

**Board of Supervisors**  
**Thursday, March 10th, 2016 @ 6:30 PM**  
**Lynn Twp.~7911 Kings Hgwy., New Tripoli**

**Call to Order:** The regular scheduled 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 Steve I. Feinour, Solicitor Marc Fisher, Engineer/Zoning Officer Chris Noll, Secretary/Treasurer Tammy M. White, Admin/Zoning office Secretary Kathy A. Hermany, Road Master Bruce Raber, and approximately 14 citizens.

**Executive Session:** Chairman Justin N. Smith announced that an executive session was held prior to the BOS meeting to discuss personnel issues. Those present in the executive session were Justin N. Smith, Steve I. Feinour, and Brian C. Dietrich and Road Master Bruce Raber.

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

**Media Representation:** NWP Kenny Blieler.

**Public Comment:** (1). Susan Giralico: Sue Giralico presented the BOS with the following list of concerts for 2016 to be held in Ontelaunee Park: May 8<sup>th</sup> Crazy Heart 2-5pm; June 12<sup>th</sup> The School of Rock 5-8pm; July 10<sup>th</sup> 8<sup>th</sup> Annual Car and Bike Cruise 1-4pm; July 31<sup>st</sup> The Scott Marshall Band 5-8pm; August 28<sup>th</sup> Praise in the Park 5-8pm; September 5<sup>th</sup> The Large Flowerheads 2-5pm. Sue also expressed to the BOS that the REC Advisory committee is in need of volunteers to help with functions in the Park. REC Advisory committee member Kermit DeLong asked the BOS for a 5K donation for 2016 to help defer the costs of the concerts. *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing 5K to be designated to the REC Advisory Committee to use for concerts in the Park. Motion carried unanimously.*

**Accept the Minutes and Direct the Treasurer to pay the bills:** *A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to accept the minutes from 02/11/16 and to direct the treasurer to pay the bills. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the minutes from the Fire Study meeting held on 02/09/16. Motion carried unanimously.*

**Subdivision:** Roy & Lucy Lindenmuth Planning Module & Final: *A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing Final Conditional approval; conditions listed on KCE letter dated 02/15/16. Motion carried unanimously. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the waiver, section 316.4 of Saldo, for landscaping plan. Motion carried unanimously. A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing the Sewage Planning Module for transmittal and approval to DEP. Motion carried unanimously.*

**Fire Companies:** NTFC Fire Chief, Peter Christ had to leave for a fire call. Fire Chief, Clark Mantz from LPFC presented the BOS with their monthly report as well as the monthly report for NTFC. LPFC President, Billy Miller added that the LPFC egg hunt will be Saturday, March 12<sup>th</sup> with lunch at 12 noon and egg hunt at 1pm; Next hoagie sale is 4/6/16 and hoagie sales will run through the first Wednesday in May; There are 3 more weeks left in the 2000 club and the drawing will end 4/3/16; LPFC Jamboree is scheduled for June 25, 2016. Clark Mantz stated that both the LPFC and NTFC have formed a committee based on the advice from the Fire Study. The committee met one time already and are addressing the top priorities first. A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to provide both the Fire Companies with the funds necessary to have equipment tested every other year and not to exceed 5k and to also include this in the budget every other year. Motion carried unanimously. The next committee meeting will be 4/5/2016. **Fire Police Assistance:** *A motion was made by Justin N. Smith and seconded by Brian C. Dietrich for the NTFC fire police to assist on March 20th in the City of Allentown for its annual St. Patrick's Day parade; April 24<sup>th</sup> for the St. Luke's ½ Marathon; July 16<sup>th</sup> for the 100<sup>th</sup> anniversary for the Trexlertown Fire Co.; July 30<sup>th</sup> for the Puerto Rican Day Parade; September 11<sup>th</sup> for a Marathon; October 16<sup>th</sup> for Halloween Parade. Motion carried unanimously.*

**Road Report:** Bruce Raber, Road master, reported for the month of February: (1) Finish Boom Mowing. (2) Made repairs to the Boom Mower-2 Snow Plows and body work and painting on 2 trucks. (3) Hauled scrap metal from Recycling Center \$44.10. (4) Cleaned pipes and storm boxes before and after heavy rain. (5) Fixed up sides dirt roads after heavy rain. (6) Repaired and replaced a few road name signs and stop signs. (7) Started filling Pot Holes on black top roads (cold patch). (8) Plowed snow & treated roads. (9) Filled pot holes o dirt roads. **Anticipated work for March:** (1) Continue cold patching. (2) Start cleaning out gutters and cutting shoulders and building up dirt roads. (3) Cut shoulders on some black top roads.

**Audit 2015:** The BOS reviewed the 2015 completed Audit. The audit will be posted at the township office. Justin N. Smith thanked the staff for all their work. Further discussion will be held at the April 14<sup>th</sup> BOS meeting when Chairman of the Auditors, Rob Sadler will be present.

**Ag Security:** Antonio C. Panebianco – 2 parcels: Solicitor, Marc Fisher opened the hearing at 7:10pm and presented the Panebianco Ag Security. No public comment was received and the hearing was closed at 7:12pm. *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to adopt Resolution 2016-09 accepting a total of 270.72 acres Pin# 543700397434 1 and Pin # 543800109876 1 into Ag Security. Motion carried unanimously.*



**Berks County Preservation Board:** Marc Fisher researched the issue and was told by the Berks County Ag Security Preservation Board that Lynn Township does not have to do anything regarding their original request for Lynn Township to acknowledge a 6.2 acre portion of property is located in Albany Township.

**Miscellaneous:** (1) **MKSD:** The BOS stated to take MKSD off of the agenda as the fire companies proceed with the fire study and that the location of the Cetronia Ambulance may possibly be relocated. (2) **Codification:** Chris Noll Stated that KCE secretary Lynn Mark would be willing to compile the codification into a book. Chris Noll stated that he would get a quote together to see what the cost would be. Kathy Hermansky stated that she has all the files in word form and in PDF form. (3) **Preconstruction meeting:** Bruce Raber informed the BOS that he attended a Preconstruction meeting regarding Rte. 309 project because the state road is adjacent to township road intersection. The meeting informed Bruce Raber of what the transition will be to the township road intersection. (4) **Generators:** The BOS had directed Bruce Raber to get a quote on installing generators in the Maintenance Garage as well as the Zoning Office. A quote was received from David Wright; \$7,558.00 for the Maintenance Garage and \$8,263.00 for the Zoning Office. The BOS agreed that they didn't feel this was necessary to do at this time. The garage door where the ambulance parks has been taken care of in the event the electric goes out. (5) **Train Station permits:** A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to waive the permit fees for the installation of the Train Station in Ontelaunee Park. Motion carried unanimously. (6) **Auditors Minutes:** The BOS stated that the elected Auditors minutes can be permanently included in the final minute book along with the BOS minutes but a copy shall also be kept in the Auditors file. (7) **Joe Howard:** The BOS announced that Road Crew Employee Joe Howard last day was today 3/10/16 and that they appreciate all his hard work and dedication for his years with Lynn Township. The BOS added that there will be an opening for his position and that Tammy M. White shall draft an advertisement.

**Public Comment:** (1) Resident Kermit DeLong asked if we give a 5K donation to Cetronia Ambulance as we have in the past to NWA. The BOS informed him that we now pay 50K for the Cetronia Ambulance services. Kermit DeLong also added that the REC Advisory Committee is in need of help.

**Announcements:**

- Concert, Crazy Heart Sunday, May 8<sup>th</sup> 2-5pm; Ontelaunee Park
- 9<sup>th</sup> annual Pow-wow May 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 2015 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- 5K Run NWL Educational Foundation Saturday, May 28, 2016; Ontelaunee Park

**Adjournment:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:35 pm.

**As of March 31, 2016**

Account	Balance
General Fund	860,639.24
Capital Reserve	5,360.45
CD's	505,177.34
Zoning/Subdivision	12,038.08
HLLW COG	44,618.36
State Road	287,360.44
Street Light	729.07
Park	25,820.57
Recreation	6,591.09
<b>Total</b>	<b>1,748,334.64</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
301 • Real Property Taxes	
301.40 • Delinquent RE Tax-Tax Claim	326.14
301.60 • Real Estate Tax-Interim-Current	16.36
<b>Total 301 • Real Property Taxes</b>	<b>342.50</b>
310 • Local Tax Enabling Act	
310.10 • Real Estate Transfer Tax	1,666.00
310.20 • Earned Income Tax	
310.21 • Earned Income Tax-Current	41,950.87
<b>Total 310.20 • Earned Income Tax</b>	<b>41,950.87</b>
<b>Total 310 • Local Tax Enabling Act</b>	<b>43,616.87</b>
331 • Fines	
331.10 • Court - Magistrate	47.60

Total 331 · Fines	47.60
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,210.00
Total 342 · Interest, Rents & Royalties	1,210.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.87 · Sale of Maps & Publications	3.00
361.90 · Mechanical/HVAC Permit	4.00
Total 361 · General Government	7.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,342.50
362.41D · Driveway Permit	125.00
362.41F · Building Permit Filed	575.00
362.41S · Accessory Struc < 1000 ft	120.00
Total 362.41 · Building Permit	2,162.50
362.42 · Electrical Permit	79.00
362.43 · Plumbing Permit	4.00
362.48 · Demolition Permit	50.00
Total 362.40 · Protective Inspection Fees	2,295.50
362.98 · Sign Permit	80.00
Total 362 · Public Safety	2,375.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	1,248.00
Total 364 · Sanitation	1,248.00
Total 360 · Gen. Govt. Charges for Services	3,630.50
<b>Total Income</b>	<b>48,847.47</b>

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	285.86
Total 400.00 · Legislative (Governing) Body	285.86
402 · Auditing/Bookkeeping Services	
402.34 · Advertising	263.60
Total 402 · Auditing/Bookkeeping Services	263.60
404 · Solicitor/Legal Services	827.60
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,616.78
405.35 · Insurance and Bonding	35.50
Total 405 · Secretary/Clerk	3,652.28
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,359.30
406.21 · Office Supplies	548.81
406.23 · Postage	89.99
406.32 · Communication - Phone/Wireless	605.73
406.34 · Advertising	418.40
406.38 · Rentals	258.48
406.99 · Payroll	8,364.23
Total 406 · Other General Govt. Admin	13,644.94
408 · Engineering Services	
408.99 · Township engineer	661.50
Total 408 · Engineering Services	661.50
409 · General Government Bldg&Plants	



409.36 · Public Utility Services (TWP)	436.81
409.37 · Repairs and Maint.	689.36
409.44 · Laundry/Other Sanitary Services	276.88
409.99 · Heating - Oil/Propane	24.05
Total 409 · General Government Bldg&Plants	1,427.10
Total 400 · General Government	20,762.88
410 · Public Safety	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,219.00
Total 413 · Code Enforcement	2,219.00
414 · Planning & Zoning	
414.31 · Professional services	396.75
414.98 · Zoning Recording/Transcription	185.00
414.99 · Salary Zoning Officer	267.75
Total 414 · Planning & Zoning	849.50
419 · Other Public Safety	
419.99 · PA One Call	4.92
Total 419 · Other Public Safety	4.92
Total 410 · Public Safety	3,073.42
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	640.37
426.44 · Sanitation Services	828.00
Total 426 · Gen Gov Recycling Col & Dis	1,468.37
Total 420 · Health and Human Services	1,468.37
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	8,692.79
432 · Winter Maintenance - Other	1,309.33
Total 432 · Winter Maintenance	10,002.12
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	773.09
Total 437 · Repair of Tools & Machinery	773.09
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	3,685.57
438.15 · PT Salaries for Road Crew	35.72
438.25 · Repairs & Maint Supplies	403.04
438.99 · Truck Fuel	1,598.95
Total 438 · Road/Bridge Maint. and Repair	5,723.28
Total 430 · Public Works Hwy,Rds,Streets	16,498.49
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	1,857.07
454.25 · Repairs & Maint Supplies	528.36
Total 454 · GF Parks	2,385.43
Total 450 · Culture-Recreation	2,385.43
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,038.29
481.20 · Employer paid Medicare	476.70
481.30 · Employer paid Unemployment Comp	1,061.93
483.30 · Non-Uniform Pension Contr.	16,110.86
483.49 · 457 Pension contribution	925.00

Total 481 · Employer paid Taxes	20,612.78
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,616.00
487.02 · Life Insurance	40.90
487.04 · Workers Compensation Vol Fire	1,137.00
Total 487 · Other Group Insurance Benefits	11,793.90
Total 480 · Misc. Expense	32,406.68
<b>Total Expense</b>	<b>76,595.27</b>
Net Income	<b>-27,747.80</b>

Mar 16

Income-LIGHT FUND	0.00
Expense	

434 · Street Lighting

434.36 · Street Lighting Electric	811.23
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Total 434 · Street Lighting	811.23
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<b>Total Expense</b>	<b>811.23</b>
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Net Income	<b>-811.23</b>
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Mar 16

Income-LFF FUND

355 · LFF State Shared Revenue

355.03 · State Road Turnback Payments	278,920.16
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Total 355 · LFF State Shared Revenue	278,920.16
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<b>Total Income</b>	<b>278,920.16</b>
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Expense

430 · LFF Public Works

432 · Winter Maintenance	8,915.87
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438 · Maint./Repair Roads & Bridges	9,530.31
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Total 430 · LFF Public Works	18,446.18
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<b>Total Expense</b>	<b>18,446.18</b>
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Net Income	<b>260,473.98</b>
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Mar 16

Income-ESCROW	0.00
Expense	

414 · Planning and Zoning

414.39 · Bank Services Charges/Fees	5.00
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Total 414 · Planning and Zoning	5.00
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<b>Total Expense</b>	<b>5.00</b>
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Net Income	<b>-5.00</b>
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Mar 16

Income-PARK FUND

342.59 · Rental of Park Facilities	800.00
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387 · Contributions and Donations	-529.76
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<b>Total Income</b>	<b>270.24</b>
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Expense

454 · Parks

454.34 · Advertising	60.00
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454.36 · Public Utilities	130.80
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Total 454 · Parks	190.80
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<b>Total Expense</b>	<b>190.80</b>
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Net Income	<b>79.44</b>
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Total Income (all accounts)	<u>328,037.87</u>
Total Expense (all accounts)	<u>96,048.48</u>
Net Income(all accounts)	<u><u>231,989.39</u></u>

Respectfully Submitted,

  
Tammy M. White

Secretary/Treasurer