

**Board of Supervisors**  
**Mon. April 30th, 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 Creighton III, at 5:30 p.m. in the Municipal Building. Present were Chairman Thomas C. Creighton III, Vice Chairman Dave C. Najarian, Member Charles E. Lenhart III, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, Engineer Roy Stewart, Northwestern Press Reporter Elsa Kerschner and approximately 11 citizens.

**Pledge of Allegiance:**

The Pledge of Allegiance was conducted.

**Public Hearing for Act 167-** Roy Stewart addressed the issue on the Public Hearing for Act 167 and it is ready for approval. Further discussion will take place at the Thursday, May 10<sup>th</sup> meeting.

**Public Comment:-**Alissa Baker, who is resident of 7273 Adams St., New Tripoli, addressed two issues.

Her first issue of concern was whether or not there was a Curfew Ordinance for New Tripoli. The Board of Supervisors stated that there was no Curfew Ordinance.

Her second issue of concern was whether or not Madison Park North will have a Tot-Lot installed at the end of Jefferson Street. David C. Najarian stated that the Developer for Madison Park North petitioned the prior BOS from relief of doing the Tot-Lot in Madison Park North. The developer conferred the land to the Water Authority. Dave C. Najarian stated that Lynn Township does not own the lot that was originally designated for the Tot-Lot. Alissa Baker stated that a petition has been started to hopefully get the Tot-lot under way. Charles E. Lenhart III brought up concerns of who would be responsible for maintaining the Tot-Lot. It was suggested that the Water Authority should be contacted to see what measures they have taken in the past to maintain the lot. The Water Authority offered the lot to Lynn Township if the Township would take the two ponds. David C. Najarian had concerns with the liability of the lot because it is located in a flood basin. If Lynn Township were to accept the Water Authorities offer of the lot, it could still be turned into a Tot-Lot, but the Township would have to take care of the drainage basins. It was also suggested that the Tot-Lot could be mirrored from Ontelaunee Park, if it is applicable to the requirements of the Tot-Lot.

David C. Najarian stated that he will look into this issue further. Alissa Baker said that she will have more representatives for the next meeting.

**Accept the Minutes and Direct the Assistant Treasurer to pay the bills:**

A motion was made by Vice Chairman, David C. Najarian and seconded by Chairman, Thomas C. Creighton III, to accept the minutes from April 12, 2007, and direct the Treasurer to pay the bills. Motion carried unanimously.

**Road Report:-**Bruce Raber reported that for the month of April, 2007, they swept all developments, intersections, and some roads. They started cleaning out gutters and cutting shoulders and building up centers of dirt roads. Pot hole patching on black top roads is almost complete. Some washed out sides of roads have been filled in with 4" stone and 2RC. The plows and salt spreaders have started to be painted. The road crew has also been cutting up and removing trees and branches that had fallen from high winds.

Bruce Raber reported that the anticipated work for May 2007 is to finish up filling in and re-grading dirt roads. They will also start cutting shoulders on black top roads that are to be oiled and chipped and black topped. The road crew will also start bridge maintenance project.

Bruce Raber also thanked the BOS for allowing him to attend the PSATS Convention in Hershey. He addressed the issue of potential Meth Labs and how we as a Township should know the signs and risks involved with the collection of garbage. David C. Najarian asked

Bruce to bring the literature he received at the convention to the next meeting so it can be shared with Stanley Billig and Richard Mathias. David C. Najarian also stated that the issue of potential Meth Labs would be a good subject for a Crime Watch meeting.

At the last BOS meeting the BOS decided that we should get rid of the old mower. Bruce Raber will check with Ronnie Kistler so he can give us an idea of what it is worth, "as is". As soon as Bruce Raber gets the information he will let Tammy M. White know so it can be advertised for bids.

**Park Report:**-David C. Najarian made a motion to accept Donald & Sue Christ's letter of resignation and Charles E. Lenhart III, seconded the motion. Motion carried unanimously.

David C. Najarian made a motion to appoint Richard Mathias as park manager and Charles E. Lenhart III seconded the motion. Motion carried unanimously.

Advertising had been done in the Northwestern Press, week of May 7, 2007 and the week of May 14, 2007 for part time ground maintenance worker/general laborer for summer employment and part time road crew/park laborer. Stanley Billig submitted a letter of interest for part time employment in Ontelaunee Park. Stanley Billig already works part time 14 hours a week, at the transfer station. David C. Najarian made a motion to hire Stanley Billig as a part time park employee, working under Richard Mathias, and not to exceed his hours so he can remain a part time employee. Charles E. Lenhart III seconded the motion. Motion carried unanimously. Tammy M. White will monitor Stanley's time sheets, so he does not exceed 35 or more hours a week so he can remain a part time employee. The question also arose that since the motion was passed to hire Stanley Billig as a part time worker in Ontelaunee Park, should he now be getting the part time rate of \$14.25. Stanley currently works part time at the transfer station at the rate of \$12.50 per hour. The BOS stated that we currently pay him his transfer rate and table the issue till the next meeting.

Richard Mathias was a part time employee for Ontelaunee Park, Road Crew, and the Transfer Station, prior to taking over as park manager. The question arose as to whether or not Richard Mathias should be considered a full time employee of the Township. Appointing Richard as park manager, along with his duties as a part time employee, essentially make him a full time employee. The only additional expense this would incur for the Township would be the Pension. Richard stated that he does not need health insurance. Richard will also receive a \$25.00 fee for meetings effective tonight, 4/30.

Richard Mathias also asked the BOS if he would be able to order things and be reimbursed for his fuel. The BOS agreed that Richard Mathias, as Park Manager, should be able to order things needed to maintain the park and should also be reimbursed for his mileage accumulated during working hours.

Going forward Richard Mathias will turn in a written park report.

**Corrective Action Plan** - Roy Stewart stated that the local Planning Commission accepted the Corrective Action Plan. The Lehigh Valley Planning Commission has not given an answer yet. Kevin Deppe called the Lehigh Valley Planning Commission and got no answer. Thursday, May 3, 2007 ends the 30 day comment period. A resolution needs to be drafted for our May 10<sup>th</sup> meeting. David C. Najarian made a motion to direct Ed Healy to draft a resolution in preparation for acting on the cap plan and Charles E. Lenhart III seconded the motion. Motion carried unanimously.

**Act 537-** Discussion was held on the 537 Plan timeline.

**Subdivisions:**-A request was submitted by Kirk and Barbara Suchon for an extension on the final approval for the subdivision at 7999 Bausch Road in New Tripoli, PA. Kevin Deppe stated that they have final approval. There is a stand still with the appraisal. David C. Najarian made a motion to grant the extension for 7999 Bausch Rd. New Tripoli through June 14, 2007 and Charles E. Lenhart III seconded the motion. Motion carried unanimously. Kevin will draft a letter to go out to the owners, Dale & Patricia Layos and to the buyers, Kirk and Barbara Suchon.

**EAC Recommendation**-The EAC Advisory Committee sent an email asking the Township to require the attachment of a wildlife notification on all subdivision plans. Included in the email were the recommendation to draft an ordinance for external wood-burning furnaces' and a recommendation to draft an ordinance for sewage sludge. David C. Najarian made a motion to direct the EAC to make formal recommendations, as a body, to the BOS concerning the proposed ordinances they wish to consider.

**Proposed Ordinance** - The proposed ordinance for Registered Sexual Violent Offenders had been discussed at the last 6 Township meeting and had originated from a PSATS discussion group. A copy of an ordinance from Bethel Township was forwarded to us. The BOS will take a look at the ordinance.

**New Ordinance**-This was a proposed ordinance from 2005 amending the Lynn Township subdivision & land development ordinance to clarify when final approval shall have been granted and adding a plan notation directed to the recorder of deeds. It was decided to table this Ordinance till the May 10<sup>th</sup> meeting when Ed Healy will be present.

**Matt Nemeth** -Matthew Nemeth is currently getting reimbursed for his mileage and training cost. Bills for reimbursement are being submitted to Tammy M. White at Lynn Township. Lynn Township pays the bills and then invoices Heidelberg for ½ the amount. Matthew is requesting reimbursement for lost wages from his job, while performing his duties as EMC. David C. Najarian made a motion to direct to get an answer if this is an expense that is reimbursable and Charles E. Lenhart III seconded the motion. Motion carried unanimously. This will be discussed at the May 10<sup>th</sup> meeting with Ed Healy present.

**Privacy List** -At the last BOS meeting Tammy M. White was appointed the position of Privacy/Security Officer for Lynn Township. A list of privacy documents was submitted to the BOS so a resolution can be drawn up. David C. Najarian will discuss with Tammy M. White on this issue and will table it till the May 10<sup>th</sup> meeting.

**Terrorism Coverage**-With the recent renewal of the Township's Commercial Package policy, the carrier has notified us that they need the enclosed Terrorism forms signed for our Umbrella, Automobile and General Liability coverage's. If the Township elects for Terrorism coverage, there is an additional premium of \$89.00. David C. Najarian made a motion to reject coverage for terrorism and Charles E. Lenhart III seconded the motion. Motion carried unanimously.

**Resolution 2007-15 & Resolution 2007-16**-Resolution 2007-15 is to enable Tammy M. White to open and maintain account. Resolution 2007-16 is to enable Tammy M. White to open and maintain safety deposit box and escrow accounts. David C. Najarian made a motion to accept Resolutions 2007-15 and 2007-16 as amended and Charles E. Lenhart III seconded the motion. Motion carried unanimously.

**Glass Display Case**-David C. Najarian made a motion to declare the value of the glass display case less than \$100.00 and authorize its donation to Lynn/Heidelberg Historical Society and Charles E. Lenhart III seconded the motion. Motion carried unanimously.

**Community Map** -Thomas C. Creighton addressed the issue of a Community Map. Originally a Community Map was started but was never completed. Companies had originally paid ½ of their advertising for the map and then were left hanging when the map was not completed. It was decided that doing the Map again is a good idea but The Community Map will be tabled until the May 10<sup>th</sup> meeting and Kevin Deppe will get the facts as to who paid and if we have legitimate records.

**Act 537**-There was discussion on the Act 537 requirements for the Sewage Management Plan. Thomas C. Creighton will call Britt Basset in regards to the Sewage Management Plan.

**Computer Quotes**-There was discussion between the BOS and Kevin Deppe concerning issues on Tina Everett's computer. Kevin Deppe will have Stratix come in and ghost Tina's old machine to the new system.

**Miscellaneous**-None

**Public Comment**-Larry Wedge, a resident of 6522 Germans Corner Rd., questioned the outdoor wood burning stoves and discussion of the EAC proposed ordinance of out door wood stoves. Kevin Deppe explained the proposed ordinance to Mr. Wedge. Larry Wedge presented new pictures to the BOS.

Harry Gruber, a resident of 6648 Milo Road, and a Planning Commission Member, discussed fuel tanks for the Lynnport and New Tripoli Fire Companies. Both Fire Companies expressed prior, the difficulty in fueling up at the gas station. The Township currently gives \$1,500.00 to each Fire Company, per year, for diesel fuel. Kevin Deppe and Tammy M. White will draft a letter to each Fire Company addressing what their concerns are. The letter will also address issues such as how much fuel they use, tank size and where they feel new tanks, if decided upon, should be located. Locations discussed were either at each of their locations or adding additional tank(s) at the Township location. It will also be asked if they feel they would want to fuel up at our existing tank.

Thomas C. Creighton received a renewal, from Dell Services, to extend the warranty on the hardware on Tammy M. White's computer. The BOS decided not to renew.

**Announcements-**

Help Beautify Ontelaunee Park Saturday, May 12, 2007 9:30 a.m. - 12 noon Rain or Shine.

**Adjournment-**

A motion was made by Vice Chairman, David C. Najarian, seconded by Charles E. Lenhart III, to adjourn meeting. Motion carried unanimously. Meeting adjourned at 8:00pm.

Balance Sheet as of 4/30/2007

<b>Account</b>	<b>Balance</b>
General Fund	339,630.91
Capital Reserve	431,407.51
Zoning/Subdivision	56,838.55
HLLW COG	31,053.17
State Road	205,985.79
Street Light	804.37
Park	39,324.57

Recreation	2,661.14
Shade Tree	<u>2,159.93</u>
<b>Total</b>	<b>1,109,865.94</b>

Profit and Loss Report as for April 2007

Income	General Fund	<u>Apr 07</u>
01.301 · Real Property Taxes		
301.10 · Real Estate Tax-Current		165.06
301.40 · Delinquent RE Tax-Tax Claim		<u>447.43</u>
Total 01.301 · Real Property Taxes		612.49
01.310 · Local Tax Enabling Act		
310.03 · Per Capita - Delinquent		583.00
310.10 · Real Estate Transfer Tax		9,855.86
310.20 · Earned Income Tax		
310.21 · Earned Income Tax-Current		<u>46,020.11</u>
Total 310.20 · Earned Income Tax		<u>46,020.11</u>
Total 01.310 · Local Tax Enabling Act		56,458.97
01.331 · Fines		
331.10 · Court - Magistrate		<u>32.62</u>
Total 01.331 · Fines		32.62
01.341 · Interest		
341.01 · Interest on Checking		<u>291.72</u>
Total 01.341 · Interest		291.72
01.342 · Interest, Rents & Royalties		
342.53 · Royalties from Cell Tower Rent		<u>2,000.00</u>
Total 01.342 · Interest, Rents & Royalties		2,000.00
01.361 · General Government		
361.100 · General Contractor Registration		75.00
361.30 · Zoning-Subdiv-Land Dev Fees		
361.31 · Prelim/Final Subdiv-Land Dev		2,500.00
361.32 · Fees for Eng., Insp, & Reviews		2,994.42
361.30 · Zoning-Subdiv-Land Dev Fees - Other		<u>258.79</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees		5,753.21
361.81 · Business Permit		125.00
361.87 · Sale of Maps & Publications		108.00
361.88 · Copy Fee		14.00
361.91 · Plumbing Registrations		50.00
361.92 · Electrical Registrations		75.00
361.94 · Misc. Billing		180.00
361.97 · Zoning Board Appeal Fee		<u>500.00</u>
Total 01.361 · General Government		6,880.21

<b>01.362 · Public Safety</b>	
<b>362.40 · Protective Inspection Fees</b>	
<b>362.41 · Building Permit</b>	
362.41B · BLDG/Alter/Repair Permit	2,166.00
362.41D · Driveway Permit	375.00
362.41F · Building Permit Filed	650.00
362.41K · Deck, Patios, Patio Roof, Porch	125.00
362.41N · Re-Inspection	150.00
362.41P · Pool/Hot Tub/Spa Permit	254.00
362.41R · Renew BLDG, Zone, Plumb	345.00
362.41S · Accessory Struc < 1000 ft	<u>75.00</u>
<b>Total 362.41 · Building Permit</b>	<b>4,140.00</b>
362.42 · Electrical Permit	960.00
362.43 · Plumbing Permit	565.00
362.44 · Sewage Permits (SEO Fees)	750.00
362.48 · Demolition Permit	<u>77.00</u>
<b>Total 362.40 · Protective Inspection Fees</b>	<b>6,492.00</b>
362.98 · Sign Permit	<u>60.00</u>
<b>Total 01.362 · Public Safety</b>	<b>6,552.00</b>
01.389 · Unclassified Income	25.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,224.00</u>
<b>Total 364 · Sanitation</b>	<b>1,224.00</b>
392 · Interfund Operating Transfer	
392.98 · Transfer from SubD/Zoning	<u>23,903.30</u>
<b>Total 392 · Interfund Operating Transfer</b>	<b>23,903.30</b>
<b>Total Income</b>	<b>97,980.31</b>
<b>Expense</b>	
01.402 · Auditing/Bookkeeping Services	
402.31 · Professional Auditing Services	<u>2,300.00</u>
<b>Total 01.402 · Auditing/Bookkeeping Services</b>	<b>2,300.00</b>
01.403 · Tax Collection	
403.16 · Commission Paid as Compensation	8,779.67
403.21 · Office Supplies	<u>83.37</u>
<b>Total 01.403 · Tax Collection</b>	<b>8,863.04</b>
01.404 · Solicitor/Legal Services	2,968.72
01.405 · Secretary/Clerk	
405.12 · Salary Township Secretary	2,467.08
405.35 · Insurance and Bonding	<u>1,030.00</u>
<b>Total 01.405 · Secretary/Clerk</b>	<b>3,497.08</b>

01.406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,144.12
406.15 · Salaries Part Time Staff	448.28
406.21 · Office Supplies	657.96
406.23 · Postage	200.00
406.32 · Communication - Phone/Wireless	321.19
406.33 · Travel Expense	176.51
406.34 · Advertising	534.42
406.38 · Rentals	315.81
406.46 · Mtg., Conf.,Cont.Ed.	169.00
406.48 · Internet Fees/Web Design	11.95
406.99 · Payroll	<u>198.65</u>
Total 01.406 · Other General Govt. Admin	6,177.89
01.407 · IT-Networking Services-DP	
407.75 · IT Equipment	<u>137.79</u>
Total 01.407 · IT-Networking Services-DP	137.79
01.408 · Engineering Services	
408.31 · Engineering for 537	16,638.82
408.99 · Township engineer	<u>1,472.00</u>
Total 01.408 · Engineering Services	18,110.82
01.409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	623.86
409.37 · Repairs and Maint.	138.75
409.44 · Laundry/Other Sanitary Services	179.90
409.99 · Heating - Oil/Propane	<u>950.52</u>
Total 01.409 · General Government Bldg&Plants	1,893.03
01.413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,949.72
413.45 · Contracted Services	<u>24.00</u>
Total 01.413 · Code Enforcement	2,973.72
01.414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	120.00
414.31 · Professional services	1,588.50
414.33 · Transportation Costs	300.00
414.34 · ZB Advertising, Print, & Bind	93.76
414.42 · Dues, Subscriptions, and Mships	100.00
414.99 · Salary Zoning Officer	<u>3,017.72</u>
Total 01.414 · Planning & Zoning	5,219.98
01.419 · Other Public Safety	
419.99 · PA One Call	<u>14.45</u>
Total 01.419 · Other Public Safety	14.45
01.426 · Gen Gov Recycling Col & Dis	

426.15 · Transfer/Recycle Salaries	617.30
426.44 · Sanitation Services	<u>1,139.77</u>
Total 01.426 · Gen Gov Recycling Col & Dis	1,757.07
<b>01.437 · Repair of Tools &amp; Machinery</b>	
437.98 · Repair of Machinery	155.63
437.99 · Truck Repair	<u>2,573.06</u>
Total 01.437 · Repair of Tools & Machinery	2,728.69
<b>01.438 · Road/Bridge Maint. and Repair</b>	
438.14 · Salaries for Road Maint	7,929.06
438.99 · Truck Fuel	<u>174.18</u>
Total 01.438 · Road/Bridge Maint. and Repair	8,103.24
<b>01.454 · GF Parks</b>	
454.15 · Parks part time staff (GF)	<u>597.23</u>
Total 01.454 · GF Parks	597.23
<b>01.481 · Employer paid Taxes</b>	
481.10 · Employer paid FICA	1,518.74
481.20 · Employer paid Medicare	355.19
481.30 · Employer paid Unemployment Comp	<u>537.30</u>
Total 01.481 · Employer paid Taxes	2,411.23
<b>01.486 · Insurance</b>	
486.10 · Insurance - Liability	<u>19,008.00</u>
Total 01.486 · Insurance	19,008.00
<b>01.487 · Other Group Insurance Benefits</b>	
487.01 · Health Insurance	10,083.76
487.02 · Life Insurance	276.10
487.03 · Workmans Compensation	3,831.00
487.98 · Employer Paid Disability	<u>209.88</u>
Total 01.487 · Other Group Insurance Benefits	14,400.74
<b>01.489 · All other unclassified Expenses</b>	
489.39 · Banking Service Charge Fees	27.00
489.99 · EE withholding taxes	<u>5,635.12</u>
Total 01.489 · All other unclassified Expenses	5,662.12
<b>451 · Gen Gov.-Recreation</b>	
451.03 · Salaries for Rec. Work	<u>84.21</u>
Total 451 · Gen Gov.-Recreation	84.21
<b>452 · Participant Recreation</b>	
452.15 · Participant Recreation - P/T	<u>167.91</u>
Total 452 · Participant Recreation	167.91
<b>492 · Interfund Operating Transfer</b>	
492.01 · Transfer to GF	<u>2,500.00</u>



Total 492 · Interfund Operating Transfer	<u>2,500.00</u>
Total Expense	<u>109,576.96</u>
Net Income	<u><u>-11,596.65</u></u>

Capital Reserve	
Other Income/Expense	
Other Income	
341.02 · Interest on Savings	<u>1,382.70</u>
Total Other Income	<u>1,382.70</u>
Net Other Income	<u>1,382.70</u>
Net Income	<u><u>1,382.70</u></u>

Escrow	
Income	
341 · Interest Earnings	
341.01 · Interest on Checking	<u>51.39</u>
Total 341 · Interest Earnings	51.39
392 · Interfund Operating Transfer	
392.01 · Transfer to General Fund	<u>2,500.00</u>
Total 392 · Interfund Operating Transfer	<u>2,500.00</u>
Total Income	2,551.39
Expense	
414 · Planning and Zoning	
414.39 · Bank Services Charges/Fees	30.00
414.97 · Escrow Refunds	<u>22,324.29</u>
Total 414 · Planning and Zoning	22,354.29
492 · Interfund Operating Transfers	
492.01 · Transfer to General Fund	<u>23,903.30</u>
Total 492 · Interfund Operating Transfers	<u>23,903.30</u>
Total Expense	<u>46,257.59</u>
Net Income	<u><u>-43,706.20</u></u>

HLLW Cog	
Income	
341.02 · Interest on Savings	<u>44.80</u>
Total Income	44.80
Expense	<u>0.00</u>
Net Income	<u><u>44.80</u></u>

LFF	
Income	
341.01 · Interest on Checking	110.94
355 · LFF State Shared Revenue	
355.02 · Motor Vehicle Fuel Taxes	<u>186,847.72</u>
Total 355 · LFF State Shared Revenue	186,847.72
432 · Winter Maintenance	-10,692.15

438 · Maint./Repair Roads & Bridges	<u>-10,827.44</u>
Total Income	165,439.07
Expense	<u>0.00</u>
Net Income	<u><u>165,439.07</u></u>

Street Light	
Income	
383.11 · Street Lighting Tax	<u>164.78</u>
Total Income	164.78
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	<u>710.58</u>
Total 434 · Street Lighting	<u>710.58</u>
Total Expense	<u>710.58</u>
Net Income	<u><u>-545.80</u></u>

Park	
Income	
341.01 · Interest on Checking	22.56
342.59 · Rental of Park Facilities	250.00
387 · Contributions and Donations	<u>50.00</u>
Total Income	322.56
Expense	
454 · Parks	
454.15 · Salaries & Wages - Part Time EE	1,539.93
454.25 · Repairs & Maintenance Supplies	910.51
454.36 · Public Utilities	74.03
454.38 · Rental	<u>87.50</u>
Total 454 · Parks	<u>2,611.97</u>
Total Expense	<u>2,611.97</u>
Net Income	<u><u>-2,289.41</u></u>

Recreation	
Income	
341.01 · Interest on Checking	<u>1.47</u>
Total Income	1.47
Expense	
	<u>0.00</u>
Net Income	<u><u>1.47</u></u>

Shade Tree	
Income	
341.01 · Interest on Checking	<u>1.30</u>
Total Income	1.30
Expense	
	<u>0.00</u>
Net Income	<u><u>1.30</u></u>

Respectfully Submitted,

*Tammy M. White*

Tammy M. White  
Secretary/Treasurer

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