

Board of Supervisors
Thursday, February 27th, 2014 @ 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 Roy Stewart, 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.

Representative from the 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 01/06/14 re-org meeting with a change noted by Chairman Justin N. Smith to change the statement that the land in question for the proposed AARC is not owned by Justin N. Smith but that it is owned by his family. Motion carried unanimously. A second motion was made by Steve I. Feinour and seconded by Justin N. Smith to direct the treasurer to pay the bills. Motion carried. Brian C. Dietrich voted no to pay the bills due to the fact that there was invoicing from the Solicitor regarding the AARC and Brian C. Dietrich stated that the taxpayers should not be responsible for the bills incurred.

LCA: Frank Leist along with Bob Kerchusky were present to report LCA efforts from July 1, 2013 through January 31, 2014 (7-month period). Mr. Leist stated that Phase 1 and Phase 2 should be complete by the 1st quarter of 2015.

Fire Companies: Fire Chief, Peter Christ presented the BOS with a report for December 2013 and January 2014. The ISO report was sent to Lynn Township and copies will be emailed to the BOS for their review. Steve I. Feinour stated that Jason Boushell has forwarded a map to Peter Christ regarding the 5K. **KMIT issue:** Marc Fisher will draft a policy regarding an agreement with KMIT and the township and Fire Company stating that in an event when an employee of the township goes out on call and is injured, KMIT will not be responsible and the SWIF will take over. The BOS also agreed that the Fire Companies need only report at a BOS meeting quarterly to relieve some burden of the fire companies other obligations. Peter Christ was in favor of this but stated that they hope to more than quarterly.

Subdivision: **Snyder Farms Sewage Planning Module:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the sewage planning module for transmittal and approval to DEP. Motion carried unanimously. In addition Greg Snyder asked for a waiver of the road improvement fees or be charged a separate rate for oil & chip because he stated that Lochland road was never paved. Steve I. Feinour stated that it was paved in 1982. Discussion was then held regarding setting a flat rate for road improvement fees which has been done for Rec. Fees. No decision was made and Greg Snyder will pay the stated road improvement fees that he was given. **Nancy Smith Final:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour giving conditional final approval based on KCE letter dated 2/10/14 stating that the offer of dedication is missing the acceptance of dedication (SALDO appendix C) and needs to be added; recreation fees need to be paid; and that documentation from the sewage enforcement office that each lot has been found suitable for on-lot sewage disposal system. Motion carried unanimously.

Road Report: Bruce Raber, Road master, reported for the month of **January:** (1) Made repairs to trucks – salt spreaders – plows – Ford 550 power steering line and alternator – Ford 97 salt spreader replaced hydraulic motor – International 99 welded and reinforced plow hitch – started working on 88 Mack body getting it ready to paint. (2) Repaired and replaced some road name signs and stop signs. (3) Opened all pipes and storm boxes after heavy rain. (4) Hauled aluminum cans to scrap yard; \$200. (5) Treated, plowed and stoning on dirt roads. (6) Pushed back and cleared snow from intersections. Anticipated work for **February:** (1) Boom Mowing. **Additional Discussion:** Bruce Raber stated that residents need to take responsible not to plow the snow from their driveways in the roads. Solicitor, Marc Fisher added that it is a violation of the motor vehicle code. In addition to plowing, Bruce Raber also stated that it is not the townships responsibility to open the snow from around mailboxes. Bruce Raber also thanked the BOS for not forcing him to get rid of the 91 Chevy which was sold last summer but the buyer didn't pay or come for the truck till February of 2014. Bruce Raber stated that the buyer said he would inquire again on March 1st to pick up the truck. Because Bruce Raber hadn't heard from the buyer he continued to use the 91 Chevy this winter. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to hire John Gruber as a part time employee, as needed, in the event the current part time employee is unavailable, at the rate of \$13.50. Motion carried unanimously. Bruce Raber also reported that they have gone through 350 ton of salt so far this year. Bruce Raber also has an overhead door company coming on March 5th to fix and maintenance the overhead garage doors. Justin N. Smith thanked Bruce and the road crew for doing a great job and Brian C. Dietrich commended them as well. **Lincoln Court:** Resident, Todd Dalrymple addressed the BOS with his concerns as to where the BOS is at with the issue of parking on Lincoln Court in the T-turn around. The BOS stated that signs should state "NO PARKING, TOW ZONE". Engineer, Roy Stewart will provide Solicitor, Marc Fisher with an appropriate map. Marc Fisher added that it will probably be the April meeting till he can have the ordinance ready.

Brown Design Corp.: Christian Brown from Brown Design Corp., who has been hired to update the Master Plan for Ontelaunee Park, presented the BOS with a citizen's survey. Discussion was held on the possibility of having the survey

on line. Mr. Brown stated that he will be meeting with the Heidelberg/Lynn Historical Society and REC advisory committee for their input. The consensus was to move forward with the survey after input is received from the other entities and to also include a return date on the survey. Additional discussion was held on war memorials. Mr. Brown stated that the original plan included space for such memorials in the circle existing around the flag pole area. Resident, Kermit DeLong asked if the park is going to remain a passive park or recreation park. Justin N. Smith added that Nestle Waters has been sponsoring funds for the new master plan.

Heintzelman: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich adopting Resolution 2014-11: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA accepting dedication of Broadtail Court. Motion carried unanimously. **Escrow Money:** Mr. Heintzelman will either be reimbursed escrow money if there is any remaining after all the billing has come in or he may be invoiced if there is not enough money remaining in the escrow.

Hazard Mitigation Plan: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting Resolution 2014-12: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA ADOPTING THE LEHIGH VALLEY 2013 HAZARD MITIGATION PLAN. Motion carried unanimously.

Resolution 2014-13: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting Resolution 2014-13: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR THE TRANSFER OF MONEY FROM SUBDIVISION/ESCROW FUND TO THE GFMM. Motion carried unanimously. The transfer of money was to close subdivision #13-04 Adam Asparro.

Exoneration of Delinquent 2010 & 2011 Township Taxes: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to exonerate the Tax Claim Bureau from the collection of the following taxes for Jeffrey & Kathy Nonnemaker: 2010 tax of \$.65 and 2011 tax of \$.65. Motion carried unanimously.

MURN: Giuseppe: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing Solicitor, Marc Fisher to prepare proposed amendments to the Murn Ordinance and to prepare the advertisement and hearing for the April 10th board meeting. Motion carried unanimously.

AARC/AQRC: Discussion was held regarding the AQC-OD Ordinance Review Comments from KCE. Brian C. Dietrich stated he would like more time to read Roy Stewart's comments. Marc Fisher will incorporate & clean up for the next board meeting. Marc Fisher will get to Roy Stewart and the board before the next PC meeting.

Nestle: Nestle representative Eric Andreus presented Lynn Township with a check in the amount of \$15,000.00 from Nestle' Waters North America for Ontelaunee Park. Mr. Andreus thanked the board for their communication regarding Nestle' donation and was pleased that the Nestle' is funding the Master Plan for the park. The board also thanked Eric Andreus for Nestle' continued support to Ontelaunee Park. Justin N. Smith added that he will keep in contact with Mr. Andreus regarding any updates to the Park.

Miscellaneous: Continuation from 1/6/14 re-org: (1) 2nd quote ramp: Advanced Custom Interiors quote: \$5,420.00; Ernest Z. Martin Company submitted to quotes one for \$5,350.00 and one for \$7,800.00. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to accept the \$7,800.00 quote from Ernest Z. Martin Company. Motion carried unanimously. Brian C. Dietrich will contact Ernest Z. Martin. (2) Zoning Weiss/309: Steve I. Feinour stated he spoke with Bud Unger from Lehigh County and stated that by rezoning the triangle at Weiss/309 to commercial will not affect the resident's taxes and that the taxes are assessed on what it is used for. Roy Stewart will put a map together. (3) 537: Tabled. (4) REC Advisory acct: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to transfer 5K from the GFMM to the Park Fund for seed money to be used by the REC Advisory Committee for functions in the park. Motion carried unanimously. (5) Asst. Emergency Management Coordinator: Justin N. Smith asked Resident, Kermit DeLong if he would be interested in the position. Kermit DeLong stated he would speak with Matt Nemeth. (6) Jake Brake: The letter from Penn Dot dated 1/29/2014 stating that it was determined that multiple 500-foot sections of highway exceed a 4% downhill slope. As this requirement was not satisfied, and engine brake retarder prohibition is not warranted at the requested location. **New Miscellaneous:** (1) Gun Club Majerich: A complaint was filed from Mr. Majerich regarding the Gun Club installing new trap houses. Roy Stewart stated that it is a permitted use and there is nothing the township can do. Roy Stewart spoke with the Gun Club and they are aware that they need an E&S Plan and logging permit is needed. (2) Tax Collector: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the New Tripoli Bank to set Mary Ann Metzger up with a scanner in her home office. Motion carried unanimously. (3) Heidelberg Twp.: The BOS were in agreement to allow Kathy A. Hermany to go to Heidelberg Township when the new secretary starts, to help train her. (4) Video BOS meetings: Brian C. Dietrich revisited the possibility of videotaping or live streaming the board minutes or possibly posting the audio on the website. Justin N. Smith stated he had looked into this issue before and he will check into it and gather information. The board agreed to keep things the way they are for now. (5) BOS appointment: Board agreed to keep things the way they are and possibly revisit the idea of each board member overseeing the Park, Office, Roads. (6) Park Dump Site: Bruce Raber said they will fill the area in the park with mulch once all the snow is gone and it dries up. (7) PT Park: Justin N. Smith stated that the township may want to think about advertising for PT Park. Tammy will call Brandon Ettl to see if he will be returning this summer. (8) Falcon Ct.: Justin N. Smith proposed that the developer not have to pay the fee associated with the township taking over Falcon Ct. Brian C. Dietrich stated that he didn't feel the tax payers should be responsible and that the developer should pay the fees in order for Lynn Township to take over Falcon Ct. Marc Fisher will work on it. (9) MURN: Justin N. Smith stated he would be in favor of removing the 51% from the MURN. The 51% is currently in the MURN. A motion was

made by Steve I. Feinour and seconded by Justin N. Smith to have Marc Fisher prepare the amendment to remove the 51%. Brian C. Dietrich voted no. Motion carried.

Public Comment: (1) Miller Keystone is running low on blood and looking for donors. (2) Justin N. Smith thanked Kathy A. Hermany and Tammy M. White for doing a great job.

Announcements: None

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 8:53 pm.

As of February 28, 2014

Account	Balance
General Fund	752,380.65
Capital Reserve	5,327.14
CD's	471,750.40
Zoning/Subdivision	9,163.45
HLLW COG	29,727.11
State Road	45,889.45
Street Light	710.44
Park	45,122.49
Recreation	29,410.46
Total	1,389,481.59

	<u>TOTAL</u>
Income-General Fund	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	10,329.17
301.40 · Delinquent RE Tax-Tax Claim	2.03
Total 301 · Real Property Taxes	10,331.20
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	2,018.80
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	49,047.40
Total 310.20 · Earned Income Tax	49,047.40
Total 310 · Local Tax Enabling Act	51,066.20
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	12,909.60
Total 321 · Business Licenses and Permits	12,909.60
331 · Fines	
331.10 · Court - Magistrate	123.38
Total 331 · Fines	123.38
341 · Interest	
341.99 · Interest income from tax col.	0.03
Total 341 · Interest	0.03
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,000.00
Total 342 · Interest, Rents & Royalties	1,000.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	1,107.05
Total 361.30 · Zoning-Subdiv-Land Dev Fees	1,107.05
361.81 · Business Permit	200.00
Total 361 · General Government	1,307.05
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	

362.41B · BLDG/Alter/Repair Permit	100.00
362.41D · Driveway Permit	75.00
362.41F · Building Permit Filed	749.00
362.41S · Accessory Struc < 1000 ft	45.00
Total 362.41 · Building Permit	969.00
362.42 · Electrical Permit	124.00
362.43 · Plumbing Permit	129.00
362.44 · Sewage Permits (SEO Fees)	440.00
Total 362.40 · Protective Inspection Fees	1,662.00
362.98 · Sign Permit	30.00
Total 362 · Public Safety	1,692.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	364.00
Total 364 · Sanitation	364.00
Total 360 · Gen. Govt. Charges for Services	3,363.05
392 · Interfund Operating Transfer	
392.98 · Transfer from SubD/Zoning	500.29
Total 392 · Interfund Operating Transfer	500.29
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	0.88
Total 395 · Refunds of Prior Yr Expenditure	0.88
Total Income	79,294.63
Expense	
400 · General Government	
403 · Tax Collection	
403.21 · Office Supplies	115.32
403.99 · Misc.	9.00
Total 403 · Tax Collection	124.32
404 · Solicitor/Legal Services	1,286.07
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	2,309.74
Total 405 · Secretary/Clerk	2,309.74
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,157.52
406.21 · Office Supplies	94.98
406.23 · Postage	49.99
406.32 · Communication - Phone/Wireless	536.83
406.34 · Advertising	25.04
406.38 · Rentals	617.10
406.42 · Membership/Dues	317.76
406.99 · Payroll	138.80
Total 406 · Other General Govt. Admin	3,938.02
408 · Engineering Services	
408.99 · Township engineer	14.38
Total 408 · Engineering Services	14.38
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	773.26
409.44 · Laundry/Other Sanitary Services	149.86
409.99 · Heating - Oil/Propane	4,401.58
Total 409 · General Government Bldg&Plants	5,324.70
Total 400 · General Government	12,997.23
410 · Public Safety	
411 · Fire	

411.97 · Lynnport FC Fuel	169.52
411.98 · New Tripoli FC Fuel	<u>519.83</u>
Total 411 · Fire	689.35
412 · Ambulance/Rescue	
412.98 · Fuel	<u>859.28</u>
Total 412 · Ambulance/Rescue	859.28
413 · Code Enforcement	
413.31 · Code enforcement pro. service	3,583.33
413.45 · Contracted Services	<u>68.00</u>
Total 413 · Code Enforcement	3,651.33
414 · Planning & Zoning	
414.33 · Transportation Costs	0.00
414.34 · ZB Advertising, Print, & Bind	18.08
414.99 · Salary Zoning Officer	<u>1,489.38</u>
Total 414 · Planning & Zoning	1,507.46
419 · Other Public Safety	
419.99 · PA One Call	<u>13.00</u>
Total 419 · Other Public Safety	<u>13.00</u>
Total 410 · Public Safety	6,720.42
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	271.83
426.44 · Sanitation Services	<u>828.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,099.83</u>
Total 420 · Health and Human Services	1,099.83
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	13,793.73
432.15 · P/T Winter Salary	<u>1,404.12</u>
Total 432 · Winter Maintenance	15,197.85
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>837.76</u>
Total 437 · Repair of Tools & Machinery	837.76
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	395.22
438.99 · Truck Fuel	<u>9,270.15</u>
Total 438 · Road/Bridge Maint. and Repair	<u>9,665.37</u>
Total 430 · Public Works Hwy,Rds,Streets	25,700.98
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	35.28
454.36 · Public Utilities	<u>322.66</u>
Total 454 · GF Parks	<u>357.94</u>
Total 450 · Culture-Recreation	357.94
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,758.60
481.20 · Employer paid Medicare	411.29
481.30 · Employer paid Unemployment Comp	2,407.02
483.30 · Non-Uniform Pension Contr.	662.50
483.49 · 457 Pension contribution	<u>620.00</u>
Total 481 · Employer paid Taxes	5,859.41
486 · Insurance	

486.10 · Insurance - Liability	875.00
Total 486 · Insurance	875.00
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	9,734.78
487.02 · Life Insurance	38.50
487.03 · Workmans Compensation	2,478.00
487.04 · Workers Compensation Vol Fire	1,313.00
Total 487 · Other Group Insurance Benefits	13,564.28
489 · All other unclassified Expenses	
489.39 · Banking Service Charge Fees	25.00
489.99 · EE withholding taxes	7,519.68
Total 489 · All other unclassified Expenses	7,544.68
Total 480 · Misc. Expense	27,843.37
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.95 · Transfer to Ontelaunee Park	5,000.00
Total 492 · Interfund Operating Transfer	5,000.00
Total 490 · Other Financing Uses-exp	5,000.00
Total Expense	79,719.77
Net Income	-425.14

Feb 14

Income-**Capital Reserve** 0.00

Expense

434 · Street Lighting	
434.36 · Street Lighting Electric	799.26
Total 434 · Street Lighting	799.26
Total Expense	799.26
Net Income	-799.26

Feb 14

Income-**LFF** 0.00

Expense

430 · LFF Public Works	
432 · Winter Maintenance	1,984.28
Total 430 · LFF Public Works	1,984.28
Total Expense	1,984.28
Net Income	-1,984.28

Feb 14

Income-**COG**

361 · General Government	
361.96 · Subdivision Escrow Deposit	500.00
Total 361 · General Government	500.00
Total Income	500.00
Expense	
414 · Planning and Zoning	
414.39 · Bank Services Charges/Fees	5.00
Total 414 · Planning and Zoning	5.00
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	500.29
Total 492 · Interfund Operating Transfers	500.29
Total Expense	505.29

Net Income	<u>-5.29</u>
	<u>Feb 14</u>
Income- Park	
342.59 · Rental of Park Facilities	125.00
387 · Contributions and Donations	15,000.00
392 · Interfund Operating Transfer	
392.02 · GF MM Acct.	5,000.00
Total 392 · Interfund Operating Transfer	5,000.00
Total Income	20,125.00
Expense	
454 · Parks	
454.31 · Park Professional Services	887.50
454.38 · Rental	158.98
Total 454 · Parks	1,046.48
Total Expense	1,046.48
Net Income	<u>19,078.52</u>
Total Income (all accounts)	99,919.63
Total Expense (all accounts)	84,055.08
Net Income(all accounts)	<u>15,864.55</u>

Respectfully Submitted,

Tammy M. White

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Secretary/Treasurer