

**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