

Board of Supervisors
Monday, December 29th, 2008 (Close-out meeting) @ 6:30 PM
Lynn Twp.-7911 Kings Hgwy., New Tripoli

Call to Order: The Close-out meeting of the Lynn Township Board of Supervisors was called to order by Chairman Kermit E. DeLong Jr., at 6:30 pm in the Municipal Building. Present were Chairman Kermit E. DeLong Jr., Vice Chairman Thomas C. Creighton III, member David C. Najarian, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, and approximately 5 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 12/11/08. Motion carried unanimously. A motion was made by Thomas C. Creighton and seconded by Kermit E. DeLong to pay the bills. David C. Najarian abstained. Dave Najarian prepared a Conflict of Interest Memorandum of Abstention in January 2008 because he recused himself in the event a bill would need to be paid to the Lynnport Fire Company.

Subdivisions: (1) Kelly Follweiler driveway waiver: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to grant a waiver for the driveway ordinance for Kelly Follweiler. Motion carried unanimously. **(2) John Scully extension letter:** the issue was tabled till 1/15/09. The BOS agreed that in order to grant the extension, we require an updated letter of credit that is dated for another 2 years; as long as the extension letter request date. The BOS did not want to consider the extension until they are provided with a document showing financial stability. The improvement agreement was recorded July 20, 2007 with an 18 month extension to January 20, 2009.

Bid Specs for Park: Will discuss at the 1/15/09 BOS meeting.

Right-to-Know: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt Resolution 2008-25; **A RESOLUTION OF THE LYNN TOWNSHIP BOARD OF SUPERVISORS ADOPTING RULES, REGULATIONS AND INTERNAL OPERATING PROCEDURES FOR REQUESTS MADE UNDER THE PA RIGHT TO KNOW LAW, AS AMENDED, IN RESPONSE TO REQUEST FOR PUBLIC RECORDS RECEIVED ON/AFTER JANUARY 1, 2009.** Motion carried unanimously.

Tax Appeal Procedures under Taxpayer Bill of Rights: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt Ordinance 2008-6; **ORDINANCE IMPLEMENTING THE REQUIREMENTS OF THE LOCAL TAXPAYERS BILL OF RIGHTS BY ADOPTING RULES AND REGULATIONS, ADOPTING A DISCLOSURE STATEMENT, ADOPTING A FORM OF TAXPAYER PETITION AND ADOPTING ADMINISTRATIVE APPEAL PROCEDURES.** Motion carried unanimously.

Ordinance Township Manager: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to authorize Tammy M. White to advertise the Ordinance for Township Manager; **AN ORDINANCE OF LYNN TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA CREATING THE OFFICE OF TOWNSHIP MANAGER, THE POWERS AND DUTIES OF SUCH OFFICE, AND RELEVANT QUALIFICATIONS THEREFOR,** for adoption on January 15, 2009. Motion carried unanimously.

Tax Certification Fee: Resolution amending Ordinance 1991-2; increasing the Tax Certification Fee from \$10 to \$15. The BOS agreed to table this resolution and directed Kevin Deppe to look into the increase request of \$3.00, for the tax collector, for requests of duplicate copies. The resolution will then be sent to the BOS for review prior to the meeting on the 15th of January.

Weed Ordinance: Kevin Deppe stated that the weed ordinance went to the PC with his comments. Kevin Deppe also added that there is a weed ordinance already in affect but the new draft is much broader. The BOS agreed to table the weed ordinance for further discussion, until an EAC member is present.

Engineer Firm: Ed Koehler, representative of Remington & Vernick Engineer Firm was present to discuss issues in regards to information that he had obtained concerning Lynn Township interviewing engineering firms and to discuss with the BOS, issues pertaining to the Act 537 and concerns with the treatment process. After a lengthy discussion, the BOS decided to invite Remington & Vernick Engineers and BCM Engineers to the pending interview process to be held on 1/15/09 and also to include 2 engineer firms chosen by the Sewer Authority.

Security System: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to have Lynn Township pay the yearly fee for security system for the Zeisloff House and Fort Everett, which was normally paid by the Historical Society. Motion carried unanimously. The invoice will be paid to Dynamark in the amount of \$576.00.

Cable Franchise: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt the cable franchise agreement for 2009 thru 2013. Motion carried unanimously.

Policy Handbook: A motion was made by David C. Najarian and seconded by Thomas C. Creighton to adopt the revised Policy & Procedure Handbook which shall take affect January 1, 2009. Motion carried unanimously. Copies will be distributed to all employees along with a receipt that needs to be signed and returned to Tammy White for filing in each employee's personnel file.

Act 537: Kermit DeLong stated that the S/A made a motion at their last meeting to have Donald Christ meet with Kevin Deppe to discuss some question that needed attention. Kevin Deppe stated that he in fact did meet with Donald Christ and 2 engineering firms; no 2 firms in particular but 2 firms simply to gather more information concerning the VIP/VLR process in the current 537. Kevin Deppe also stated that he spoke with Jim Ridgik and he stated that he is winding things down but will still have a few questions. Mr. Ridgik made a point that he still needs to speak with Susan Rockwell; with the Lehigh Valley Planning Commission. The BOS directed Kevin Deppe to summarize, with the Sewer Authority, any questions or problems that may be of concern, and present them to Jim Ridgik. Kevin Deppe stated that he would be speaking with Jim Ridgik either on 12/31/2008 or 01/05/09 to discuss update's on the continued technical review of the 537. Dave Najarian read a letter from the Lehigh County Authority, from 2007, that stated that they felt that the VIP system was a good choice to go with and that they felt the system had the capability to remove nutrients in the process. The BOS directed Tammy White to forward a copy of the Act 537 Plan Update; BioWin Modeling Supplement Appendix B Update (#1) and (#2), including Maps IV-1; V-1; V-2, to all sewer authority members and Ed Koehler with Remington & Vernick. Glenn Smith stated that he spoke with an engineering firm and they stated that a plan can be changed without pulling the plan. Kevin Deppe added that a plan can amended after it has been approved. Dave Najarian stated that the BOS was definitely not in favor of pulling the plan.

Miscellaneous: (1) Kevin Deppe stated that the maintenance agreement for Falcon Court; Pergosky, does not include a section stating that the township would be able to maintenance Falcon Court if it was not being taken care of. Falcon Court is a private road and was never dedicated to the township. The township has never done any type of maintenance on Falcon Court. The BOS suggested that the township draft a contract with Pergosky and ask the residents to sign the contract. (2) Kevin Deppe brought to the attention of the BOS that in 1988 there was a review board formed for Ag Security. The board no longer exists and Harry Gruber extended his interest in reforming the board as well as Brian Dietrich, 1 BOS member and himself. Kevin Deppe added that Heidelberg Township has an Ag Security Review Board and asked the BOS if it was their wish for him to resurrect the board for Lynn Township. Kevin Deppe stated that he will call the county to inquire about the process. (3) Kermit DeLong stated that the BOS would like to meet with the PC to discuss further issues with the proposed AARC and Traffic Study. Tammy White will check with the PC to confirm if their normal meeting date of Tuesday, January 20, 2009 at 7:00 pm instead of 7:30 pm will be sufficient. When confirmation is received from all members, the advertisement will be sent to the NW Press.

Public Comment: (1) Rob Sadler inquired on the update of Hoffadeckel Ct. & Boyer Ct. Kevin Deppe reported that there is effort in progress on cleaning up Hoffadeckel and that he is working with Ed Healy on letters that are being drafted to send to both Hoffadeckel and Boyer Courts.

Announcements: None

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 8:10 pm.

As of December 31, 2008

Account	Balance
General Fund	331,723.48
Capital Reserve	453,913.17
Zoning/Subdivision	11,126.81
HLLW COG	39,566.14
State Road	7,657.20
Street Light	2,880.65
Park	3,178.23
Recreation	30,805.42
Total	880,851.10

	<u>Dec 08</u>
Income - General Fund	
301 - Real Property Taxes	
301.10 - Real Estate Tax-Current	522.88
301.40 - Delinquent RE Tax-Tax Claim	103.10
Total 301 - Real Property Taxes	<u>625.98</u>
310 - Local Tax Enabling Act	
310.10 - Real Estate Transfer Tax	2,666.09
310.20 - Earned Income Tax	
310.21 - Earned Income Tax-Current	<u>40,363.00</u>
Total 310.20 - Earned Income Tax	40,363.00
310.60 - Amusement /Admissions Tax	
310.61 - Amusement/Admis. - Current Year	18.73

310.62 · Amusement/Admis. - Prior Year	6,496.44
Total 310.60 · Amusement /Admissions Tax	<u>6,515.17</u>
Total 310 · Local Tax Enabling Act	49,544.26
331 · Fines	
331.10 · Court - Magistrate	76.42
331.12 · Violation of Ordinances, Statue	75.41
331.13 · State Police	<u>4,273.03</u>
Total 331 · Fines	4,424.86
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,100.00</u>
Total 342 · Interest, Rents & Royalties	1,100.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	<u>4,816.10</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	4,816.10
361.88 · Copy Fee	7.00
361.94 · Misc. Billing	<u>150.00</u>
Total 361 · General Government	4,973.10
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,497.00
362.41D · Driveway Permit	75.00
362.41N · Re-inspection	150.00
362.41R · Renew BLDG, Zone, Plumb	<u>400.00</u>
Total 362.41 · Building Permit	2,122.00
362.42 · Electrical Permit	248.00
362.43 · Plumbing Permit	<u>258.00</u>
Total 362.40 · Protective Inspection Fees	<u>2,628.00</u>
Total 362 · Public Safety	2,628.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,644.00</u>
Total 364 · Sanitation	<u>1,644.00</u>
Total 360 · Gen. Govt. Charges for Services	9,245.10
389 · Unclassified Income	
389.98 · WCcontribution	<u>2,050.34</u>
Total 389 · Unclassified Income	2,050.34
394.000 · Short-Term Debt	
394.200 · Reimbursement to Township	<u>188.40</u>
Total 394.000 · Short-Term Debt	188.40
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	<u>880.18</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>880.18</u>
Total Income	68,059.12
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>408.36</u>
Total 400.00 · Legislative (Governing) Body	408.36
403 · Tax Collection	
403.16 · Commission Paid as Compensation	7,379.15
403.21 · Office Supplies	78.75

403.99 - Misc.	17.00
Total 403 - Tax Collection	7,474.90
404 - Solicitor/Legal Services	5,603.19
405 - Secretary/Clerk	
405.12 - Salary Township Secretary	<u>2,920.73</u>
Total 405 - Secretary/Clerk	2,920.73
406 - Other General Govt. Admin	
406.12 - Salary Full Time Staff	5,338.79
406.21 - Office Supplies	374.95
406.23 - Postage	200.00
406.32 - Communication - Phone/Wireless	404.14
406.33 - Travel Expense	13.02
406.34 - Advertising	153.52
406.38 - Rentals	424.76
406.42 - Membership/Dues	1,326.00
406.46 - Mtg., Conf., Cont.Ed.	25.00
406.99 - Payroll	<u>473.77</u>
Total 406 - Other General Govt. Admin	8,733.95
408 - Engineering Services	
408.99 - Township engineer	<u>899.13</u>
Total 408 - Engineering Services	899.13
409 - General Government Bldg&Plants	
409.36 - Public Utility Services (TWP)	290.06
409.37 - Repairs and Maint.	7,325.00
409.44 - Laundry/Other Sanitary Services	269.33
409.99 - Heating - Oil/Propane	<u>47.87</u>
Total 409 - General Government Bldg&Plants	<u>7,932.26</u>
Total 400 - General Government	33,972.52
410 - Public Safety	
411 - Fire	
411.97 - Lynnport FC Fuel	160.75
411.98 - New Tripoli FC Fuel	<u>119.39</u>
Total 411 - Fire	280.14
412 - Ambulance/Rescue	
412.98 - Fuel	<u>-96.76</u>
Total 412 - Ambulance/Rescue	-96.76
413 - Code Enforcement	
413.31 - Code enforcement pro. service	1,706.31
413.45 - Contracted Services	<u>104.00</u>
Total 413 - Code Enforcement	1,810.31
414 - Planning & Zoning	
414.15 - ZHB/PC Salaries	3,220.00
414.33 - Transportation Costs	517.72
414.42 - Dues, Subscriptions, and Mships	74.95
414.99 - Salary Zoning Officer	<u>4,567.85</u>
Total 414 - Planning & Zoning	8,380.52
419 - Other Public Safety	
419.99 - PA One Call	<u>8.50</u>
Total 419 - Other Public Safety	<u>8.50</u>
Total 410 - Public Safety	10,382.71
420 - Health and Human Services	
426 - Gen Gov Recycling Col & Dis	
426.15 - Transfer/Recycle Salaries	947.88
426.44 - Sanitation Services	<u>728.07</u>

Total 426 · Gen Gov Recycling Col & Dis	1,675.95
Total 420 · Health and Human Services	1,675.95
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	11,397.95
432.15 · P/T Winter Salary	2,248.02
Total 432 · Winter Maintenance	13,645.97
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	856.25
Total 437 · Repair of Tools & Machinery	856.25
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	799.53
438.99 · Truck Fuel	1,128.62
Total 438 · Road/Bridge Maint. and Repair	1,928.15
Total 430 · Public Works Hwy,Rds,Streets	16,430.37
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	2,735.87
454.15 · Parks part time staff (GF)	536.75
454.33 · Travel Expense	147.76
454.37 · Repairs and Maint. serv (park)	1,587.19
Total 454 · GF Parks	5,007.57
Total 450 · Culture-Recreation	5,007.57
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,579.95
481.20 · Employer paid Medicare	603.37
481.30 · Employer paid Unemployment Comp	800.61
Total 481 · Employer paid Taxes	3,983.93
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	9,900.76
487.02 · Life Insurance	37.50
487.03 · Workmans Compensation	4,801.00
Total 487 · Other Group Insurance Benefits	14,739.26
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	169.97
489.99 · EE withholding taxes	10,146.14
Total 489 · All other unclassified Expenses	10,316.11
Total 480 · Misc. Expense	29,039.30
Total Expense	96,508.42
Net Income	28,449.30
	Dec 08
Income - Light Fund	0.00
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	754.68
Total 434 · Street Lighting	754.68
Total Expense	754.68
Net Income	-754.68
	Dec 08
Income - COG	

342.40 · Rent of Machinery and Equipment	705.48
Total Income	<u>705.48</u>
Expense	<u>0.00</u>
Net Income	<u><u>705.48</u></u>
	<u>Dec 08</u>

Income - REC	
341.01 · Interest on Checking	11.43
367.99 · Rec Fee from Subdivision	<u>1,000.00</u>
Total Income	<u>1,011.43</u>
Expense	<u>0.00</u>
Net Income	<u><u>1,011.43</u></u>
	<u>Dec 08</u>

Income - Escrow	0.00
Expense	
414 · Planning and Zoning	
414.97 · Escrow Refunds	<u>1.16</u>
Total 414 · Planning and Zoning	<u>1.16</u>
Total Expense	<u>1.16</u>
Net Income	<u><u>-1.16</u></u>
	<u>Dec 08</u>

Income - Park	
367 · Culture and Recreation	0.00
387 · Contributions and Donations	<u>1,900.00</u>
Total Income	<u>1,900.00</u>
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	419.94
454.36 · Public Utilities	79.09
454.42 · Dues/Subscriptions/Memberships	80.00
454.98 · Fuel for equipment	<u>21.16</u>
Total 454 · Parks	<u>600.19</u>
Total Expense	<u>600.19</u>
Net Income	<u><u>1,299.81</u></u>

Total Income (all accounts)	<u>71,676.03</u>
Total Expense (all accounts)	<u>97,864.45</u>
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Net Income(all accounts)	<u><u>26,188.42</u></u>

Respectfully Submitted,

Tammy M. White
Secretary/Treasurer