

Board of Supervisors
Thursday, November 3rd, 2011 @ 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 Brian C. Dietrich, at 6:30 pm in the Municipal Building. Present were Chairman Brian C. Dietrich, Vice Chairman Kermit E. DeLong Jr., Member David C. Najarian., Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, Roadmaster Bruce Raber, Solicitor Marc Fisher, and approximately 2 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: (1) Resident, Russell Wambold stated that snow had been plowed up against their house, located on Hoffadeckel Ct., and later was moved. Roadmaster, Bruce Raber stated that there was a new employee plowing and that the new employee has been made aware of the situation for future reference. In addition, Mr. Wambold stated that there is a residence on Hoffadeckel Ct. that continues to park on the road and also are accumulating garbage and junk which is making the place look a mess. Bruce Raber stated that the vehicles are parked more on the shoulder of the road. Kevin Deppe stated that if action is taken on this individual, he will then need to pursue at least an additional 14 properties within the township that are not in compliance with the township ordinance and that he would need the backing of the BOS on all accounts. Dave Najarian agreed.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by David C. Najarian and seconded by Brian C. Dietrich to accept the minutes from 10/13/11 and direct the treasurer to pay all the bills except for the Horwith fuel bill. Motion carried unanimously. A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich authorizing payment of the Horwith fuel bill. David C. Najarian abstained from the vote due to the payment of the Horwith Fuel Oil bill. Dave Najarian prepared a Conflict of Interest Memorandum of Abstention in January 2008 because he recused himself in the event a bill would need to be paid to the Lynnport Fire Company. Motion carried.

Subdivision- #11-05 Susan Schall Subdivision; planning module: Kevin Deppe stated that they are still working with LMOA to take it out of a flood plain. John Scully Waiver: Mr. Scully has retracted his request for the waiver.

Road Report: Bruce Raber, Roadmaster, reported for the month of October: (1) Changed oil and filters in trucks and equipment. (2) Finished up dirt roads. (3) Worked on Hamm Ct., by filling in with 2 RC. These roads along with Slateville, Utt and Follweiler have all been affected by the repairs being done at Leaser Lake. Bruce Raber met with the gentlemen from the Leaser lake dam project to discuss repairs to these roads upon completion of the dam project. They stated to Mr. Raber that they are responsible to repair the roads back to the condition the roads were in before the project was started. (4) Helped Heidelberg Twp. and Weisenberg Twp. with paving. (5) Did some boom mowing. (6) Opened pipes and drains. (7) Put salt spreaders on trucks, and plowed snow. (8) Did a lot of tree removal on township roads. Anticipated work for November: (1) Tree Trimming. (2) Possibly crack seal roads.

Tax Rate for Year 2012: Tabled (see budget discussion)

Joint Salt Bid: A motion was made by David C. Najarian and seconded by Kermit E. DeLong to award the joint salt bid to Cargill Deicing for 200 Ton of sodium chloride deicing rock salt @ \$58.69/ton Unit Price Delivered, for a total cost of \$11,738.00. Motion carried unanimously. Washington Township did the joint bidding. The results were as follows:

**Joint Bids – Received for Salt, 3650 Tons ~
Sodium Chloride Deicing Rock Salt**

Salt Bids Received	Sodium Chloride Deicing Rock Salt - LYNN TOWNSHIP'S PORTION=200 TON
Cargill Deicing Technology 24950 Country Club Blvd Suite 450 North Olmsted, OH 44070	200TON Unit Price FOB Plant \$57.00 Total = \$11,400.00 Unit Price Del. As directed \$58.69 Total = \$11,738.00 Total Bid amt. for 3650 ton delivered = \$214,218.50
International Salt Co., LLC 655 Northern Blvd. Clarks Summit, PA 18411-8740	200TON Unit Price FOB Plant \$84.00 Total = \$16,800.00 Unit Price Del. @ job site \$84.15 Total = \$16,830.00 Unit Price Del. As directed \$84.15 Total = \$16,830.00 Total Bid amt. for 3650 ton delivered = \$307,147.50
Oceanport LLC P.O. Box608	200TON Unit Price FOB Plant \$55.00 Total = \$11600.00 Unit Price Del. @ job site \$58.99

Claymont, DE 19703	Total = \$11,798.00 Unit Price Del. As directed \$58.99 Total = \$11,798.00 <i>Total Bid amt. for 3650 ton delivered = \$215,313.50</i>
American Rock Salt Company, LLC P.O. Box 190 Mt. Morris, NY 14510	200TON Unit Price FOB Plant \$0.00 Total = \$0.00 Unit Price Del. As directed \$58.99 Total = \$11,798.00 <i>Total Bid amt. for 3650 ton delivered = \$215,313.50</i>

Budget: A motion was made by David C. Najarian and seconded by Kermit E. DeLong authorizing the advertisement of the 2012 Budget and to include any amendments that may be reflected in the 2012 Budget. Motion carried unanimously. Items that may reflect the budget are: Interest from the CD's; Wage increase for the current P/T park workers to \$10/hr as well as the addition of 2 additional P/T workers at the rate of \$8.50/hr for approximately 2 months in spring and 2 months in fall equaling 16 weeks. The monthly and year to date reports were discussed by the board. The year to date reports (Jan. thru Oct. 2011) reflect the township to be in the black \$119K; approximately 45K of the monies is LFF money that still remains in the LFF account in anticipation of Bruce Raber adding this amount to the 2012 disbursement to do some overlays that are needed. By deducting this amount of 45K, it puts us approximately 10K in the black more at this time this year as compared to last year. The township ended the 2010 year in the black approximately 65K and as it stands for 2011 will end the year approximately 75K in the black.

Conveyance Agreement: Solicitor, Marc Fisher stated that a meeting was held involving all parties and that the meeting was very successful. The SA needs to supply LCA with the identification of easements. Mr. Fisher stated that the agreement should be before the BOS at the December 8th meeting for approval and the agreement will go to LCA on December 12th for their approval and that the transition should be totally completed on or be February 29, 2012.

Executive Session: Solicitor Marc Fisher called an executive session at 8:00 pm which included all BOS members along with Kevin Deppe. The regular BOS meeting resumed at 8:05pm.

Managers Report: Kevin Deppe, Township Manager, reported **UPDATES:** (1) **Mowing in Ontelaunee Park:** Kevin Deppe, at the last BOS meeting, was directed to look into the current outside vendor, who has been cutting grass in the park, to see what his cost would be to maintain the grass cutting in Ontelaunee Park for the 2012 season. The cost came in at \$550.00/wkly or \$15,400 for the season which was considerably lower than the other quotes received. A motion was made by David C. Najarian and seconded by Brian C. Dietrich authorizing Kevin Deppe to move forward with the purchase of a zero turn mower via costars or state contract and not to exceed \$17,500. Motion carried unanimously. Also the two current PT employees that maintain the Park will be capped at \$10/hr. In addition 2 more PT employees will be brought in at the rate of \$8.50/hr to help in the park for 2 months in spring till the college students returns and for 2 months in fall when the college student returns to college which totals 16 weeks. Each additional employee will be used as needed. (2) **Upgrade of phone system:** Lengthy discussion was held on the upgrade of the phone system. A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich authorizing Kevin to move forward with the new phone system at a cost just under 4K. Motion carried unanimously. (3) **Computer upgrade:** A motion was made by David C. Najarian and seconded by Kermit E. DeLong authorizing the upgrade of computers and server as well as an adequate transition, through LTS's quote from 10/25/2011 subject to an adequate backup system. Motion carried unanimously. Dave Najarian stated that he would like to speak with Mike Hofke from LTS concerning the backup system. (4) **Subdivisions:** There are 3 new subdivisions that have come in and at least 2 of them will require the lots to have individual on lot maintenance agreements recorded with the approved plans and when the lots are sold an agreement signed by the new owner. These are similar to the 2 previous on lot agreements except that DEP has some new language they would like to see in the agreement. The BOS agreed to have Marc Fisher address these subdivision so they do not get delayed in the process. Marc Fisher agreed to do so. (5) **Security fence:** The BOS agreed for Kevin Deppe to move ahead with having the chain link fence installed at the new maintenance building at the cost of \$2,890.00 for installation. (6) **Tree & Brush Debris:** Previously there has been discussion of 4 separate options of removal of tree and brush debris at the transfer station. The BOS unanimously agreed that the transfer station will no longer accept tree and brush debris.

Miscellaneous: (1) **Heidelberg/Lynn Historical Society request for key:** Kermit DeLong brought up the issue of the Historical Societies request for a key to the Park pavilion. During the last BOS meeting held on October 13th, Brian Dietrich was in favor of issuing a key to Willard Snyder; President of the Heidelberg/Lynn Historical Society and Kermit DeLong was not in favor of issuing any keys not only to Willard Snyder but to anyone else other than the caretakers of the park. Dave Najarian was absent from the meeting but during this meeting held on November 3rd, Dave Najarian stated that he to was not in favor of issuing additional keys to any individual other than those individuals who already have keys as employees. Dave Najarian stated that since the park is closed for the year, the issue could be revisited next year when a new board member will be on the board.

Public Comment: None

Announcements: Trick or Treat has been rescheduled for Saturday, November 5, 2011 from 6pm to 8pm.

Adjournment: A motion was made by Kermit E. DeLong and seconded by David C. Najarian to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:10 pm.

As of November 30, 2011

Account	Balance
General Fund	555,837.67
Capital Reserve	5,284.29
CD's	470,000.00
Zoning/Subdivision	15,484.21
HLLW COG	50,008.65
State Road	56,671.95
Street Light	1,879.80
Park	22,682.34
Recreation	504.53
Total	1,178,353.44

	<u>Nov 11</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	1,354.39
301.40 · Delinquent RE Tax-Tax Claim	94.00
301.60 · Real Estate Tax-Interim-Current	6.51
Total 301 · Real Property Taxes	1,454.90
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	6,744.85
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	37,839.38
Total 310.20 · Earned Income Tax	37,839.38
Total 310 · Local Tax Enabling Act	44,584.23
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	12,362.01
Total 321 · Business Licenses and Permits	12,362.01
331 · Fines	
331.10 · Court - Magistrate	57.22
Total 331 · Fines	57.22
341 · Interest	
341.01 · Interest on Checking	7.23
Total 341 · Interest	7.23
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	
361.81 · Business Permit	125.00
361.87 · Sale of Maps & Publications	20.00
361.90 · Mechanical/HVAC Permit	104.00
361.94 · Misc. Billing	21.50
Total 361 · General Government	270.50
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	783.00
362.41S · Accessory Struc < 1000 ft	30.00
Total 362.41 · Building Permit	813.00
362.42 · Electrical Permit	248.00

362.43 · Plumbing Permit	258.00
362.44 · Sewage Permits (SEO Fees)	1,325.00
362.48 · Demolition Permit	54.00
362.40 · Protective Inspection Fees - Other	104.00
Total 362.40 · Protective Inspection Fees	2,802.00
Total 362 · Public Safety	2,802.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	1,718.60
Total 364 · Sanitation	1,718.60
Total 360 · Gen. Govt. Charges for Services	4,791.10
389 · Unclassified Income	20.00
Total Income	64,376.69

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	423.05
Total 400.00 · Legislative (Governing) Body	423.05
403 · Tax Collection	
403.16 · Commission Paid as Compensation	1,201.10
Total 403 · Tax Collection	1,201.10
404 · Solicitor/Legal Services	1,122.66
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	2,066.99
405.35 · Insurance and Bonding	6,656.00
Total 405 · Secretary/Clerk	8,722.99
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	1,921.06
406.21 · Office Supplies	4,916.92
406.23 · Postage	100.99
406.32 · Communication - Phone/Wireless	581.17
406.34 · Advertising	100.24
406.38 · Rentals	592.91
406.42 · Membership/Dues	724.78
406.99 · Payroll	121.35
Total 406 · Other General Govt. Admin	9,059.42
408 · Engineering Services	
408.99 · Township engineer	308.25
Total 408 · Engineering Services	308.25
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	356.30
409.37 · Repairs and Maint.	524.83
409.44 · Laundry/Other Sanitary Services	145.16
409.99 · Heating - Oil/Propane	1,268.66
Total 409 · General Government Bldg&Plants	2,294.95
Total 400 · General Government	23,132.42
410 · Public Safety	
411 · Fire	
411.97 · Lynnport FC Fuel	134.88
411.98 · New Tripoli FC Fuel	639.96
Total 411 · Fire	774.84
412 · Ambulance/Rescue	
412.98 · Fuel	366.20
Total 412 · Ambulance/Rescue	366.20

413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,605.72
Total 413 · Code Enforcement	2,605.72
414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	120.00
414.33 · Transportation Costs	780.88
414.99 · Salary Zoning Officer	3,456.13
Total 414 · Planning & Zoning	4,357.01
419 · Other Public Safety	
419.99 · PA One Call	24.07
Total 419 · Other Public Safety	24.07
Total 410 · Public Safety	8,127.84
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	381.08
426.44 · Sanitation Services	828.00
Total 426 · Gen Gov Recycling Col & Dis	1,209.08
Total 420 · Health and Human Services	1,209.08
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	9,802.63
432.15 · P/T Winter Salary	261.81
Total 432 · Winter Maintenance	10,064.44
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	1,942.76
Total 437 · Repair of Tools & Machinery	1,942.76
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,722.37
438.47 · Drug & Alcohol Testing	120.00
438.99 · Truck Fuel	2,227.48
438 · Road/Bridge Maint. and Repair - Other	-134.88
Total 438 · Road/Bridge Maint. and Repair	3,934.97
Total 430 · Public Works Hwy,Rds,Streets	15,942.17
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	158.06
454.74 · Machinery & Equipment	16,899.00
Total 454 · GF Parks	17,057.06
Total 450 · Culture-Recreation	17,057.06
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,559.87
481.20 · Employer paid Medicare	364.81
481.30 · Employer paid Unemployment Comp	61.36
483.49 · 457 Pension contribution	870.00
Total 481 · Employer paid Taxes	2,856.04
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,240.73
487.02 · Life Insurance	40.30
Total 487 · Other Group Insurance Benefits	10,281.03
489 · All other unclassified Expenses	
489.99 · EE withholding taxes	5,483.85
Total 489 · All other unclassified Expenses	5,483.85

Total 480 · Misc. Expense	18,620.92
Total Expense	84,089.49
Net Income	19,712.80
	Nov 11
Income-LIGHT FUND	
383.11 · Street Lighting Tax	52.84
Total Income	52.84
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	920.57
Total 434 · Street Lighting	920.57
Total Expense	920.57
Net Income	-867.73
	Nov 11
Income-LIQUID FUEL FUND	0.00
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	63.71
Total 430 · LFF Public Works	63.71
Total Expense	63.71
Net Income	-63.71
	Nov 11
Income-PARK FUND	0.00
Expense	
454 · Parks	
454.36 · Public Utilities	94.80
Total 454 · Parks	94.80
Total Expense	94.80
Net Income	-94.80
Total Income (all accounts)	64,429.53
Total Expense (all accounts)	85,168.57
Net Income(all accounts)	20,739.04

Respectfully Submitted,

Tammy M. White
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 Secretary/Treasurer