

**Board of Supervisors**  
**Thursday, May 09th, 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 Roy Stewart, Solicitor Marc Fisher, NW Press Reporter Elsa Kerschner, and approximately 12 citizens.

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

**Public Comment:** (1) Resident, David C. Najarian stated that he felt the EAC was underutilized and asked the BOS if the EAC could take on the task of organizing a cleanup of a dump site located in Ontelaunee Park at the railroad bed behind the Sewer Authority. Mr. Najarian stated that he has been checking the site, and the site is no longer active but requires clean up. The BOS were in favor of the EAC taking a look at the site, however it was agreed upon by the BOS as well as the township Engineer Roy Stewart, that the EAC take a look at the site as a group first, then before any clean up can be organized or take place, the committee need to contact Roy Stewart and the Lehigh County Conservation District to set up a meeting, on site, that can be attended by Engineer, Roy Stewart and a representative from the LCCD as well as a board member. This meeting is required before any earth disturbance can take place. (2) Resident, Kenneth Seibert was present in regards to the P/T position in Ontelaunee Park. The BOS stated the issue would be discussed later in the meeting.

**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 04/11/13 and to direct the treasurer to pay the bills. Motion carried unanimously.

**Subdivision-** (1) Nancy Smith Sewage planning module & Final: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong giving final approval pending Engineer, Roy Stewarts review of the final plan and to make sure all of Mr. Stewarts comments are taken care of as stated and that REC fees are paid. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong to proceed with the transmittal of the Sewage Planning module to DEP. Motion carried unanimously. (2) Stan Kelson Preliminary: Representative, Michael J. Gula from Lehigh Engineering Associates presented the BOS with the preliminary plan. A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to accept the preliminary plan. Motion carried unanimously.

**Fire Companies-** No representatives present.

**Road Report:** Bruce Raber, Road master, reported for the month of April: (1) Installed new 18" X 40' pipe on Ulrich Mill Rd. (2) Finished up pot-hole patching on black top roads. (3) Hauled scrap metal from recycling center \$253.00. (4) Cleaned out gutters and cut shoulders on some dirt roads. (5) Swept all roads but 2 courts. (6) Helped Weisenberg and Lowhill townships with some of their paving projects and also Heidelberg Township. (7) Installed 3 non-enforceable 15 mph signs on Lincoln, Jefferson, and Adams Court. (8) Starting Lynn's paving projects on Ontelaunee Rd. and Saw Mill Rd. which is finished. (9) Cleaned out gutters and cut shoulders on some black top roads. Anticipated work for May: (1) finished up paving projects. (2) Work on dirt roads. (3) Finish up sweeping the 2 remaining courts. Park Paving: Bruce Raber estimated the paving at the park in the front lot located by the existing handicap spot, to be around 8K to 9K. Bruce Raber stated that if the BOS wishes to move ahead with the paving, he will have to wait for the other 3 townships to be finished with the paver and in addition to the paving the townships will be doing their oil & chip first. The BOS agreed to set up a meeting with the LCCD to look at this at the same time they are at the park in reference to the dump site. Resident Dave Najarian added that a NPDES permit would be needed for any more earth disturbance. The multipurpose field was allowed but no more earth disturbance after the field was complete. Roller: Bruce Raber added that the COG has purchased a new roller and at some point each township in the COG will have to pass a resolution. Adams Ct: Engineer, Roy Stewart called owner of the apartment concerning the oil spill. The owner said they would check into it, but Mr. Stewart has heard nothing back. Verizon: Tammy M. White and Bruce Raber informed the BOS that the current cell phone plan that Lynn Township has with Nextel will be non-existent as of June 1, 2013. The new cell phone service will be through Verizon. Tammy and Bruce both met with a representative of Verizon and have received package deals. Tammy M. White will follow through with Verizon when the road crew makes a decision on what type of phones they want. Also noted is that each road crew member pays for ½ the cost of their monthly bill.

**Band Agreement:** A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to accept the band concert agreement by "The Majestics". Motion carried unanimously. Also noted was that the agreement used was the agreement drawn up by Solicitor Marc Fisher.

**Resolutions:** Reso. 2013-08 EAC Member: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich approving Resolution 2013-08: A RESOLUTION APPOINTING DAVID C. NAJARIAN AS A MEMBER OF THE EAC COMMITTEE FOR A TERM OF 3 YEARS. Motion carried unanimously. Reso 2013-09 EAC Chair: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong approving Resolution 2013-08: A RESOLUTION



**APPOINTING MARA BECK AND PATRICIA FERRERO AS CO-CHAIRMEN TO THE EAC FOR 2013.** Motion carried unanimously.

**Codification:** A motion was made by Justin N. Smith approving the Lynn Township Planning Commission minutes from April 16, 2013 regarding the PC comments on the codification. This motion died. A second motion was made by Justin N. Smith and seconded by Kermit E. DeLong accepting the Lynn Township Planning Commission minutes from April 16, 2013 regarding the PC comments on the codification **without** the change to Section 386.A5 that the PC recommended. Motion carried unanimously. Lengthy discussion was held on section 386.A5; Ordinance 2011-4. This ordinance will remain as it stands. At this time, Engineer, Roy Stewart and Solicitor, Marc Fisher will work together to put everything into format. The draft will then be given to the BOS, possibly by July 2013, for approval before sending it to the Lehigh Valley Planning Commission and the Lynn Township Planning Commission. Final adoption may roughly be September 2013.

**Miscellaneous:** (1) Falcon Ct.: Engineer, Roy Stewart stated that there are currently "no parking" signs, and people are obeying the signs and not parking in the court. If the township decides to accept the road, an ordinance will have to be adopted for the signs. The current "no parking" signs were put there by the previous builder/owner. Bruce Raber added that the dirt road across from Falcon Ct., on the other side of Madison St., has been stoned which should help with the water issue. (2) Lincoln Ct.: Engineer, Roy Stewart also stated that the Lincoln Court turnaround is an issue in the winter with parking for snow removal and the BOS should think about possibly putting "no parking" signs up for the winter months. (3) Concession Stand: Justin Smith stated that David Hunsicker along with Greg Snyder, from the New Tripoli Bank, requested to see the plans for the concession stand and make sure that they were signed and sealed. Janet Henritzky stated that the plans are signed and sealed. Justin Smith also added that no bidding was necessary as the price came in under the amount required for bidding. Quotes were received and proper procedure was followed. (4) Locks: The BOS directed Janet Henritzky to obtain a 2<sup>nd</sup> quote to repair the lock (door) on the township office entrance. One quote was received from Plaza Hardware for 2 locks (doors) @ \$2,580.00, making one \$1,290.00.

**Executive Session:** The BOS called an executive session at 7:25 pm to discuss personnel issues. Those present in the executive session Chairman, Justin N. Smith, Vice-Chairman, Brian C. Dietrich, and member Kermit E. DeLong. The regular scheduled BOS meeting was called back to order at 7:30 pm. A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to hire Kenneth Seibert as part time park as needed and Brandon Ettl as a back-up part time as needed and to utilize both at the transfer station if needed. Motion carried unanimously.

**Additional Miscellaneous:** (5) Tot-Lot: Kermit DeLong asked who is takes care of the Tot-Lot. Tammy M. White stated that Bobby Acker takes care of the Tot-Lot. (6) Park water issue: Kermit DeLong addressed the issue with the water that lays in the electrical panel located by the new pavilion. Kermit DeLong added that this has been addressed before and is a hazard. Resident, Scott Feinour stated that he will address the issue with Greg and Willard Snyder. Janet Henritzky will also speak with Greg or Willard Snyder. (7) Transfer Station: Brian Dietrich stated that he spoke with transfer station operator, Sandy Acker regarding the areas in front of the containers because they are getting pushed back further and further the ground is become very soft. Bruce Raber will address the issue and level the area with shale and modified stone. (8) Insurance surplus check: Brian Dietrich announced that the township has received its first surplus check from 2012 in the amount of \$29,815.00. (9) Tax Collector: Justin Smith addressed the issue that Lynn Township does not have anyone running for the position of tax collector. Solicitor, Marc Fisher stated that there could be a write-in candidate in fall and if not the BOS can do a vacancy and fill the position by appointment. (10) Emergency Management Coordinator: Justin Smith stated that Heidelberg board member, Steve Bachman will be discussing with his board at their meeting this evening, the issue of reimbursing the Emergency Management Coordinator for loss of work during a declared emergency. Heidelberg will let Lynn Township know what decision they decided on and Lynn Township can act on their part at the next BOS meeting. (11) License to spray Pesticides: The BOS was in favor of Bobby Acker, who volunteered, to obtain the license to spray pesticides.

**Public Comment:** None

**Announcements:** (1) 6<sup>th</sup> annual Pow-wow May 17<sup>th</sup>, 18<sup>th</sup> 19<sup>th</sup> with the 18<sup>th</sup> being educational day. (2) 5th Annual Car & Motorcycle Show; Sunday, July 14, 2013; 1pm till 4pm in Ontelaunee Park. \$5 entrance fee for all cars, trucks and bikes; free admission for spectators. (3) Tuesday, May 21, 2013 is Election Day.

**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 7:40 pm.

As of May 31, 2013

Account	Balance
General Fund	716,442.87
Capital Reserve	5,315.43
CD's	470,754.04
Zoning/Subdivision	18,083.37
HLLW COG	53,201.14
State Road	198,002.34
Street Light	1,624.98
Park	25,220.59
Recreation	20,939.76



Total 1,509,584.52

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	15,245.57
301.40 · Delinquent RE Tax-Tax Claim	<u>101.51</u>
Total 301 · Real Property Taxes	15,347.08
310 · Local Tax Enabling Act	
310.03 · Per Capita - Delinquent	143.00
310.10 · Real Estate Transfer Tax	2,500.96
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	<u>35,065.54</u>
Total 310.20 · Earned Income Tax	<u>35,065.54</u>
Total 310 · Local Tax Enabling Act	37,709.50
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	<u>15,838.63</u>
Total 321 · Business Licenses and Permits	15,838.63
331 · Fines	
331.10 · Court - Magistrate	29.57
331.41 · Judgement & Damages	<u>13,536.90</u>
Total 331 · Fines	13,566.47
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	
361.81 · Business Permit	145.00
361.87 · Sale of Maps & Publications	20.00
361.94 · Misc. Billing	<u>200.00</u>
Total 361 · General Government	365.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	2,160.00
362.41D · Driveway Permit	375.00
362.41F · Building Permit Filed	300.00
362.41N · Re-inspection	335.00
362.41S · Accessory Struc < 1000 ft	<u>275.00</u>
Total 362.41 · Building Permit	3,445.00
362.42 · Electrical Permit	724.00
362.43 · Plumbing Permit	645.00
362.44 · Sewage Permits (SEO Fees)	<u>3,070.00</u>
Total 362.40 · Protective Inspection Fees	7,884.00
362.98 · Sign Permit	80.00
362.99 · Logging/Timber Harvest	<u>100.00</u>
Total 362 · Public Safety	8,064.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,483.20</u>
Total 364 · Sanitation	<u>1,483.20</u>
Total 360 · Gen. Govt. Charges for Services	9,912.20
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	<u>29,815.00</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>29,815.00</u>

Total Income	123,288.88
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Expense

400 · General Government

400.00 · Legislative (Governing) Body

400.05 · Supervisor Salaries	413.79
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Total 400.00 · Legislative (Governing) Body	413.79
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403 · Tax Collection

403.16 · Commission Paid as Compensation	697.90
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Total 403 · Tax Collection	697.90
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404 · Solicitor/Legal Services

300.60
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405 · Secretary/Clerk

405.12 · Salary Township Secretary	3,131.19
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Total 405 · Secretary/Clerk	3,131.19
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406 · Other General Govt. Admin

406.12 · Salary Full Time Staff	2,952.66
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406.21 · Office Supplies	106.42
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406.23 · Postage	106.74
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406.32 · Communication - Phone/Wireless	550.74
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406.38 · Rentals	482.97
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406.48 · Internet Fees/Web Design	60.00
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406.99 · Payroll	180.44
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Total 406 · Other General Govt. Admin	4,439.97
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408 · Engineering Services

408.99 · Township engineer	1,120.88
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Total 408 · Engineering Services	1,120.88
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409 · General Government Bldg&Plants

409.36 · Public Utility Services (TWP)	359.80
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409.44 · Laundry/Other Sanitary Services	555.99
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409.99 · Heating - Oil/Propane	319.82
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Total 409 · General Government Bldg&Plants	1,235.61
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Total 400 · General Government	11,339.94
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410 · Public Safety

411 · Fire

411.98 · New Tripoli FC Fuel	585.78
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Total 411 · Fire	585.78
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412 · Ambulance/Rescue

412.98 · Fuel	624.25
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Total 412 · Ambulance/Rescue	624.25
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413 · Code Enforcement

413.31 · Code enforcement pro. service	3,621.83
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Total 413 · Code Enforcement	3,621.83
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414 · Planning & Zoning

414.31 · Professional services	650.50
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414.99 · Salary Zoning Officer	1,480.50
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Total 414 · Planning & Zoning	2,131.00
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419 · Other Public Safety

419.99 · PA One Call	11.70
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Total 419 · Other Public Safety	11.70
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Total 410 · Public Safety	6,974.56
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420 · Health and Human Services

426 · Gen Gov Recycling Col & Dis

426.15 · Transfer/Recycle Salaries	756.38
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426.44 · Sanitation Services	848.00
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Total 426 · Gen Gov Recycling Col & Dis	1,604.38
Total 420 · Health and Human Services	1,604.38
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	685.83
Total 437 · Repair of Tools & Machinery	685.83
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	12,908.02
438.15 · PT Salaries for Road Crew	107.17
438.25 · Repairs & Maint Supplies	1,068.71
438.47 · Drug & Alcohol Testing	60.00
438.99 · Truck Fuel	2,931.62
Total 438 · Road/Bridge Maint. and Repair	17,075.52
Total 430 · Public Works Hwy,Rds,Streets	17,761.35
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	1,439.90
Total 454 · GF Parks	1,439.90
Total 450 · Culture-Recreation	1,439.90
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,012.86
481.20 · Employer paid Medicare	470.76
481.30 · Employer paid Unemployment Comp	337.57
483.30 · Non-Uniform Pension Contr.	756.25
483.49 · 457 Pension contribution	1,155.00
Total 481 · Employer paid Taxes	4,732.44
486 · Insurance	
486.10 · Insurance - Liability	-51.25
Total 486 · Insurance	-51.25
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	8,659.20
487.02 · Life Insurance	38.50
487.04 · Workers Compensation Vol Fire	1,168.00
Total 487 · Other Group Insurance Benefits	9,865.70
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	94.90
489.99 · EE withholding taxes	6,981.64
Total 489 · All other unclassified Expenses	7,076.54
Total 480 · Misc. Expense	21,623.43

Total Expense	60,743.56
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Net Income	62,545.32
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May 13

#### Income-LIGHT FUND

383.11 · Street Lighting Tax	1,769.04
Total Income	1,769.04
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	1,740.73
Total 434 · Street Lighting	1,740.73
Total Expense	1,740.73
Net Income	28.31

	<u>May 13</u>
Income- <b>LIQUID FUEL FUND</b>	0.00
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	<u>47,157.42</u>
Total 430 · LFF Public Works	<u>47,157.42</u>
<b>Total Expense</b>	<u>47,157.42</u>
<b>Net Income</b>	<u>-47,157.42</u>
	<u>May 13</u>
Income- <b>REC FUND</b>	
367.99 · Rec Fee from Subdivision	3,000.00
<b>Total Income</b>	<u>3,000.00</u>
<b>Expense</b>	<u>0.00</u>
<b>Net Income</b>	<u>3,000.00</u>
	<u>May 13</u>
Income- <b>ESCROW FUND</b>	0.00
Expense	
414 · Planning and Zoning	
414.97 · Escrow Refunds	<u>366.22</u>
Total 414 · Planning and Zoning	<u>366.22</u>
<b>Total Expense</b>	<u>366.22</u>
<b>Net Income</b>	<u>-366.22</u>
	<u>May 13</u>
Income- <b>PARK FUND</b>	
342.59 · Rental of Park Facilities	500.00
387 · Contributions and Donations	<u>-310.92</u>
<b>Total Income</b>	<u>189.08</u>
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	227.00
454.34 · Advertising	53.70
454.36 · Public Utilities	87.14
454.38 · Rental	<u>158.98</u>
Total 454 · Parks	<u>526.82</u>
<b>Total Expense</b>	<u>526.82</u>
<b>Net Income</b>	<u>-337.74</u>
<b>Total Income (all accounts)</b>	<u>128,247.00</u>
<b>Total Expense (all accounts)</b>	<u>110,534.75</u>
<b>Net Income(all accounts)</b>	<u>17,712.25</u>

Respectfully Submitted,

*Tammy M. White*  
 Tammy M. White  
 Secretary/Treasurer