

**TOWNSHIP OF SALISBURY  
LEHIGH COUNTY, PENNSYLVANIA  
MINUTES FROM THE BOARD OF COMMISSIONERS  
February 13, 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 announced that an Executive Session will take place after the Workshop to discuss legal and personnel matters.

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 Dev Director/MS4 Coordinator  
Paul Ziegenfus, Finance Director  
James Levernier, Director of Public Works  
Donald Sabo, Chief of Police  
Jason Ulrich, Esquire, representative of Gross McGinley, LLP, Township Solicitor  
Charlie Myers, representative of Barry Isett & Associates, Township Engineer

**NOTIFICATION**

Ms. Bonaskiewich informed the attendees that all sessions of the Salisbury Township Board of Commissioners regular meetings are recorded electronically for the purpose of taking the Minutes. All public comments on agenda items will be taken prior to the vote. All public comment related

to non-agenda items will be taken after the agenda has been satisfied. Ms. Bonaskiewich reminded everyone of the three-minute rule and asked that anyone who wishes to speak, come to the podium, announce oneself, and sign-in with name and address so as to assist Township administration with follow-ups.

**APPROVAL OF THE LIST OF BILLS PAYABLE**

Commissioner Patnaik asked about a fee paid to Portnoff Law Associates. Mr. Ziegenfus explained that the Township initially covers the mailing and postage costs for new accounts sent to the agency for collections. He noted that these expenses are later reimbursed to the Township through the fees Portnoff adds to the bills.

Commissioner Patnaik questioned a refund payment with respect to solar permit fees. Mr. Nicolo noted that it was for a canceled project.

Commissioner Brinton inquired about a payment for Heart and Lung. Ms. Bonaskiewich explained that Heart and Lung are payroll wage payments paid to Police Officers who are injured while on duty in lieu of Workman’s Compensation. She noted that anything that is paid by Worker’s Compensation insurance comes back to the Township in order to offset that cost.

**Motion by Commissioner Patnaik, seconded by Commissioner Karol, to approve the List of Bills Payable for the periods of 1/18/25-2/7/25, broken down as follows:**

- \$80,004.72 = GENERAL
- \$3,508.25 = FIRE
- \$0 = LIBRARY
- \$17,199.00 = WATER
- \$46,056.17 = SEWER
- \$168,644.76 = REFUSE & RECYCLING
- \$36,596.70 = HIGHWAY AID
- \$4,506.72 = CAPITAL GENERAL
- \$7,084.29 = PAYROLL
- \$85,445.73 = SUBDIVISION & ESCROW
- \$75.00 \_\_\_\_\_ = CASH ALLOCATIONS
- \$449,121.34 = GRAND TOTAL ALL FUNDS**

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

**MINUTES**

**January 23, 2025**

Commissioner Brinton declared the Minutes from January 23, 2025 accepted as presented.

**NEW BUSINESS**

**ORDINANCES**

None.

**RESOLUTIONS**

**Resolution Approving Intermunicipal Agreement with South Whitehall Township Regarding the Purchase of Public Works Equipment/Machinery.**

Commissioner Brinton commented that this agreement was reviewed as part of the Budget discussions.

**Motion by Commissioner Lipkin, seconded by Commissioner Conn, to adopt Resolution No. 02-2025-1846, approving the Intermunicipal Agreement with South Whitehall Township regarding the purchase of Public Works equipment/machinery.**

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

**Resolution Amending Tax Collector Fees Charged for Reimbursement of Expenses.**

Ms. Bonaskiewich stated that the Tax Collector is requesting an increase to the duplicate bill fees that are charged to mortgage companies.

**Motion by Commissioner Conn, seconded by Commissioner Karol, to adopt Resolution No. 02-2025-1847, Amending Tax Collector Fees Charged for Reimbursement of Expenses.**

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

**MOTIONS**

**Motion Authorizing the Execution of Memorandum of Understanding (MOU) with the Salisbury Township School District.**

Chief Sabo noted that this is the same MOU that went through the Solicitor's office two years ago, and there are no changes.

**Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to authorize the execution of Memorandum of Understanding (MOU) with the Salisbury Township School District.**

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

**DISCUSSION**

**Discussion Regarding Procedural Notification for Planning Commission Matters.**

Commissioner Brinton noted that the Planning Commission would like to cease sending individual letters and advertising matters that were to be entertained at upcoming meetings.

Attorney Ulrich stated that at its January meeting, the Planning Commission recommended discontinuing the practice of sending individual advertisements and letters for each meeting. He noted that agendas are available online and that while Zoning Hearing Board items must still be advertised, the Planning Commission proposed this change to save time and money. Neither the SALDO nor the Municipal Planning Code requires such notifications.

Commissioner Karol asked how many surrounding municipalities continue to send notices. Attorney Ulrich responded that he works with 10–15 municipalities, none of which follow this practice. Mr. Myers added that none of his municipalities mail notices either.

Attorney Ulrich further explained that eliminating mailed notices reduces potential liability for the Township, as it avoids creating the appearance of legal standing for individuals who may not have the right to challenge decisions.

Commissioner Patnaik suggested posting a notice on the Township’s website to inform the public about the change and its inclusion on an upcoming agenda.

Ms. Bonaskiewich noted that the March 13<sup>th</sup> meeting will be canceled to accommodate interviews for the Township Manager position.

Commissioner Lipkin proposed adding this item to the February 27<sup>th</sup> agenda so that action can be taken before the March Planning Commission meeting.

It was the consensus of the Board to post a notice on the Township’s website and have the matter as an agenda item on the next regular meeting of February 27<sup>th</sup>.

### **COURTESY OF THE FLOOR**

Chief Sabo reported that two more officers have completed Crisis Intervention Training, leaving only four remaining. He anticipates full department training will be completed by the end of the year.

Chief Sabo noted that the Township has received half of the \$26,000 grant allocated for the two cadets who attended the police academy.

Chief Sabo stated that he is awaiting a report from the Lehigh Valley Planning Commission regarding a recent meeting about the intersections at E. Emmaus Avenue & S. Dauphin Street and E. Emmaus Avenue & Gaskill Street. He commented that he expects LVPC to return with potential improvement options within six to eight weeks.

Ms. Bonaskiewich stated that Senator Miller’s office has requested to coordinate a community event with the Township, where residents can meet him. She suggested hosting the event at the new Emergency Operations Center (EOC) in order to showcase the facility.

Mr. Levernier reported delays in salt deliveries, which may require adjustments in salting operations. He commented that the department is currently mixing salt with anti-skid material to conserve supplies.

Ms. Bonaskiewich stated that Emmaus Borough's Zoning Ordinance and SALDO will be placed on the next agenda after the Planning Commission has had a chance to review them. Attorney Ulrich noted that while new zoning areas were added, the changes do not impact the Township.

Commissioner Conn expressed appreciation for the Department of Public Works' efforts in snow removal.

Commissioner Brinton also mentioned receiving positive feedback regarding road conditions following the recent snow and ice storms.

Commissioner Patnaik reported attending a recent PSATC meeting where discussions included the impact of social media posts and the use of radar by local police departments.

Mr. Ziegenfus stated that he recently met with PNC to review the Police Pension Plan.

**ADJOURNMENT**

Commissioner Lipkin made a motion to adjourn the meeting. Commissioner Conn seconded the motion. The time was 7:42 pm.

Respectfully submitted,

Cathy Bonaskiewich  
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on February 13, 2025

Approved and certified on this date:

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

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

SEAL