

**TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
March 27, 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 – EXCUSED

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
Genny Baillie, Recreation Director
Jack Gross, Esquire, representative of Gross McGinley, LLP, Township Solicitor
Stan Wojciechowski, representative of Barry Isett & Associates, Township Engineer

NOTIFICATION

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

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

APPROVAL OF THE LIST OF BILLS PAYABLE

Ms. Bonaskiewich noted that a correction was made to the original Bills List of 3/8/21/25-3/21/25, reducing the amount to \$293,906.97.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approve the List of Bills Payable for the periods 2/22/25-3/7/25 and 3/8/25-3/21/25, broken down as follows:

2/22/25-3/7/25:

\$97,898.36 = GENERAL

\$4,465.23 = FIRE

\$0 = LIBRARY

\$4,541.71 = WATER

\$41,817.77 = SEWER

\$168,906.62 = REFUSE & RECYCLING

\$17,365.88 = HIGHWAY AID

\$53,207.90 = CAPITAL GENERAL

\$3,542.86 = PAYROLL

\$391,719.33 = GRAND TOTAL ALL FUNDS

3/8/25-3/21/25:

\$191,376.10 = GENERAL

\$2,250.52 = FIRE

\$0 = LIBRARY

\$19,945.88 = WATER

\$45,385.07 = SEWER

\$1,705.96 = REFUSE & RECYCLING

\$17,224.02 = HIGHWAY AID

\$123.78 = CAPITAL GENERAL

\$12,141.24 = CAPITAL FIRE

\$3,529.40 = PAYROLL

\$225.00 = CASH ALLOCATIONS

\$293,906.97 = GRAND TOTAL ALL FUNDS

The Board voted: 4 Ayes; 0 Nays.

MINUTES

February 27, 2025

Commissioner Brinton declared the Minutes from February 27, 2025 accepted as presented.

NEW BUSINESS

Presentation of FBI Leadership Trilogy Award to Detectives Sabulsky and Reavis.

Chief Sabo presented Detectives Thomas Sabulsky and Diano Reavis with the FBI Leadership Tribology Award, which represents the extensive amount of time they invested in completing supervisory leadership training.

ORDINANCES

Ordinance Approving Nottingham Road Street Vacation.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to adopt Ordinance No. 03-2025-673, approving the Nottingham Road Street Vacation.

The Board voted: 4 Ayes; 0 Nays.

RESOLUTIONS

Resolution Approving the Disposition of Township Records.

Motion by Commissioner Conn, seconded by Commissioner Patnaik, to adopt Resolution No. 03-2025-1849, approving the disposition of Township records.

The Board voted: 4 Ayes; 0 Nays.

Resolution Accepting Deed of Dedication along a Portion of Potomac Street.

Mr. Wojciechowski reminded the Board that the Planning Commissioner recommended approval of a minor subdivision at 900 E. Paoli Street. He explained that as part of the subdivision process, a five-foot strip of land must be dedicated to the Township to comply with right-of-way standards. Mr. Wojciechowski stated that this requirement was reflected on the plan, formally representing the dedication.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to adopt Resolution No. 03-2025-1850, accepting Deed of Dedication along a portion of Potomac Street.

The Board voted: 4 Ayes; 0 Nays.

Resolution Approving Application for Grant Funding from the Land & Water Conservation Fund (LWCF) for the Development of Laubach Park.

Mr. Wojciechowski read a statement from Ms. Michele Lewis, Grant Manager at Barry Isett & Associates:

“The Land and Water Conservation Fund, the LWCF, is a federal grant program that is administered through the Department of Conservation of Natural Resources

at the state level. We have been reassured that federal funding is set aside for this year's program, and unlike other DCNR grant opportunities, the LWCF offers larger funding amounts, which allows all park improvements to be completed at one time.

For the Laubach Park improvements, \$3,401,723 will be requested in funding, for a total project cost of \$6,803,446. It is also important to note that the LWCF considers previously funded LWCF projects to be a good fit for funding, and Salisbury Township was successfully awarded LWCF funds for Laubach Park in 1972.

When we look at last year's awards, eight projects were funded by LWCF for an average of \$993,187, with the largest award at \$2,600,000 and the second largest coming in at \$1,400,000."

A member of the audience inquired what kind of work will be done at the park. Commission Brinton provided a short description of the planned renovations.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to adopt Resolution No. 03-2025-1851, approving the application for grant funding from the Land & Water Conservation Fund (LWCF) for the development of Laubach Park

The Board voted: 4 Ayes; 0 Nays.

MOTIONS

Motion Approving an Intermunicipal Agreement with the Borough of Emmaus Regarding Utility Connections for Properties Located at 407 and 412 Mountain Boulevard.

Attorney Gross stated that two properties in the Township need to connect to the Emmaus public sewer system. He noted that Emmaus has already approved the connection and will provide service to these properties.

Commissioner Patnaik asked whether the properties would have the same rates as other Township residents. Ms. Bonaskiewich explained that, as with similar cases, if the properties are Township customers, they will pay the Township's rate. If they are customers of another municipality, they will pay that municipality's rate.

A discussion followed regarding the wording of the billing portion of the agreement. Attorney Gross stated that he will follow up on the matter before the agreement is fully executed.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to approving an Intermunicipal Agreement with the Borough of Emmaus regarding utility connections for properties located at 407 and 412 Mountain Boulevard.

The Board voted: 4 Ayes; 0 Nays.

Motion Authorizing Award of Public Works' Dozer Bid to be Purchased Jointly with South Whitehall Township.

Motion by Commissioner Conn, seconded by Commissioner Patnaik, to authorize the award of the Public Works' Dozer Bid to be purchased jointly with South Whitehall Township.
The Board voted: 4 Ayes; 0 Nays.

Ms. Bonaskiewich noted that one bid was received in the amount of \$149,500. She commented that the Township will be paying half of that amount, which was less than anticipated.

Motion Approving Payment #2 to Wexcon, Inc. for the 2024 Sanitary Sewer Rehabilitation Project in the Amount of \$212,274.76, Including Change Order #2 for a \$4,904.76 Contract Price Increase.

Mr. Wojciechowski reported that Wexcon has completed the work for the 2024 Sanitary Sewer Rehabilitation Project, including additional work as needed.

Mr. Levernier explained that the extra work consisted of fixing a dip on Imperial Drive. However, since the contract came in significantly less than expected, some grant funds will be available to complete additional work in the Meadowbrook section.

Motion by Commissioner Patnaik, seconded by Commissioner Conn, to approve Payment #2 to Wexcon, Inc. for the 2024 Sanitary Sewer Rehabilitation Project in the amount of \$212,274.76, including Change Order #2 for a \$4,904.76 contract price increase.

The Board voted: 4 Ayes; 0 Nays.

Motion Appointing Representative to Environmental Advisory Committee (EAC).

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to appoint Mr. Alex Arruda as the 4th Ward representative to the EAC.

The Board voted: 4 Ayes; 0 Nays.

Motion Accepting a Time Extension to 07/31/2025 for the Vistas at South Mountain Preliminary/Final Land Development Plan.

Mr. Wojciechowski stated that the developer is scheduled to appear before the Planning Commission in April to address various issues, including traffic concerns. He explained that since their current time extension expires on April 30th, an additional extension is needed to allow the Township sufficient time for review.

Mr. Wojciechowski also noted that PennDOT will not approve the installation of a traffic signal at Gaskill Street. He commented that to improve visibility, the trees in the area will be removed.

Chief Sabo mentioned that other options could be explored, such as designating the area as a school zone. He noted that this would lower the speed limit during school hours and include signage and flashing lights that comply with PennDOT's requirements. However, the Township cannot apply for this designation until the development is completed.

Mr. Wojciechowski added that PennDOT plans to install an overhead "Pedestrian Crossing" sign above the lanes of traffic on Emmaus Avenue.

Mr. Wojciechowski stated that the intersection did not meet the necessary warrants for approval of the traffic signal. He explained that the closest qualifying factor reached about 80% of the required threshold, while the others were only at 50%. Mr. Wojciechowski commented that PennDOT allows for signal installation if three or more criteria meet at least 85%, but in this case, only one criterion approached that level. He also noted that PennDOT determined there is currently not enough traffic from Gaskill Street to justify a signal.

Motion by Commissioner Conn, seconded by Commissioner Lipkin, to accept a Time Extension to 07/31/2025 for the Vistas at South Mountain Preliminary/Final Land Development Plan.

The Board voted: 4 Ayes; 0 Nays.

COURTESY OF THE FLOOR

Ms. Baillie announced that the Egg Hunt will take place on April 5th at 10:00 a.m. at Franko Park. The rain date is April 12th.

Mr. Ziegenfus stated that he is currently working with the auditors, who are expected to complete their report soon, which is earlier than in previous years. He noted that the process is moving quickly due to their ability to work remotely.

Mr. Nicolo thanked Ms. Kerry Rabold and Mr. Rob Moyer for updating the Township's website to include Planning and Zoning information, making it easier to see upcoming projects. The Board thanked everyone for their efforts.

Mr. Wojciechowski reported that he has submitted the notice of intent for the Industrial Site Reuse Program, which will provide state funding to support the Township's reuse of the McCullough property. He noted that he has already received an email from the state approving the submission of the full application.

Commissioner Patnaik brought forth residents' concerns about speeding in the area of Overhill Road and Nottingham Road, noting that there are no speed limit or stop signs. He stated that residents report that speeding occurs primarily on weekdays between 7:00–9:00 am and 4–6 pm. Commissioner Patnaik commented that they have requested the installation of stop signs at Overhill Road and Nottingham Road, as well as at Lehigh Parkway and Overhill Road, or additional signage such as "Slow Down" warnings.

Chief Sabo stated that the area could be added to the enforcement list. Mr. Levernier explained that stop signs cannot be installed solely to reduce speeding but said he will work with the Police Department to install additional speed limit signs.

Commissioner Brinton announced that an Executive Session will be held after the Workshop regarding personnel, real estate and legal matters.

Commissioner Conn asked about the drainage work on Country Club Road. Mr. Levernier stated that since the road is scheduled for paving this year, they aim to complete the drain work next week. He noted that he is awaiting confirmation on the paving contract winner and hopes to have the work scheduled for late spring or early summer.

Commissioner Conn also expressed appreciation for the Police Department's traffic enforcement efforts.

Commissioner Lipkin invited the Board to attend the next EAC meeting on April 16th, where a presentation will discuss efforts to designate the Lehigh Valley as a Blue Zone.

Ms. Bonaskiewich informed the Board that representatives from the Clothes Bin have requested to be added to an upcoming agenda to discuss their partnership with the Township. A discussion followed regarding placing a bin at the Drop-off Centers so that access would be limited to Drop-off Center hours, ensuring supervision and potentially deterring vandalism. Ms. Bonaskiewich noted that she would handle the request internally.

Ms. Bonaskiewich also reminded the Board of the newly imposed \$150 special event fee for those requesting to hold events at Township parks. She stated that Valley Mountain Bikers had requested a waiver of the fee for an Easter Egg Hunt event at Walking Purchase Park. She explained that the fee was established to cover the Township's costs associated with such events. Chief Sabo added that large events require resources, including motorcycle officers, an ambulance on standby, and Fire Department ATVs, and the fee helps offset those costs, similar to other municipalities' practices. Attorney Gross advised the Board against waiving the fee, as it could set a precedent for other nonprofit organizations. The Board reached a consensus to deny the request.

Mr. Levernier reported that the Department of Public Works has begun seasonal work in the parks, with baseball fields already prepared. He noted that work has also started on the salt shed, though technical issues may cause a temporary pause. Mr. Levernier invited the Board to visit the site and view the improvements in the utility garage.

Chief Sabo announced that the Police Department has ramped up traffic enforcement through a combination of grant funding and scheduled patrol time.

Chief Sabo provided the Board with an update on the mandated radio project. He stated that the necessary equipment numbers have been finalized for the Police Department, Fire Departments, Fire Inspectors, and EMA. Chief Sabo commented that the paperwork has been received from the County, and the funding request will be submitted tomorrow, so the Board can expect a Resolution for the repayment agreement with the County on an upcoming agenda.

Chief Sabo noted that the agreement spans five years at 0% interest, with a total cost of \$836,000. He stated that the Township is also applying for a casino grant to cover 80% of the cost and exploring additional grants, though they must be allocated separately among the departments. Chief Sabo confirmed that the switchover remains on track for October/November this year.

Commissioner Patnaik suggested incorporating a 10-year budgeting plan for radio replacements. Mr. Ziegenfus noted that the repayment schedule begins in 2026, so it will be included in next year's budget, estimating an annual impact of approximately \$70,000 on the General Fund. Chief Sabo clarified that the County's repayment program only covers the radios themselves, which means the Township will be responsible for accessories such as microphones and extra batteries. He stated that each new radio costs nearly \$7,000, which is a significant increase from the current system's \$300 radios, due to the mandated switch to digital communication. He also noted that Lehigh County has been behind in implementing this change.

Mr. Wojciechowski is hopeful that DCED will be announcing the casino funding soon. Chief Sabo stated that he is hopeful that they will receive monies again.

Lieutenant Casey noted that he reached out to Sergeant Losagio, and he will set up a traffic detail on Overhill Road in early April.

ADJOURNMENT

Commissioner Lipkin made a motion to adjourn the meeting. Commissioner Patnaik seconded the motion. The time was 8:02 pm.

Respectfully submitted,

Cathy Bonaskiewich
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on March 27, 2025

Approved and certified on this date:

Cathy Bonaskiewich

Date: _____

SEAL