

## **CORONAVIRUS STATEMENT – Updated April 27, 2020**

### **TOWNSHIP OFFICES ARE CLOSED TO THE PUBLIC IN ORDER TO LIMIT PERSONAL CONTACT.**

Administrative staff will be working remotely from home effective March 27, 2020. Although we continue to be available during normal business hours, Monday-Friday 8:30 am- 4:30 pm via phone or e-mail to answer any questions or conduct routine business, we greatly appreciate your patience and understanding should you experience a brief delay in receiving a response. The Township's office phone number is 610-797-4000 and general email is [info@salisburytownship.org](mailto:info@salisburytownship.org). Outlined below are other temporary modifications:

- In-person payment of all utility bills will not be accepted. Payments must be mailed in the envelope provided with the bill, dropped in the Admin Building Drop Box, or made via our online bill payment platform located on the Township's website at <https://www.salisburytownship.org/township-government/departments/finance/pay-your-utility-bill-online/>. If you need assistance with the online bill paying option, please call 484-661-5815 or 610-797-4000 for help.
- In-person payment of tax bills will not be accepted. Payments of Township taxes must be mailed to the address indicated on the tax bill – Linda J. Minger, 2900 S. Pike Avenue, Allentown, PA 18103. If you need to contact the Tax Collector with any inquiries, she can be reached at 610-871-0252 or [lminger@salisburysd.org](mailto:lminger@salisburysd.org).
- *[Updated 04/27/20]* Beginning May 4, 2020, both the Franko Drop-Off and the Devonshire Drop-off will be reopening, under slightly different guidelines from the norm: The two drop-offs will be open Monday to Friday from 8am-2pm, on alternating weeks, for the entire month of May. Franko will be open the weeks of May 4<sup>th</sup> and 18<sup>th</sup>. Devonshire will be open the weeks of May 11<sup>th</sup> and 26<sup>th</sup>. This is a **temporary change intended for the month of May only**. We will revisit the operation schedule in mid to late May, but it is subject to change at any time, depending on circumstances.

We'll have one Public Works' employee stationed at the entrance gate, managing all site visitors. Residents will have to show proof of Township residency (their most recent utility bill would be optimal) and addresses will be logged. Only 3 cars will be allowed on-site at any given time; only when one car leaves another will be allowed in.

As usual, the sites are **open for residential use only**; no landscapers or non-residential use will be allowed. All materials will be checked to ensure that they're clean and not contaminated with other waste. Contaminated materials will not be allowed to be disposed of at the site.

In order to maintain appropriate social distancing, there will be no physical interaction between Township staff and the public. **Residents must be able to unload materials and empty containers themselves**. Residents must take all bags and containers utilized for the transportation of materials with them when they leave the drop-off site. **Masks will be required to be worn to enter the site.**

- The Township will not be accepting any further park pavilion reservation or ballfield permit requests until further notice. Additional information will be posted on the Township's website as it becomes available. Current pavilion reservations may be subject to change as new information is received.
- All TOWNSHIP PARK FACILITIES ARE CLOSED for public use until further notice. This includes use of the basketball courts, tennis courts, pickleball courts, all soccer and ball fields, playground equipment and pavilions. The purpose of this closure is to limit person-to-person contact. The only use allowed is walking or running, specifically on paths at Lindberg and Franko Parks, so long as 6-foot social distancing guidelines are adhered to.
- Salisbury Township will reestablish accepting zoning and building permit applications. All applications must be submitted either electronically or through the mail. There will be no in-person drop off available. Submissions can be emailed to [khval@salisburytownship.pa.gov](mailto:khval@salisburytownship.pa.gov) or mailed to: Salisbury Township, Community Development Office/Permit Application, 2900 South Pike Avenue, Allentown, PA 18103. Upon submission, all applications will be reviewed within the required time limits.

Because the Township's third-party inspection agency, Barry Isett & Assoc., Inc., has ceased inspection services effective 03/20/20 (with the exception of emergency or critical-need projects), only permits approved for work deemed essential, or granted an exemption by the State's Department of Community and Economic Development, will be released to the applicant. All non-essential permits will be held until the Order has been lifted and normal operations resume. This determination will be communicated to the applicant. If you have any questions, please contact Community Development Department staff at 484-661-5825 or 484-661-5812 for additional assistance.

- Planning submissions and zoning appeals will be accepted, as long as a waiver of the time requirements is included. Planning submissions and zoning appeals must also be submitted either electronically or through the mail. They can be emailed to [krabold@salisburytownship.pa.gov](mailto:krabold@salisburytownship.pa.gov) or mailed to: Salisbury Township, Community Development Office/Appeal, 2900 South Pike Avenue, Allentown, PA 18103. Since no meetings or hearings have been scheduled until further notice, planning submissions and zoning appeals submitted will be placed on the appropriate agenda, in the order of submission, once meetings and hearings have resumed. There will be no more than four cases per agenda. For further guidance on these matters, and for a copy of the required waivers, please contact Kerry Rabold at [krabold@salisburytownship.pa.gov](mailto:krabold@salisburytownship.pa.gov).
- *[Updated 04/27/20]* Republic Services will resume the collection of bulk items, effective the week of April 27<sup>th</sup> (see <https://www.salisburytownship.pa.gov/refuse-recycling/bulk-items/>). We ask that you please be patient, as Republic may need some additional time to 'catch up' on all item collections now that the suspension of this service is lifted.

- The Township's Public Works Department, both the Highway and Utility division, will continue their works as usual, unless and until it becomes necessary to revise or amend those services, as more information becomes available.
- The Salisbury Township Police Department has issued separate guidance on the Department's plan of action during this time and their procedure for addressing non-emergency calls. More information is available at <https://salisburypolice.org/>.

### **Public Meetings**

Salisbury Township public meetings are hereby canceled through May 15, 2020, with the exception of the May 14<sup>th</sup> Board of Commissioners' meeting. Please be sure to check the Township's website often regarding meeting status updates at <https://www.salisburytownshippa.org/township-government/meetings/>.

As always, please visit the Township's website at <https://www.salisburytownshippa.org/> or call 610-797-4000 for additional information. We'll continue to update the website as further information becomes available. We greatly appreciate your patience and understanding of Salisbury Township's efforts to minimize the disruption of service and attempts to maximize the health and safety of all, so that we can continue to fulfill our obligations to the citizens we serve.

Cathy Bonaskiewich  
Township Manager