

Board of Supervisors
Monday, December 3rd, 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, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, Engineer Roy Stewart, East Penn Press Reporter Ken Petrini, and approximately 13 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 Thomas C. Creighton to accept the minutes from November 08, 2007 and to direct the treasurer to pay the bills. Motion carried unanimously.

Lt. Dirk Yahraes: Lt. Dirk Yahraes from the Fogelsville State Police introduced himself during the meeting. Lt. Yahraes is a 23 year veteran to the police force and was promoted to Lt. this passed July. Lt. Yahraes reported that they receive approximately 500 incidents per year from Lynn Township. Lt. Yahraes also noted that there is always a police officer assigned to Lynn Township on a daily basis. Kevin Deppe told Lt. Yahraes that he received a report from Penn Dot stating that the speed limit study that was conducted from Hartmans Butcher shop down through the corner came back sufficient at the current speed. Lt. Yahraes stated that he will look into the speed limit issue on Rte. 309.

Heidelberg Recycling: Heidelberg Supervisor, Steve Bachman reported that the Recycling Program that Heidelberg Township began is costing the Township more than what they are taking in. The 4 year (2004-2007) total cost to Heidelberg Township was \$56,338. Steve Bachman asked the BOS if Lynn Township would like to get involved with the recycling program either by labor or monetary means. Steve Bachman noted that there is pressure to eliminate the recycling program. Steve Bachman reported the Berger Recycling could do the recycling but it would mean removing the bins from both the Heidelberg and Bloese's Market locations because it wouldn't meet the requirements that were established by the grant. Dave Najarian suggested that Lynn Township share their recycling costs from Coogle's, Waste Management and also the Transfer Station, with Heidelberg Township and combine the #'s and possible get a better price or combine the volume and bid it out.

Road Report: *Bruce Raber, Road master, reported for the month of November:* 1. Continued boom mowing. 2. Completed small paving project on Leh Ct. 3. Completed painting project around zoning office, doors and water down spouts and light poles. 4. Lehigh County chipped trees and branches at our recycling center and road crew hauled wood chips to township location. 5. Hauled in more shale from the Northwestern School. 6. Cleaned out four large storm drains at Leh Ct. 7. Painted body on the 1988 Mack. 8. Helped Kevin Deppe reorganize the upstairs of the Zoning Office and build a frame to hold maps. 9. Cut up trees and branches that had fallen from heavy wet snow. *Anticipated work for the month of December:* 1. Continue boom mowing. 2. Tree trimming.

Park Report: *Richard Matthias, Park Manager, reported for the month of November:* 1. Put insulation on water heater. 2. Landscaped around all the flag poles, seed and fertilized. 3. Landscaped on side of band shell. 4. Landscaped at east end of new pavilion. 5. Cut grass. 6. Weeded flower beds and park entrance. 7. Raised electric box in ground to ground level. 8. Joe Wisser dug up the light pole base and dug out floor of an old fire place. 9. Filled in the hole where the fire place was. 10. Received caps for wall in center of flag pole area. 11. Winterized restrooms. 12. Put bumper blocks by new pavilion. 13. Landscaped around old pavilion and picked up rocks. 14. Swing Set came in and about four loads of shale are needed to level the area for the swings. 15. Picked up heater tape and extension cord for line from well to tank. Richard Matthias will make the decision to re-open the restrooms at the park or have a portable toilet brought in for Sunday, December 9, 2007 for Pioneer Village Day.

Office Report: Kevin Deppe reported that a letter was sent to Top Notch on November 9, 2007 stating that Top Notch was to provide the Township with a written notice of intent, by November 15, 2007, to complete the proposed project, for which Top Notch has received an Engineers Plan, by November 30, 2007 and to provide a showing that they meet all the requirements, payment bond pursuant to section 3105 of the Second Class Township Code, and Workmen's Compensation Insurance pursuant to Section 3108 of the Second Class Township Code. Kevin spoke with Top Notch on Monday, November 12, 2007 and Top Notch stated that they had not received the letter so Kevin Deppe read the letter to them. Top Notch was aware of what they needed to acquire before beginning construction and told Kevin Deppe that they would call him. Kevin Deppe has not heard from them. Dave Najarian made a motion that Kevin Deppe proceed with choosing another quote that has been obtained or acquire a 3rd quote. Motion died for lack of a 2nd motion. Tom Creighton suggested that Kevin Deppe try to contact Top Notch one more time. Kermit DeLong stated that he felt that the decision that was made at the November 11, 2007 meeting should stand and Kevin Deppe should proceed with choosing another quote. Kevin Deppe also reported that all parties involved who will be using the Diesel Fuel tank have all been trained on the new procedure. Kevin Deppe also reported that the 4th available update to the security system has been ordered. Also noted was that the Codification of Ordinances is ongoing as well as the Personnel Manual. Kevin Deppe

also reported that the REC fee study is complete and that the figure is \$3,300. This figure will need to be discussed further at the next BOS meeting. When a new fee is decided upon, the figure will then have to be added to the Fee Schedule for 2008.

Subdivision: Shirley A. Wisser-3 Lot Subdivision-Final/2nd review-5177 Schochary Rd., N.T. Bob Hoppes along with Shirley A. Wisser were present to discuss the Final review. The subdivision was tabled because the HOP permit is incorrect for the location of the driveway plus an easement for the well is needed because the existing well is not located on the lot in question. A motion was made by David C. Najarian and seconded by Thomas C. Creighton to accept the written extension thru April 3, 2008. Motion carried unanimously.

Reinsel Kuntz Leshar: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt Resolution 2007-28, **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, APPOINTING A CERTIFIED (CPA) OR COMPETENT PUBLIC ACCOUNTANT OR FIRM OF SAME TO EXAMINE THE RECORDS OF THE TOWNSHIP.** Reinsel Kuntz Leshar was appointed to examine all the accounts of the Township for the fiscal year ending December 31, 2007.

Budget: Lynn Townships Tax rate for 2007 is \$5 for Per Capita, 1.3 total Real Estate (mills), .500 Earned Income Tax which reflects the 2008 final budget. A total of \$15 is collected for Per Capita, \$10 for the School and \$5.00 for the Township. The Per Capita tax is collected by Linda Tyson and she collects 5% from what is collected. Tom Creighton stated that he would like to see an increase in donations to the organizations that Lynn Township currently gives to. It was also noted that the biggest income for Lynn Township comes from EIT. Also budgeted under line item 480 Miscellaneous Expenses is \$50,000 for 2 years for the purchase of a Township truck. It was noted that 20% of Liquid Fuel money can be designated towards new equipment. A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt the 2008 budget with the proviso that we set the mill rate at 1.0 mills and to amend the budget to reflect the change. Motion carried unanimously.

Tax Rate for Year 2008: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt Resolution 2007-29, **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY FIXING THE TAX RATE FOR THE YEAR 2008,** reflecting the millage change from 1.3 mills to 1.0 mills. Motion carried unanimously.

Madison Park Grant: Kevin Deppe will draft a letter to be sent along with the grant application for the Tot-Lot. This issue was tabled until the next meeting on December 13, 2007.

Skate Park Grant: Mel Charles addressed the BOS asking if the Township would be willing to donate money for obstacles for the skate park. Homemade obstacles do not meet the requirements. Kevin Deppe also added that he spoke with Darryl Schafer concerning the purchase of official skate park obstacles and he stated that the obstacles would be a liability. Mel Charles stated that if the grant is submitted like it is now the chances of the grant being denied are very high because as it stands the skate park could be used for a number of things such as a parking lot or tennis court. Mel Charles noted that she will be asking all 4 Townships to donate money for obstacles. Dave Najarian stated that he didn't want to make any decision yet because he had mixed feelings. Mel Charles stated that she would need an answer by the next BOS meeting on December 13, 2007.

E & S Control plan Submission: Roy Stewart presented the E&S Plan Submission for Ontelaunee Park. Tammy White will cut a check for \$730.00 made payable to Lehigh County Conservation District for submission of the E&S Plan.

EAC letter of Intent: Melissa Krom submitted a letter of interest in joining the Environmental Advisory Committee. The Board directed for advertisement in the NWP for all Board and Commission openings. The appointment of positions will be made in the beginning of the year.

Speed Study: The BOS directed that the speed study, imposing a speed limit and parking and standing restrictions on a portion of Gun Club road and lands owned by Lynn Township, along with the draft Ordinance, be sent to the Lehigh Valley Planning Commission as well as the Lynn Township Planning Commission for their review. The speed study will be reviewed when comments are received from both Planning Commissions.

Miscellaneous: Dave Najarian asked to have copies of the cell tower lease and tax bills for the next meeting on December 13, 2007. Dave Najarian also commended the Northwestern Lehigh 6th grade class for their generous donation of \$750.00 for the purchase of a park bench and a picnic table. The 6th grade class held an event to benefit the restoration efforts at Ontelaunee Park. Students entered a one mile cross country run on the school campus. Nearly 100 percent of the 6th grade student population participated.

Public Comment: Kermit DeLong stated that the speed limit signs on Weiss Road have cut down on the speeding traffic. Kevin Deppe also noted that Heidelberg approved the Ordinance for their section of Weiss Road. Richard Metzger asked the Board if they made a decision on the skate park grant that was discussed earlier in the meeting. The BOS stated that they were not prepared to make a decision today.

Announcements: Sunday, December 9, 2007 from 1:00pm till 4:00pm there will be a "Pioneer Village Day."

Adjournment: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:45 pm.

As of November 30, 2007

Account	Balance
General Fund	453,096.56
Capital Reserve	439,616.91
Zoning/Subdivision	38,237.61
HLLW COG	33,757.05
State Road	2,574.08
Street Light	2,488.16
Park	24,551.88
Recreation	14,682.71
Shade Tree	2,367.39
Total	1,011,372.35

Profit and Loss Report for November 2007

	<u>Nov 07</u>
Income - GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	3,019.65
301.40 · Delinquent RE Tax-Tax Claim	<u>450.72</u>
Total 301 · Real Property Taxes	3,470.37
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	6,139.21
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	<u>50,008.75</u>
Total 310.20 · Earned Income Tax	50,008.75
310.60 · Amusement /Admissions Tax	
310.62 · Amusement/Admis. - Prior Year	<u>7,344.31</u>
Total 310.60 · Amusement /Admissions Tax	7,344.31
Total 310 · Local Tax Enabling Act	63,492.27
331 · Fines	
331.10 · Court - Magistrate	<u>38.29</u>
Total 331 · Fines	38.29
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,000.00</u>
Total 342 · Interest, Rents & Royalties	1,000.00
361 · General Government	
361.100 · General Contractor Registration	25.00
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	<u>68.04</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	68.04
361.88 · Copy Fee	3.00
361.92 · Electrical Registrations	25.00
361.94 · Misc. Billing	<u>150.00</u>
Total 361 · General Government	271.04
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	308.00
362.41F · Building Permit Filed	275.00
362.41K · Deck, Patios, Patio Roof, Porch	104.00
362.41N · Re-inspection	100.00
362.41P · Pool/Hot Tub/Spa Permit	104.00
362.41S · Accessory Struc < 1000 ft	155.00
362.41 · Building Permit - Other	<u>50.00</u>

Total 362.41 · Building Permit	1,096.00
362.42 · Electrical Permit	248.00
362.43 · Plumbing Permit	129.00
362.44 · Sewage Permits (SEO Fees)	2,150.00
362.48 · Demolition Permit	<u>129.00</u>
Total 362.40 · Protective Inspection Fees	3,752.00
362.97 · Reimb of supplies for Emer Mang	<u>50.46</u>
Total 362 · Public Safety	3,802.46
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,452.00</u>
Total 364 · Sanitation	1,452.00
395 · Refunds of Prior Yr Expenditure	
395.35 · Insurance & Bonding	<u>1,918.00</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>1,918.00</u>
Total Income	75,444.43
Expense	
400 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>402.93</u>
Total 400 · Legislative (Governing) Body	402.93
402 · Auditing/Bookkeeping Services	
402.34 · Advertising	<u>290.76</u>
Total 402 · Auditing/Bookkeeping Services	290.76
403 · Tax Collection	
403.16 · Commission Paid as Compensation	1,880.74
403.99 · Misc.	<u>71.76</u>
Total 403 · Tax Collection	1,952.50
404 · Solicitor/Legal Services	3,374.73
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>1,889.02</u>
Total 405 · Secretary/Clerk	1,889.02
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,541.55
406.21 · Office Supplies	1,559.68
406.23 · Postage	48.23
406.32 · Communication - Phone/Wireless	347.92
406.38 · Rentals	519.14
406.48 · Internet Fees/Web Design	11.95
406.99 · Payroll	<u>112.28</u>
Total 406 · Other General Govt. Admin	6,140.75
408 · Engineering Services	
408.31 · Engineering for 537	4,706.19
408.99 · Township engineer	<u>7,945.45</u>
Total 408 · Engineering Services	12,651.64
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	296.79
409.44 · Laundry/Other Sanitary Services	179.90
409.99 · Heating - Oil/Propane	<u>427.58</u>
Total 409 · General Government Bldg&Plants	904.27
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>5,642.02</u>
Total 413 · Code Enforcement	5,642.02
414 · Planning & Zoning	
414.31 · Professional services	819.00
414.33 · Transportation Costs	300.00

414.34 · ZB Advertising, Print, & Bind	56.76
414.42 · Dues, Subscriptions, and Mships	175.51
414.45 · Contracted services (Other)	1,374.38
414.98 · Zoning Recording/Transcription	160.00
414.99 · Salary Zoning Officer	<u>2,907.94</u>
Total 414 · Planning & Zoning	5,793.59
419 · Other Public Safety	
419.99 · PA One Call	<u>17.85</u>
Total 419 · Other Public Safety	17.85
422 · Vector (Animal) Control	
422.98 · Pesticide License Renewal	<u>35.00</u>
Total 422 · Vector (Animal) Control	35.00
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	617.30
426.44 · Sanitation Services	<u>70.00</u>
Total 426 · Gen Gov Recycling Col & Dis	687.30
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	4,507.82
432.15 · P/T Winter Salary	<u>445.47</u>
Total 432 · Winter Maintenance	4,953.29
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	44.16
437.99 · Truck Repair	<u>1,868.90</u>
Total 437 · Repair of Tools & Machinery	1,913.06
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	3,992.32
438.15 · PT Salaries for Road Crew	452.06
438.25 · Repairs & Maint Supplies	787.52
438.47 · Drug & Alcohol Testing	300.00
438.50 · Reimbursement of purchase	42.38
438.98 · Twp. paid road maint mat.	939.33
438.99 · Truck Fuel	<u>1,804.83</u>
Total 438 · Road/Bridge Maint. and Repair	8,318.44
452 · Participant Recreation	
452.15 · Participant Recreation - P/T	<u>139.33</u>
Total 452 · Participant Recreation	139.33
454 · GF Parks	
454.12 · Parks full time staff (GF)	1,222.74
454.15 · Parks part time staff (GF)	752.44
454.33 · Travel Expense	<u>44.77</u>
Total 454 · GF Parks	2,019.95
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,715.67
481.20 · Employer paid Medicare	401.25
481.30 · Employer paid Unemployment Comp	<u>37.98</u>
Total 481 · Employer paid Taxes	2,154.90
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	8,802.34
487.02 · Life Insurance	129.50
487.98 · Employer Paid Disability	<u>87.45</u>
Total 487 · Other Group Insurance Benefits	9,019.29
489 · All other unclassified Expenses	
489.99 · EE withholding taxes	<u>6,398.93</u>
Total 489 · All other unclassified Expenses	<u>6,398.93</u>

Total Expense	<u>74,699.55</u>
Net Income	<u>744.88</u>
	<u>Nov 07</u>
Income - LIGHT FUND	
301 · Real Property Taxes	
301.10 · Real Estate Taxes-Current	<u>69.89</u>
Total 301 · Real Property Taxes	<u>69.89</u>
Total Income	69.89
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	<u>747.07</u>
Total 434 · Street Lighting	<u>747.07</u>
Total Expense	<u>747.07</u>
Net Income	<u>-677.18</u>
	<u>Nov 07</u>
Income - COG ACCOUNT	
Income	0.00
Expense	
437 · Repairs of tools and machinery	<u>588.08</u>
Total Expense	<u>588.08</u>
Net Income	<u>-588.08</u>
	<u>Nov 07</u>
Income - RECREATION FUND	
341.01 · Interest on Checking	<u>6.06</u>
Total Income	6.06
Expense	
	<u>0.00</u>
Net Income	<u>6.06</u>
	<u>Nov 07</u>
Income - PARK FUND	
367 · Culture and Recreation	
367.99 · Insurance Reimbursement	<u>10,104.91</u>
Total 367 · Culture and Recreation	10,104.91
387 · Contributions and Donations	<u>200.00</u>
Total Income	10,304.91
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	605.52
454.28 · Park Equipment	1,355.00
454.36 · Public Utilities	45.28
454.37 · Equipment Repair	612.25
454.38 · Rental	87.50
454.42 · Dues/Subscriptions/Memberships	80.00
454.98 · Fuel for equipment	<u>97.47</u>
Total 454 · Parks	<u>2,883.02</u>
Total Expense	<u>2,883.02</u>
Net Income	<u>7,421.89</u>
Total Income (all accounts)	<u>85,825.29</u>
Total Expense (all accounts)	<u>78,917.72</u>
Net Income(all accounts)	<u>6,907.57</u>

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer