

Workshop Meeting
Monday, October 30, 2006 – 5:30 PM
Lynnport, PA 18066

Call to Order

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

Present were Chairman Thomas C. Creighton III, Vice Chairman Dave Najarian, Member Charles Lenhart, Zoning Officer Kevin N. Deppe, Assistant Secretary Tina Everett, Treasurer Robert Sadler, Road Master Bruce Raber, Park Manager Donald Christ, Engineer Roy Stewart, Secretary/Assistant Treasurer Tracy Miklus, and approximately 8 citizens.

Public Comment

None.

Road Report

Road Master Bruce Raber reviewed completed work for the month of October. It consisted of the following:

- Installation of three new Cherron road signs on corner of Flint Hill Road;
- Installation of guide rail on Dresher Road;
- Cutting down trees at recycling center and starting backfill;
- Black-top shoulder of Reeser Road, Autumn Road, and small area on Gun Club Road (287 tons total)
- Patched pot holes on our dirt and black-top roads;
- Built a shoulder paver for our grader;
- Welding repairs to snow plows and trucks;
- Started boom mowing high banks and tree branches;
- Cleaned out exit ends of pipes and gutters.

Road Master Raber stated what work was anticipated work for the month of November as follows:

- Install guide rail on Flint Hill Road;
- Continue boom mowing;
- Start tree trimming and chipping;
- Work on equipment and trucks to prepare for winter snow removal.

Road Master Raber also discussed the purchase of a Paver; Lynn and Heidelberg Township want to go together on a purchase. Chairman Tom Creighton said they could look for one

Chairman Tom Creighton asked if Road Master Raber was able to buy used guide rails; Road Master Raber stated the yes for approximately \$1,400. He said Weisenberg Township lent us ten sections and he purchased 50 sections. He said we have 40 left and returned the 10 to Weisenberg.

Chairman Tom Creighton asked if Road Master Raber signed up for a seminar, "Manage Winter Roads and Street Operations"; Bruce said he had not signed up due to time constraints. Chairman Tom Creighton offered him administrative staff to help him sign up.

Vice Chairman Dave Najarian brought up the Pool and pool house issue. He said it was imperative to end the liability issue. A motion was made by Vice Chairman Dave Najarian and seconded by Member Lenhart to authorize Road Master Raber to rent a dumpster and have him and his crew dismantle the pool house and fill-in the pool. Motion carried unanimously.

Fire Department – Insurance Issues

Dennis Snyder brought up re-painting lines in Penn's View Development for fire hydrants; he was told it was already done. Then there was discussion regarding illegal parking, Kevin Deppe was told to check for an ordinance.

Heintzelman – re: Maintenance of Broadtail Court

Engineer Roy Stewart stated that we wrote a letter back in September regarding starting the maintenance period to get everything ready for final inspection. Member Charles Lenhart said the maintenance period already started. Roy stated it was not covered under Liquid Fuels, therefore, the Township would not receive funding from the State. Vice Chairman Dave Najarian stated he did not think we formally accepted the maintenance period and he did not think it started. Vice Chairman Dave Najarian also said Roy said the maintenance started and Ed Healy had a different opinion and they both need to get together and get on the same page. Roy said if Ed wants to change policy, he should, but then everything from this point forward should be done in a uniform manner. Roy said that the road is ready to be accepted for dedication. Chairman Tom Creighton asked Road Master Bruce Raber to come up with an estimate for the Township to plow the road and then give the estimate to Zoning Officer Kevin Deppe who will go to Heintzelman to see if they want the Township to plow or if they would like to do it themselves.

Fire Department – Insurance Issues

Chairman Tom Creighton brought up the insurance coverage for fire vehicles; there is an issue regarding double liability coverage. Fire Chief Dennis Snyder and Rod Beck, President of New Tripoli Fire Company were given copies of a report from Paul Pugielli of Brown & Brown Insurance. Assistant Secretary Tina Everett gave them Mr. Pugielli's telephone number so they could contact him. Chairman Tom Creighton offered them administrative help if needed.

Ontelaunee Park Report

Park Manager Donald Christ reported on the following progress in the park:

- Regular maintenance continues; i.e., mowing grass, maintaining gardens, etc.
- Gateway Garden walk, begin to finish cement work;
- 09/28/06 - Four townships haul topsoil into park;
- 10/02/06 - Utt Excavating spread topsoil (band shell and Springhouse area)(Nestlé paid);
- 10/04/06 - Utt Excavating planted grass at Springhouse (Nestlé paid);
- 10/04/06 - Band shell area – John Stewart power raked and Brad seeded and fertilized;
- 10/07/06 - Kistler pole barn at Fort Everett, installed poles;
- 10/10/06 - Lynn Township removed dirt pile from park;
- 10/10/06 - Volunteers at Fort Everett putting up wall;
- 10/19/06 - Richard closing doors at bathhouse;
- 10/19/06 - Mennonite School visited park.

Park Manager Christ asked about money to buy playground equipment. Vice Chairman Dave Najarian made a motion, seconded by Member Charles Lenhart, to withdraw \$11,000 from the Recreation Fund and deposit it into the Park Fund so that the equipment could be purchased. Motion carried unanimously.

Subdivisions

John J., III & Tereza A. Scully – removed

Jacobs Church – Minor – 2 lots, 8379 Kings Highway, New Tripoli – Preliminary Plan

Engineer Roy Stewart said the 50' easement could not be a road. Vice Chairman Dave Najarian said that at this time it was not an issue and that the easement does not constitute approval for a public road. Vice Chairman Dave Najarian said they need to put this into the agreement so there is no question in the future. Roy said there were a few other issues with the plan; i.e., drafting issues, right-a-ways wrong, nothing that can't be corrected. Kevin Deppe said he asked questions at the Planning Commission meeting regarding the easement; i.e., what is it there for and who takes care of it? He is waiting for answers. Vice Chairman Dave Najarian said to table the plan.

Northwestern Elementary School – land development plan, 1 lot – 6493 Route 309, New Tripoli – Final Plan

Robert Whartenby and Mark Thompson from Cowan Associates, Inc. present.

Mr. Whartenby stated he was at the meeting to go over procedure and for final approval. Vice Chairman Dave Najarian informed him that the official meeting was Thursday, November 2, and that this meeting was a workshop. Assistant Secretary Tina Everett was given a copy of the deed.

Heintzelman – re: Maintenance of Broadtail Court (cont.)

Chairman Tom Creighton brought up issue again and Engineer Roy Stewart reinforced that we need a uniform policy.

ARRO's Feasibility Study for 537 Plan

Before accepting plan, Chairman Tom Creighton will have Britt Bassett from Bassett Engineering do an independent review of the sewer plant and the study.

Act 40 of 2005 and Enforcement of the Real Estate Transfer Tax

Steckel & Stopp was working on this issue. Board agreed that the Solicitor should do the Ordinance. Vice Chairman Dave Najarian made a motion, seconded by Member Charles Lenhart, to direct Ed Healy to proceed with the amendments necessary to be in compliance with Act 40. Motion carried unanimously.

Proposed Ag. Conservation Easements – Lehigh County Agricultural Land Preservation Board

Vice Chairman Dave Najarian gave background on this issue. He made a motion, seconded by Member Charles Lenhart, to sign and send a letter to Jeff Zehr of the Lehigh County Agricultural Land Preservation Board in favor of this issue. Motion carried unanimously.

Ordinance amending the Zoning Ordinance, Zoning Map, and Subdivisions and Land Development Ordinance to alter the labels given to seven (7) of the eight (8) Zoning Districts existing within Lynn Township

Vice Chairman Najarian said this should be done last and numbered last on Thursday.

Ordinance amending the Zoning Ordinance to revise the definitions of the term "animal husbandry" and "kennel" to exclude the boarding of horses and commercial stables from the regulations applicable to on-lot businesses

The Board agreed it was already discussed; will be on agenda for Thursday's Board Meeting.

Ordinance amending the Zoning Ordinance to promote a more balanced community having mixed housing types and related regulations in the Rural Center (RC) Zoning District

Nothing said about this ordinance.

Ordinance creating an Environmental Advisory committee and its operating procedures and powers

Chairman Tom Creighton said that we had an application from an interested party for the committee that he strongly recommends. Will be on agenda for Thursday's Board Meeting.

Resolution to amend and add to the existing Agricultural Security Area (Steven R. & Lynette L. Daniels)

Will be on agenda for Thursday's Board Meeting.

Resolution to adopt the Hazard Mitigation Plan, Lehigh Valley, PA July 2006

Will be on agenda for Thursday's Board Meeting.

Status for need for Code Inspector (Building & Plumbing Inspector) – Resolution to appoint a code inspector (CodeMaster Inspection Services)

Zoning Officer Kevin Deppe discussed candidates for inspector. He thinks we should use the same one Heidelberg uses, CodeMaster Inspection Services. He told the board he would give them copies of each prospect, CodeMaster Inspection Services, LTL Consultants, and Barry Issett. He said he also had copies of fee schedules from Heidelberg and some comparisons to Upper and Lower Macungie, and Maxatawny. Chairman Tom Creighton asked about our current inspector, stating there was a health issue. Kevin feels we should hire someone soon as an alternate as the need could

Status for need for Code Inspector (Building & Plumbing Inspector) – Resolution to appoint a code inspector (CodeMaster Inspection Services) (cont.)

arise in the near future. Vice Chairman Dave Najarian asked Kevin to get the resolution and fee schedule ready for Thursday's Board Meeting.

Zoning Hearing Board Fees

Zoning Inspector Kevin Deppe will work on this.

Treasurer Report

Pension Issues

Capital Reserve Fund

Rob Sadler recommends putting the money into 13-week T-Bills which are now paying 4.99% interest. Vice Chairman Dave Najarian discussed splitting the money; half into the T-Bills and half stay in New Tripoli Bank versus all into T-bills. Rob said he would work on securities issues before finalizing any recommendation.

Budget

Treasurer Rob Sadler handed in a preliminary 2007 budget; he needed a few more numbers before it is complete. Vice Chairman Dave Najarian said it needed to be advertised. Will be on the agenda for Thursday's Board Meeting.

Zoning Board Hearing Fees

Rob also brought up escrow accounts, Vice Chairman Dave Najarian said he would draft a resolution to rescind Resolution 1992-4 which is related to Zoning Board Hearing fees.

CPA Firms

Treasurer Rob Sadler interviewed and checked references for several CPA firms; France, Anderson & Basile, Reinsel, Kuntz, Leshner, and Vondercrone & Behrens. Rob recommends Reinsel Kuntz Leshner. Vice Chairman Dave Najarian recommended Reinsel, Kuntz, Leshner to do the sample audit of 2005 and having Ed Healy work on an advertisement to replace the Board of Auditors. Chairman Tom Creighton agreed and said it will be on agenda for Thursday's Board Meeting.

Clothing Allowance for Road Crew

Treasurer Rob Sadler asked about the amount for a clothing allowance for the road crew. Chairman Tom Creighton made a motion, seconded by Vice Chairman Dave Najarian, to set the clothing allowance for the road crew at \$200 per year. Motion carried unanimously.

Scanner/Paper Shredder/Quickbooks Pro 2007 for Township Secretary

Assistant Secretary Tina Everett mentioned that our copier needs to be updated; she will check on this. Vice Chairman Dave Najarian made a motion, seconded by Member Charles Lenhart, to authorize Kevin Deppe and/or Tracy Miklus to purchase the scanner, paper shredder and Quickbooks Pro 2007, total not to exceed \$750. Motion carried unanimously.

Act 4 – Sample Ordinances

Discussion regarding the sample ordinances from Jeff Zehr or the Lehigh County Agricultural Land Preservation Board. It was decided that a letter be drafted to the school board asking their position on the issue; Vice Chairman Dave Najarian made a motion, seconded by Member Charles Lenhart, directing Tracy Miklus to draft that letter. Motion carried unanimously.

Exoneration of Delinquent Taxes – Edward & Keith Frey

Discussion regarding a letter received from Lehigh County dated 10/26/06 asking the Township to exonerate the Tax Claim Bureau from collection of 2005 County and Township taxes for a mobile home on the property of Edward and Keith Frey which had been removed. Vice Chairman Dave Najarian made the motion, seconded by Chairman Tom Creighton, to exonerate 2005 Township taxes in the amount of \$22.88 and 2005 County Taxes of \$189.20. Motion carried unanimously.

Lynn Township Website – Road Crew Information

Chairman Tom Creighton asked what information Tina Everett would like on the website regarding the road crew. She said a picture of them because nothing was there at this time. Kevin Deppe then brought up getting identification badges for anyone who works out of the office and comes into contact with the public. Discussion on listing the road crew, an email link, and possibly equipment pictures. Kevin will check on the pricing for badges.

Announcements

None

Miscellaneous

Tina Everett reminded everyone to go over the newsletter and give any information to her by Thursday, November 2.

Billig Sign – Kevin Deppe said Ed Healy said to give Billig 48 hours notice and then have the road crew take it down. Kevin said he would draft a letter and have the Board review it before sending.

Miscellaneous

Treasurer Rob Sadler asked if he should add additional Solicitor Fees to the 2007 Budget. He was told \$10,000 above the prior years' amount.

Zoning Officer Kevin Deppe again brought up the pool house, recommending a permit application be completed for the demolition even though we are exempt.

Chairman Tom Creighton said Tracy Miklus was putting together a Recreation Bid; Tracy said she had to discuss the specifications in order to finish.

Public Comment

None.

Adjournment

Vice Chairman Dave Najarian made a motion to adjourn the meeting at 8:30 PM, seconded by Member Charles Lenhart. Motion carried unanimously.