 disciplines	\$198	2
Electric Service inspection	\$138	1

Plan review re-submission for incomplete or denied plans (hourly) \$100/hr.

Inspections only, re-inspections or additional inspections (hourly) \$66/hr.

\* If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection at the above stated rate.

All hourly rates are based on a one-hour minimum.

All listed fees containing square foot price are calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.

Demolition	\$50
Water line repair/replacement	\$150
Sewer line repair/replacement	\$150

Water tapping	
Application	\$550
5/8-inch water meter	At cost from vendor
1-inch water meter	At cost from vendor
Larger water meters	At cost from vendor
Water tap-in	\$2,000
Sewer tapping	\$1,600
Sewer tap-in	\$2,000

Commercial Permit Fees

A Pennsylvania State surcharge is added to all building permits and shall be paid at the time of submission.

A \$50 application fee will be required with each building permit at the time of submission. The application fee will be applied to the final permit fee. A 10% administration fee will be added to all permit fees listed below.

**INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES:**

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Building Gross Square Footage	New Construction (3 or more disciplines)				Alterations and Renovations (3 or more disciplines)				1 to 2 Disciplines			
	Inspections	Unit	Plan Review	#Site Visits*	Inspections	Unit	Plan Review	# Site Visits*	Inspections	Unit	Plan Review	# Site Visits*
Change of Occupancy	N/A		N/A		\$220		N/A	1	\$110		N/A	1
Minor Change (1 visit)	N/A		N/A		\$220		N/A	1	\$121		\$110	1
1 to 2,000	\$770	Lump Sum	\$440	8	\$605	Lump Sum	\$440	6	\$275	Lump Sum	\$138	3
2,001 to 5,000	\$0.47	Per SF	\$495	11	\$0.36	Per SF	\$495	7	\$385	Per SF	\$165	4
5,001 to 10,000	\$0.42	Per SF	\$660	14	\$0.32	Per SF	\$660	7	\$0.09	Per SF	\$165	4
10,001 to 25,000	\$0.39	Per SF	\$770	18	\$0.29	Per SF	\$770	8	\$0.08	Per SF	\$193	5
25,001 to 50,000	\$0.36	Per SF	\$825	20	\$0.27	Per SF	\$825	8	\$0.07	Per SF	\$193	5
50,001 to 100,000	\$0.30	Per SF	\$880	25	\$0.25	Per SF	\$880	10	\$0.06	Per SF	\$220	6
100,001 to 200,2000	\$0.25	Per SF	\$990	30	\$0.20	Per SF	\$990	12	\$0.05	Per SF	\$275	6
200,001 to 300,000	\$0.20	Per SF	\$1,100	40	\$0.15	Per SF	\$1,100	14	\$0.04	Per SF	\$275	8
Over 300,001	Quote		Quote	Quote	Quote		Quote	Quote	\$0.03	Per SF	\$330	10

Plan review re-submission for incomplete or denied plans \$275

Inspections only, re-inspections or additional inspections (hourly) \$83

Solar and Photovoltaic Panel System installations (roof or ground Mounted) \$385 + \$4 per Panel

\* If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection at the above stated rate.

All hourly rates are based on a one-hour minimum.

Phased projects may require more services and may be assessed additional fees.

All listed fees containing square foot price are calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.

Demolition \$75

Water line replacement \$310

Sewer line replacement \$310

Water tapping permit

Application \$550

5/8-inch water meter \$245

1-inch water meter	\$380
Larger water meters	At cost from vendor

Water tap-in	\$2,000
Sewer tapping	\$1,600
Sewer tap-in	\$2,000

## ZONING

Permit Application Fee – Residential	\$50
Permit Application Fee – Non-Residential	\$75
Plan revisions	\$30 per submission
Zoning Ordinance Book	At cost from vendor
Zoning Map	At cost from vendor
Appeal to Zoning Hearing Board or Board of Commissioners	
Special exception - non-residential	\$1,500
Special exception - residential	\$1,200
Variance - non-residential	\$1,500
Variance - residential	\$1,200
Conditional use – residential & non-residential	\$1,000
Continuance of hearing by applicant	\$225 per add'l hearing
Continuance of hearing by Township or Board	No cost
Appeal of Zoning Officer’s Decision	\$1,800
Appeal of Notice of Violation	\$1,800
Curative amendment	\$2,500

Challenge validity of Zoning Ordinance or Zoning Officer determination \$2,500

Application to Amend Zoning Ordinance \$2,500

Original stenographic record of hearing (to be paid by requestor) Actual cost of transcript

Withdrawal of appeal to Zoning Hearing Board or Board of Commissioners

Withdrawal prior to advertisement 90% of fee refunded

Withdrawal after advertisement 25% of fee refunded

**APPROVED AND ADOPTED** this 23<sup>RD</sup> day of January 2025 at a regular public meeting.

ATTESTED:

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

\_\_\_\_\_  
Township Secretary

\_\_\_\_\_  
President, Board of Commissioners



DEP Code No.  
2-39918114-3

**RESOLUTION FOR PLAN REVISION  
FOR NEW LAND DEVELOPMENT**

RESOLUTION OF THE ~~(SUPERVISORS)~~ (COMMISSIONERS) ~~(COUNCILMEN)~~ of Salisbury  
(TOWNSHIP) ~~(BOROUGH)~~ ~~(CITY)~~, Lehigh COUNTY, PENNSYLVANIA (hereinafter "the municipality").

**WHEREAS** Section 5 of the Act of January 24, 1966, P.L. 1535, No. 537, known as the *Pennsylvania Sewage Facilities Act*, as Amended, and the rules and Regulations of the Pennsylvania Department of Environmental Protection (DEP) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, require the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters of the Commonwealth and/or environmental health hazards from sewage wastes, and to revise said plan whenever it is necessary to determine whether a proposed method of sewage disposal for a new land development conforms to a comprehensive program of pollution control and water quality management, and

**WHEREAS** Bedminster Building Company has proposed the development of a parcel of land identified as  
land developer

Walnut Grove at Salisbury, and described in the attached Sewage Facilities Planning Module, and  
name of subdivision

proposes that such subdivision be served by: (check all that apply),  sewer tap-ins,  sewer extension,  new treatment facility,  individual onlot systems,  community onlot systems,  spray irrigation,  retaining tanks,  other, (please specify). \_\_\_\_\_

**WHEREAS**, Salisbury finds that the subdivision described in the attached  
municipality

Sewage Facilities Planning Module conforms to applicable sewage related zoning and other sewage related municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

**NOW, THEREFORE, BE IT RESOLVED** that the ~~(Supervisors)~~ (Commissioners) ~~(Councilmen)~~ of the (Township) ~~(Borough)~~ ~~(City)~~ of Salisbury hereby adopt and submit to DEP for its approval as a revision to the "Official Sewage Facilities Plan" of the municipality the above referenced Sewage Facilities Planning Module which is attached hereto.

I \_\_\_\_\_, Secretary, Salisbury  
(Signature) **Commissioners**

Township Board of ~~Supervisors~~ ~~(Borough Council)~~ ~~(City Councilmen)~~, hereby certify that the foregoing is a true copy of the Township ~~(Borough)~~ ~~(City)~~ Resolution # 01-2025-1844, adopted, January 23, 20 25.

Municipal Address:

Salisbury Township  
2900 South Pike Avenue  
Allentown, PA 18103  
Telephone 610-797-4000

Seal of  
Governing Body

**RESOLUTION NO. 01-2025-1845**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING THE TOWNSHIP'S SALE/TRADE OF VEHICLES AND OTHER EQUIPMENT IDENTIFIED HEREIN BY MEANS OF MUNICIBID OR TRADE-IN PURSUANT TO COSTARS PURCHASES FOR NEW VEHICLES, OR BY PUBLIC BID OR AUCTION CONSISTENT WITH THE REQUIREMENTS OF THE FIRST-CLASS TOWNSHIP CODE AND THE TOWNSHIP CODE OF ORDINANCES**

BE IT RESOLVED, by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same, and it is hereby ordained by the authority of the same as follows:

WHEREAS, the Township of Salisbury, a first-class Township located in Lehigh County, Pennsylvania (hereinafter the "Township"), is authorized to sell personal property by public bid or auction where the value of such personal property is estimated by the Township to be worth in excess of \$1,000.00 and the Township passes a resolution to sell same in this manner; and

WHEREAS, the Township possesses equipment which it cannot use, valued in excess of \$1,000.00, which property (identified hereinafter by Type of Property, Make/Model, year of construction, and hours or miles used) it desires to sell (or trade as permitted by Costars):

**PROPERTY TO BE SOLD/TRADED**

Year Make/Model

Hours/Mileage

*1. 1995 Freightliner /Marion rescue body. 20368 mile/2176 engine hours*

and

WHEREAS, the Township desires to sell same and receive value by means of: 1) "Municibid — Online Government Auctions"; 2) a trade-in for some new vehicle or vehicles as is permitted by the State's "Co-Star Program"; or, 3) sale by public bid or auction in accordance with the PA First Class Township Code and the Township's Code of Ordinances; and

WHEREAS, the Township wishes to memorialize its actions so as to permit the Township Administration (Township Manager and Director of Finance) to use those methods best suited to the Township's needs for the sale/trade of these items of Township personal property at such time as the circumstances dictate.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Township of Salisbury by Resolution confirms its authorization to permit the Township



Administration (Township Manager and Director of Finance) to sell/trade the personal property as identified above in part or in whole in such manner and at such time as the Township Administration determines appropriate by means of: 1) "Municibid — Online Government Auctions"; 2) a trade-in for some new vehicle or vehicles as is permitted by the State's "Co-Star Program"; or, 3) sale by public bid or auction in accordance with the PA First Class Township Code and the Township's Ordinances.

IN WITNESS WHEREOF, the Board of Commissioners has adopted and enacted this Resolution this 23<sup>rd</sup> day of January, 2025.

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

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President, Board of Commissioners

ATTESTED:

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Township Secretary

**SALISBURY TOWNSHIP**  
Lehigh County, Pennsylvania  
**Board of Commissioners Workshop Meeting**  
**January 23, 2025**  
**7:30 p.m.**  
(approximate time)

**Topics of discussion:**

- **Review and Discuss proposed Sewer Lateral Inspection Ordinance**