

Board of Supervisors
Thursday, March 12th, 2015 @ 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 Steve I. Feinour, Member Brian C. Dietrich, 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 17 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: NWP Kenny Blieler.

Public Comment: None

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 02/12/15 to direct the treasurer to pay the bills. Motion carried unanimously. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the joint ambulance meeting from 01/13/2015. Motion carried unanimously.*

Subdivision: Greg Snyder Final: *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour granting final approval. Motion carried unanimously.*

Nestle Waters: Eric Andreus from Nestle Water presented the BOS with a donation of 15K for Ontelaunee Park. The BOS thanked Mr. Andreus for the continued support from Nestle Waters.

Park: Engineer Chris Noll stated that the first phase of the park will be the dog park and the train addition from the Historical Society and a NPDES permit is not needed for these phases. Included in the first phase will be the playground equipment and Frisbee Golf. Cody Snyder will be notified by Justin N. Smith, to have the Historical Society forward their plan to KCE. Kathy A. Hermany stated that when the snow clears, Chris Brown will be meeting with Dennis Barr from North Whitehall to walk off the disc golf location. Kathy A. Hermany also added that on April 26, 2015 25 volunteers from Faith Church, Hamilton Blvd., will be cleaning up the walking paths in Ontelaunee Park. Steve I. Feinour also added that on May 23, 2015 the NW Lehigh Education Foundation will be holding its 2nd annual 5k in Ontelaunee Park. Steve Feinour spoke with Jayson Boushell and they will be using the same route as last year and that the day's events will be shorter than last year because there will be no bands performing. Jayson Boushell has already been in contact with the NTFC in regards to directing traffic and blocking roads.

Fire Companies: Fire Chief, Peter Christ from NTFC presented the BOS with their monthly report. Bietler Surveying has been awarded the bid for the NTFC building project. Deadline for the architect were March 9th and still need to be reviewed further by the directors. **Fire Study:** Peter Christ also reviewed the minutes from the joint meeting, on 2/22/15, between NTFC and LPFC to determine future and current needs and develop a list for Lynn Township Fire and Emergency Services Study. Both Fire Companies agreed that a fire study should be done. The BOS were in agreement of a fire study because both fire companies have agreed to do what is best for Lynn Township and its residents. Tammy M. White will draft an RFP for a fire study and will contact Lower Mac for the process they used for their RFP. **Fire Police Assistance:** *A motion was made by Justin N. Smith and seconded by Steve I. Feinour for the NTFC to assist on March 22nd in the City of Allentown for its annual St. Patrick's Day parade. Motion carried unanimously.* Fire Chief, Clark Mantz from LPFC also gave their month report. **Memorandum of Understanding:** *A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing the support memo between Lowhill, Lynn and Heidelberg Townships and Germansville and New Tripoli Fire Companies. Motion carried unanimously.*

Road Report: Bruce Raber, Road master, reported for the month of **February:** (1) Plowed & Treated roads and laid stone on dirt roads after plowing. (2) Pushed back snow to make room for more snow on some areas of roads. (3) Repaired 06 Ford snow plow – 99 International Plow – 01 Sterling Plow. Adjusted clutches on 01 Sterling and 03 Sterling. Replaced bearing on 03 Sterling salt spreader. Greased trucks and repaired break line on 550 Ford. (4) Cleaned off trucks and gave them a much needed bath. Anticipated work for **March:** (1) Start filling pot holes and black top roads. (2) Stone dirt roads if needed. (3) Continue to boom mow. Justin N. Smith thanked the road crew for all their work ad long hours. **Truck Purchase:** *A motion was made by Brian C. Dietrich and seconded Steve I. Feinour to purchase the 2015 F550 truck from Hondru Ford. Motion carried unanimously.* Bruce Raber added that he will most likely be selling the old 550. Steve I. Feinour stated he would like to look over the truck before it is sold to make sure of its worth.

PennDot Agreement: 863/Behler: A letter was sent to Penn Dot on March 10th and the BOS is waiting for a reply back from them.

Audit 2014: The BOS reviewed the 2014 completed Audit. The audit will be posted at the township office. Justin N. Smith thanked the staff for all their work.

Miscellaneous: (1) **Executive Session:** Solicitor, Marc Fisher announced that an executive session was held prior to the meeting for legal purposes. In attendance at the executive session were Justin N. Smith, Steve I. Feinour, Brian C. Dietrich and Marc Fisher. (2) **Ambulance letter to residents:** Justin N. Smith read a draft letter that is to be sent to the residents of Lynn Township informing them of the partnership with Cetronia Ambulance. Tammy M. White will forward the letter to Larry Wiersch for his approval before mailing. Tammy M. White will notify Larry Wiersch when the letters are

mailed. (3) **Ambulance location:** Four different options were discussed for a permanent location for the ambulance. **Option 1** - Lynnville Station **Option 2** - Current New Tripoli Fire Company; Brian C. Dietrich will be in contact with the NTFC in regards to these 2 options. **Option 3** - The possible purchase of the Old ambulance building by George Jones. Justin N. Smith will be in contact with George Jones in regards to option 3. **Option 4** - Property location at Rt 143 and Rt. 309. Steve I. Feinour will look into this option. (4) **Township Building rain gutter:** Tammy M. White will get quotes on fixing the rain gutter on the office building. (5) **Flag Pole:** Bruce Raber stated that now that the snow is melting the road crew will fix the flag pole. (6) **Roof:** Bruce Raber added that the garage roof will most likely need to be replaced in 3 years.

Public Comment: (1) Resident, Sandra Wallitch asked that the township send a letter out to 6922 Donats Peak road regarding garbage removal that has been at the end of the driveway for a while. Engineer, Chris Noll will look into the issue.

Announcements:

8th annual Pow-wow May 15th, 16th, 17th, 2015 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
Sunday, May 3, 2015 Music in the Park. THE CRAMER BROTHERS BAND 2-5pm;
contemporary and classic country plus bluegrass music.

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 7:22 pm.

As of March 31, 2015

Account	Balance
General Fund	789,543.61
Capital Reserve	5,344.33
CD's	475,064.25
Zoning/Subdivision	8,686.45
HLLW COG	37,544.92
State Road	249,154.47
Street Light	856.08
Park	56,640.22
Recreation	32,438.45
Total	1,655,272.78

Income-GENERAL FUND

301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	436.85
Total 301 · Real Property Taxes	436.85
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	3,885.83
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	63,887.37
Total 310.20 · Earned Income Tax	63,887.37
Total 310 · Local Tax Enabling Act	67,773.20
331 · Fines	
331.10 · Court - Magistrate	205.52
Total 331 · Fines	205.52
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	
361.81 · Business Permit	125.00
361.87 · Sale of Maps & Publications	40.00
361.94 · Misc. Billing	31.75
361.97 · Zoning Board Appeal Fee	500.00
Total 361 · General Government	696.75
362 · Public Safety	
362.40 · Protective Inspection Fees	

362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	360.00
362.41D · Driveway Permit	457.60
362.41F · Building Permit Filed	393.00
362.41 · Building Permit - Other	50.00
Total 362.41 · Building Permit	1,260.60
362.44 · Sewage Permits (SEO Fees)	2,100.00
Total 362.40 · Protective Inspection Fees	3,360.60
362.98 · Sign Permit	80.00
Total 362 · Public Safety	3,440.60
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	847.25
Total 364 · Sanitation	847.25
Total 360 · Gen. Govt. Charges for Services	4,984.60
Total Income	74,610.17
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	275.86
Total 400.00 · Legislative (Governing) Body	275.86
402 · Auditing/Bookkeeping Services	
402.34 · Advertising	229.40
Total 402 · Auditing/Bookkeeping Services	229.40
404 · Solicitor/Legal Services	585.26
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	2,381.49
Total 405 · Secretary/Clerk	2,381.49
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,194.97
406.21 · Office Supplies	227.03
406.23 · Postage	119.99
406.32 · Communication - Phone/Wireless	609.82
406.34 · Advertising	368.60
406.38 · Rentals	391.78
406.46 · Mtg., Conf.,Cont.Ed.	285.00
406.48 · Internet Fees/Web Design	510.00
406.99 · Payroll	6,781.24
Total 406 · Other General Govt. Admin	11,488.43
408 · Engineering Services	
408.99 · Township engineer	1,252.50
Total 408 · Engineering Services	1,252.50
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,296.71
409.44 · Laundry/Other Sanitary Services	162.12
409.99 · Heating - Oil/Propane	1,258.15
Total 409 · General Government Bldg&Plants	2,716.98
Total 400 · General Government	18,929.92
410 · Public Safety	
411 · Fire	
411.54 · Fire Co. Donations	5,000.00
411.97 · Lynnport FC Fuel	184.98
411.98 · New Tripoli FC Fuel	73.01
Total 411 · Fire	5,257.99

413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>1,830.00</u>
Total 413 · Code Enforcement	1,830.00
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	163.40
414.98 · Zoning Recording/Transcription	354.50
414.99 · Salary Zoning Officer	<u>928.13</u>
Total 414 · Planning & Zoning	1,446.03
419 · Other Public Safety	
419.99 · PA One Call	<u>9.02</u>
Total 419 · Other Public Safety	<u>9.02</u>
Total 410 · Public Safety	8,543.04
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	502.87
426.44 · Sanitation Services	<u>828.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,330.87</u>
Total 420 · Health and Human Services	1,330.87
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	12,053.64
432.15 · P/T Winter Salary	<u>366.11</u>
Total 432 · Winter Maintenance	12,419.75
437 · Repair of Tools & Machinery	
437.74 · Equipment purchase	44,899.49
437.98 · Repair of Machinery	1,730.18
437.99 · Truck Repair	<u>2,084.41</u>
Total 437 · Repair of Tools & Machinery	48,714.08
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	3,239.64
438.98 · Twp. paid road maint mat.	2,768.78
438.99 · Truck Fuel	<u>5,488.18</u>
Total 438 · Road/Bridge Maint. and Repair	<u>11,496.60</u>
Total 430 · Public Works Hwy,Rds,Streets	72,630.43
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,565.52
481.20 · Employer paid Medicare	366.13
481.30 · Employer paid Unemployment Comp	980.59
483.49 · 457 Pension contribution	<u>650.00</u>
Total 481 · Employer paid Taxes	3,562.24
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,136.64
487.02 · Life Insurance	40.90
487.04 · Workers Compensation Vol Fire	<u>1,282.00</u>
Total 487 · Other Group Insurance Benefits	11,459.54
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	<u>200.00</u>
Total 489 · All other unclassified Expenses	<u>200.00</u>
Total 480 · Misc. Expense	15,221.78
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.98 · Transfer to Electric Light Fund	1,000.00

Total 492 · Interfund Operating Transfer	1,000.00
Total 490 · Other Financing Uses-exp	1,000.00
Total Expense	117,656.04
Net Income	-43,045.87
	Mar 15

Income-LIGHT FUND

392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	1,000.00
Total 392 · Interfund Operating Transfers	1,000.00
Total Income	1,000.00
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	1,610.50
Total 434 · Street Lighting	1,610.50
Total Expense	1,610.50
Net Income	-610.50
	Mar 15

Income-LFF

355 · LFF State Shared Revenue	
355.03 · State Road Turnback Payments	238,320.43
Total 355 · LFF State Shared Revenue	238,320.43
Total Income	238,320.43
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	600.00
438 · Maint./Repair Roads & Bridges	279.00
Total 430 · LFF Public Works	879.00
489 · All Other unclassified expenses	
489.39 · Bank Service Charges/Fees	5.00
Total 489 · All Other unclassified expenses	5.00
Total Expense	884.00
Net Income	237,436.43

Mar 15

Income-ESCROW

	0.00
Expense	
414 · Planning and Zoning	
414.39 · Bank Services Charges/Fees	10.00
Total 414 · Planning and Zoning	10.00
Total Expense	10.00
Net Income	-10.00
	Mar 15

Income-PARK FUND

342.59 · Rental of Park Facilities	1,050.00
387 · Contributions and Donations	15,000.00
Total Income	16,050.00
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	80.00
454.31 · Park Professional Services	259.79
454.36 · Public Utilities	215.56

Total 454 · Parks	555.35
Total Expense	555.35
Net Income	15,494.65
Total Income (all accounts)	329,980.60
Total Expense (all accounts)	120,715.89
Net Income(all accounts)	209,264.71

Respectfully Submitted,

Tammy M. White

Tammy M. White

Secretary/Treasurer