

**Board of Supervisors**  
**Thursday, February 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 Roy Stewart and Chris Noll, Secretary/Treasurer Tammy M. White, Admin/Zoning office Secretary Kathy A. Hermany, Road Master Bruce Raber, and approximately 40 citizens.

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

**Media Representation:** Kenny Blieler, NWP; TV13; WFMZ.

**Public Comment:** 1. Resident, Kathy Van Allen asked the BOS if the public was going to hear the proposal. Justin N. Smith noted that nothing has changed and that a resolution will be adopted later in the meeting. 2. Resident John Halasovski stated he was not pleased with how it was plowed at his driveway on Sassafras Rd. The BOS stated they would look into it.

**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 approving the BOS minutes from 01/05/15 re-org meeting and directing the treasurer to pay the bills. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the joint ambulance meeting from 01/13/15. Motion carried unanimously.

**Ambulance Update: Resolution 2015-15:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving Resolution 2015-15: **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA APPOINTING EMERGENCY MEDICAL SERVICE PROVIDERS WITHIN THE TOWNSHIP.** Motion carried unanimously. Cetronia Ambulance Corps was designated as the primary emergency medical service provider within Lynn Township. Northern Valley Emergency Medical Services was designated as the second-due emergency medical service provider within Lynn Township.

**Subdivision: Waiver Kerry & Sandy Hamm:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour granting the Waiver request upon condition of indemnification agreement and that it is recorded in Lehigh County. Motion carried unanimously. **Snyder Farms Sewage Planning Module: Resolution 2015-13** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2015-13: **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY PA FOR PLAN REVISION FOR NEW LAND DEVELOPMENT, WHICH IS INCLUDED IN THE SEWAGE PLANNING MODULE.** Motion carried unanimously.

**Fire Companies:** NTFC Fire Chief, Peter Christ presented the BOS with a report for January 2015 as well as a recap of 2014. Mr. Christ also supplied the township with a book of the standard operating guidelines of the NTFC. Peter Christ also added that the NTFC has bids out for architects. Bids will be received back March 9<sup>th</sup> and will be opened at the station. LPFC Fire Chief, Clark Mantz presented the BOS with their report from January 2015. Jason Nestor, treasurer of LPFC asked the BOS if they need LPFC financials. Justin N. Smith stated that as a board they do not want to medal in FC business. GVFC Asst. Fire Chief, Randy Metzger asked the BOS to sign a Memorandum of Understanding between GVFC, LPFC, Heidelberg Twp., Lowhill Twp., and Lynn Twp. Once the BOS reviews the Memorandum, Chairman Justin N. Smith will sign and return to GVFC. The memo is needed for getting grant funds. Justin N. Smith also stated that he would like to have the fire companies get together for a meeting to compile a Fire Study to help aid in the future of Lynn Twp. LPFC 1<sup>st</sup> Assistant Chief, Troy Christman added that there was a North West Regional Service Committee formed years back, back the committee has not been meeting.

**Road Report:** Bruce Raber, Road master, reported for the month of January: (1) Changed oil and serviced Boom Mower. (2) Boom Mowing. (3) Did a lot of treating and plowing roads and put stone on dirt roads. (4) Made repairs to plows, salt spreaders and trucks. (5) Repaired and replaced some road signs. Anticipated work for **February:** (1) Continue boom mowing. (2) Tree Trimming. New Truck: Bruce Raber reviewed a possible purchase of a 2004 55 Ford with 60K mileage. The BOS were in agreement for Bruce Raber to research and gather information for the purchase of a new truck.

**PENNDOT Agreement: RT. 863/Behler Road:** Engineer, Roy Stewart stated that he will put together a letter to be put on township letter head, to be sent to Dept. of Transportation.

**Brown & Brown: Master Plan:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approved the Comprehensive Park Plan and authorized KCE paperwork for the NPDES permits and other required documents/permits. Motion carried unanimously. Steve I. Feinour thanked Nestle for the monetary donations. The BOS also stated that the results from the Park survey indicated that the top 3 things residents requested were historical items, dog park, more playground equipment/Frisbee golf. Kathy Hermany stated that there is a class being offered at the Hershey convention this spring regarding dog parks. Kathy Hermany also has researched playground equipment for ages 5-12 years of age and the cost would run between 20K and 40K. Kathy Hermany also has been in contact with Upper Macungie regarding their Frisbee golf.

**Ag Security:** Prange 17.4 acres A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to acknowledge receipt of the Ag proposal and to authorize the staff and solicitor to move forward with the necessary paper work. Motion carried unanimously.

**The Allentown Band Agreement:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the contract for The Allentown Band. Motion carried unanimously. The Allentown Band will hold their concert in Ontelaunee park on Sunday, June 14, 2015 @ 2:30pm.

**Resolution 2015-14:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich adopting Resolution 2015-14: 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 subdivisions #10-02 Christopher Zajacik/Ontelaunee Apartments and #14-02 Wertman Farms.

**EAC Vacancy:** No appointees.

**VISA Application:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the submission of the VISA application. Motion carried unanimously.

**Miscellaneous:** (1) Asst. Emergency Management Coordinator: Tabled. (2) Chris Noll: Chris Noll will work with Kathy Hermany to get the names of Carl Wolf's open accounts with Lynn Twp. (3) LCA: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing Tammy M. White to forward the annual report of municipal authorities for the Sewer Authority to Lehigh County and marked as inactive. Motion carried unanimously. (4) 2014 Audit: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing payment of \$75/hour to Monica Rabert as a consultant to the elected Auditors. Motion carried unanimously. (5) Ambulance: Justin N. Smith announced that Lynn Township will be temporarily housing the Cetronia ambulance at the township location. Numerous other options were discussed and will be looked at by the BOS and hopefully have something by the end of spring or the beginning of summer. NOVA representative, Joseph Solderich thanked the BOS.

**Public Comment:** (1) Further discussion was held by the BOS and numerous residents of Lynn Township regarding the decision to go with Cetronia Ambulance Corp.

**Announcements:** None

**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 8:00 pm.

**As of February 28, 2015**

Account	Balance
General Fund	832,589.48
Capital Reserve	5,344.33
CD's	475,064.25
Zoning/Subdivision	8,696.45
HLLW COG	37,544.92
State Road	11,718.04
Street Light	1,466.58
Park	41,145.57
Recreation	32,438.45
<b>Total</b>	<b>1,446,008.07</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	5,774.65
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	71,796.25
<b>Total 310.20 · Earned Income Tax</b>	<u>71,796.25</u>
<b>Total 310 · Local Tax Enabling Act</b>	<u>77,570.90</u>
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	13,624.15
<b>Total 321 · Business Licenses and Permits</b>	<u>13,624.15</u>
331 · Fines	
331.10 · Court - Magistrate	8.01
<b>Total 331 · Fines</b>	<u>8.01</u>
341 · Interest	
341.01 · Interest on Checking	242.45

Total 341 · Interest	242.45
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,210.00</u>
Total 342 · Interest, Rents & Royalties	1,210.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.32 · Fees for Eng., Insp, & Reviews	<u>134.58</u>
Total 361.30 · Zoning-Subdiv-Land Dev Fees	134.58
361.81 · Business Permit	125.00
361.87 · Sale of Maps & Publications	4.00
361.97 · Zoning Board Appeal Fee	<u>750.00</u>
Total 361 · General Government	1,013.58
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	253.00
362.41F · Building Permit Filed	<u>104.00</u>
Total 362.41 · Building Permit	<u>357.00</u>
Total 362.40 · Protective Inspection Fees	<u>357.00</u>
Total 362 · Public Safety	357.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>705.00</u>
Total 364 · Sanitation	<u>705.00</u>
Total 360 · Gen. Govt. Charges for Services	2,075.58
392 · Interfund Operating Transfer	
392.98 · Transfer from SubD/Zoning	<u>1,484.37</u>
Total 392 · Interfund Operating Transfer	<u>1,484.37</u>
Total Income	96,215.46
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
402 · Auditing/Bookkeeping Services	
402.05 · Auditor Salary	<u>385.00</u>
Total 402 · Auditing/Bookkeeping Services	385.00
404 · Solicitor/Legal Services	1,298.10
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	2,194.97
406.21 · Office Supplies	56.69
406.23 · Postage	49.99
406.32 · Communication - Phone/Wireless	579.84
406.38 · Rentals	353.00
406.99 · Payroll	<u>7,715.29</u>
Total 406 · Other General Govt. Admin	10,949.78
408 · Engineering Services	
408.99 · Township engineer	<u>381.75</u>
Total 408 · Engineering Services	381.75
409 · General Government Bldg&Plants	

409.37 · Repairs and Maint.	795.24
409.44 · Laundry/Other Sanitary Services	155.53
409.99 · Heating - Oil/Propane	<u>4,812.60</u>
<b>Total 409 · General Government Bldg&amp;Plants</b>	<u>5,763.37</u>
<b>Total 400 · General Government</b>	21,435.35
<b>410 · Public Safety</b>	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>1,097.50</u>
<b>Total 413 · Code Enforcement</b>	1,097.50
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	<u>1,034.00</u>
<b>Total 414 · Planning &amp; Zoning</b>	1,034.00
419 · Other Public Safety	
419.99 · PA One Call	<u>9.71</u>
<b>Total 419 · Other Public Safety</b>	<u>9.71</u>
<b>Total 410 · Public Safety</b>	2,141.21
<b>420 · Health and Human Services</b>	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	464.15
426.44 · Sanitation Services	<u>828.00</u>
<b>Total 426 · Gen Gov Recycling Col &amp; Dis</b>	<u>1,292.15</u>
<b>Total 420 · Health and Human Services</b>	1,292.15
<b>430 · Public Works Hwy,Rds,Streets</b>	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	13,387.37
432.15 · P/T Winter Salary	1,000.79
432.98 · Twp paid winter maint. mats.	<u>10,038.47</u>
<b>Total 432 · Winter Maintenance</b>	24,426.63
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>1,274.34</u>
<b>Total 437 · Repair of Tools &amp; Machinery</b>	1,274.34
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	833.77
438.99 · Truck Fuel	<u>364.01</u>
<b>Total 438 · Road/Bridge Maint. and Repair</b>	<u>1,197.78</u>
<b>Total 430 · Public Works Hwy,Rds,Streets</b>	26,898.75
<b>480 · Misc. Expense</b>	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,747.85
481.20 · Employer paid Medicare	408.77
481.30 · Employer paid Unemployment Comp	2,445.88
483.49 · 457 Pension contribution	<u>650.00</u>
<b>Total 481 · Employer paid Taxes</b>	5,252.50
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,136.64
487.02 · Life Insurance	40.90
487.03 · Workmans Compensation	3,623.00
487.04 · Workers Compensation Vol Fire	<u>1,282.00</u>
<b>Total 487 · Other Group Insurance Benefits</b>	<u>15,082.54</u>
<b>Total 480 · Misc. Expense</b>	<u>20,335.04</u>
<b>Total Expense</b>	<u>72,102.50</u>
<b>Net Income</b>	<u>24,112.96</u>

	<u>Feb 15</u>
<b>Other Income/Expense-CAPITAL</b>	
Other Income	
341.02 · Interest on Savings	1.23
Total Other Income	1.23
Net Other Income	1.23
Net Income	<u>1.23</u>
	<u>Feb 15</u>
Income-LFF	
341.01 · Interest on Checking	3.57
Total Income	3.57
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	11,140.09
Total 430 · LFF Public Works	11,140.09
Total Expense	11,140.09
Net Income	<u>-11,136.52</u>
	<u>Feb 15</u>
Income-COG	
341.02 · Interest on Savings	5.76
Total Income	5.76
Expense	0.00
Net Income	<u>5.76</u>
	<u>Feb 15</u>
Income-ESCROW	
341.000 · Interest Earnings	
341.001 · Interest Earnings/Heintzelman	0.07
Total 341.000 · Interest Earnings	0.07
Total Income	0.07
Expense	
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	1,484.37
Total 492 · Interfund Operating Transfers	1,484.37
Total Expense	1,484.37
Net Income	<u>-1,484.30</u>
	<u>Feb 15</u>
Income-PARK	
341.01 · Interest on Checking	0.48
Total Income	0.48
Expense	
454 · Parks	
454.31 · Park Professional Services	2,826.25
454.38 · Rental	158.98
Total 454 · Parks	2,985.23
Total Expense	2,985.23
Net Income	<u>-2,984.75</u>
Total Income (all accounts)	<u>96,226.57</u>
Total Expense (all accounts)	<u>87,712.19</u>
Net Income(all accounts)	<u>8,514.38</u>

**Respectfully Submitted,**

*Tammy M. White*

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**Secretary/Treasurer**