

**RESOLUTION NO. 01-2024-1804**

**BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF SALISBURY, LEHIGH COUNTY, PENNSYLVANIA, APPOINTING BARRY ISETT & ASSOCIATES, INC. AS THE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF SALISBURY.**

**WHEREAS**, the Board of Commissioners desires to appoint Barry Isett & Associates, Inc. at 5420 Crackersport Road, Allentown, PA 18104 as the Township Engineer for the Township of Salisbury; and

**WHEREAS**, it is the feeling of the Commissioners that the services which the Township Engineer is to render shall be enumerated to the maximum extent possible.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Township of Salisbury, Lehigh County, Pennsylvania, and it is hereby resolved by the same that Barry Isett & Associates, Inc. be appointed to the office of Township Engineer for the Township of Salisbury effective January 1, 2024; term to expire on January 1, 2026 or until a successor has been appointed; and

**BE IT FURTHER RESOLVED** that the Township Engineer be paid compensation on an hourly basis, as outlined in the attached Engagement Letter and/or Fee Schedule, or upon such other basis as may be agreed upon between the Township Engineer and the Board of Commissioners, for all work performed, including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. The Township Engineer shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work and/or in response to questions by any of them in their official capacity.

**AND BE IT FURTHER RESOLVED** that said Township Engineer shall be authorized to designate other engineers who are engaged with the engineering firm to render services required by the Township, provided, however, that the Township Engineer shall be responsible for any and all engineering services rendered by the Township Engineer or anyone designated by the Township Engineer.


**AND BE IT FURTHER RESOLVED** that the Township Engineer shall not accept any commissions from outside “clients” requiring the processing of engineering work by any/all Salisbury Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners and/or written letter of approval of the Township Manager as authorized by the Board of Commissioners.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of January, 2024 at a regular public meeting.

TOWNSHIP OF SALISBURY  
(Lehigh County, Pennsylvania)

  
\_\_\_\_\_  
President, Board of Commissioners

ATTESTED:

  
\_\_\_\_\_  
Township Secretary



November 17, 2023

Ms. Cathy Bonaskiewich, Township Manager  
Salisbury Township  
2900 South Pike Avenue  
Allentown, PA 18103

Dear Ms. Bonaskiewich:

RE: Looking Forward to Serving You in the New Year

Barry Isett & Associates (Isett) appreciates the relationship we have developed with Salisbury Township in our service as Municipal Engineer. We look forward to continuing to serve you in 2024 with engineering, grant writing support, and other municipal services.

Listed below are contacts listing your primary contact and back-ups who are ready to assist. Also included is Isett's 2024 fee schedule and a copy of our pro bono Grant Writing Policy.

Please feel free to contact me with any questions. We appreciate your business and look forward to exceeding your expectations.

Sincerely,

Stanley Wojciechowski, PE, CME  
Department Head  
Municipal Engineering Services

**Primary Representative:**

Stanley Wojciechowski, PE, CME, Department Head, Municipal Engineering Services  
484-866-4884 (desk) | 610-740-4422 (mobile)  
swojciechowski@barryisett.com

**Back Up Contact:**

Matt Walter, MCP, CFM, Vice President, Public Division  
484-866-4879 (desk) | 570-250-9420 (mobile)  
mwalter@barryisett.com



**MUNICIPAL**

Sr. Municipal Engineer	\$132.00
Municipal Engineer/Planner	\$120.00

**DESIGN/DRAFTING/MODELING**

Registered Landscape Architect	\$120.00
Landscape Designer	\$108.00
Staff Professional	\$117.00
Sr. Project Technician	\$101.00
Staff Technician	\$ 92.00
GIS Specialist	\$100.00

**ENVIRONMENTAL**

Sr. Environmental Manager	\$120.00
Sr. Environmental Scientist/Geologist	\$113.00
Project Environmental Scientist	\$105.00
Sewage Enforcement Officer	\$102.00

**SITE OBSERVATION**

Sr. Construction Manager	\$132.00
Construction Manager	\$119.00
Construction Building Official	\$105.00
Construction Inspector	\$ 95.00

**SURVEY**

Professional Surveyor	\$116.00
Survey Crew Chief	\$106.00
Survey/GPS Crew	\$180.00
Three-Person Survey Crew	\$218.00

**ADDITIONAL SERVICES**

Sr. Transportation Engineer	\$166.00
Sr. Geotechnical Engineer	\$210.00
Sr. Forensic Engineer/Architect	\$210.00
Sr. Electrical/Mechanical Designer	\$166.00
Forensic Emergency Response	\$315.00
Construction Materials Testing	\$ 71.00
Certified Special Inspector	\$ 93.00
Grants Specialist	\$119.00
Project Support	\$ 69.00

NOTE: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include mileage; priority/express mail and packages; preparation of materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in **excess** of that normally carried.

Above rates are subject to change if conditions warrant. Reimbursables subject to Sales Tax.

Effective: 1/1/24

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## 2024 Municipal Fee Schedule

**BARRY ISETT & ASSOCIATES, INC.**  
**2024 MUNICIPAL GRANTS ASSISTANCE POLICY**

Since 2015, Isett's grantsmanship team has helped secure more than \$49 million in grant funding for municipalities and organizations in which we serve as an appointed Engineer of Record or Special Projects Engineer. We take pride in our ability to assist clients with filling funding shortfalls by offering grant writing support services.

At Barry Isett & Associates, Inc., our goal is to collaborate with you to customize a grant funding strategy that pairs your priority projects with relevant funding programs, culminating in a plan to pursue grant funding for those projects considered most fundable or competitive. The development of these projects is often the result of a cumulative process that Isett has already initiated through other work or plans.

Isett does not complete grant applications as an isolated service: we prepare grant packages with the active involvement of our municipal managers and/or local government officials. Isett grant writers, engineers, and technical staff partner with the municipalities to submit complete, accurate and competitive grant applications.

**SCOPE OF SERVICES**

**A. Non-billable Grant Writer Assistance:** Our grant writers will offer your municipality up to 50 non-billable hours a year of their time to prepare and/or submit grant applications.

1. Advise client on potential grants to assist with project funding shortfalls. Time includes reaching out to grant representatives to identify grant feasibility, research into specific programs, projects, or funding considerations.
2. Attend one site visit and/or in person strategy meeting.
3. Prepare for and attend one virtual strategy meeting with client, per grant application – if necessary or requested.
4. Draft and coordinate supporting documents such as resolutions, letters of support, and funding commitment letters.
5. Coordinate and complete grant applications including application-associated research, the web portion of the application, and actual submission.
6. Notification of grant award results.

**B. Technical Grants Assistance:** Isett's technical team may bill for their time and services associated with preparing the technical aspects of grant projects and applications.

1. Cost Opinions
2. Project Concepts, Sketches, or Drawings
3. Design
4. Mapping/Survey
5. PNDI Searches
6. Construction drawings
7. Permits/Approvals

8. Consultation
9. Client meetings or Site Visits
10. Department/Agency meetings, presentations, or coordination
11. Public Workshops or Community Meetings
12. Records Research
13. Post Grant Award Administrative Services

#### **ADDITIONAL SERVICES/EXCLUSIONS**

1. If the Client exceeds 50 hours of non-billable grants assistance, the grant writer's hourly fee as listed on Isett's municipal rate sheet may apply. Isett will send you quarterly updates on pro bono (non-billable) time and when you are nearing the 50 hours.
2. Following are the programs for which Isett will offer pro bono grant writing assistance. If we serve as engineer of record to you, we may assist you with select projects that will not require engineering or Isett services to complete – such as LSA or County grants for equipment purchases, police improvements, or public/park amenities. For all other municipal relationships, we will help with grant applications specific to grant applications for Isett-developed projects for which we will be providing planning, design, permitting, studies, inspections, etc. after a grant is awarded.
  - DCNR
  - Regional Mini Grant Programs
  - DCED Greenways Trails and Recreation Program
  - PennDOT ARLE (traffic signalized intersections)
  - DCED Multimodal Transportation Fund Grant Program
  - DEP Growing Greener\*
  - DCED LSA County/Regional Grant Programs (not all counties are eligible)
  - DCED Statewide LSA Program
  - PennDOT Multimodal Transportation Fund Grant Program\*
  - DCED Small Water and Sewer (and stormwater)
  - PA H2O (larger water/sewer/stormwater)
  - Community Development Block Grants
  - County-hosted Park & Recreation or Community Revitalization Grants

\* These programs often have more technical costs associated with the application, because they require more support material and/or input on the narrative from Isett's technical team.

If a grant program is not included on this list or if new grant programs arise, please reach out to us to express your interest should you require assistance; we will discuss each opportunity as a grants team, on a case-by-case basis, and decide on Isett's involvement and a fair cost to complete and submit the application.

3. For municipalities where we are not engineer-of-record, we may also provide a fee-for-service proposal to complete grant applications outside the scope of Isett's technical professional service involvement (i.e., grants for the police, fire company, public works, recycling, etc.).
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4. Cost Opinions prepared as supporting data for a grant application will be based on our professional experience and/or qualified written vendor/contractor quotes. Isett's cost opinions are non-negotiable and based on the available information at that time. More detailed costs may be provided after design and finalized via competitive bidding.
5. Any application fees may be paid by Isett at the time of submission, but the Municipality shall reimburse Isett for any fee after the Client receives confirmation that the application was submitted.
6. As evidenced by our grant writing success, Isett has developed a reputation and stature with the various grant agencies. As such, we must evaluate the client and/or project prerequisites for each grant program and if the applicant or project eligibility is questionable; if pre-application requirements aren't met; or if there's insufficient background material – Isett can work with the Client to strategize, plan and develop an application for another time or for a different program, which will be more advantageous for a successful award.
7. Grant programs often limit the percentage of a grant award that is permitted to be used towards engineering/professional costs (design, survey, permits, etc.). Isett will advise Client in advance, of additional funds to be budgeted beyond program limitations, however, grants are often awarded at lesser amounts than requested and Client should be aware that the scope and/or value of engineering/professional services is often not scalable to the diminished value of the project scope. Upon receipt of a grant award, Isett will provide a separate service proposal to Client – outlining our scope of work and fee schedule pertaining to the implementation of the grant project.
8. Isett reserves the right not to submit incomplete applications.
9. Isett makes no guarantees on the success of any grant application.
10. Isett will not be held liable for any applications or component pieces that don't get submitted by the deadline, or technical malfunctions of the funding agency, nor for the accuracy of any information contained within the narrative.

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Prior to performing any work that is outside the scope of work of this agreement, Isett will provide an estimate of the additional cost based on the attached hourly rate schedule and will obtain approval from the Client.

We appreciate the opportunity to serve you and look forward to assisting you with options to fund your projects.

Sincerely,



Mary Himmelberger  
Department Head  
Grants Department