

Board of Supervisors
Thursday, May 14th, 2015 @ 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 Steve I. Feinour, Member Brian C. Dietrich, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy Hermany, Road Master Bruce Raber, Engineer Chris Noll, Solicitor Marc Fisher, and approximately 13 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Kenny Blieler

Executive Session: Justin N. Smith announced that an executive session was held prior to the meeting to discuss potential legal issues. In attendance at the executive session were: Justin N. Smith, Steve I. Feinour, Brian C. Dietrich and Solicitor Marc Fisher.

Public Comment: (1) Car Cruise: Sue Giralico gave an update on the car cruise. (2) Resident, Sherry Leinberger addressed the BOS with her concerns regarding the ZHB decision, granting a special exception for 7939 Springhouse Rd. She asked the BOS if they were interested in appealing the ZHB decision. The BOS indicated that Mrs. Leinberger would have to do the appeal if she so desired. (3) Resident, Russell Wambold addressed the BOS with his concerns of a junk issue at the end of Hoffadeckel Ct. Engineer, Chris Noll will take care of the issue. (4) Matthew Szuchyt from Senator at Browne's office addressed the BOS to check in with the township to see if he could be of assistance to the township. The BOS stated that they will certainly be in contact with him if any issue arises. (5) Elk Bass from the Pow Wow reported that everything is going well for the weekend Pow Wow festivities and that the Pow Wow committee is very grateful to the township for allowing this event for the past 8 years. Elk Bass will draft a recommendation letter for the Pow Wow committee, stipulating what they would like to have listed. Tammy M. White will put it on Township letterhead. (6) Farm Fest, Michele Mille thanked the BOS for the use of the park for the Farm Fest festivities.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the minutes from 04/09/15 and to direct the treasurer to pay the bills. Motion carried unanimously.

Fire Companies: NTFC Fire Chief, Peter Christ reported for the NTFC and LPFC Fire Chief, Clark Mantz reported for the LPFC. **RFP Study:** Fire Police Assistance: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing the NTFC Fire Police to assist at the following functions: May 16th -18th Pow Wow Ontelaunee park ; May 23rd 5K Ontelaunee Park; May 30th Weisenberg Fire Co. open house; June 15th - 20th Schnecksville Fair; June 19th & 20th Macungie Antique Truck Show; July 11th Germansville Fire Company Anniversary; July 31, August 1st & 2nd Macungie Das Awkscht Fescht Car Show; August 15th Night in the Country; August 28th, 29th, 30th Macungie Wheels of Time Car Show. Motion carried unanimously. **RFP Fire Study:** The BOS were in agreement to let the GIS mapping, in the RFP, as optional and to change from 180 days to 120 days. A motion was made by Justin N. Smith and seconded by Brian C. Dietrich authorizing the updates discussed for advertisement of the RFP. Motion carried unanimously.

Road Report: Bruce Raber, Road master, reported for the month of April: (1) Finished up street sweeping. (2) Finished up all dirt roads. (cleaning out gutters & cutting shoulders, filling & building up where needed). (3) Finished up most pothole repairs and edge repair on black top roads. (4) Started cutting shoulders on black top roads. (5) Did some boom mowing. (6) Hauled scrap metal from recycling center = \$157.74. (7) Helping Weisenberg Twp. with some of their paving projects, then they will come and help Lynn. Anticipated work for May: (1) Start paving projects. (2) Cut shoulders on black top roads. **Used Equipment:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing the advertisement of the 2000 Ford F550 Dump Truck - Leaf Vac - Vibrastat II Hydrostatic Roller. Motion carried unanimously. The items may be displayed on site for display. **Springhouse proposed event venue:** Chris Noll and Bruce Raber inspected the roads in regards to the proposed event venue and were in agreement that the road will need to be widened for 2 lane passing from SawMill Road to Dirt Road. **Frey Road:** Jason Moyer would like Frey Rd. vacated by the Township. Frey road is a 1 mile long dirt road off of 863. Chris Noll and Bruce Raber inspected the area and stated that Moyer's field would have to be cut back into to create the 40' radius cul-de-sac that is required. Chris Noll will contact Farmland Preservation to ensure that the cul-de-sac can be created. In addition all the other home owners on the opened end will need to be contacted as well. Jeff Roback, municipal rep from the Dept. of Transportation will let us know what amount of LFF money the township will lose from the vacating of the portion of Frey Rd. **Ambulance:** Chris Noll and Bruce Raber also checked the existing township building for addition space for the ambulance. They suggested that an addition be added to the parking lot area. The BOS asked Chris Noll to look at what renovations can be done inside the building as well. Chris Noll stated that he will have to have an architect involved.

Joint Oil Bid: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour awarding Lynn Townships portion of the Joint Oil Bid. Motion carried unanimously.

Joint Bids – Received for Oil, 140,000 Gallons- CRS-2PME3M

Oil Bids Received

CRS-2PME3M-LYNN TWP

Asphalt Maint. Solutions, LLC Heidelberg~Lowhill~Lynn~Weisenberg	140,000 Gallons \$ 2.14 Gal. Total=\$ 299,600.00
Asphalt Maint. Solutions, LLC Lynn Townships Portion	45,000 Gallons \$ 2.14 Gal. Total=\$ 96,300.00

PennDot Agreement 863: Chris Noll spoke with Jack Hubbard, District Maintenance Services Manager from the PA Department of Transportation in regards to the sink hole on Rt. 863. The BOS originally only agreed to supply the pipe needed for the repair and the township grounds for a stock pile of materials needed during the construction of the sink hole. The contract that the township has been asked to sign does not comply with the Townships agreement. Chris Noll will speak to the homeowner adjacent to the sinkhole area as well as Penn Dot. The BOS instructed Tammy M. White to contact Matt Szuchyt from Senator at Browne's office to see if he can further assist with the completion of this issue.

Stephen Siller Tunnel to Towers Foundation: Craig Rhoades from the Tunnel to Towers Foundation provided handouts for the BOS for their review and what the Tunnel's to Towers Foundation offers. Currently Mr. Rhoades is working with wounded veteran Lieutenant Corporal Tim Donley, who is in the process of purchasing property from Nancy Smith, to build a smart technology home. This type of home can range from 300K to 400K. Mr. Rhoades is currently working with inspectors to see if the fees can be waived in the building of the home. Mr. Rhoades also asked the BOS if they would be will to waive fees as well. The BOS stated that as a township they cannot waive the fees; however they are willing to assist in any additional fundraising that may be needed to cover the cost. Mr. Rhoades was also told, by the BOS, to stay in contact with the inspectors to see what or if they are willing to waive the fees and to also compile a list of estimated fees. The BOS thanked Lieutenant Corporal Tim Donley for his service.

Park: Chris Noll reported that the plans are done. Soil Conservation will be done a couple of weeks. Chris Noll will let Justin Smith and the Historical Society know when the Historical Society can move ahead with the train plans. Water

Fountain/Hydrant: A quote was received from Everett Plumbing regarding the replacement of the water fountain under the new pavilion; \$1,488.00 as well as a quote for the installation of a hydrant for an existing well located at the maintenance garage; \$2,985.66. The BOS directed that 2 more quotes are received. The BOS suggested contacting Craig Kline Plumbing and Heating and Koren Plumbing.

Electrical Proposal: A quote was received from Brian Selig for a dual outlet running off the back of the Maintenance garage to the small pavilion behind garage; \$1,200.00. A second quote was receive for running power and aerators from the Maintenance garage to the pond; \$7,675.00. The BOS stated that Donald Christ will be bringing an application in to the township regarding the removal of the lily pads in the pond in Ontelaunee Park. The BOS stated to wait to do anything with the dual outlet and the aerators until the application process is complete along with the removal of the lily pads. Frisbee Golf: **Frisbee Golf:** Kathy Hermany received 3 estimates for the Frisbee golf. *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing Kathy Hermany to call the highest bidder to complete the work. Motion carried unanimously.* The highest bid came in \$62.00 more than the next bid.

Call of Nature: The BOS authorized Kathy Hermany to have Call of Nature replace the existing Portable toilet in Ontelaunee Park with a Handicap toilet. Kathy Hermany will also check on a price for a Handicap picnic table. Kathy Hermany also informed the BOS that the Pictometry program is installed. **Dog Park:** Sue Giralico will talk to Sylvia Gardner regarding the Dog Park at the REC Advisory meeting on Wednesday May 20, 2015. **Playground Equipment:** Justin N. Smith will be reviewing different playground material and report back at the next BOS meeting in June.

Miscellaneous: (1) **Thank You:** Justin N. Smith thanked Faith Church for cleaning the walking paths & flowerbeds in Ontelaunee Park as well as a Thanking the Key Club for hanging Bird Houses in Ontelaunee park. (2) **Rain Gutter proposal:** 2 Proposals were received to replace the rain gutter on the office building; The Service Team came in a \$860.00 and Scott Smith came in at \$1,330.00. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour appointing The Service Team to replace the rain gutter. Motion carried unanimously. The Service Team also gave an estimate to install 100 snow catchers on each side of the building at the cost of \$1,800.00. They stated that they would not do anything with the existing catchers and that they are installed backwards. The BOS stated that Tammy M. White should contact Scott Smith to see what his proposal would be for the snow catchers. (3) **2013 LFF Audit:** Justin N. Smith reported that the LFF 2013 audit was complete and there were no findings.

Public Comment: None

Announcements: (1) NWL SADD-Free Electronics Recycling Day @ High School Thursday, May 21, 2015 3:30pm to 6:30 pm. (2) 8th annual Pow-wow May 15th, 16th, 17th, 2015 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free (3) NW Lehigh Education Foundation will be holding its 2nd annual 5k in Ontelaunee Park on Saturday May 23, 2015 (4) Sunday, June 14, 2015 Music in the Park. The Allentown Band 2:30 -4pm; Classic concert band music. (5) 7th Annual Car & Motorcycle Show; Sunday, July 12, 2015; 1pm till 4pm in Ontelaunee Park. \$5 entrance fee for all cars, trucks and bikes; free admission for spectators.

Adjournment: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:41 pm.

As of May 31, 2015

Account	Balance
General Fund	753,158.70
Capital Reserve	5,347.06
CD's	475,064.25
Zoning/Subdivision	12,078.23
HLLW COG	37,557.67
State Road	242,405.54
Street Light	2,632.15
Park	55,246.59
Recreation	32,444.05
Total	1,615,934.24

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	15,134.26
301.40 · Delinquent RE Tax-Tax Claim	206.93
Total 301 · Real Property Taxes	15,341.19
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	1,577.55
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	48,975.15
Total 310.20 · Earned Income Tax	48,975.15
Total 310 · Local Tax Enabling Act	50,552.70
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	16,169.97
Total 321 · Business Licenses and Permits	16,169.97
331 · Fines	
331.10 · Court - Magistrate	77.00
Total 331 · Fines	77.00
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	20.00
361.90 · Mechanical/HVAC Permit	8.00
361.94 · Misc. Billing	1.00
Total 361 · General Government	29.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,887.00
362.41F · Building Permit Filed	675.00
362.41S · Accessory Struc < 1000 ft	305.00
Total 362.41 · Building Permit	2,867.00
362.42 · Electrical Permit	20.00
362.43 · Plumbing Permit	8.00
362.44 · Sewage Permits (SEO Fees)	3,750.00
Total 362.40 · Protective Inspection Fees	6,645.00

Total 362 · Public Safety	6,645.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>637.00</u>
Total 364 · Sanitation	<u>637.00</u>
Total 360 · Gen. Govt. Charges for Services	7,311.00
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	<u>193.00</u>
Total 395 · Refunds of Prior Yr Expenditure	<u>193.00</u>
Total Income	90,854.86
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>275.86</u>
Total 400.00 · Legislative (Governing) Body	275.86
403 · Tax Collection	
403.16 · Commission Paid as Compensation	<u>403.16</u>
Total 403 · Tax Collection	403.16
404 · Solicitor/Legal Services	940.66
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>2,381.49</u>
Total 405 · Secretary/Clerk	2,381.49
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,158.38
406.21 · Office Supplies	191.18
406.32 · Communication - Phone/Wireless	594.02
406.38 · Rentals	754.94
406.99 · Payroll	<u>6,100.28</u>
Total 406 · Other General Govt. Admin	9,798.80
408 · Engineering Services	
408.99 · Township engineer	<u>3,611.14</u>
Total 408 · Engineering Services	3,611.14
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	461.35
409.37 · Repairs and Maint.	89.00
409.44 · Laundry/Other Sanitary Services	<u>578.82</u>
Total 409 · General Government Bldg&Plants	<u>1,129.17</u>
Total 400 · General Government	18,540.28
410 · Public Safety	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>5,896.25</u>
Total 413 · Code Enforcement	5,896.25
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	172.50
414.99 · Salary Zoning Officer	<u>1,281.25</u>
Total 414 · Planning & Zoning	1,453.75
419 · Other Public Safety	
419.99 · PA One Call	<u>21.32</u>
Total 419 · Other Public Safety	<u>21.32</u>
Total 410 · Public Safety	7,371.32
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	527.38
426.44 · Sanitation Services	848.00

Total 426 · Gen Gov Recycling Col & Dis	1,375.38
Total 420 · Health and Human Services	1,375.38
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	805.12
Total 437 · Repair of Tools & Machinery	805.12
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	9,345.29
438.25 · Repairs & Maint Supplies	399.33
438.47 · Drug & Alcohol Testing	35.00
438.99 · Truck Fuel	1,637.48
Total 438 · Road/Bridge Maint. and Repair	11,417.10
Total 430 · Public Works Hwy,Rds,Streets	12,222.22
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	2,497.20
454.25 · Repairs & Maint Supplies	69.36
454.34 · Advertising	142.50
454.74 · Machinery & Equipment	697.51
Total 454 · GF Parks	3,406.57
Total 450 · Culture-Recreation	3,406.57
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,564.17
481.20 · Employer paid Medicare	365.82
481.30 · Employer paid Unemployment Comp	430.83
483.30 · Non-Uniform Pension Contr.	1,331.25
483.49 · 457 Pension contribution	650.00
Total 481 · Employer paid Taxes	4,342.07
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,136.64
487.02 · Life Insurance	40.90
487.04 · Workers Compensation Vol Fire	1,282.00
Total 487 · Other Group Insurance Benefits	11,459.54
Total 480 · Misc. Expense	15,801.61
Total Expense	58,717.38
Net Income	32,137.48
	May 15
Income-LIGHT FUND	
383.11 · Street Lighting Tax	1,580.97
Total Income	1,580.97
Expense	0.00
Net Income	1,580.97
	May 15
Income-LFF FUND	0.00
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	2,909.00
Total 430 · LFF Public Works	2,909.00
Total Expense	2,909.00
Net Income	-2,909.00

	<u>May 15</u>
Income-ESCROW FUND	
361 · General Government	
361.96 · Subdivision Escrow Deposit	<u>900.00</u>
Total 361 · General Government	<u>900.00</u>
Total Income	900.00
Expense	
414 · Planning and Zoning	
414.39 · Bank Services Charges/Fees	<u>5.00</u>
Total 414 · Planning and Zoning	<u>5.00</u>
Total Expense	5.00
Net Income	895.00
<u>May 15</u>	
Income-PARK FUND	
342.59 · Rental of Park Facilities	925.00
387 · Contributions and Donations	<u>721.25</u>
Total Income	1,646.25
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	205.11
454.38 · Rental	<u>158.98</u>
Total 454 · Parks	<u>364.09</u>
Total Expense	364.09
Net Income	1,282.16
Total Income (all accounts)	<u>94,982.08</u>
Total Expense (all accounts)	<u>61,995.47</u>
Net Income(all accounts)	<u>32,986.61</u>

Respectfully Submitted,

Tammy M. White
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 Secretary/Treasurer