

Board of Supervisors
Thursday, October 10th, 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/Zoning Officer Roy Stewart, Solicitor Marc Fisher, NWP Reporter David Amerman, and approximately 20 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Executive Session: The BOS held an executive session prior to the board meeting to discuss employee issues.

Public Comment: None

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 09/12/13 BOS meeting and the 09/25/2013 Budget meeting and to direct the treasurer to pay the bills. Motion carried unanimously.

Subdivision- (1) Robert & Cynthia Murphy; 2nd review; Final: A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong authorizing final approval for Murphy. Motion carried unanimously. (2) Adam Asparro-Sewage Planning Module: A motion was made by Justin N. Smith and seconded by Kermit E. DeLong authorizing submission of the sewage planning module to DEP. Motion carried unanimously. (3) Scully 18 Month Maintenance period: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich accepting letter dated 10/7/13 stating all final inspections were conducted regarding the subdivision and all public improvements are completed. Motion carried unanimously.

Fire Companies- No reps present.

Road Report: Bruce Raber, Road master, reported for the month of September: (1) Worked on dirt roads. (2) Finished up second round of shoulder mowing. (3) Did some pot hole patching on black top roads. (4) Changed oil-greased-made some repairs to trucks & equipment. (5) Helped Weisenberg twp. with some of their paving projects. (6) Did some shoulder paving on 3 roads with help from Lowhill & Weisenberg Twp. (7) Dug ditch for electric line at Recycling Center and then back filled. (8) Worked on new soccer field at Rec. Field. (9) Bruce did evaluations on his 3 workers. Anticipated work for October: (1) Cut shoulders on dirt roads and on black top roads. (2) Work on a few more dirt roads. (3) Maybe start on tree trimming. The BOS held discussion regarding a new salt shed. The BOS directed the road master to acquire quotes on a new salt shed and Tammy White will check into seeing if there is possibly a grant available.

Historical Society- Bill Mantz from the Heidelberg/Lynn Historical Society presented the BOS with a layout of the proposed train in the park. LCD was contacted but has not been on site. Discussion was held regarding the NPDES permit which needs to be renewed in order for the train project to proceed. Gary Dotterer from the Historical Society reported on a successful Pioneer Festival and that there was well over 1000 in attendance and also thanked the BOS for the opportunity to hold the event. Richard Metzger also added that the park looks great.

Resolution- A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong authorizing **Resolution 2013-22: 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 transfer of money from the GFMM to the LFF fund for an invoice for the oil & chip for the Park that was paid out of LFF in error. LFF money may not be used for parks so the transfer was made to reimburse the LFF.

Hearing-Amendments to Subdivision & Land Development Ordinance & Zoning Ordinance- Solicitor, Marc Fisher opened the first hearing at 6:55 pm regarding The Amendments to the Lynn Township Subdivision and Land Development Ordinance. Resident, David Najarian had questions on sections 434.2; 427.4; 427.7; as well as section 719 regarding common open space. Engineer/Zoning Officer, Roy Stewart and Solicitor, Marc Fisher will review and make the necessary changes. The hearing was closed at 7:05 pm. Solicitor, Marc Fisher opened the second hearing at 7:05 regarding The Amendments to the Lynn Township Zoning Ordinance. Resident, David Najarian had questions on section 652 in regards to non-conforming structure as well as the issue of written ownership at time of application. Residents, Rob Sadler and Steve Feinour also addressed the BOS with their concerns regarding section 652. Engineer/Zoning Officer, Roy Stewart and Solicitor, Marc Fisher will change the wording of the last sentence of section 652 and will make the change regarding the written ownership at time of application. Solicitor, Marc Fisher stated that he will take all the comments and make changes to both these amendments and hopefully will be able to have BOS approval at the November 14, 2013 board meeting. The BOS was also in agreement to change the map to GIS at the possible cost of 2K or 3K. A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong approving the expenditure for the GIS map. Motion carried unanimously.

Ordinance for 4 twp purchase of equipment- Solicitor, Marc Fisher informed the BOS that a few of the townships still need to review the ordinance and that he will update us as to when we can move ahead on our end. Tammy White also added that she is in contact with Brian Carl from Weisenberg.

Budget/CPA Audit: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich to authorize the advertisement for the proposals to appoint outside audit firm for the 2013 audit. Motion carried unanimously. Further discussion on the 2014 budget will be held at the November BOS meeting.

Heidelberg/Lynn EIT Office Audit- In referencing and email from Heidelberg Township dated 10/04/13 regarding the Heidelberg/Lynn EIT Office Audit which states that the audit firm of Mark Anderson of France is unable to finish the close out audit due to the fact that the computer system has shut down. Mr. Anderson states that everything reconciles for the last year 1/1/12-3/31/13 and also states that he saw no discrepancies with the other documentation provided to him. As of 1/1/12 only delinquent money was sent to Heidelberg/Lynn EIT Office with Berkheimer collecting all the current tax money. Berkheimer will be audited for the majority of this last period. Mr. Anderson also made note that the Heidelberg/Lynn EIT Office officially closed on 9/30/12 and that no audit is legally required. Both Heidelberg and Lynn board need to decide if action should be taken. The Lynn Township BOS stated that they would like to take action and that Chairman, Smith will contact Keystone Technologies to look at the failed system.

Miscellaneous: (1) Engineer/Zoning Office, Roy Stewart will follow up on a letter received August of 2012 referencing requirements on wells which needs to be taken care of by January 1, 2017. (2) Solicitor, March Fisher stated to the BOS that he has sent a letter to the estate of the Hornstein property and also has a call into them, regarding the grass issue. (3) Road master from Heidelberg, Kevin Huber has been notified regarding the gravel wash out on Weiss Rd. from the Auto Parts Store. (4) The BOS directed Engineer/Zoning Officer, Roy Stewart to move ahead with speed studies on Halpin Ct. and Lentz Rd. (5) Chairman, Justin Smith as well as Kermit DeLong both have calls into Pergosky regarding the Falcon Ct. issue. No replies have been made at this time. (6) Gary Berrardi will be contacted regarding the bid that was won by him for the purchase of the 1991 Dump Truck.

Public Comment: None

Announcements: Trick or Treat Night; Saturday, October 26, 2013 6-8pm.

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 7:38 pm.

As of October 31, 2013

Account	Balance
General Fund	753,819.98
Capital Reserve	5,322.11
CD's	471,750.40
Zoning/Subdivision	16,898.05
HLLW COG	59,106.33
State Road	60,877.80
Street Light	3,431.83
Park	25,955.59
Recreation	20,399.74
Total	1,417,561.83

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	6,195.75
301.40 · Delinquent RE Tax-Tax Claim	192.03
301.60 · Real Estate Tax-Interim-Current	9.60
Total 301 · Real Property Taxes	6,397.38
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	4,015.06
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	37,153.05
Total 310.20 · Earned Income Tax	37,153.05
Total 310 · Local Tax Enabling Act	41,168.11
331 · Fines	
331.10 · Court - Magistrate	123.91
Total 331 · Fines	123.91
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	

355.01 · PURTA-Public Utility Realty Tax	979.15
Total 355 · Shared Revenue & Entitlements	979.15
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.94 · Misc. Billing	5.75
Total 361 · General Government	5.75
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	848.00
362.41D · Driveway Permit	100.00
362.41K · Deck, Patios, Patio Roof, Porch	179.00
362.41N · Re-inspection	70.00
362.41S · Accessory Struc < 1000 ft	100.00
Total 362.41 · Building Permit	1,297.00
362.42 · Electrical Permit	630.00
362.43 · Plumbing Permit	258.00
362.44 · Sewage Permits (SEO Fees)	705.00
Total 362.40 · Protective Inspection Fees	2,890.00
362.99 · Logging/Timber Harvest	100.00
Total 362 · Public Safety	2,990.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	1,346.60
Total 364 · Sanitation	1,346.60
Total 360 · Gen. Govt. Charges for Services	4,342.35
395 · Refunds of Prior Yr Expenditure	4,923.00
Total Income	59,033.90

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	413.79
Total 400.00 · Legislative (Governing) Body	413.79
402 · Auditing/Bookkeeping Services	
402.34 · Advertising	79.06
Total 402 · Auditing/Bookkeeping Services	79.06
403 · Tax Collection	
403.16 · Commission Paid as Compensation	22.33
Total 403 · Tax Collection	22.33
404 · Solicitor/Legal Services	587.00
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,167.78
Total 405 · Secretary/Clerk	3,167.78
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,989.27
406.21 · Office Supplies	562.47
406.23 · Postage	158.48
406.32 · Communication - Phone/Wireless	324.37
406.34 · Advertising	478.68
406.38 · Rentals	201.48
406.42 · Membership/Dues	227.76
406.99 · Payroll	169.99
Total 406 · Other General Govt. Admin	5,112.50
408 · Engineering Services	

408.99 · Township engineer	1,031.38
Total 408 · Engineering Services	1,031.38
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	292.98
409.37 · Repairs and Maint.	2,670.00
409.44 · Laundry/Other Sanitary Services	465.70
Total 409 · General Government Bldg&Plants	3,428.68
Total 400 · General Government	13,842.52
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	31,923.58
Total 411 · Fire	31,923.58
413 · Code Enforcement	
413.31 · Code enforcement pro. service	3,068.75
413.45 · Contracted Services	96.00
Total 413 · Code Enforcement	3,164.75
414 · Planning & Zoning	
414.31 · Professional services	299.25
414.99 · Salary Zoning Officer	1,525.00
Total 414 · Planning & Zoning	1,824.25
419 · Other Public Safety	
419.99 · PA One Call	16.90
Total 419 · Other Public Safety	16.90
Total 410 · Public Safety	36,929.48
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	519.16
426.44 · Sanitation Services	828.00
Total 426 · Gen Gov Recycling Col & Dis	1,347.16
Total 420 · Health and Human Services	1,347.16
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.74 · Equipment purchase	14,280.96
437.99 · Truck Repair	1,079.67
Total 437 · Repair of Tools & Machinery	15,360.63
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	12,781.61
438.25 · Repairs & Maint Supplies	81.07
438.99 · Truck Fuel	5,728.53
Total 438 · Road/Bridge Maint. and Repair	18,591.21
Total 430 · Public Works Hwy,Rds,Streets	33,951.84
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	1,521.66
454.25 · Repairs & Maint Supplies	5,628.93
Total 454 · GF Parks	7,150.59
Total 450 · Culture-Recreation	7,150.59
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,854.69
481.20 · Employer paid Medicare	433.76
481.30 · Employer paid Unemployment Comp	177.03
483.49 · 457 Pension contribution	1,155.00

Total 481 · Employer paid Taxes	3,620.48
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	9,675.42
487.02 · Life Insurance	38.50
487.04 · Workers Compensation Vol Fire	1,174.00
Total 487 · Other Group Insurance Benefits	10,887.92
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	49.18
489.99 · EE withholding taxes	4,603.99
489 · All other unclassified Expenses - Other	2,139.98
Total 489 · All other unclassified Expenses	6,793.15
Total 480 · Misc. Expense	21,301.55
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.96 · Transfer to HLLW COG	1,755.76
492.97 · Transfer to LFF	6,664.00
Total 492 · Interfund Operating Transfer	8,419.76
Total 490 · Other Financing Uses-exp	8,419.76
Total Expense	122,942.90
Net Income	-63,909.00

Oct 13

Income-LIGHT FUND

383.11 · Street Lighting Tax	11.26
Total Income	11.26
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	748.19
Total 434 · Street Lighting	748.19
Total Expense	748.19

Net Income **-736.93**

Oct 13

Income-LIQUID FUEL FUND

392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	6,664.00
Total 392 · Interfund Operating Transfers	6,664.00
Total Income	6,664.00
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	4,065.20
Total 430 · LFF Public Works	4,065.20
Total Expense	4,065.20

Net Income **2,598.80**

Oct 13

Income-COG FUND

392.01 · Transfer from General Fund	1,755.76
Total Income	1,755.76
Expense	0.00

Net Income **1,755.76**

Oct 13

Income-ESCROW FUND

0.00

Expense	
414 · Planning and Zoning	
414.97 · Escrow Refunds	162.92
Total 414 · Planning and Zoning	162.92
Total Expense	162.92
Net Income	-162.92
	<u>Oct 13</u>
Income- PARK FUND	
342.59 · Rental of Park Facilities	175.00
387 · Contributions and Donations	-958.00
Total Income	-783.00
Expense	
454 · Parks	
454.24 · General Supplies	82.01
454.36 · Public Utilities	141.20
Total 454 · Parks	223.21
Total Expense	223.21
Net Income	-1,006.21
Total Income (all accounts)	66,681.92
Total Expense (all accounts)	128,142.42
Net Income(all accounts)	-61,460.50

Respectfully Submitted,

Tammy M. White

Tammy M. White
Secretary/Treasurer