

**Monday, Jan. 30, 2006**  
**Lynnport PA 18066**

The workshop meeting of the Lynn Township Board of Supervisors was called to order at **5:30 p.m.** in the Municipal Building by Chairman Thomas C. Creighton.

Present were Chairman Thomas C. Creighton III, Vice Chairman Dave Najarian, Charles Lenhart III Supervisor, Roy Stewart Engineer, Kenneth Bleiler Zoning Officer/Administrator, Tina Everett Secretary, Robert Sadler Treasurer, Elsa Kerschner from the Northwestern Press, and approximately 10 citizens.

Public Comment –none

Subdivisions-

Caton-Minor Subdivision-2 Lots for final-Red Rd., Kemp.-Represented by Scot Dietrich from Bill Beitler's office. Requested a waiver on widening road, but board did not feel it would be fair to grant waiver request, since it wasn't done in the past and there is no hardship. Road Improvements fee and \$1,000 rec fee to be submitted by Thurs, Feb. 2, 2006. Plan to be approved Thurs, Feb. 2, 2006.

Mtn.Road-Minor Subdivision- 2 Lots -Mtn. Rd. & Fenstermacher Rds.- Requested a 60 day extension to the conditional final plan. The grant of time is necessary for the applicant to obtain approval from outside agencies regarding the sewage planning module. The request will be acted on Thursday, Feb. 2, 2006.

Roy Stewart, Engineer gave an overview of Act 537 Sewage Facilities Plan. He met with Dave Schlott, Arrow and a representative from DEP on Jan. 25, 2006 to go over review letter from DEP. They discussed the items that were resolved and discussed the items that needed to be resolved. The letter we received had stated that we needed to get something back to them by Feb. 1<sup>st</sup>,2006. This won't happen, due to timing. They will give 60 day extension, which would take us until April 10, 2006. DEP would need revised plan back from us no later than March 24, 2006.Dates are critical to DEP. If we would ask for a 60 day extension for us to reply to the comments from DEP, that would take us to March 24, 2006. The meetings will need to be re-advertised with more details. The advertising would need to be done by Feb. 24<sup>th</sup>. David Schlott Jr, from Arrow Engineering will attend the Feb. 2, 2006 meeting to discuss any questions that the board may have. David Najarian feels we need recommendations from Arrow Engineering. If the township would withdraw the plan, it won't jeopardize the grant. The board will make a decision which way to go, once they talk with David Schlott from Arrow Engineering.

Public Comment-

Donald Christ advised the board that David Schlott will address the board with all their questions on Thurs., Feb. 2, 2006. He also commented that you cannot phase a sewer plant. We can't do it ½ way, doesn't work that way.

Marvin Charles commented that he feels the township should be paying for David Schlott to come to our meeting on Thurs., Feb. 2., not the sewer authority.

Discussion on Joseph Tetz's open escrow account from 1996. The board will give Robert Sadler, Treasurer permission to release the money to Mr. Tetz on Thurs., Feb. 2, 2006.

Discussion on the re-appointment of Recreation Advisory Committee. The Rec. Advisory Committee will be reappointed Thurs., Feb. 2, 2006. Charles Lenhart asked about the retainer fee of \$900 being paid or not.

Donald Christ discussed the projects at the Ontelaunee Park. Due to all the rain, many of the projects are going slower than he had hoped. Gateway Walk & Gateway Garden- DCNR Grant, Bandshell is done, need to plant grass and drain ditches. Also working on memorial garden @ bridge, but due to weather it hasn't been able to get done. He's working with the New Tripoli Bank on pavilion. He's preparing for playground; springhouse stonework is done; they are ready to put on roof. The Boy Scouts as deciding on doing an eagle project. He thinks they are going to do a butterfly garden near the springhouse. Grant money (\$2000) was turned over to Treasurer, Robert Sadler for playground equipment. He also turned over the \$1700+/- grant

money for feasibility study for swimming pool. Donald Christ also sent letters out to the residents of Lynn Twp. asking for donations. There are trees, tables and benches to be bought. Fields will need to be replanted again in Spring.

David Najarian asked for a record of everything going on to be given to Tina Everett, Secy on timelines/completion dates for all current projects at the Ontelaunee Park.

Thomas Creighton asked about the policy for park. Donald Christ informed the board that they are currently using the policy of the NW Rec. Commission.

Thomas Creighton had some concerns about the safety of the township with the swimming pool due to liability. He felt maybe we should fill-in pool.

Donald Christ informed the board that this was being used by the fire company for practice. If the fire company doesn't want to use it, then Mr. Christ has no problem with filling in pool. He also informed the board that the West Nile Virus was being taken care of by Lehigh County. They test the water, and treat it if necessary.

Discussion was brought up about possibly having Donald Christ as Park Manager handling the account for paying the bills at Ontelaunee Park. The board would need to look into this, due to the possibility that Mr. Christ might need to be bonded.

The board discussed and went over an advertisement for Ken's position to be posted on our website, which would be for a Township Manager/Administrator/Zoning Enforcement Officer. They also looked over a shortened advertisement for Township Manager/Administrator/Zoning Enforcement Officer for newspaper. Ken looked over advertisement that David Najarian wrote up and made a few changes. He also informed the board that they need to advertise this position as a Certified Building Code Official also. Dave Najarian mentioned that he will make the changes then the board will discuss on Thurs. night to advertise his position immediately to get the ball rolling.

The board discussed that they will exonerate the tax collector, Linda Tyson on Thurs., Feb. 2<sup>nd</sup> from collecting certain per capita taxes.

The board gave permission to Tina Everett, Secy. to order a 4 drawer fire proof/locking filing cabinet, not to exceed \$1000.

Public Comment-Harry Gruber reminded the board that maybe we would want to check with the Surplus Store in Harrisburg for a filing cabinet, since they sell stuff real cheap.

A motion was made by David Najarian, seconded by Charles Lenhart authorizing Thomas Creighton to order a color/laser printer for Ken Bleiler's desk, which is not to exceed \$600.00. Motion carried.

Public Comment- Marvin Charles felt if we needed to spend the extra money for a more top of line file cabinet, then we should, if we felt it was necessary.

Discussion was made on changing the locks at township building with a key pad lock. After discussing this further, the board decided this isn't something they will do at this time. There were concerns about the safety of the employees at the municipal building.

Discussion was brought up on Sherry Selig's hours at Township office. The board decided to direct Sherry to report to the Zoning Office on Mondays, Tuesdays and Thursdays for an 8 hr. day. She is to report to the Sewer Authority on Wednesday and Friday mornings only from 8-12noon and then report to the Township office on these days by 12:30pm. This is to help with the transition of Tina Everett as Secy.

Robert Sadler, Treasurer discussed AD Computer doing the Township's payroll. He gave a sample spreadsheet and timecard to the board. If anyone finds a problem with their check, they should advise him ASAP. The board will need to give authorization for AD Computer to do payroll, which will need to be done by resolution.

Robert and Tina were directed to write-up resolution by Thursday night if possible, so the board could act on this. Mr. Sadler also discussed that it seems a few employees would like to be paid bi-weekly.

Discussion was brought up on the pumping out of our septic systems. Charles Lenhart III, informed the board that the 2 septic tanks at the Zoning Office and Maintenance Bldg. will be getting emptied out on Wednesday, Feb. 1<sup>st</sup>, 2006 by Christman's Septic Service.

Discussion was brought up on the lighting situation in the Twp. Municipal Bldg. parking lot. More lighting is needed near the back of the parking lot. Estimates are being done by David Wright, Wright Electric, Fred Selig, Selig Electric and Gregory Snyder, Best Building. Both David Wright and Fred Selig stopped in to look at situation on 1/30/06 and will get back to us with estimates. Gregory Snyder is due to stop in on 1/31/06 to look at job as per Kenneth Bleiler.

The board discussed the 84<sup>th</sup> Annual State Convention & Trade Show at Hershey is on 4-23 to 4-26-06. Thomas Creighton directed Tina Everett, Secy. to fax in his registration form. Anyone else attending will need to fill-out their registration forms and get mailed or faxed in to PSATS.

Workman's Comp. was discussed. Tina Everett, Secy. advised the board of the following information. The workman's comp. insurance would increase approximately \$1,194 from 4/1/06 until 1/1/07 for us taking over Weisenberg Twp. completely on a first-call basis. We are currently serving 40% of Weisenberg Township on a first-call basis and 15% of Lowhill Township. We are not currently getting any money from either of these two townships to help with the cost of workman's comp. This is something the board will look into. The board directed Township Secretary to write a letter to determine what areas the fire companies cover outside their first-call basis areas.

#### Misc-

Robert Sadler, Treasurer informed the board that he doesn't have, nor can he find some filings that are missing. These filings are due Tuesday. The items he can't find are the 941 forms, Pension Plan filings and tax records for EIT. Robert Sadler was asked by the board to put the items in writing in which are missing. A copy of this should be given to Board of Supervisors and Solicitor, Edmund Healy.

Discussion was brought up on hiring a part-time/full-time secretary for the Zoning Office to replace Sherry Selig while she's out on maternity leave. Tina Everett, Secy. was asked to contact temporary employment service about the costs, etc. for hiring a temporary employee. Thomas Creighton informed the board that he had someone in mind that would be willing to be a part-time temporary employee on a call basis.

#### Public Comment-

Harry Gruber asked how we were advertising Ken Bleiler's position. It's being advertised as Township Manager/Administrator

Mel Charles- Informed the board to be careful with engineer. Make sure what they authorize him to do by deadline dates gets done. They were concerned because he made comment that he already made revisions, without their approval. Mel has a lot of years experience with engineering firms.

David Najarian made a motion, seconded by Charles E. Lenhart III to adjourn the meeting. Motion carried. Meeting adjourned 7:30 p.m.