

Board of Supervisors
Thursday, February 14th, 2013 @ 6:30 PM
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 Justin N. Smith, at 6:30 pm in the Municipal Building. Present were Chairman Justin N. Smith, Vice Chairman Brian C. Dietrich, Member Kermit E. DeLong, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Janet L. Henritz, Road Master Bruce Raber, Engineer Alan Fornwalt, Solicitor Marc Fisher, NW Press Reporter Elsa Kerschner, and approximately 20 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: (1) Eric Andreus, Natural Resource Manager for Nestle presented the township with a check in the amount of 15K for continued enhancement of Ontelaunee Park in 2013. The BOS thanked Mr. Andreus for Nestles continued support. Mr. Andreus added that Nestle has donated over 200K to date.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to accept the minutes from 01/28/13. Motion carried unanimously. A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to direct the treasurer to pay the bills. Motion carried unanimously.

Subdivision- (1) #Gary Snyder Sewage Planning Module: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong approving the sewage planning module for transmittal and approval to DEP. Motion carried unanimously. Gary Snyder paid his REC fee and Road Improvement fees. (2) Greg Snyder: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to direct the Solicitor, Marc Fisher to draft an agreement for Mr. Snyder's sewage planning module concerning the maintenance of the sewer line. Motion carried unanimously. The agreement would be part of the deed, if the property owner fails to maintain the line, the Township would be responsible to maintain the line.

Fire Companies- Assistant Chief, Gary Kuntz from NTFC reported from 12/11/12 to 2/09/13, a list of fire calls and refresher courses that were attended.

Road Report: Bruce Raber, Road master, reported for the month of January: (1) Finished cutting up trees and brush at park. (2) Half way around the township with boom mowing. (3) Cleared pipes and storm boxes of branches and leaves. (4) Repairs to plows and trucks (hoses-lights-some welding on plow frames). (5) Repaired and replaced stop signs and road name signs. (6) Fixed guide rail on Washington St. (7) Fixed storm box grate on Long Ct. (8) Cut and cleared trees and branches that came down from strong winds. (9) Hauled scrap from recycling center - \$113.40. (10) Plowed snow and put down anti-skid and salt. (11) Met with Roy Stewart and Justin Smith to look at Falcon Ct. Anticipated work for February: (1) Continue boom mowing. (2) Fill pot holes on dirt roads if they dry out. (3) Light tree trimming. In addition to the road report the BOS asked Road Master Bruce Raber to put together a job description for Assistant Road Master position for the March 14, 2013 BOS meeting.

Ag Security- Zoey Farms, LLC Foster / Watson: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong approving Resolution 2013-13: A RESOLUTION CREATING AN AGRICULTURAL SECURITY AREA OWNED BY ZOEY FARMS and Resolution 2013-14: A RESOLUTION CREATING AN AGRICULTURAL SECURITY AREA OWNED BY WATSON. Motion carried unanimously.

EAC Appointment- Resolution 2013-08: A RESOLUTION APPOINTING A MEMBER OF THE EAC UNTIL JANUARY 1, 2016 Resolution 2013-09; A RESOLUTION APPOINTING A CHAIRMAN OF THE EAC FOR 2013 have been tabled.

ET&T (Phone System)- Maintenance agreement. The BOS decided to take no action on the agreement.

REC Advisory- Sue Giralico reported that the 5th annual car cruise will be held on Sunday, July 14, 2013. Preparations are well under way and it has been posted on the internet. Sue asks for anyone interested in helping the day of the event, as well as other events sponsored by the REC Advisory, to please contact her or the township. Sue Bittenbender reported dates for the following bands: 5/12/13 The Majestics; 6/09/13 Lehigh Valley Idol (no cost to twp); 08/11/13 Todd Wolfe Band; 09/08/13 The Large Flower Heads. Sue Bittenbender should the BOS pics of previous attendance at performances in the park and added that there is a matter of funding for these bands. Sue Bittenbender also stated that there is an active Face Book page for Ontelaunee Park. The BOS stated that the page is not active by the township and that we try and locate who is responsible for the page.

Miscellaneous: (1) Falcon Ct. There are 2 issues regarding Falcon Ct. 1 – Water runoff from another property on state road. Residents Shawn Scanlon, Jason Hopp, and Andrew Banner were present to discuss the water issue. This issue was observed by Chairman Justin Smith, Engineer Roy Stewart, and Road Master Bruce Raber. Lots 4, 11 and 2 on Falcon Street were not constructed with the proper curb reveal. The developer was instructed to remove the curb and sidewalk and construct it to the proper reveals, which has not been done. As a result, the road was not officially accepted by the township. Regarding this issue the BOS has agreed to have the engineer look at contacting PennDot and getting pictures and setting up a field meeting with PennDot and KCE. 2. Dedication/acceptance of Falcon Street: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to notify the developer that the township is willing to accept dedication of Falcon Street contingent upon the following, 1-The developer pay a deed of dedication for review by

the Solicitor and Engineer 2-The Developer pay \$2500.00 for the cost of the review, court filing, and future inspection/repair required of the road. 3-the Solicitor prepares the necessary Resolution with formal acceptance of the deed by the BOS. Motion carried unanimously. (2) Broadtail Ct. There were 3 outstanding items to complete this subdivision: 1- Street light placement 2- Street tree placement 3-Closed out of the Penn DOT permit. Larry Heintzelman was present to discuss the subdivision. Mr. Heintzelman stated that there are 2 remaining lots that need to be built on and he is not the owner. Mr. Heintzelman was told by Met-Ed that they would not install street lights until all lots were built on. Engineer Alan Fornwalt stated that at this point it was his belief that Met-Ed would be willing to go ahead with the installation of the street lights. KCE will contact Met-Ed. The BOS directed Mr. Heintzelman to go ahead and plant the remaining trees on the 2 opened lots and that they should be planted in accordance with the plan. Mr. Heintzelman also stated that the permit was closed out 4 years ago by Fred Smith. Mr. Heintzelman as well as the township and KCE will look for this document. It is the recommendation for the township to accept Broadtail Ct. Broadtail Ct. has a T cul-de-sac and not a circular cul-de-sac. T cul-de-sacs are not accepted for Liquid Fuel money but based upon when the plan was approved it may be grandfathered by PennDot. The following will need to be done: Street lights-Check to see if street lights can be installed; or have residents sign an agreement if they don't want them and in this case the existing wires would need to be pulled. Trees-plant trees in remaining lots and plant per recorded plan. Permit-Locate closed permit. After all is complete the township will be able to take over the road. Both Falcon and Broadtail issues should be complete by September 2013. (3) Complaint Opplinger/Grim. Linda Generose along with her mother Irene from 7913 Springhouse Rd has filed a complaint regarding the animals, debris and manure nuisance at the property of 7897 Springhouse Rd. The BOS informed Linda Generose that the Lehigh County Conservation District has been notified (1-31-13) to re-inspect the property. On 10/15/2012, the LCCD issued a compliance notice requesting the property owner to develop a Manure Management Plan also and Erosion and Sediment BMP. A telephone conversation with the LCCD on 2/12/13 indicated the District has not received a response. The Humane Society of the Lehigh Valley has also been contacted on 1/31/13 and again on 2/12/13. The Humane Society does not have an enforcement officer at this time. All the cases are being referred to the State Dog Warden out of the Philadelphia Area. According to the Humane Society, the property has been investigated in the past. We are still waiting on a reply. A separate issue regarding this location is a water problem which is not related to 7897 Springhouse Rd. Sewage Enforcement Officer Carl Wolfe will be notified regarding this issue. (4) Steven Keck. A complaint was filed for junk/nuisance as 7985 Kings Hwy. KCE, Roy Stewart spoke with Ms. Keck on 2/13/13 and they have agreed on a cleanup plan that will consist of 2 phases. The first phase will include the removal of all trash and debris that can be hauled away by professional haulers and the trash and debris that you can haul personally to an approved disposal site. The second phase will be the removal of the junk vehicles and other related debris. The deadline for phase one is extended to March 29, 2013. At this time an on-site inspection will be conducted. Failure to comply with the terms of this notice shall result in the township filing criminal proceedings before a District Magistrate Judge. (5) Bank Pavilion Sign. The BOS directed Janet Henritz to forward a copy of the pavilion sign, recognizing the New Tripoli Bank for their generous donations to the park, for their approval. (6) Concession Stand plan proposal. Chairman Justin Smith will speak with Bank President Dave Hunsicker regarding the banks input for their monetary donation in completing the kitchen facility at Ontelaunee Park. The BOS did direct the payment of \$600 (retainer fee) be forwarded to Gouck Architects. (7) SA Audit. A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong authorizing Frey & Co. to perform the SA audit for 2 months of activity for 2012 up to the 4th month when all accounts were closed. Motion carried unanimously. The cost will be at \$2500.00. Donald Christ will be notified to furnish the township with the necessary documents and then Frey & Co. will be notified. (8) Elected Auditors pay. A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong to pay Lynn Twp elected auditors their re-org meeting pay from 2012 and 2013 which is \$10 per hour. Motion carried unanimously. The BOS added that a motion was not necessary because the second class township code book states the compensation of elected auditors. (9) Kermit DeLong. Kermit DeLong stated that the issue was brought up of having an audit done in December 2012 because of the resignation of Kevin N. Deppe in December 20012. Kermit DeLong stated that this was necessary and that the issue not be discussed further because as of January 1, 2103 the appointed auditors are on the books to perform the 2012 audit. (10) Brian Dietrich. Brian Dietrich stated that an anonymous complaint was filed regarded earth disturbance in Ontelaunee Park. Lehigh County is ok with the cleanup in the front of Ontelaunee Park but any further action of removal of stumps must be reviewed by DEP before removal. Bruce Raber will get a list together of what stumps will need approval by DEP. (11) SA refund. Paperwork has been submitted for a refund of \$313.60. (12) Justin Smith. Justin Smith thanked Janet Henritz for doing a great job while Tammy M. White was out. (13) Kermit DeLong. Kermit DeLong welcomed Tammy M. White back with wishes for a speedy recovery. (14) Codification. Tammy M. White stated that she is working with KCE regarding the codification of ordinances and that information regarding the codification was sent to KCE on 02/11/13. (15) Zoning. The issue was mentioned about having a shared position with Heidelberg Township. Brian Dietrich stated he was happy with using KCE. The BOS stated the issue will be tabled till later this year.

Public Comment: (1) Resident, Russell Wambold stated that there should be a flag in the new pavilion at Ontelaunee Park. There is the main flag that hangs out front, however a flag under the pavilion could be used for different services or events. The BOS directed Janet Henritz to purchase an American flag similar to the one in the conference room. (2) Nancy Smith spoke in reference to the ZHB decision of 6922 Donats Peak Rd. She wanted to let the BOS know that she is monitoring the situation and nothing is going on

Announcements: (1) "Beautify Lynn Day" Sat. April 20, 2013, sponsored by the Lynn Twp EAC. (2) The BOS announced that they will be holding an executive session upon adjournment of this meeting.

Adjournment: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:22 pm.

As of February 28, 2013

Account	Balance
General Fund	661,919.80
Capital Reserve	5,311.40
CD's	470,754.04
Zoning/Subdivision	18,940.05
HLLW COG	53,160.92
State Road	55,546.06
Street Light	587.79
Park	25,151.66
Recreation	8,935.41
Total	1,300,307.13

TOTAL

Income-GENERAL FUND

310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	1,053.50
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	30,008.26
Total 310.20 · Earned Income Tax	30,008.26
Total 310 · Local Tax Enabling Act	31,061.76
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	12,323.30
Total 321 · Business Licenses and Permits	12,323.30
331 · Fines	
331.10 · Court - Magistrate	249.48
Total 331 · Fines	249.48
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,100.00
Total 342 · Interest, Rents & Royalties	1,100.00
355 · Shared Revenue & Entitlements	
355.05 · Gen Municipal Pension State Aid	3,246.00
Total 355 · Shared Revenue & Entitlements	3,246.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.81 · Business Permit	100.00
361.88 · Copy Fee	6.50
361.94 · Misc. Billing	4.00
361.99 · Road Improvement Fees	1,023.75
Total 361 · General Government	1,134.25
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	364.00
362.41F · Building Permit Filed	200.00
362.41S · Accessory Struc < 1000 ft	245.00
Total 362.41 · Building Permit	809.00
362.42 · Electrical Permit	104.00
362.44 · Sewage Permits (SEO Fees)	585.00
Total 362.40 · Protective Inspection Fees	1,498.00
Total 362 · Public Safety	1,498.00

364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,111.00</u>
Total 364 · Sanitation	<u>1,111.00</u>
Total 360 · Gen. Govt. Charges for Services	3,743.25
395 · Refunds of Prior Yr Expenditure	
395.35 · Insurance & Bonding	5,603.15
395.99 · Refunds of Prior Year Exp.	<u>17,909.06</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>23,512.21</u>
Total Income	<u>75,236.00</u>
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>413.79</u>
Total 400.00 · Legislative (Governing) Body	413.79
402 · Auditing/Bookkeeping Services	
402.05 · Auditor Salary	<u>60.00</u>
Total 402 · Auditing/Bookkeeping Services	60.00
404 · Solicitor/Legal Services	1,298.04
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>1,239.88</u>
Total 405 · Secretary/Clerk	1,239.88
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	1,956.24
406.21 · Office Supplies	207.77
406.23 · Postage	105.49
406.32 · Communication - Phone/Wireless	542.21
406.34 · Advertising	74.58
406.38 · Rentals	456.83
406.42 · Membership/Dues	150.00
406.99 · Payroll	<u>286.00</u>
Total 406 · Other General Govt. Admin	3,779.12
408 · Engineering Services	
408.99 · Township engineer	<u>2,037.50</u>
Total 408 · Engineering Services	2,037.50
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	182.45
409.37 · Repairs and Maint.	158.10
409.44 · Laundry/Other Sanitary Services	142.92
409.99 · Heating - Oil/Propane	<u>21.89</u>
Total 409 · General Government Bldg&Plants	<u>505.36</u>
Total 400 · General Government	9,333.69
410 · Public Safety	
411 · Fire	
411.98 · New Tripoli FC Fuel	<u>464.01</u>
Total 411 · Fire	464.01
412 · Ambulance/Rescue	
412.98 · Fuel	<u>-1,049.01</u>
Total 412 · Ambulance/Rescue	-1,049.01
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>1,807.50</u>
Total 413 · Code Enforcement	1,807.50
419 · Other Public Safety	
419.99 · PA One Call	28.42

Total 419 · Other Public Safety	<u>28.42</u>
Total 410 · Public Safety	1,250.92
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	484.90
426.44 · Sanitation Services	<u>892.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,376.90</u>
Total 420 · Health and Human Services	1,376.90
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	10,677.58
432.15 · P/T Winter Salary	<u>512.05</u>
Total 432 · Winter Maintenance	<u>11,189.63</u>
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>1,097.17</u>
Total 437 · Repair of Tools & Machinery	<u>1,097.17</u>
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,758.24
438.99 · Truck Fuel	<u>3,555.82</u>
Total 438 · Road/Bridge Maint. and Repair	<u>5,314.06</u>
Total 430 · Public Works Hwy,Rds,Streets	17,600.86
450 · Culture-Recreation	
454 · GF Parks	
454.31 · Parks Professional services	<u>600.00</u>
Total 454 · GF Parks	<u>600.00</u>
Total 450 · Culture-Recreation	600.00
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,330.31
481.20 · Employer paid Medicare	311.12
481.30 · Employer paid Unemployment Comp	1,907.88
483.30 · Non-Uniform Pension Contr.	75.00
483.49 · 457 Pension contribution	<u>222.42</u>
Total 481 · Employer paid Taxes	<u>3,846.73</u>
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	8,659.20
487.02 · Life Insurance	38.50
487.03 · Workmans Compensation	2,319.00
487.04 · Workers Compensation Vol Fire	<u>2,016.00</u>
Total 487 · Other Group Insurance Benefits	<u>13,032.70</u>
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	295.90
489.99 · EE withholding taxes	<u>5,148.19</u>
Total 489 · All other unclassified Expenses	<u>5,444.09</u>
Total 480 · Misc. Expense	22,323.52
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.98 · Transfer to Electric Light Fund	<u>1,000.00</u>
Total 492 · Interfund Operating Transfer	<u>1,000.00</u>
Total 490 · Other Financing Uses-exp	<u>1,000.00</u>
Total Expense	<u>53,485.89</u>
Net Income	<u>21,750.11</u>

	<u>Feb 13</u>
Income- LIGHT FUND	
392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	<u>1,000.00</u>
Total 392 · Interfund Operating Transfers	<u>1,000.00</u>
Total Income	1,000.00
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	<u>897.05</u>
Total 434 · Street Lighting	<u>897.05</u>
Total Expense	897.05
Net Income	<u><u>102.95</u></u>
	<u>Feb 13</u>
Income- LIQUID FUEL	0.00
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	<u>15,358.49</u>
Total 430 · LFF Public Works	<u>15,358.49</u>
Total Expense	15,358.49
Net Income	<u><u>-</u></u> <u>15,358.49</u>
	<u>Feb 13</u>
Income- RECREATION FUND	
367.99 · Rec Fee from Subdivision	<u>3,000.00</u>
Total Income	3,000.00
Expense	<u>0.00</u>
Net Income	<u><u>3,000.00</u></u>
	<u>Feb 13</u>
Income- ESCROW FUND	
361 · General Government	
361.96 · Subdivision Escrow Deposit	<u>500.00</u>
Total 361 · General Government	<u>500.00</u>
Total Income	500.00
Expense	<u>0.00</u>
Net Income	<u><u>500.00</u></u>
	<u>Feb 13</u>
Income- PARK FUND	
342.59 · Rental of Park Facilities	<u>500.00</u>
387 · Contributions and Donations	<u>15,176.00</u>
Total Income	15,676.00
Expense	
454 · Parks	
454.36 · Public Utilities	<u>132.89</u>
454.38 · Rental	<u>234.98</u>
Total 454 · Parks	<u>367.87</u>
Total Expense	367.87
Net Income	<u><u>15,308.13</u></u>
Total Income (all accounts)	<u>95,412.00</u>
Total Expense (all accounts)	<u>70,109.30</u>
Net Income(all accounts)	<u><u>25,302.70</u></u>

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Respectfully Submitted,

Tammy M. White

Tammy M. White
Secretary/Treasurer