

**Board of Supervisors Re-Organization Meeting**  
**Monday, January 7th, 2008 @ 5:30 P M**  
**Lynn Twp.- 7911 Kings Hgwy., New Tripoli**

**Call to Order:** The Re-Organizational 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, Member Kermit E DeLong Jr., Zoning Officer Kevin N. Deppe, Asst. Secretary Tina M. Everett, East Penn Press Reporter Ken Petrini and approximately 26 citizens.

**Pledge of Allegiance:** The Pledge of Allegiance was conducted.

**Public Comment:** None

**Appointments:**

- **Temporary Chairman** – David Najarian motioned, seconded by Kermit DeLong, to appoint Thomas Creighton as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary** – Thomas Creighton motioned, seconded by David Najarian, to appoint Tina Everett as temporary secretary to take the minutes of the Re-org meeting since Tammy White was not able. Motion carried.
- **Chairman** – Thomas Creighton motioned, seconded by David Najarian, to appoint Kermit DeLong as Chairman of the Board. Motion carried unanimously.
- Chairman DeLong took over the meeting at this time.
- **Vice Chairman** – Kermit DeLong motioned, seconded by Thomas Creighton, to appoint Thomas Creighton as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** – Thomas Creighton motioned, seconded by David Najarian, to reappoint Tammy White as Secretary/Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** - Thomas Creighton motioned, seconded by David Najarian, to reappoint Tina Everett as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Assistant Treasurer** – David Najarian motioned, seconded by Thomas Creighton, to reappoint Janet Henritz as Assistant Treasurer. Motion carried unanimously.
- **Treasurer's Bond** – David Najarian motioned, seconded by Thomas Creighton, to accept the 3<sup>rd</sup> option premium of \$2,000,000 for the prepaid 4 year bond cost of \$6,656. Motion carried unanimously.
- **Township Solicitor** – David Najarian motioned, seconded by Thomas Creighton, to reappoint Steckel & Stopp as Township Solicitor. Motion carried unanimously.
- **Zoning Hearing Board Solicitor** – David Najarian motioned, seconded by Thomas Creighton, to strike this matter on appointing Zoning Hearing Board Solicitor, and to table until later meeting. Motion carried unanimously.
- **Township Engineer** – Thomas Creighton motioned, seconded by Kermit DeLong, to reappoint Keystone Consulting Engineers as Township Engineer. Motion carried unanimously.
- At this time the Board directed the Treasurer/Assistant Treasurer to obtain and provide a copy of the requisite bond to the Board and Auditors as soon as possible. There was also discussion to remind all who need to, to complete their notarized Oath of Office forms and return them to Tammy White as soon as possible. These are to be completed by all appointed/elected positions.
- **2008 Meetings** – David Najarian motioned, seconded by Thomas Creighton, to set the meeting dates for 2008, to be held the 2<sup>nd</sup> Thursday of every month at 6:30 pm, including a January meeting to be held on Thurs., Jan. 17<sup>th</sup>, 2008 and the close-out meeting to be held on December 29<sup>th</sup>, 2008 and to direct the Assistant Secretary to advertise the same. Motion carried unanimously.
- **2008 Six Township Meetings**– David Najarian motioned, seconded by Thomas Creighton, to set the six township/COG meetings as follows: 3/10/08 @ Lowhill Twp.; 6/9/08 @Lynn Twp.; 9/8/08 @ North Whitehall Twp.; 12/8/08 @ Washington Twp., all meetings to be held at 8:00 am. Motion carried unanimously.

**Resolutions:**

- **Resolution 2008-01 - To open and maintain bank accounts;** David Najarian motioned, seconded by Thomas Creighton to adopt resolution 2008-01 as amended. Motion carried unanimously.
- **Resolution 2008-02 - To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank;** Thomas Creighton motioned, seconded by David Najarian to adopt resolution 2008-02, Motion carried unanimously . A second motion was made by David Najarian, seconded by Thomas Creighton to provide the names as indicated, since they were blank on resolution, due to not knowing who were to be Chairman, Vice Chairman and Member. Motion carried unanimously.
- **Resolution 2008-03 - To establish a User Fee Schedule for 2008;** David Najarian motioned, seconded by Thomas Creighton to adopt resolution 2008-03 with the following amendments: the word "from" in paragraph about

appointed inspection agency be changed to read "by" and to add the word "Additional" in front of Recycle bins. Motion carried unanimously.

- Resolution **2008-04- Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review**; Thomas Creighton motioned, seconded by Kermit DeLong to adopt resolution 2008-04. Motion carried unanimously. At this time, David Najarian discussed his concerns with the invoicing that is being received from our Engineer. He feels that the invoices currently being received should be more detailed. Thomas Creighton agreed with David Najarian on this matter, and felt that the more detail the better.

### **Appointments/Resolutions:**

At this time the Board reviewed all candidates that had applied for the Sewer Authority. They were as follows: Eric Schellhamer, Robert Sadler and Glenn Ed Maurer. Robert Sadler and Eric Schellhamer since they were present were asked to give a brief introduction of themselves and why they felt they would be an asset to the Sewer Authority. Glenn Maurer wasn't present to do so, but had given the Board a letter of interest.

- Resolution **2008-05 -Sewer Authority - Term Ends 01/01/2013 (1 Vacancy) (5 Year Term)** – Thomas Creighton motioned, seconded by Kermit DeLong to adopt resolution number 2008-05, which reappoints Eric T. Schellhamer to the Sewer Authority for another 5 year term ending 1/1/2013. Motion carried. David Najarian was opposed.
- Resolution **2008-06 -Planning Commission - Term Ends 01/01/2012 (1 Vacancy) (4 Year Term)** – Thomas Creighton motioned, seconded by David Najarian to adopt resolution number 2008-06, which reappoints John Bailey to the Planning Commission for another 4 year term ending 1/1/2012. Motion carried unanimously.
- Resolution **2008-07 -Zoning Hearing Board - Term Ends 01/01/2011 (1 Vacancy) (3 Year Term)** –David Najarian motioned, seconded by Thomas Creighton to adopt resolution number 2008-07, which reappoints Richard Snyder to the Zoning Hearing Board for another 3 year term ending 1/1/2011. Motion carried unanimously.

Thomas Creighton had one request of Richard Snyder and that was to not have his meetings extend past 11:00 pm if possible. This was asked of him, since a meeting in the past had gone past midnight.

- Resolution **2008-08-Building Code of Appeals Board Member - Term Ends 01/01/2013 (1 Vacancy) (5 Year Term)** Thomas Creighton motioned, seconded by David Najarian to adopt resolution number 2008-08, which reappoints Jay D. Scheffler to serve on the Building Code Appeals Board for another 5 year term ending 1/1/2013. Motion carried unanimously.
- **Sewage Enforcement Officer (SEO)** – David Najarian motioned, seconded by Thomas Creighton to reappoint Carl Wolfe as Sewage Enforcement Officer. Motion carried unanimously.
- **Alternate Sewage Enforcement Officer (SEO)**-. There was discussion as to whether Scott Bieber, whom was existing Alternate Sewage Enforcement Officer would like to be reappointed. There was also question as to whether Carl Wolfe's son, Christopher was certified. David Najarian motioned, seconded by Thomas Creighton to table the appointment for Alternate Sewage Enforcement Officer until the next meeting. Motion carried unanimously
- **Zoning Officer** –David Najarian motioned, seconded by Kermit DeLong to reappoint Kevin Deppe as Zoning Officer. Motion carried. Thomas Creighton did not vote.
- **Alternate Zoning Officer** – David Najarian motioned, seconded by Thomas Creighton to reappoint Keystone Consulting Engineers. Motion carried unanimously.
- **Building Codes Official**– David Najarian motioned, seconded by Kermit DeLong to reappoint Kevin Deppe as Building Codes Official. Motion carried. Thomas Creighton did not vote.
- **Office Manager/Administrator** – Kermit DeLong motioned, seconded by David Najarian to reappoint Kevin Deppe as Office Manager/Administrator. Motion carried. Thomas Creighton did not vote.
- **Building/Plumbing/Electrical Inspector** – Thomas Creighton motioned, seconded by David Najarian to reappoint Code Master Inspection Services as Building/Plumbing/Electrical Inspector. Motion carried unanimously.
- **Emergency Management Coordinator** – Thomas Creighton motioned, seconded by David Najarian to appoint Matthew Nemeth as Emergency Management Coordinator. Motion carried unanimously.
- **Assistant Emergency Management Coordinator** –David Najarian motioned, seconded by Thomas Creighton to table the appointment of an Assistant Emergency Management Coordinator. Motion carried unanimously. At this time Matthew Nemeth is still looking for someone.
- **Road Master/Superintendent Employee** –David Najarian motioned, seconded by Thomas Creighton to reappoint Bruce Raber as Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2008 Convention**- Thomas Creighton motioned, seconded by David Najarian to appoint Kermit DeLong as Voting delegate for PSATS 2008 Convention. Motion carried unanimously.

- Township Employees to the 2008 PSATS Convention – The Board authorized any employee who wanted to attend the convention could go as long as they all didn't go at the same time.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** –David Najarian motioned, seconded by Thomas Creighton to reappoint Heidelberg/Lynn EIT Bureau as the Township's wage tax collector. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission** –David Najarian motioned, seconded by Kermit DeLong to reappoint Thomas Creighton as Supervisor Representative for the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission** – Thomas Creighton motioned, seconded by David Najarian to reappoint David Najarian as Supervisor Representative for the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch** – Thomas Creighton motioned, seconded by David Najarian to appoint Kermit DeLong as Supervisor Representative for Crime Watch. Motion carried unanimously. Kermit will contact former Supervisor Jan Schaeffer for more information on Crime Watch, so he can get this off the ground again.
- **Appoint Supervisor Representative for Jordan Valley Water Shed Committee Act 167** – David Najarian motioned, seconded by Thomas Creighton to reappoint David Najarian as Supervisor Representative for Jordan Valley Water Shed. Motion carried unanimously.
- **Appoint Park Manager** – David Najarian motioned, seconded by Thomas Creighton to reappoint Richard Matthias as Park Manager. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** – David Najarian motioned, seconded by Thomas Creighton to accept the applicants of interest for the Vacancy position and to table this matter until next meeting on Jan. 17<sup>th</sup>, 2008. Motion carried unanimously. The Board was uncertain if Steve Feinour was interested in being reappointed, and the following other people showed interest in being appointed to vacancy position: Mel Charles & Glen Smith.
- **Appoint Chairman of the EAC**– David Najarian motioned, seconded by Thomas Creighton to table the appointment of the Chairman of the EAC upon recommendation of the EAC Committee. Motion carried unanimously.

#### Miscellaneous:

- **Establish mileage reimbursement for employees on Township business** – After discussing this further the Board does not feel anything has to be done. They believe a resolution was adopted authorizing Lynn Twp. to pay mileage reimbursement at the same rate that is set by the internal revenue service. They will look into this matter and revisit the matter at the next meeting if necessary.
- **Set wages for employees based on performance and review-** At this time Richard Matthias expressed his concerns with his pay. He felt when he began working full-time for Lynn Twp. that he was still being paid at the part-time wages. Otherwise, he feels as if he should be compensated more due to all the work he does with being the Park Manager. Bruce Raber also spoke up to inform the Board that he felt that Richard Matthias was a big asset to him many times in the past. He's helped him trim trees and plow snow when needed.

At this time the Board took a few minutes to review the performance evaluations. The board continued to have an extensive discussion on setting employees wages. Member Najarian wanted to hear from each department head before making his decision and Vice Chairman Creighton had some concerns with the increase in health insurance. After further discussion on the health insurance concerns, Chairman DeLong agreed that it was an issue they should revisit as a whole later in the year. There was also discussion on possibly adding Veteran's Day as another paid holiday for 2008.

Resident Mel Charles felt the Board should table this issue until next meeting. Resident Richard Snyder also felt the Board should spend some more time with this issue on employee wages.

Kermit DeLong motioned, seconded by Thomas Creighton to table this issue on salaries and possibly adding Veteran's Day to paid holidays for township employees until the meeting on January 17<sup>th</sup>, 2008. Motion carried unanimously. David Najarian motioned, seconded by Thomas Creighton that in the interim all salaries remain the same. Motion carried unanimously.

**Public Comment:** Resident Richard Snyder questioned why the increase in the recreation fee from \$1,000 to \$3,000 per each new residential unit. An explanation was given to Mr. Snyder. Secondly he informed the Board of the need for a Secretary to take the minutes of the Zoning Hearing Board meetings. He feels it's too much for the Zoning Officer to take

the minutes and answer questions during the meetings. At this time the Board questioned both Tina Everett and Janet Henritzky if they wanted the position and both were interested in position.

A motion was made by David Najarian, seconded by Thomas Creighton to appoint Janet Henritzky as primary Secretary to take the minutes of the zoning hearing board meetings and Tina Everett as secondary at the rate of \$50 per meeting. Motion carried. The board felt they could switch off if they wanted to month to month taking the minutes.

Kermit Delong discussed the possibility of employees having their checks direct deposited, which in turn would shorten up the payroll process. After further discussion on this matter, the cost to do this would not be the issue, but the timing would be an issue, since the Board must approve payroll prior to issuing the checks to employees.

Robert Hamm, Auditor had some concerns that the Board may not have set the compensation of the auditing firm. After further discussion the Board informed him that this compensation was accepted by them in the format of a bid which was received and the official record is reflected in the minutes

**Announcements:** The Lehigh County Winter Convention is being held at Fogelsville Fire Co., Friday, January 11, 2008.

**Adjournment:** A motion was made by David C. Najarian, seconded by Thomas Creighton to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:25pm.

As of December 31, 2007

<b>Account</b>	<b>Balance</b>
General Fund	424,789.93
Capital Reserve	440,916.17
Zoning/Subdivision	39,510.99
HLLW COG	34,872.44
State Road	2,575.67
Street Light	2,494.76
Park	15,249.03
Recreation	15,688.75
Shade Tree	2,368.36
<b>Total</b>	<b>978,466.10</b>

	<u>Dec 07</u>
<b>Income - General Fund</b>	
<b>301 · Real Property Taxes</b>	
301.10 · Real Estate Tax-Current	2,836.67
301.40 · Delinquent RE Tax-Tax Claim	<u>1,134.40</u>
<b>Total 301 · Real Property Taxes</b>	<b>3,971.07</b>
<b>310 · Local Tax Enabling Act</b>	
310.10 · Real Estate Transfer Tax	13,482.84
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	<u>49,532.34</u>
<b>Total 310.20 · Earned Income Tax</b>	<b>49,532.34</b>
<b>Total 310 · Local Tax Enabling Act</b>	<b>63,015.18</b>
<b>310.50 · EMST(formallyOPT)</b>	
310.51 · EMST-Current Years Levy	<u>10.00</u>
<b>Total 310.50 · EMST(formallyOPT)</b>	<b>10.00</b>
<b>331 · Fines</b>	
331.10 · Court - Magistrate	107.98
331.12 · Violation of Ordinances, Statue	579.60
331.13 · State Police	<u>5,069.59</u>
<b>Total 331 · Fines</b>	<b>5,757.17</b>
<b>342 · Interest, Rents &amp; Royalties</b>	
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	50.00
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	500.00
361.35 · Road Improvement Fees	<u>2,065.50</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	2,565.50
361.81 · Business Permit	450.00
361.87 · Sale of Maps & Publications	63.00
361.88 · Copy Fee	24.00
361.91 · Plumbing Registrations	50.00
361.94 · Misc. Billing	<u>350.00</u>
Total 361 · General Government	3,552.50
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	3,222.00
362.41D · Driveway Permit	75.00
362.41F · Building Permit Filed	850.00
362.41K · Deck, Patios, Patio Roof, Porch	179.00
362.41N · Re-inspection	300.00
362.41R · Renew BLDG, Zone, Plumb	550.00
362.41S · Accessory Struc < 1000 ft	<u>25.00</u>
Total 362.41 · Building Permit	5,201.00
362.42 · Electrical Permit	868.00
362.43 · Plumbing Permit	695.00
362.44 · Sewage Permits (SEO Fees)	2,770.00
362.48 · Demolition Permit	<u>129.00</u>
Total 362.40 · Protective Inspection Fees	<u>9,663.00</u>
Total 362 · Public Safety	9,663.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,132.00</u>
Total 364 · Sanitation	<u>1,132.00</u>
Total Income	88,100.92
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	1,553.48
403.99 · Misc.	<u>17.00</u>
Total 403 · Tax Collection	1,570.48
404 · Solicitor/Legal Services	2,325.50
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	437.54
406.23 · Postage	200.00
406.32 · Communication - Phone/Wireless	832.96
406.34 · Advertising	162.88
406.38 · Rentals	163.00
406.42 · Membership/Dues	<u>1,293.00</u>

406.48 · Internet Fees/Web Design	11.95
406.99 · Payroll	<u>115.02</u>
Total 406 · Other General Govt. Admin	6,757.90
408 · Engineering Services	
408.99 · Township engineer	<u>5,022.28</u>
Total 408 · Engineering Services	5,022.28
409 · General Government Bldg&Plants	
409.37 · Repairs and Maint.	1,485.12
409.44 · Laundry/Other Sanitary Services	179.90
409.99 · Heating - Oil/Propane	<u>1,270.66</u>
Total 409 · General Government Bldg&Plants	2,935.68
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>3,562.60</u>
Total 413 · Code Enforcement	3,562.60
414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	2,240.00
414.33 · Transportation Costs	300.00
414.98 · Zoning Recording/Transcription	160.00
414.99 · Salary Zoning Officer	<u>3,017.72</u>
Total 414 · Planning & Zoning	5,717.72
419 · Other Public Safety	
419.99 · PA One Call	<u>19.55</u>
Total 419 · Other Public Safety	19.55
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	441.38
426.44 · Sanitation Services	<u>1,339.11</u>
Total 426 · Gen Gov Recycling Col & Dis	1,780.49
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	9,644.74
432.15 · P/T Winter Salary	42.92
432.98 · Twp paid winter maint. mats.	<u>4,972.39</u>
Total 432 · Winter Maintenance	14,660.05
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	-214.69
437.99 · Truck Repair	<u>590.90</u>
Total 437 · Repair of Tools & Machinery	376.21
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,382.17
438.50 · Reimbursement of purchase	1,050.00
438.98 · Twp. paid road maint mat.	2,934.02
438.99 · Truck Fuel	<u>1,263.62</u>
Total 438 · Road/Bridge Maint. and Repair	6,629.81
454 · GF Parks	
454.12 · Parks full time staff (GF)	1,412.53
454.15 · Parks part time staff (GF)	13.92
454.33 · Travel Expense	36.26
454.74 · Machinery & Equipment	<u>13,989.99</u>
Total 454 · GF Parks	15,452.70
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,691.82
481.20 · Employer paid Medicare	395.67
481.30 · Employer paid Unemployment Comp	6.12
483.30 · Non-Uniform Pension Contr.	<u>24,322.00</u>
Total 481 · Employer paid Taxes	26,415.61

487 · Other Group Insurance Benefits	
487.01 · Health Insurance	9,687.32
487.02 · Life Insurance	42.50
487.03 · Workmans Compensation	<u>4,658.00</u>
Total 487 · Other Group Insurance Benefits	14,387.82
489 · All other unclassified Expenses	
489.39 · Banking Service Charge Fees	10.00
489.98 · Clothing Allowance	147.45
489.99 · EE withholding taxes	<u>6,552.07</u>
Total 489 · All other unclassified Expenses	6,709.52
492 · Interfund Operating Transfer	
492.95 · Transfer to Ontelaunee Park	<u>97.47</u>
Total 492 · Interfund Operating Transfer	<u>97.47</u>
Total Expense	<u>116,713.34</u>
Net Income	<u><u>-28,612.42</u></u>
	<u>Dec 07</u>

Income - Electric Light Fund	
301 · Real Property Taxes	
301.10 · Real Estate Taxes-Current	<u>6.60</u>
Total 301 · Real Property Taxes	<u>6.60</u>
Total Income	6.60
Expense	<u>0.00</u>
Net Income	<u><u>6.60</u></u>
	<u>Dec 07</u>

Income - Cog Fund	0.00
Expense	
342.40 · Rent of Machinery and Equipment	<u>-1,075.30</u>
Total Expense	<u>-1,075.30</u>
Net Income	<u><u>1,075.30</u></u>
	<u>Dec 07</u>

Income - Recreation Fund	
341.01 · Interest on Checking	6.04
367.99 · Rec Fee from Subdivision	<u>1,000.00</u>
Total Income	1,006.04
Expense	<u>0.00</u>
Net Income	<u><u>1,006.04</u></u>
	<u>Dec 07</u>

Income - Park Fund	
387 · Contributions and Donations	5,800.00
392 · Interfund Operating Transfer	
392.01 · Transfer from GF	<u>97.47</u>
Total 392 · Interfund Operating Transfer	<u>97.47</u>
Total Income	5,897.47
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	803.03
454.36 · Public Utilities	48.18
454.38 · Rental	140.00
454.96 · Misc. appl. fees	730.00
454.99 · Signs	<u>100.08</u>

Total 454 · Parks	<u>1,821.29</u>
Total Expense	<u>1,821.29</u>
Net Income	<u>4,076.18</u>
Total Income (all accounts)	<u>88,135.73</u>
Total Expense (all accounts)	<u>117,459.33</u>
Net Income(all accounts)	<u>-29,323.60</u>

Respectfully Submitted,



Tina M. Everett  
Assistant Secretary