

Board of Supervisors
Monday, October 29th, 2007 @ 5:30 P M
Lynn Twp.- 7911 Kings Hgwy., New Tripoli

Call to Order: The regular meeting of the Lynn Township Board of Supervisors was called to order by Chairman Thomas C. Creighton III, at 5:30 pm in the Municipal Building. Present were Chairman Thomas C. Creighton III, Vice Chairman David C. Najarian, Charles Lenhart III, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, Engineer Roy Stewart, East Penn Press Reporter Douglas Graves, Larry Shaub CPA, Reinsel Kuntz Leshner and approximately 14 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: None

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by David C. Najarian and seconded by Charles Lenhart, III to accept the minutes from October 11, 2007 and to direct the treasurer to pay the bills. Motion carried unanimously.

Road Report: *Bruce Raber, Road master, reported for the month of October:* (1) Continuing boom mowing (2) Cut shoulders and cleaned out gutters so water could exit pipes (3) Backhoe work at Park for Richard Matthias (4) Cut shoulders, filled and build up Sweitz Rd. with shale (5) Painted overhead doors on shop, zoning office and poles in parking lot (6) Welding repairs on snow plow frames and on spill plates (7) Cut shoulders and filled in with shale on Frey Rd.; and (8) Repairs to guide rail and bridge on Dresher Rd. *Anticipated work for November 2007:* (1) Continue boom mowing (2) Small paving project at pipe located at Leh Ct. (3) Tree trimming (4) Possibility of cutting more shoulders. Tom Creighton asked Bruce Raber how many plows he had ready for the winter. Bruce informed the Board that there are currently 5 plows ready.

Park Report: *Richard Matthias, Park Manager, reported for the month of October:* (1) Laid river rock and mulch around flagpole area (2) Joe Wisser dug trenches for the water line to the flagpole area (3) Installed pipe for water line (4) Dale Everett put water pipe in and installed water hydrant (5) Mixed compost and soil for area around pavers (6) Raked, seeded and fertilized one section at pavers (7) Landscaped area in back of the band shell (8) Mowed and weed whacked grass as needed (9) Erected the rest of signs (10) Tightened all of the small benches and replaced missing bolts and stored them for the winter months. Tom Creighton asked Richard Matthias if the hours are becoming less and less in the park. Richard Matthias said that hours were a little less because of the rain we had but there are a lot of odds & ends to finish up yet before winter. Tom Creighton was inquiring about the hours in preparation for the 2008 budget. Richard Matthias felt that the hours would probably stay the same for 2008. Richard Matthias noted that even though the flagpole project is estimated to be completed in the spring of 2008, he will probably be picking up the maintenance of Madison Park Tot-Lot. Richard Metzger asked if there was any "No Skateboarding" signs erected in the park. Richard Matthias stated that he just recently erected the signs. Engineer Roy Stewart presented a 2005 aerial survey showing 3 entrances to Ontelaunee Park for PennDOT permit. Three separate applications would be needed and Roy Stewart stated that the entrances do not meet standards. The main entrance off of Rt. 143 needs to be paved 50' from the road in. The second entrance off of Allemaengel Rd. comes in at an incorrect angle. Roy Stewart stated that DEP would possibly approve the second entrance if the road way came in straight. If approved that entrance would also have to be paved 50' from the road in. It is believed that PennDOT will not approve the 2nd entrance. The second entrance was used in the past for truck deliveries to the park because the electrical lines hung too low at the main entrance off of Rt. 143. The low hanging lines at the main entrance have since been raised. A possible secondary entrance located by the Sewer Authority for maintenance entrance was suggested. Charlie Lenhart asked who would have to apply for the permits and Roy Stewart stated that the Township would apply for the permits.

Subdivision: Shirley A. Wisser-3 Lot Subdivision-Final/2nd review-5177 Schochary Rd., N.T. A motion was made by David C. Najarian and seconded by Charles Lenhart, III to table final approval based on absence. Motion carried unanimously. There is a 90 day approval period.

Reinsel Kuntz Leshner: Representative Larry Shaub, CPA from Reinsel Kuntz Leshner gave a presentation on the upcoming new audit standards for the 2007 audit. Dave Najarian noted that the audit should be easier this year because prior to last year we never had an outside audit firm perform the audit. Mr. Shaub informed the Board that Lynn Township will be receiving an arrangement letter in a week or so. Larry Heintzelman asked the BOS if the Township was planning on using an outside audit firm every year or possibly every 3 years. The BOS stated that as of now they do not know but noted that a motion must be made by the BOS to bring in an outside audit firm. Tom Creighton added that it was worth having Reinsel Kuntz Leshner perform the audit for 2006 because they found a lot of things that needed correction.

Mtn. Equities Development, LLC: Robert Oppedisano from Mt. Equities Development LLC requested that the Board process a request for a modification for an existing PennDOT Highway Occupancy Permit (H.O.P.) for the property in question on Rt. 143 "Decatur Street" and assume the maintenance responsibilities for a proposed swale that will convey stormwater from an adjoining property, currently owned by Ruth E. Kuntz, into an existing cross-pipe under SR 143. The reason for this request is that PennDOT requires any drainage facilities that drain into a PennDOT right-of-way be permitted under the Municipalities jurisdiction. It was agreed upon that this situation is an issue between the upstream property

owner, Ruth E. Kuntz and Penndot and that the Township will not get involved. A motion was made by David C. Najarian and seconded by Charles Lenhart, III to deny the request. Motion carried unanimously. Kevin will send a letter to Penndot.

EAC: The EAC submitted a budget for hardware and software required for Lynn Township's Natural Resources Inventory (NRI). The budget submitted was for \$6,205.00 which included the following: ArcView Software \$1,500 - GIS map data for Lynn Twp. \$500 - Notebook computer \$2,400 - Video projector \$1,500 - Projector mount \$180 - Projection screen \$125. Peter Crabb informed the Board that he will contact an expert installer as to where in the meeting room would be best to set the system up.

Emergency Management Plan: Tom Creighton thanked Matt Nemeth and Tina Everett for all the work that was done in preparing the Emergency Management Plan. After reviewing the Emergency Management Plan a motion was made by David C. Najarian and seconded by Charles Lenhart, III to approve the Emergency Management Plan. Motion carried unanimously.

Madison Park Grant: Mel Charles presented a line item account of the projected costs for the Madison Park Tot-Lot. A grant for \$25,000 is being prepared and is due by December 28, 2007. Mel Charles stated that if the Township is willing to match the dollar amount it will increase the chance of receiving the grant. Mel Charles asked that the BOS have a decision by the next meeting. Mel Charles submitted a budget for the Madison Park Tot-Lot, in the event the Township agrees to proceed with this project and grant application.

Diesel Fuel Tank: Kevin Deppe reported that he spoke with David Wright and he informed Kevin that the switch and water tight box are ordered and will be in next week. The Board discussed the diesel tank procedure and a motion was made by David C. Najarian and seconded by Charles Lenhart, III to approve the diesel tank procedure. Motion carried unanimously.

Miscellaneous: Dave Najarian commented on the large sum of un-appropriated fund equity in the first draft of the 2008 budget. It was suggested that Lynn Township could reduce the millage rate. Tom Creighton commented that Lynn Township may drop the Per Capita Tax. Lynn Township receives \$5 out of \$15 from the Per Capita Tax. The budget will be reviewed further. Dave Najarian stated that PSATS sent a Sewer Grant for up to 1 million for sewer projects. Marvin Charles informed the Board that he has already spoken with a woman concerning the grant and that he feels we should apply for the full ½ million. Marvin Charles noted that the letter stated that the deadline was December 12, 2007 but the application stated November 30, 2007. Marvin Charles noted that he has a call in to check on the deadline. Kevin Deppe informed the BOS that Top Notch will be able to start the inside addition of the office tomorrow, October 30, 2007. The cost over run is up slightly. The Board directed Kevin Deppe that he should request proof of insurance and make sure that Top Notch has all the necessary permits. Kevin Deppe will call Top Notch and make sure they have proof of insurance and all the necessary permits before beginning the job. Dave Najarian and the rest of the Board thanked the EAC for their adoption of Madison St. to Sechler Rd., for road clean up. Dave Najarian noted that the Northwestern Lehigh School is the only other organization that has adopted a specified section of road for road clean up. The Board directed Tammy White, Secretary/Treasurer to send the Northwestern Lehigh School a thank you for their continued support in maintaining the section of Rt. 309. Larry Heintzelman added that there is a tremendous amount of trash and inquired if there was a littering ordinance. Dave Najarian commented that Lynn Township does not have a littering ordinance. There is however a \$100 fine on state roads located in the Township.

Public Comment: None

Announcements: None

Adjournment: A motion was made by David C. Najarian and seconded by Charles Lenhart III to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:05 pm.

As of October 31, 2007

Account	Balance
General Fund	451,989.68
Capital Reserve	438,206.45
Zoning/Subdivision	38,218.82
HLLW COG	34,300.61
State Road	2,572.30
Street Light	3,165.34
Park	17,120.29
Recreation	14,676.65
Shade Tree	2,366.29
Total	1,002,616.43

Profit and Loss Report for October 2007

Income - GENERAL FUND

301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	<u>1,875.26</u>
Total 301 · Real Property Taxes	1,875.26
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	5,173.47
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	<u>51,684.15</u>
Total 310.20 · Earned Income Tax	<u>51,684.15</u>
Total 310 · Local Tax Enabling Act	56,857.62
331 · Fines	
331.10 · Court - Magistrate	<u>19.78</u>
Total 331 · Fines	19.78
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,000.00</u>
Total 342 · Interest, Rents & Royalties	1,000.00
355 · Shared Revenue & Entitlements	
355.01 · PURTA-Public Utility Realty Tax	<u>1,170.08</u>
Total 355 · Shared Revenue & Entitlements	1,170.08
361 · General Government	
361.100 · General Contractor Registration	150.00
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	25.00
361.35 · Road Improvement Fees	<u>3,607.20</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	3,632.20
361.81 · Business Permit	375.00
361.87 · Sale of Maps & Publications	60.00
361.88 · Copy Fee	17.25
361.91 · Plumbing Registrations	100.00
361.92 · Electrical Registrations	100.00
361.94 · Misc. Billing	<u>400.00</u>
Total 361 · General Government	4,834.45
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	3,464.00
362.41D · Driveway Permit	320.00
362.41F · Building Permit Filed	1,100.00
362.41K · Deck, Patios, Patio Roof, Porch	312.00
362.41N · Re-inspection	200.00
362.41R · Renew BLDG, Zone, Plumb	325.00
362.41S · Accessory Struc < 1000 ft	<u>335.00</u>
Total 362.41 · Building Permit	6,056.00
362.42 · Electrical Permit	868.00
362.43 · Plumbing Permit	1,094.00
362.44 · Sewage Permits (SEO Fees)	485.00
362.48 · Demolition Permit	<u>229.00</u>
Total 362.40 · Protective Inspection Fees	8,732.00
362.98 · Sign Permit	<u>60.00</u>
Total 362 · Public Safety	8,792.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,301.00</u>
Total 364 · Sanitation	<u>1,301.00</u>

Total Income	75,850.19
Expense	
400 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>402.93</u>
Total 400 · Legislative (Governing) Body	402.93
403 · Tax Collection	
403.16 · Commission Paid as Compensation	<u>14,896.97</u>
Total 403 · Tax Collection	14,896.97
404 · Solicitor/Legal Services	6,707.95
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>1,924.56</u>
Total 405 · Secretary/Clerk	1,924.56
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,623.14
406.21 · Office Supplies	4,117.62
406.23 · Postage	582.20
406.32 · Communication - Phone/Wireless	507.93
406.33 · Travel Expense	143.89
406.34 · Advertising	78.96
406.38 · Rentals	288.05
406.48 · Internet Fees/Web Design	11.95
406.99 · Payroll	<u>117.76</u>
Total 406 · Other General Govt. Admin	9,471.50
408 · Engineering Services	
408.31 · Engineering for 537	4,352.00
408.99 · Township engineer	<u>2,601.40</u>
Total 408 · Engineering Services	6,953.40
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	554.76
409.44 · Laundry/Other Sanitary Services	209.81
409.99 · Heating - Oil/Propane	<u>990.07</u>
Total 409 · General Government Bldg&Plants	1,754.64
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>28,792.29</u>
Total 411 · Fire	28,792.29
413 · Code Enforcement	
413.31 · Code enforcement pro. service	4,140.40
413.45 · Contracted Services	<u>132.00</u>
Total 413 · Code Enforcement	4,272.40
414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	120.00
414.31 · Professional services	828.00
414.33 · Transportation Costs	300.00
414.34 · ZB Advertising, Print, & Blind	68.60
414.42 · Dues, Subscriptions, and Mships	16.75
414.98 · Zoning Recording/Transcription	220.00
414.99 · Salary Zoning Officer	<u>2,981.13</u>
Total 414 · Planning & Zoning	4,534.48
415 · Emergency Management and Comm.	
415.34 · Advertising	<u>86.78</u>
Total 415 · Emergency Management and Comm.	86.78
419 · Other Public Safety	
419.99 · PA One Call	<u>12.75</u>
Total 419 · Other Public Safety	12.75

426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	617.30
426.44 · Sanitation Services	<u>688.20</u>
Total 426 · Gen Gov Recycling Col & Dis	1,305.50
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	707.14
437.99 · Truck Repair	<u>7,687.86</u>
Total 437 · Repair of Tools & Machinery	8,395.00
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	7,918.26
438.15 · PT Salaries for Road Crew	1,196.16
438.25 · Repairs & Maint Supplies	1,073.96
438.98 · Twp. paid road maint mat.	532.75
438.99 · Truck Fuel	<u>3,530.22</u>
Total 438 · Road/Bridge Maint. and Repair	14,251.35
452 · Participant Recreation	
452.15 · Participant Recreation - P/T	<u>289.69</u>
Total 452 · Participant Recreation	289.69
454 · GF Parks	
454.12 · Parks full time staff (GF)	1,822.76
454.15 · Parks part time staff (GF)	992.32
454.33 · Travel Expense	<u>71.17</u>
Total 454 · GF Parks	2,886.25
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,782.04
481.20 · Employer paid Medicare	416.76
481.30 · Employer paid Unemployment Comp	<u>63.95</u>
Total 481 · Employer paid Taxes	2,262.75
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	8,802.34
487.02 · Life Insurance	<u>47.50</u>
Total 487 · Other Group Insurance Benefits	8,849.84
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	143.90
489.99 · EE withholding taxes	<u>6,589.90</u>
Total 489 · All other unclassified Expenses	<u>6,733.80</u>
Total Expense	<u>124,784.83</u>
Net Income	<u>-48,934.64</u>
	<u>Oct 07</u>
Income - ELECTRIC LIGHT FUND	0.00
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	<u>1,494.14</u>
Total 434 · Street Lighting	<u>1,494.14</u>
Total Expense	<u>1,494.14</u>
Net Income	<u>-1,494.14</u>
	<u>Oct 07</u>
Income - HLLW COG	0.00
Expense	
342.40 · Rent of Machinery and Equipment	<u>812.50</u>
Total Expense	<u>812.50</u>

Net Income	<u><u>-812.50</u></u>
	<u>Oct 07</u>
Income - RECREATION FUND	
341.01 · Interest on Checking	5.04
367.99 · Rec Fee from Subdivision	<u>4,000.00</u>
Total Income	4,005.04
Expense	<u>0.00</u>
Net Income	<u><u>4,005.04</u></u>
	<u>Oct 07</u>
	<u>Oct 07</u>
Income - PARK FUND	
387 · Contributions and Donations	<u>2,300.00</u>
Total Income	2,300.00
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	7,693.49
454.36 · Public Utilities	94.97
454.38 · Rental	<u>70.00</u>
Total 454 · Parks	<u>7,858.46</u>
Total Expense	<u>7,858.46</u>
Net Income	<u><u>-5,558.46</u></u>
Total Income (all accounts)	<u>82,155.23</u>
Total Expense (all accounts)	<u>134,949.93</u>
Net Income(all accounts)	<u><u>-52,794.70</u></u>

Respectfully Submitted,

Tammy M. White
Secretary/Treasurer