

Board of Supervisors
Thursday, April 11th, 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, Asst. Secretary/Treasurer Janet L. Henritzy, Road Master Bruce Raber, Engineer Roy Stewart, Solicitor Marc Fisher, NW Press Reporter Elsa Kerschner, and approximately 9 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: (1) David Najarian stated that he noticed a for rent sign at the sub-station for New Tripoli Fire Company located on Kistler Valley Road. He feels that something should be done to try and save the sub-station from closing by possibly a joint meeting with the Fire Company. The supervisors will look into this and speak with the President or Fire Chief of New Tripoli.

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 03/14/13. 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) Labold/Henninger Final: A motion was made Brian C. Dietrich to accept the final plan of Labold/Henninger and this was seconded by Kermit E. DeLong. Motion carried unanimously. (2) Storch sewage planning module: A motion was made Kermit E. DeLong to accept the Sewer Planning Module to be submitted to DEP, this was seconded by Brian C. Dietrich. Motion carried unanimously.

Fire Companies- Assistant Fire Chief, Zach Paris reported for the New Tripoli Fire Company: (1) 8 fire calls since last meeting. (2) Completed propane awareness and operations. Date for propane Emergencies class has been moved to May 4th. (3) On 4/22 they will be hosting an air bag rescue class at our station @ 6:30 pm. (4) On 4/24 they will conduct a mutual aid training with Kempton Fire Company on confined space rescue. (5) Assistant Chief Kuntz obtained his Firefighter II Certification. (6) Mr. Paris stated that he will have someone from the fire company contact the supervisors concerning the above comments concerning the substation. (7) New Tripoli's President is Matt Nemeth.

Burn Ban: Kermit DeLong questions whether a Burn Ban is in effect due to the dry/red flag conditions lately. Discussion on who would be responsible for enacting a Burn Ban now that we do not have a Township Manager. Marc Fisher referred back to the procedure set forth in the Ordinance as to who that person/persons would be and if it has to be revisited it can be done.

Road Report: Bruce Raber, Road master, reported for the month of March: (1) Continue filling pot holes. (2) Sweeping roads and intersections. (3) Made repairs to plow hitch on 97 Ford. (4) Installed some new road signs and made repairs to others. (5) Cut & cleaned up trees. (6) Touch up painting to two trucks. Anticipated work for April: (1) Install an 18" road pipe. (2) Continue sweeping roads. (3) Finish up pot hole patching on black top roads. (4) Possibly start paving projects. Bruce stated that they installed a swale along the state road and into Falcon Court by the handicap ramp to stop the water from washing in that way. On Tuesday we received the new (used) truck and the title transferred. PennDot was contacted in reference to the driveway onto the state road across from Falcon Court. He is waiting for a reply from them. There was a plastic storm box that needed to be replace in the townhouse development and since the weather was fairly nice they were able to make one out of steel with a grate at no extra cost. Last night Bruce went to a Lehigh County meeting concerning the grant for the roller and trailer the joint (4) townships applied for. It looks in our favor that we might get that grant. Brian Dietrich asked Bruce about upcoming paving jobs for the township. Bruce stated that he wants to do a leveling course on Ontelaunee Road, 143 back to Lease Lake parking lot and a ½ mile course on Saw Mill Road with additional truck loads to Ross Valley Road. He also has a couple of smaller projects on Weis Road and Washington Street that needs some attention. He plans on possibly cleaning up, grading, stone, oiling and double chipping Hamm Court. Discussion on authorization RoadMaster to sign titles once approved by supervisors for purchase of equipment besides Chairman was discussed and for now it will stay the same.

Stone & Bituminous Material Bids: See 2013 bid results below.

Motion made by Brian C. Dietrich to accept the lowest highlighted bids on the chart below, this was seconded by Kermit E. DeLong. Motion carried unanimously.

2013 Road Materials								
		250 Ton #67	250 Ton #57	350 Ton	2500 Ton #8	400 Ton	400 Ton	2500 Ton
<u>COMPANY</u>		Stone 2.0%	Stone 2%	#2A Stone	Stone 1.0%	#1 Stone	#10 Stone	2 RC
		LBW	LBW		LBW			
Lehigh Asphalt	FOB	\$9.75	\$9.75	\$8.50	\$10.65	\$9.75	-	\$8.50
	Total	\$2,437.50	\$2,437.50	\$2,975.00	\$26,625.00	\$3,900.00	-	\$21,250.00

	Delivered	\$14.60	\$14.60	\$13.35	\$15.50	\$14.60	-	\$13.35
	Total	\$3,650.00	\$3,650.00	\$4,672.50	\$38,750.00	\$8,840.00	-	\$33,375.00
Eastern Industries	FOB	\$10.00	\$9.25	\$7.25	\$11.30	\$8.75	\$11.00	\$5.25
	Total	\$2,500.00	\$2,312.50	\$2,537.50	\$28,250.00	\$3,500.00	\$4,400.00	\$13,125.00
	Delivered	\$14.50	\$13.75	\$11.75	\$15.75	\$13.20	\$14.45	\$9.75
	Total	\$3,625.00	\$3,437.50	\$4,112.50	\$39,375.00	\$5,280.00	\$5,780.00	\$24,375.00
SlatedaleAggregate	FOB	-	-	-	-	-	-	\$5.00
	Total	-	-	-	-	-	-	\$12,500.00
	Delivered	-	-	-	-	-	-	\$8.50
	Total	-	-	-	-	-	-	\$21,250.00
		500 Ton	900 Ton	400 Ton	200 Ton	300 Ton	125 Ton	250 Ton
<u>COMPANY</u>		Type 2	9.5 mm	19.0 mm	25.0 mm	9.5 mm	UPM	B-1
		Anti-Skid	Superpave	Superpave	Superpave	Superpave	Coldpatch	Sand
Lehigh Asphalt	FOB	\$9.50	\$55.64	\$51.94	\$47.41	\$53.17	-	\$11.50
	Total	\$4,750.00	\$50,076.00	\$20,776.00	\$9,482.00	\$15,951.00	-	\$2,875.00
	Delivered	\$14.35	-	-	-	-	-	\$16.35
	Total	\$7,175.00	-	-	-	-	-	\$4,087.50
Eastern Industries	FOB	\$8.95	\$62.25	\$53.00	\$49.50	\$61.25	\$110.00	-
	Total	\$4,475.00	\$56,025.00	\$21,200.00	\$9,900.00	\$18,375.00	\$13,750.00	-
	Delivered	\$13.40	-	-	-	-	-	-
	Total	\$6,700.00	-	-	-	-	-	-
EJB Paving & Materials Co.	FOB	-	\$57.25	\$51.50	\$48.75	\$56.25	-	-
	Total	-	\$51,525.00	\$20,600.00	\$9,750.00	\$16,875.00	-	-
	Delivered	-	\$75 rental	\$75 rental	\$75 rental	\$75 rental	-	-
	Total	-	Per hour	Per hour	Per hour	Per hour	-	-
		14,000 Gals	140,000 LF	145,000 gal.				
<u>COMPANY</u>		Diesel	Yellow	CRS-				
ISO Bunkers DBA		Fuel	Traffic Lines	2PME3M				
Maximum mark up over bidders cost at time of deliver		.198 cents						
A-1 Traffic Cntrl	LF		\$.095					
	Total		\$13,300.00					
Midlantic Marking	LF		\$.0942					
	Total		\$13,188.00					
Eastern Industries	Unit Price			\$2.41				
	Total			\$349,450.00				
Asphalt Maint Sol.	Unit Price			\$2.11				
	Total			\$305,950.00				
Dosch King Emulsions	Unit Price			\$1.96				
	Total			\$284,200.00				

Resolution 2013-14- A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong to adopted Resolution 2013-14; A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR THE TRANSFER OF UNENCOMBERED MONEYS FROM ONE TOWNSHIP ACCOUNT TO ANOTHER. Motion carried unanimously. The transfer was for the Gary Snyder subdivision.

Codification of Ordinances: Currently the Planning Commission is in the review process of the Codifications of Ordinances. We will receive comments from them shortly.

Envision Lehigh Valley- Holly Edinger (presentation) She reviewed the goals of the project for (1) affordable housing; (2) regional sustainable economic development; (3) jobs/housing balance; (4) climate and energy conservation; (5) access to fresh food plan. She wants the supervisors and residents to be aware of their plan goals so that they could be implemented.

Miscellaneous: (1) Falcon Ct. Marc Fisher will have further information concerning Falcon Court at our next meeting. Mr. Pergosky was out of town. (2) Lincoln Ct. abandoned vehicle: Letter were sent out to all the residents on Lincoln Court. Janet received a call from the owner (non-resident) and the car was removed. Roy still feels that signs need to be posted at the end of Lincoln Court to deter residents from parking there even in snow removal events. This will need to be done by Ordinance. Discussion was on what can be done to deter residents from parking in front of a fire hydrant and mail boxes. Bruce has scheduled maintenance for painting of the curbs this summer. Further investigation into the development plans for that area will be reviewed by Roy. Bruce states that there are quite a bit of cars parked on Falcon Street and that is a posted "No Parking" zone. Marc Fisher stated that if we do an Ordinance regarding no parking we would incorporate all the streets. (3) Springhouse Rd. storm drain: Roy stated that the Conservation District and DEP will be having a meeting up there tomorrow with regards to the horse situation and what they want to do about it. Not even sure if the house is in foreclosure and if that will take care of itself. Roy and Bruce will have a sight meeting to determine what is the best way to correct the amount of water collecting on Springhouse Road. This is possibly due to a missing swale on the side of Springhouse Road that was never installed. Bruce was out this past winter and took a good couple of inches of frozen ice off the road in this section. (4) The resident on Behler Road is slowly putting trash in trash bags. The process is slow due to family issues the resident has. Several junk cars have to be cleaned up as well. (5) Discussion regarding speed through the development. Bruce can put advisory speed limit signs up for residents to slow down. Roy will look at the issue of speed in this development. (6) Two bids came in to finish the concession stand/kitchen in Ontelaunee Park. Heintzelman's bid at \$7,180. and Advanced Custom Interiors at \$8,643.81. These bids are for the construction cost only. Equipment estimate is separate. *Justin N. Smith made a motion to conditionally approve Heintzelman's bid of \$7,180. with the condition that the New Tripoli Bank will be funding the project. This was seconded by Brian C. Dietrich.* Kermit E. DeLong stated that he would like to see payment terms on Heintzelman's contract. *Motion was amended by Justin N. Smith to conditionally award this bid to Heintzelman with the condition that the New Tripoli Bank actually financing this project with payment terms to Heintzelman Contracting at 50% down with balance upon satisfactory completion of the project. Motion seconded by Brian C. Dietrich. Motion passed unanimously.* (7) Justin Smith reported that seed, fertilizer and turf blankets were placed on the fields in Ontelaunee Park to get them back into shape. Olde Homestead will loan an air raider to use on the fields. (8) There is an American flag in the band shell for events. (9) David Najarian volunteered to the E.A.C. committee. *Brian C. Dietrich made a motion to appoint Dave Najarian to the E.A.C. committee. This motion was seconded by Kermit E. DeLong. Motion carried unanimously.* (10) Our Liability insurance came back with a savings of \$800. Suggestion was made that we increase our liability amount to 2 million from 1 million using the \$800. towards the increase. *Brian C. Dietrich made a motion that we increase our Liability Insurance to 2 Million.* Discussion was had and it was decided that the liability would stay at 1 million. *Motion died.* (11) Linda Tyson requests a letter from the township regarding her jury duty falling on a day that she is collecting taxes. The letter would request an alternate date for Linda to serve on jury duty due to her dates already on the real estate bills for collecting taxes. (11) Transfer station hours are posted on the gate 8am to 3 pm. (12) Wash-out is acuring during heavy rain in Ontelaunee Park. Bobby Acker filled it in last time. Bruce will look at this issue and get back to the board regarding a possible swale. (13) Discussion on paying the Emergency Management Coordinator will have to be held with Heidelberg Township. Justin N. Smith will talk with Steve Bachman and get back with the Board at the June meeting. (14) *Brian C. Dietrich made a motion to advertise for a part-time park employee to weed the flower beds. This motion was seconded by Kermit E. DeLong. Motion carried unanimously.* The rate of this part-time seasonal help has been previously set. (15) All committees will get updated contact information at the beginning of each year. (16) Planning Commission requests the Board appoint a Planning Commission Secretary. *Motion was made by Kermit E. DeLong to appoint Tammy M. White as Secretary to the Planning Commission with a meeting pay of \$50. This motion was seconded by Brian C. Dietrich. Motion carried unanimously.* Brian Dietrich thanked Tammy and Janet for stepping up and helping out once again.

Northwestern REC Commission: Justin Smith informed the board that they are making one of the bottom fields a multi-purpose field. They are requesting one guy, for one day, from each municipality to help move the shale and topsoil to the field. Someone will be hired to level it out and seed the field.

Public Comment: (1) Harold Handwerk stated that the planning commission always recommended full width of streets on all developments to prevent parking problems. Larger widths to road also increase speed to developments, small widths make it hard for parking. (2) Andrew Banner stated the turf blankets are blowing in Ontelaunee Park and he has been putting them back down when he notices it.

Announcements: (1) "Beautify Lynn Day" Sat. April 20, 2013, sponsored by the Lynn Twp EAC. (2) "Recycling Day" Sat. April 13, 2013 9 am – 12 pm. Free to all Lehigh County Residents. (3) "6th annual Pow-wow May 17th, 18th 19th with the 17th being educational day. Discussion was made to have Cleansweep on the same date as Beautify Lynn Day so that things don't have to be stored here for the following year. The E.A.C. appointments will be made at the next meeting regarding Chairman and Vice Chairman.

Adjournment: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:37 pm.

As of March 31, 2013

Account	Balance
General Fund	652,925.29
Capital Reserve	5,314.03
CD's	470,754.04
Zoning/Subdivision	18,446.11
HLLW COG	53,187.22
State Road	245,080.34
Street Light	1,596.67
Park	25,554.91
Recreation	17,934.34
Total	1,490,792.95

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.60 · Real Estate Tax-Interim-Current	5.65
Total 301 · Real Property Taxes	5.65
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	5,410.57
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	49,026.42
310.23 · Earned Income Tax-Delinquent	42.65
Total 310.20 · Earned Income Tax	49,069.07
Total 310 · Local Tax Enabling Act	54,479.64
331 · Fines	
331.10 · Court - Magistrate	19.80
Total 331 · Fines	19.80
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,100.00
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	401.04
Total 361.30 · Zoning-Subdiv-Land Dev Fees	401.04
361.87 · Sale of Maps & Publications	6.00
361.94 · Misc. Billing	5.00
Total 361 · General Government	412.04
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41A · Permit for Ag. Bldg.	125.00
362.41B · BLDG/Alter/Repair Permit	254.00
362.41F · Building Permit Filed	400.00
362.41K · Deck, Patios, Patio Roof, Porch	179.00
362.41P · Pool/Hot Tub/Spa Permit	154.00
362.41S · Accessory Struc < 1000 ft	150.00
Total 362.41 · Building Permit	1,262.00
362.42 · Electrical Permit	178.00
362.43 · Plumbing Permit	129.00
362.44 · Sewage Permits (SEO Fees)	120.00
362.48 · Demolition Permit	258.00

Total 362.40 · Protective Inspection Fees	1,947.00
Total 362 · Public Safety	1,947.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	2,098.00
Total 364 · Sanitation	2,098.00
Total 360 · Gen. Govt. Charges for Services	4,457.04
392 · Interfund Operating Transfer	
392.98 · Transfer from SubD/Zoning	500.34
Total 392 · Interfund Operating Transfer	500.34
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	48.90
Total 395 · Refunds of Prior Yr Expenditure	48.90
Total Income	60,611.37
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	413.79
Total 400.00 · Legislative (Governing) Body	413.79
404 · Solicitor/Legal Services	413.70
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	2,038.63
Total 405 · Secretary/Clerk	2,038.63
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	1,992.85
406.21 · Office Supplies	548.44
406.23 · Postage	113.74
406.32 · Communication - Phone/Wireless	643.35
406.38 · Rentals	223.50
406.42 · Membership/Dues	3,231.22
406.48 · Internet Fees/Web Design	610.00
406.99 · Payroll	114.50
Total 406 · Other General Govt. Admin	7,477.60
408 · Engineering Services	
408.99 · Township engineer	1,029.39
Total 408 · Engineering Services	1,029.39
409 · General Government Bldg&Plants	
409.44 · Laundry/Other Sanitary Services	170.51
409.99 · Heating - Oil/Propane	1,597.89
Total 409 · General Government Bldg&Plants	1,768.40
Total 400 · General Government	13,141.51
410 · Public Safety	
411 · Fire	
411.98 · New Tripoli FC Fuel	364.81
Total 411 · Fire	364.81
412 · Ambulance/Rescue	
412.98 · Fuel	562.22
Total 412 · Ambulance/Rescue	562.22
413 · Code Enforcement	
413.31 · Code enforcement pro. service	1,989.75
413.45 · Contracted Services	60.00
Total 413 · Code Enforcement	2,049.75
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	76.50

414.46 · Meetings, Conf. Seminars	180.00
414.98 · Zoning Recording/Transcription	210.00
414.99 · Salary Zoning Officer	<u>976.50</u>
Total 414 · Planning & Zoning	1,443.00
419 · Other Public Safety	
419.99 · PA One Call	<u>19.50</u>
Total 419 · Other Public Safety	<u>19.50</u>
Total 410 · Public Safety	4,439.28
420 · Health and Human Services	
422 · Vector (Animal) Control	
422.99 · Stray Animals	<u>360.00</u>
Total 422 · Vector (Animal) Control	360.00
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	498.96
426.44 · Sanitation Services	<u>1,143.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,641.96</u>
Total 420 · Health and Human Services	2,001.96
430 · Public Works Hwy, Rds, Streets	
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>4,297.35</u>
Total 437 · Repair of Tools & Machinery	4,297.35
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	8,536.88
438.15 · PT Salaries for Road Crew	1,152.18
438.25 · Repairs & Maint Supplies	3,400.45
438.74 · Purchase of Machinery/Equipment	12,000.00
438.99 · Truck Fuel	<u>1,514.92</u>
Total 438 · Road/Bridge Maint. and Repair	<u>26,604.43</u>
Total 430 · Public Works Hwy, Rds, Streets	30,901.78
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	78.21
454.31 · Parks Professional services	306.30
454.34 · Advertising	<u>34.02</u>
Total 454 · GF Parks	<u>418.53</u>
Total 450 · Culture-Recreation	418.53
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,261.35
481.20 · Employer paid Medicare	294.99
481.30 · Employer paid Unemployment Comp	603.10
483.49 · 457 Pension contribution	<u>770.00</u>
Total 481 · Employer paid Taxes	2,929.44
486 · Insurance	
486.10 · Insurance - Liability	<u>15,669.50</u>
Total 486 · Insurance	15,669.50
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	8,659.20
487.02 · Life Insurance	38.50
487.03 · Workmans Compensation	2,316.00
487.04 · Workers Compensation Vol Fire	<u>1,168.00</u>
Total 487 · Other Group Insurance Benefits	12,181.70
489 · All other unclassified Expenses	

489.98 · Clothing Allowance	39.99
489.99 · EE withholding taxes	4,932.86
Total 489 · All other unclassified Expenses	4,972.85
Total 480 · Misc. Expense	35,753.49
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.98 · Transfer to Electric Light Fund	1,000.00
Total 492 · Interfund Operating Transfer	1,000.00
Total 490 · Other Financing Uses-exp	1,000.00
Total Expense	87,656.55
Net Income	-27,045.18
	Apr 13

Income-LIGHT FUND

392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	1,000.00
Total 392 · Interfund Operating Transfers	1,000.00
Total Income	1,000.00
Expense	0.00
Net Income	1,000.00
	Apr 13

Income-LFF

355 · LFF State Shared Revenue	
355.02 · Motor Vehicle Fuel Taxes	200,850.02
Total 355 · LFF State Shared Revenue	200,850.02
Total Income	200,850.02
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	5,539.91
438 · Maint./Repair Roads & Bridges	4,263.36
Total 430 · LFF Public Works	9,803.27
Total Expense	9,803.27
Net Income	191,046.75
	Apr 13

Income-RECREATION FUND

367.99 · Rec Fee from Subdivision	9,000.00
Total Income	9,000.00
Expense	0.00
Net Income	9,000.00
	Apr 13

Income-ESCROW FUND

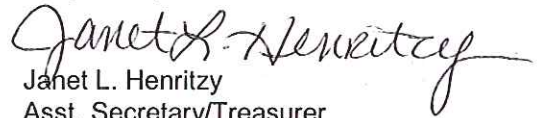
Expense	0.00
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	500.34
Total 492 · Interfund Operating Transfers	500.34
Total Expense	500.34
Net Income	-500.34
	Apr 13

Income-PARK FUND

342.59 · Rental of Park Facilities	625.00
387 · Contributions and Donations	816.74

Total Income	1,441.74
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	905.00
454.36 · Public Utilities	213.55
Total 454 · Parks	1,118.55
Total Expense	1,118.55
Net Income	323.19
Total Income (all accounts)	272,903.13
Total Expense (all accounts)	99,078.71
Net Income(all accounts)	173,824.42

Respectfully Submitted,


 Janet L. Henritz
 Asst. Secretary/Treasurer