

## Board of Supervisors

Tuesday, December 27th, 2012 (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 at 6:30 pm in the Municipal Building. Present were Chairman Kermit E. DeLong, Vice Chairman Justin N. Smith, member Brian C. Dietrich, Solicitor Marc Fisher, Secretary/Treasurer Tammy M. White, Administrative Secretary Janet Henritz, NW Press reporter Elsa Kerschner, and approximately 1 citizen.

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

**Executive Session:** Chairman, Kermit E. DeLong called an executive session. Those present in the executive session were: Kermit E. DeLong, Justin N. Smith, Brian C. Dietrich, Marc Fisher, and Janet Henritz. The close out meeting reconvened at 6:35pm. The executive session was to discuss personnel issues.

**Public Comment:** None.

**Accept the Minutes and Direct the Treasurer to pay the bills:** A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to accept the minutes from 12/13/12. Motion carried unanimously. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to direct the Treasurer to pay the bills. Motion carried unanimously.

**Appointment of outside audit firm:** A motion was made by Brian C. Dietrich and seconded by Kermit E. DeLong approving Resolution 2012-23; A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP LEHIGH COUNTY, APPOINTING A CERTIFIED (CPA) OR COMPETENT PUBLIC ACCOUNTANT OR FIRM OF SAME TO EXAMINE THE RECORDS OF THE TOWNSHIP, with a reference check to be done on the appointed firm of Frey & Co. and for the board to decide at a later date on the audit of the township tax collector. Motion carried. Justin N. Smith voted no for the Resolution. Frey & Co. has been named in Resolution 2012-23. The Tax Collector's year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Miscellaneous:** Electric at Transfer Station- Janet Henritz stated that at this time everything is good to move forward with installing electric at the transfer station. The BOS directed Janet Henritz to contact David Wright as well as Selig Electric in reference to the installation of the pole and the electric.

**Public Comment:** None

**Announcements:** Re-org (BOS) meeting is Monday, January 7, 2013 @ 6:30 PM.

Elected Auditors re-org is Wednesday, January 9, 2013 @ 7:00 PM.

**Adjournment:** A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:45 pm.

## As of December 31, 2012

Account	Balance
General Fund	663,100.32
Capital Reserve	5,309.82
CD's	470,754.04
Zoning/Subdivision	18,436.39
HLLW COG	53,145.12
State Road	73,703.35
Street Light	1,218.60
Park	9,811.89
Recreation	5,934.65
<b>Total</b>	<b>1,301,414.18</b>

TOTAL

## Income-GENERAL FUND

## 301 · Real Property Taxes

301.10 · Real Estate Tax-Current	7,389.69
301.40 · Delinquent RE Tax-Tax Claim	373.07
301.60 · Real Estate Tax-Interim-Current	31.45

Total 301 · Real Property Taxes 7,794.21

## 310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax	1,694.91
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	52,283.08

Total 310.20 · Earned Income Tax 52,283.08

Total 310 · Local Tax Enabling Act 53,977.99

321 · Business Licenses and Permits	
321.80 · Cable Television Francise	<u>12,843.43</u>
Total 321 · Business Licenses and Permits	12,843.43
331 · Fines	
331.10 · Court - Magistrate	302.48
331.13 · State Police	<u>3,001.89</u>
Total 331 · Fines	3,304.37
341 · Interest	
341.01 · Interest on Checking	<u>242.28</u>
Total 341 · Interest	242.28
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	
361.94 · Misc. Billing	<u>158.50</u>
Total 361 · General Government	158.50
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,770.00
362.41D · Driveway Permit	100.00
362.41F · Building Permit Filed	750.00
362.41S · Accessory Struc < 1000 ft	<u>80.00</u>
Total 362.41 · Building Permit	2,700.00
362.42 · Electrical Permit	476.00
362.43 · Plumbing Permit	258.00
362.44 · Sewage Permits (SEO Fees)	<u>2,340.00</u>
Total 362.40 · Protective Inspection Fees	5,774.00
Total 362 · Public Safety	5,774.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,157.80</u>
Total 364 · Sanitation	1,157.80
Total 360 · Gen. Govt. Charges for Services	<u>7,090.30</u>
Total Income	86,352.58
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>423.18</u>
Total 400.00 · Legislative (Governing) Body	423.18
403 · Tax Collection	
403.16 · Commission Paid as Compensation	<u>29.99</u>
Total 403 · Tax Collection	29.99
404 · Solicitor/Legal Services	1,885.43
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>2,105.95</u>
Total 405 · Secretary/Clerk	2,105.95
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	1,985.45
406.21 · Office Supplies	627.48
406.23 · Postage	124.99
406.32 · Communication - Phone/Wireless	450.37
406.34 · Advertising	199.12

406.38 · Rentals	233.00
406.42 · Membership/Dues	1,174.00
406.46 · Mtg., Conf., Cont.Ed.	85.97
406.48 · Internet Fees/Web Design	60.00
406.99 · Payroll	<u>284.00</u>
Total 406 · Other General Govt. Admin	5,224.38
408 · Engineering Services	
408.99 · Township engineer	<u>1,987.88</u>
Total 408 · Engineering Services	1,987.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	53.43
409.44 · Laundry/Other Sanitary Services	144.23
409.99 · Heating - Oil/Propane	<u>1,027.43</u>
Total 409 · General Government Bldg&Plants	<u>1,225.09</u>
Total 400 · General Government	12,881.90
410 · Public Safety	
411 · Fire	
411.97 · Lynnport FC Fuel	134.22
411.98 · New Tripoli FC Fuel	<u>424.51</u>
Total 411 · Fire	558.73
412 · Ambulance/Rescue	
412.98 · Fuel	<u>-604.23</u>
Total 412 · Ambulance/Rescue	-604.23
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>5,769.48</u>
Total 413 · Code Enforcement	5,769.48
414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	3,480.00
414.31 · Professional services	798.00
414.34 · ZB Advertising, Print, & Bind	225.88
414.98 · Zoning Recording/Transcription	<u>712.95</u>
Total 414 · Planning & Zoning	<u>5,216.83</u>
Total 410 · Public Safety	10,940.81
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	418.45
426.44 · Sanitation Services	<u>838.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,256.45</u>
Total 420 · Health and Human Services	1,256.45
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	7,944.14
432.15 · P/T Winter Salary	<u>36.53</u>
Total 432 · Winter Maintenance	7,980.67
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>377.00</u>
Total 437 · Repair of Tools & Machinery	377.00
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	69.05
438.99 · Truck Fuel	<u>308.39</u>
Total 438 · Road/Bridge Maint. and Repair	<u>377.44</u>
Total 430 · Public Works Hwy,Rds,Streets	8,735.11
450 · Culture-Recreation	

454 · GF Parks	
454.15 · Parks part time staff (GF)	126.28
454.25 · Repairs & Maint Supplies	60.00
Total 454 · GF Parks	<u>186.28</u>
Total 450 · Culture-Recreation	186.28
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,098.43
481.20 · Employer paid Medicare	256.89
481.30 · Employer paid Unemployment Comp	15.35
483.49 · 457 Pension contribution	770.00
Total 481 · Employer paid Taxes	<u>2,140.67</u>
486 · Insurance	
486.10 · Insurance - Liability	855.00
Total 486 · Insurance	<u>855.00</u>
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	6,853.34
487.02 · Life Insurance	38.50
487.03 · Workmans Compensation	3,084.00
Total 487 · Other Group Insurance Benefits	<u>9,975.84</u>
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	100.46
489.99 · EE withholding taxes	3,651.67
Total 489 · All other unclassified Expenses	<u>3,752.13</u>
Total 480 · Misc. Expense	<u>16,723.64</u>
Total Expense	<u>50,724.19</u>
Net Income	<u>35,628.39</u>
	<u>Dec 12</u>
Income-LIGHT FUND	
383.11 · Street Lighting Tax	90.88
Total Income	<u>90.88</u>
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	899.16
Total 434 · Street Lighting	<u>899.16</u>
Total Expense	<u>899.16</u>
Net Income	<u>-808.28</u>
Other Income/Expense-CR	
Other Income	
341.02 · Interest on Savings	1.57
Total Other Income	<u>1.57</u>
Net Other Income	<u>1.57</u>
Net Income	<u>1.57</u>
	<u>Dec 12</u>
Income-LFF FUND	
341.01 · Interest on Checking	23.65
Total Income	<u>23.65</u>
Expense	0.00
Net Income	<u>23.65</u>
	<u>Dec 12</u>
Income-COG FUND	

341.02 · Interest on Savings	15.58
342.40 · Rent of Machinery and Equipment	1,624.52
<b>Total Income</b>	<b>1,640.10</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>1,640.10</b>
	<u>Dec 12</u>
<b>Income-REC FUND</b>	
341.01 · Interest on Checking	0.75
<b>Total Income</b>	<b>0.75</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.75</b>
	<u>Dec 12</u>
<b>Income-ESCROW FUND</b>	
341.000 · Interest Earnings	
341.001 · Interest Earnings/Heintzelman	2.29
341.01 · Interest on Checking	1.37
<b>Total 341.000 · Interest Earnings</b>	<b>3.66</b>
<b>Total Income</b>	<b>3.66</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>3.66</b>
	<u>Dec 12</u>
<b>Income-PARK FUND</b>	
341.01 · Interest on Checking	1.28
342.59 · Rental of Park Facilities	125.00
351 · Fed Capital & Operating Grants	-70.38
<b>Total Income</b>	<b>55.90</b>
<b>Expense</b>	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	75.00
454.36 · Public Utilities	86.87
<b>Total 454 · Parks</b>	<b>161.87</b>
<b>Total Expense</b>	<b>161.87</b>
<b>Net Income</b>	<b>-105.97</b>
<b>Total Income (all accounts)</b>	<b>88,169.09</b>
<b>Total Expense (all accounts)</b>	<b>51,785.22</b>
<b>Net Income(all accounts)</b>	<b>36,383.87</b>

*Janet L. Henratty*  
 Assist. Treasurer

*Tammy M. White*  
 Sec. Treasurer