

Board of Supervisors
Tuesday, December 27th, 2011 (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 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, Solicitor Marc Fisher, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, NW Press reporter Elsa Kerschner, and approximately 50+ citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: 1. **Sludge dumping:** Dave Najarian opened this topic of discussion by stating that the state (Cin-a-grow) is forcing the sludge dumping in townships and the township has no authority. Dave Najarian along with the board stated that all those involved need to speak to their representative Gary Day in regards to the execution of bio solids. Dave Najarian also added that Lynn Township has previously tried to challenge the issue of sludge dumping only to be challenged by the Attorney General that the township will be sued successfully upon the township trying to execute a resolution to ban sludge dumping. Dave Najarian added with documentation that other townships have been sued in the process. Again the board stated to all those involved that they need to take the issue to the state level. Kermit DeLong stated that he will invite Gary Day to the January 12, 2012 BOS meeting and invites the public to attend. Justin Smith, as a resident, read 2 paragraphs from a notice from DEP which stated that they are promoting a good thing with sludge dumping along with the benefits and that EPA is promoting this. Justin Smith along with the rest of the board does not agree. **Note:** Numerous residents spoke concerning their issues with e-coli and well contamination as well debris on the roads. The residents that spoke with their concerns all reside in Broadtail Ct.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by David C. Najarian and seconded by Kermit E. DeLong to accept the minutes from 12/08/11 and direct the treasurer to pay 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 to pay 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: Ronald Utt Final: A motion was made by David C. Najarian and seconded by Kermit E. DeLong for final on the Ronald Utt Subdivision. Motion carried unanimously. Miller Rd Farms #5 Final: A motion was made David C. Najarian and seconded by Kermit E. DeLong approving the sewage module subject to the execution to DEP. Motion carried unanimously. Marc Fisher has prepared a declaration of conveyance and will forward it to Kevin Deppe. John Scully letter of credit: A motion was made by David C. Najarian and seconded by Kermit E. DeLong authorizing the letter of credit from \$46,073.00 down to the remaining balance of \$11,608.14. Motion carried unanimously. Susan Schall sewer planning module: Tabled from previous meeting.

Appointment of outside audit firm: A motion was made by David C. Najarian and seconded by Kermit E. DeLong approving Resolution 2011-21; **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 unanimously. Frey & Co. has been named in Resolution 2011-21. The Tax Collector's year runs from July 1st to June 30th.

Resolution 2011-22: A motion was made by Kermit E. DeLong and seconded by Brian C. Dietrich authorizing Resolution 2011-22; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA ADOPTING WRITTEN PROCEDURES ON HOW PROFESSIONAL SERVICES ARE CHOSEN FOR ITS PENSION PLANS IN ORDER TO COMPLY WITH ACT 44 OF 2009 AND THE AUDITOR GENERAL'S RECOMMENDATION.** Motion carried unanimously.

The Sanctuary at Haafsville: A motion was made by David C. Najarian and seconded by Brian C. Dietrich authorizing payment of the 2011 invoice from The Sanctuary at Haafsville, in the amount of \$500. Motion carried unanimously. A second motion was made by David C. Najarian and seconded by Kermit E. DeLong not to accept the presented 2012 contract submitted by The Sanctuary at Haafsville. Motion carried unanimously.

Managers' Report: **Park Mower:** A mower for the park has been purchase and will be delivered in spring. The cost was held under the \$17,500 dollar amount. **Phone System:** The new phone system has been installed. An additional phone was installed in the meeting room for the BOS convenience. **Computers:** The new computers have been installed along with the new server. The total cost came in under the projected dollar amount. **Fuel Bills:** The NW Ambulance invoices are not being paid in timely manner. The BOS will decide how to proceed with the issue of fuel invoices to the Ambulance Corp. **Security Fence:** the security fence has been installed around the maintenance building in the park. This should provide for an extra measure against vandalism. The cost ran over by \$173.00 because some of the materials had to be purchased to complete the fence. **Transfer Station Brush:** Lots of inquiries have been made from residents on the acceptance of brush. The BOS stated that their decision remains the same and that no brush can be accepted at the transfer station. **Establish Fees for Junk Yard Ordinance:** The Township had enacted amendments to

the old junk yard and nuisance ordinance in 2011. Fees are required for the license and license renewal of any new scrap yards or junk yards providing the property meets the requirements of the ordinance. These fees need to be established by Resolution. The average fee is \$250.00 and must be renewed annually. Kevin Deppe asked the BOS to consider an amount which can be included in the Fee Schedule Resolution. **HOP permit for Penn's View II:** Renewal of the HOP for Penn's View II is going to expire and Penn Dot has stated that it must be modified to reflect the new drainage requirements. Kevin Deppe will confirm with Penn's View II as to their future development plans. Kevin Deppe stated that he has to sign off on the HOP and Penn dot may not want to sign off. **2011 Surplus:** Kevin Deppe asked the BOS if the BOS would be in favor of using approximately 50K of 2011 surplus into a temporary (operating reserve fund). This fund would be available should the township run into a revenue shortfall in 2012. The 2nd class twp. Code allows for the supervisors to place these monies in an operating reserve fund no to exceed 5 percent of the estimated operating fund for current year. The BOS has expressed the desire to eventually eliminate the property tax long term and this would be sound fiscal move to try and achieve this goal. *A motion was made by David C. Najarian and seconded by Kermit E. DeLong authorizing the Treasurer to open a new operating reserve account with 50K of the 2011 surplus from the General Fund. Motion carried unanimously.*

Miscellaneous: 1. The Re-Org dinner date has been confirmed for Saturday, January 14, 2012 at 6pm at the LPFC. 2. Kermit DeLong thanked Dave Najarian for his years of services on the board and for the 4 years that he has served with him. 3. Brian Dietrich also thanked Dave Najarian for his years of service on the board and for the 2 years that he has served with him. 4. Kermit DeLong mentioned that his comment about being chairman in 2012 was only based upon a decision that had previously been discussed and initiated by Dave Najarian to have the 3 board members rotate the positions of chairman, vice chairman and member which gives each board member 2 years in each position. 5. Brian Dietrich suggested that each supervisor take charge of a certain department of the township. For example: Administration, Road Crew, and Park. Brian Dietrich stated that he has given this some thought and feels that this would possible save the township money because he suggested that the Township Manager's position could become a part time position. Further discussion will be held at the re-org.

Public Comment: None

Announcements: Re-org (BOS) meeting is Tuesday, January 3, 2012 @ 6:30 PM.

Elected Auditors re-org is Wednesday, January 4, 2012 @ 7:00 PM.

Adjournment: *A motion was made by David C. Najarian and seconded by Kermit E. DeLong to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:40 pm.*

As of December 31, 2011

Account	Balance
General Fund	550,800.00
Capital Reserve	5,288.20
CD's	470,000.00
Zoning/Subdivision	15,491.83
HLLW COG	50,041.54
State Road	56,720.75
Street Light	1,068.16
Park	23,297.10
Recreation	3,504.79
TOTAL	1,176,212.37

TOTAL

Income-GENERAL FUND

301 • Real Property Taxes	
301.10 • Real Estate Tax-Current	451.63
Total 301 • Real Property Taxes	451.63
310 • Local Tax Enabling Act	
310.10 • Real Estate Transfer Tax	5,661.41
310.20 • Earned Income Tax	
310.21 • Earned Income Tax-Current	56,627.41
Total 310.20 • Earned Income Tax	56,627.41
310.60 • Amusement /Adminissions Tax	
360.63 • Amusement/Admis - Delinquent	250.00
Total 310.60 • Amusement /Adminissions Tax	250.00
Total 310 • Local Tax Enabling Act	62,538.82

331 · Fines	
331.10 · Court - Magistrate	47.51
331.13 · State Police	<u>4,188.17</u>
Total 331 · Fines	4,235.68
341 · Interest	
341.01 · Interest on Checking	<u>337.97</u>
Total 341 · Interest	337.97
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	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.31 · Prelim/Final Subdiv-Land Dev	<u>188.50</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	188.50
361.72 · Legal Review SubDev/LandDev	621.00
361.87 · Sale of Maps & Publications	20.00
361.90 · Mechanical/HVAC Permit	104.00
361.94 · Misc. Billing	11.25
361.97 · Zoning Board Appeal Fee	<u>500.00</u>
Total 361 · General Government	1,444.75
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41A · Permit for Ag. Bldg.	405.00
362.41B · BLDG/Alter/Repair Permit	508.00
362.41F · Building Permit Filed	200.00
362.41N · Re-inspection	<u>75.00</u>
Total 362.41 · Building Permit	1,188.00
362.42 · Electrical Permit	476.00
362.43 · Plumbing Permit	129.00
362.44 · Sewage Permits (SEO Fees)	<u>860.00</u>
Total 362.40 · Protective Inspection Fees	2,653.00
Total 362 · Public Safety	2,653.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>1,444.60</u>
Total 364 · Sanitation	1,444.60
Total 360 · Gen. Govt. Charges for Services	5,542.35
389 · Unclassified Income	
389.98 · WCcontribution	401.71
389 · Unclassified Income - Other	<u>40.00</u>
Total 389 · Unclassified Income	441.71
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	<u>1,124.00</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>1,124.00</u>

Total Income	75,772.16
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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	7,268.98
403.99 · Misc.	13.00
Total 403 · Tax Collection	7,281.98
404 · Solicitor/Legal Services	2,651.62
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,119.29
405.34 · Travel Expense	134.81
Total 405 · Secretary/Clerk	3,254.10
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,897.22
406.21 · Office Supplies	994.23
406.23 · Postage	82.49
406.32 · Communication - Phone/Wireless	4,065.85
406.34 · Advertising	88.80
406.38 · Rentals	233.00
406.42 · Membership/Dues	1,173.00
406.99 · Payroll	343.45
Total 406 · Other General Govt. Admin	9,878.04
408 · Engineering Services	
408.99 · Township engineer	393.75
Total 408 · Engineering Services	393.75
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	390.74
409.44 · Laundry/Other Sanitary Services	215.08
409.99 · Heating - Oil/Propane	240.34
Total 409 · General Government Bldg&Plants	846.16
Total 400 · General Government	24,728.70
410 · Public Safety	
411 · Fire	
411.98 · New Tripoli FC Fuel	313.93
Total 411 · Fire	313.93
412 · Ambulance/Rescue	
412.98 · Fuel	-16.64
Total 412 · Ambulance/Rescue	-16.64
413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,800.72
Total 413 · Code Enforcement	2,800.72
414 · Planning & Zoning	
414.15 · ZHB/PC Salaries	2,570.00
414.34 · ZB Advertising, Print, & Bind	118.72
414.99 · Salary Zoning Officer	5,127.80

Total 414 · Planning & Zoning	7,816.52
419 · Other Public Safety	
419.99 · PA One Call	<u>11.62</u>
Total 419 · Other Public Safety	<u>11.62</u>
Total 410 · Public Safety	10,926.15
420 · Health and Human Services	
422 · Vector (Animal) Control	
422.99 · Stray Animals	<u>500.00</u>
Total 422 · Vector (Animal) Control	500.00
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	662.48
426.44 · Sanitation Services	<u>858.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,520.48</u>
Total 420 · Health and Human Services	2,020.48
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	11,739.65
432.15 · P/T Winter Salary	<u>401.83</u>
Total 432 · Winter Maintenance	12,141.48
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>334.23</u>
Total 437 · Repair of Tools & Machinery	334.23
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	24.00
438.99 · Truck Fuel	<u>920.51</u>
Total 438 · Road/Bridge Maint. and Repair	<u>944.51</u>
Total 430 · Public Works Hwy,Rds,Streets	13,420.22
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	170.48
454.25 · Repairs & Maint Supplies	62.84
454.31 · Parks Professional services	480.00
454.37 · Repairs and Maint. serv (park)	<u>3,063.86</u>
Total 454 · GF Parks	<u>3,777.18</u>
Total 450 · Culture-Recreation	3,777.18
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,047.59
481.20 · Employer paid Medicare	478.87
481.30 · Employer paid Unemployment Comp	55.40
483.49 · 457 Pension contribution	<u>1,305.00</u>
Total 481 · Employer paid Taxes	3,886.86
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,574.54
487.02 · Life Insurance	40.30
487.03 · Workmans Compensation	<u>4,832.00</u>

Total 487 · Other Group Insurance Benefits	15,446.84
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	92.25
489.99 · EE withholding taxes	6,855.85
Total 489 · All other unclassified Expenses	6,948.10

Total 480 · Misc. Expense	26,281.80
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Total Expense	81,154.53
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Net Income	-5,382.37
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Dec 11

Income-LIGHT FUND

383.11 · Street Lighting Tax	94.78
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Total Income	94.78
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Expense

434 · Street Lighting	
434.36 · Street Lighting Electric	906.42

Total 434 · Street Lighting	906.42
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Total Expense	906.42
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Net Income	-811.64
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Dec 11

Other Income/Expense-CR FUND

Other Income	
341.02 · Interest on Savings	1.96

Total Other Income	1.96
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Net Other Income	1.96
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Net Income	1.96
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Dec 11

Income-LFF FUND

341.01 · Interest on Checking	24.40
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Total Income	24.40
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Expense	0.00
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Net Income	24.40
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Dec 11

Income-COG FUND

341.02 · Interest on Savings	16.45
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Total Income	16.45
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Expense	0.00
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Net Income	16.45
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Dec 11

Income-REC FUND

341.01 · Interest on Checking	0.17
367.99 · Rec Fee from Subdivision	3,000.00

Total Income	3,000.17
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Expense	0.00
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Net Income	3,000.17
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Dec 11

Income-**ESCROW FUND**

341.000 · Interest Earnings	
341.001 · Interest Earnings/Heintzelman	2.84
341.01 · Interest on Checking	0.97
Total 341.000 · Interest Earnings	3.81

Total Income 3.81

Expense 0.00

Net Income 3.81

Dec 11

Income-**PARK FUND**

341.01 · Interest on Checking	2.98
342.59 · Rental of Park Facilities	175.00
387 · Contributions and Donations	250.00

Total Income 427.98

Expense

454 · Parks	
454.25 · Repairs & Maintenance	
Supplies	723.06
454.36 · Public Utilities	93.28

Total 454 · Parks 816.34

Total Expense 816.34

Net Income -388.36

Total Income (all accounts) 79,341.71

Total Expense (all accounts) 82,877.29

Net Income(all accounts) -3,535.58

Respectfully Submitted,

Tammy M. White

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Secretary/Treasurer

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