TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PENNSYLVANIA
MINUTES FROM THE BOARD OF COMMISSIONERS
September 24, 2026
REGULAR MEETING – 7:00 PM

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

PLEDGE OF ALLEGIANCE

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

CALL TO ORDER

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

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

ROLL CALL

Board Members Present:
Debra Brinton, President
Heather Lipkin, Vice-President
Alok Patnaik, President Pro-Tempore
Alex Karol
Allison Leayman

Staff Present:
Cathy Gorman, Township Manager
Paul Ziegenfus, Finance Director
James Levernier, Director of Public Works
Donald Sabo, Chief of Police
Kerry Rabold, Director of Community Development
Jason Ulrich, Esquire, representative of Gross McGinley, LLP, Township Solicitor
Alan Fornwalt, representative of Keystone Consulting Engineers, Township Engineer

NOTIFICATION

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

themselves, and sign in with their name and address so the administrative staff can follow up on any questions or concerns.

Commissioner Brinton stated that the September 10 meeting of the Board of Commissioners was canceled.

Commissioner Brinton announced that an Executive Session regarding personnel matters was held prior to the meeting.

APPROVAL OF THE FINANCIAL REPORT AND BILLS PAYABLE

Commissioner Brinton inquired about the large total on the Bills List for 9/5/26-9/18/26. Mr. Ziegenfus explained that the primary reason was the annual MMO payment for the non-uniformed pension plan. He noted that the Township received approximately $500,000 in state aid for the plan.

Motion by Commissioner Karol, seconded by Commissioner Lipkin, to approve the unaudited Financial Report for the period ending July 31, 2026 and the List of Bills Payable for the periods 8/22/26-9/4/26 and 9/5/26-9/18/26, broken down as follows:

8/22/26-9/4/26
$264,447.46 = GENERAL
$14,072.69 = FIRE
$0 = LIBRARY
$79,431.57 = WATER
$9,980.75 = SEWER
$111.58 = REFUSE & RECYCLING
$27,804.27 = HIGHWAY AID
$75,697.65 = CAPITAL GENERAL
$7,293.98 = PAYROLL
$498.13____ = SUBDIVISION & ESCROW
$479,338.08 = GRAND TOTAL ALL FUNDS

9/5/26-9/18/26
$1,117,097.51 = GENERAL
$2,712.39 = FIRE
$0 = LIBRARY
$255,927.43 = WATER
$158,828.52 = SEWER
$360,102.81 = REFUSE & RECYCLING
$14,921.76 = HIGHWAY AID
$4,201.16 = CAPITAL GENERAL
$3,570.84 = PAYROLL
$76.21_____ = CASH ALLOCATIONS
$1,917,438.63 = GRAND TOTAL ALL FUNDS

The Board voted: 5 Ayes; 0 Nays.

MINUTES

August 27, 2026

Commissioner Brinton declared the Minutes from August 27, 2026 accepted as presented.

OLD BUSINESS

None.

NEW BUSINESS

ORDINANCES

None.

PRESENTATIONS/HEARINGS

Motion to Open Hearing for the Adoption of the Salisbury Township Comprehensive Plan.

Commissioner Brinton turned the proceedings over to Attorney Ulrich.

Attorney Ulrich opened the hearing at 7:01 p.m. and noted that this was the time and place advertised for a Public Hearing regarding the adoption of the Salisbury Township Comprehensive Plan.

Ms. Rabold stated that the proposed new Comprehensive Plan outlines the Township's vision for the next ten years.

Attorney Ulrich explained that the Plan does not establish zoning regulations and cannot be used for enforcement purposes. He noted that it represents a vision for the Township's future development.

Mr. Dennis Engle of 969 Bridle Path Road stated that he believes a Comprehensive Plan should be devoted to free market ideas. He expressed support for the Township's environmental and residential approach and suggested adopting a more free market approach to businesses and economic development within the community.

Commissioner Karol thanked Ms. Rabold for her time and effort in completing the Plan and stated that he believes it provides a great vision moving forward.

After hearing no other comments, Attorney Ulrich declared the hearing closed at 7:11 p.m.

RESOLUTIONS

Resolution No. 09-2026-1935, Approving the 2026 Comprehensive Plan of Salisbury Township.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to adopt Resolution No. 09-2026-1935, approving the 2026 Comprehensive Plan of Salisbury Township.

The Board Voted: 5 Ayes; 0 Nays

Resolution No. 09-2026-1936, Approving the Submittal of a DCED Multimodal Grant for Improvements on Lehigh Street.

Ms. Gorman stated that the Township had applied for this grant in August. The grant originally required a 70/30 split; however, the grant administrators informed her that, based on the amount requested, the Township could qualify for 100% funding. She explained that the resolution was being revised to reflect the full grant amount.

Motion by Commissioner Leayman, seconded by Commissioner Karol, to adopt Resolution No. 09-2026-1936, approving the submittal of a DCED Multimodal Grant for improvements on Lehigh Street.

The Board Voted: 5 Ayes; 0 Nays

Resolution No. 09-2026-1937, Approving the Disposition of Municipal Property.

Commissioner Brinton noted that a Resolution is required when the Township sells property. She explained that the Resolution authorizes the sale of a 2019 Dodge Ram 1500 and a 2019 Leeboy paver.

Commissioner Karol asked if the Department of Public Works has obtained a different paver. Mr. Levernier stated that a replacement is included in next year's capital budget.

Chief Sabo stated that, due to damage to the Dodge Ram, it is not cost-effective to keep it in service.

Commissioner Patnaik inquired if the new paver will be ready by next season. Mr. Levernier responded that the dealer expects availability between February and June, and he would look to schedule delivery in May.

Motion by Commissioner Patnaik, seconded by Commissioner Lipkin, to adopt Resolution No. 09-2026-1937, approving the disposition of municipal property.

The Board Voted: 5 Ayes; 0 Nays

MOTIONS

Motion Accepting Time Extension Request for Six (6) Months for Sheffield Square Project.

Commissioner Brinton commented that she thought the Township was not accepting any more time extensions for this project. Ms. Rabold stated that this applied to the original submission. She explained that the applicant reapplied after a year and has attended one Planning Commission meeting. The plan needs to be revised, but the current deadline expires in October, and the applicant missed the submission deadline for the October Planning Commission meeting.

Attorney Ulrich added that the new plan includes significant changes and that the property has a new owner. He stated that the plan is more functional and will not be languishing. The applicant needs the extension to address practical changes to the plan. He added that the applicant has met with the Township to address concerns, including zoning-related suggestions.

Commissioner Karol asked who approves the project. Attorney Ulrich stated that the Planning Commission will make a recommendation, and the project will then come to the Board for approval. He noted that condominium units are sold as fee-simple properties.

Ms. Rabold added that the developer has changed the layout of the development and the access to create a horseshoe configuration on Lynnwood Street.

Commissioner Patnaik asked about the difference between a condo and a townhome. Attorney Ulrich explained that a condominium unit is individually owned, while a condominium association owns and maintains the common elements. He stated that the common elements are held in a separate taxable parcel and that the association maintains the roads and common property, while the buyer owns the individual interior unit.

Commissioner Karol asked if the horseshoe road off Lynnwood Street will be a Township road. Ms. Rabold stated that the applicant plans to keep the road private. She explained that 82 townhomes are proposed to be sold as condominium units rather than be rented.

Commissioner Brinton expressed concerns about water issues in the area. Attorney Ulrich commented that he doubts the Township Engineer would let additional problems go forward.

Commissioner Karol asked what would happen if the Board denied the time extension request. Ms. Rabold stated that the Board would have to vote on the plan as submitted by October 20; otherwise, the developer would receive deemed approval.

Motion by Commissioner Lipkin, seconded by Commissioner Karol, accepting the Time Extension Request for six (6) months for Sheffield Square Project.

The Board Voted: 4 Ayes; 0 Nays; 1 Abstention

Motion Accepting Time Extension Request to January 1, 2027 for Cosme Lot Line Adjustment.

Ms. Rabold stated that the project has been before the Planning Commission and involves the properties at 1801 Broadway and 1770 Acker Street. She explained that a street vacation was completed a few months ago, and the applicant is moving the lot line north so that all buildings will be on the 1801 Broadway property. She anticipates that the applicant will return to the Planning Commission soon with corrected plans.

Motion by Commissioner Patnaik, seconded by Commissioner Leayman, accepting the Time Extension Request to January 1, 2027 for the Cosme Lot Line Adjustment.

The Board Voted: 5 Ayes; 0 Nays

Motion to Approve a Contract with Barrasso Excavating, Incorporated in the Amount of $415,095.00 for the Linda Lane and Gail Avenue Water Line Replacement Project.

Mr. Fornwalt stated that this project will replace the existing water line on Linda Lane and a portion of the water line on Gail Avenue. He noted that twelve bidders submitted bids, and the Township benefited from competitive pricing.

Mr. Fornwalt stated that Barrasso Excavating submitted the lowest bid. He noted that the Township has worked with the company many times in the past and recommended awarding the contract.

Mr. Fornwalt also noted that the Township received $411,000 in grant funding for the project. Mr. Levernier explained that the grant covers 85% of eligible project costs and requires a 15% Township match. He noted that the Township may not use the entire grant, depending on the total eligible project costs.

Motion by Commissioner Karol, seconded by Commissioner Lipkin, to approve a contract with Barrasso Excavating, Incorporated in the amount of $415,095.00 for the Linda Lane and Gail Avenue Water Line Replacement Project.

The Board Voted: 5 Ayes; 0 Nays

Motion to Approve the 2027 Minimum Municipal Obligation (MMO) for the Police Pension Plan in the Amount of $578,638.00.

Mr. Ziegenfus stated that the Township must complete this process annually. He explained that the pension plan actuaries provide a form, and the Township enters the following year's salary information to calculate its obligation.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to approve the 2027 Minimum Municipal Obligation (MMO) for the Police Pension Plan in the amount of $578,638.00.

The Board Voted: 5 Ayes; 0 Nays

Motion to Approve the 2027 Minimum Municipal Obligation (MMO) for the Non-Uniform Plans in the Amount of $894,144.00

Mr. Ziegenfus explained that the MMO includes amounts for amortized unfunded liability. The actuaries use assumptions about retirement and life expectancy to calculate the funding needed for the plans. Changes to those assumptions can result in a shortfall, which the Township funds over several years rather than all at once.

Mr. Ziegenfus stated that the calculations for both plans indicate that additional contributions are needed to address funding shortfalls over time.

Mr. Ziegenfus commented that this non-uniform plan is closed to new employees. He explained that as employees retire, the amount the Township must contribute to that plan decreases. He noted that the total MMO decreased from last year.

Mr. Ziegenfus stated that the new defined benefit plan will come before the Board later in the year, as it does not get funded or approved by the Board until January.

Motion by Commissioner Lipkin, seconded by Commissioner Patnaik, to approve the 2027 Minimum Municipal Obligation (MMO) for the Non-Uniform Plans in the amount of $894,144.00.

The Board Voted: 5 Ayes; 0 Nays

Motion to Approve Payment of $81,226.97 to Mobile Dredging and Video Pipe, Inc. for the Sanitary Sewer CIPP Lining Project.

Mr. Fornwalt stated that the project was awarded over the summer and has been completed. Once payment is authorized, the Township will receive the grant funds for the project.

Motion by Commissioner Leayman, seconded by Commissioner Karol, to approve payment of $81,226.97 to Mobile Dredging and Video Pipe, Inc. for the Sanitary Sewer CIPP Lining Project.

The Board Voted: 5 Ayes; 0 Nays

COURTESY OF THE FLOOR

Mr. Ziegenfus stated that he will provide the first draft of the budget at the next meeting on October 6. Commissioner Patnaik asked if it will be available in the Board's Teams folder. Mr. Ziegenfus stated that revisions are still needed, so it will likely be available on Teams around October 6. He noted that discussions regarding the Police Department and IT budgets will be held that evening.

Ms. Rabold thanked the Board for adopting the Comprehensive Plan. She stated that the next step is to review the Zoning Ordinance and SALDO to ensure that they complement the vision in the Comprehensive Plan.

Ms. Rabold stated that all permits, including moving permits, are now completed online through the GovWell platform. She stated that rental registrations will also use GovWell and that feature should be operational in November.

Commissioner Patnaik commented that he received complaints about blighted properties and sent the information to Ms. Gorman. Ms. Gorman stated that she forwarded the information to the Code Enforcement Officer and will follow up with him.

Commissioner Lipkin commented that the Large Flowerheads concert at Franko Park was well attended, with approximately 300 people and thanked Ms. Lisa Casey for her efforts in organizing the concert.

Ms. Gorman announced that representatives from the Township and the School District will be holding a Coffee and Conversation event at the School District's administration building on Monday, October 5 at 10:00 a.m.

Ms. Gorman stated that the High School's homecoming parade will take place on Friday, October 16.

Mr. Levernier stated that the apron at Eastern Salisbury Fire Department was completed and he is pleased with the results.

Mr. Levernier stated that the Department of Public Works is wrapping up patching work and expects to finish within the next week or two. He also noted that painting of the water tank has been completed and that the tank should be operational once testing is completed.

Chief Sabo stated that the Jefferson Classic Golf Tournament at Lehigh Country Club starts on Tuesday, September 29 and runs through Sunday, October 4. He reminded the Board that Country Club Road will be closed to through traffic from 7:00 a.m. – 7:00 p.m.

Chief Sabo stated that Coffee with a Cop will take place at Giant at the South Mall on October 7 from 11:00 a.m. – 1:00 p.m.

Chief Sabo announced several Halloween events will take place at the end of the month.

Chief Sabo also noted that he and Lieutenant Casey will attend the International Association of Chiefs of Police Conference from October 22 through October 27.

Ms. Gorman stated that the Bethlehem Trail Run is holding an event on October 16 at Walking Purchase Park. Chief Sabo noted that as a result, the park will be closed to hunting that day.

Ms. Mary Elizabeth O'Connor of 745 S Glenwood Street inquired about progress on the vehicle noise concerns she previously raised regarding a neighboring property. A discussion ensued regarding the idling ordinance. Chief Sabo suggested calling the police when the noise occurs and noted that the Police Department could send a preemptive ordinance warning letter.

Ms. O'Connor also raised concerns about speeding on S Glenwood Street, which she believes involves motorists trying to avoid the traffic light on E Texas Boulevard. Chief Sabo stated that Sergeant Losagio has been monitoring traffic on S Glenwood Street and that the Police Department has participated in joint details with the City of Allentown in the area.

ADJOURNMENT

Commissioner Karol made a motion to adjourn the meeting. Commissioner Lipkin seconded the motion. The time was 7:55 p.m.

Respectfully submitted,

Cathy Gorman
Township Secretary

These constitute the official Minutes of the Regular Meeting of the Board of Commissioners held on September 24, 2026.

Approved and certified on this date:

_____
Cathy Gorman

Date: _____

SEAL