

Board of Supervisors
Thursday, March 13th, 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 13 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Representative from the NWP: Kenny Blieler

Public Comment: Resident, Frank Seifried was present to follow up on the issue regarding the brake retarder use in the area of route 143 near his residence of 7305 Hamm Ct. A response was mailed to Mr. Seifried from Penn Dot dated 1/29/14 stating that the area in question exceeds a 4% downhill slope so an engine brake retarder prohibition is not warranted at the requested location. Mr. Seifried stated that if he had any further comments he would speak at the 2nd public comment period.

Accept the Minutes and Direct the Treasurer to pay the bills: A motion was made by Steve I. Feinour and seconded by Justin N. Smith to accept the minutes from 02/27/14 rescheduled board meeting and to direct the treasurer to pay the bills. Motion carried. Brian C. Dietrich voted no to pay the bills due to the fact of invoicing from the Solicitor/Engineer regarding the AARC and Brian C. Dietrich stated that the taxpayers should not be responsible for the bills incurred.

Audit 2013: Gary Frey from Frey & Co. was present to present the BOS with the 2013 audit of Lynn Township.

Fire Companies: Fire Chief, Peter Christ from NTFC presented the BOS with their monthly report. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting **THE EMERGENCY CALL RESPONSE POLICY** adding "County Dispatcher" to the policy and also the **MEMORANDUM OF AGREEMENT TO PROVIDE WORKERS' COMPENSATION**. Motion carried unanimously.

Subdivision: Susan Schall Extension: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour granting an extension for 6 months till September 19, 2014, if at this time another extension is required, the board requests adequate reason for the extension. Motion carried unanimously.

Road Report: Bruce Raber, Road master, reported for the month of **February**: (1) Repairs to Plows and trucks and snow chains. (2) Finished up body work and painted body on 88 Mack. (3) Replaced 2 stop signs and 1 road name sign. (4) Stoned most dirt roads with 2B stone. (5) Started filling pot holes on dirt roads. (6) Unloaded Salt & Anti-Skid from trucks and washed the trucks. (7) Went to Eastern Industries; for 100 blocks to use for head walls at new pips when installed. Price at cost 100 block = \$150.00. Anticipated work for **March**: (1) Continue filling pot holes on dirt roads. (2) Start filling pot holes on black top roads. (3) Start sweeping intersections & roads. (4) Boom Mowing. (5) Start cleaning out gutters and cutting shoulders on dirt roads. **Bridge Inspection:** A meeting will be held on March 19th With Brent Miller, Senior Inspector of STV Inc. to deliver and discuss the inspection reports on our bridge. Bruce Raber along with a supervisor will meet with him at the township building at 2pm. **Behler/143 sink hole:** The sink holes are in the state right of way and the board does not feel it is the townships responsibility to have to maintain them after Penn Dot does the repairs. **Falcon Ct.:** Mr. Pergosky will be home next month to discuss Falcon Ct. **Lincoln Court:** A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to make both the Lincoln Court T-turnaround and the Broadtail T-turnaround "No Parking" and to direct Marc Fisher to draw up the necessary paper work. Motion carried unanimously. Tammy M. White will also send letters to the residents on Broadtail informing them that the Township has now taken over the road.

Interim Billings/Refunds: Resolution 2014-14: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to adopt **Resolution 2014; A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY, AUTHORIZING THE LYNN TOWNSHIP TAX COLLECTOR TO PROCESS INTERIM BILLINGS AND REFUNDS AND TO SET THE REFUND AND INTERIM BILLING THRESHOLDS** Motion carried unanimously. The resolutions states 1. To perform interim tax billings at the end of February, May, and August of each calendar year. 2. To process interim billings above the threshold of \$10.00. 3. To only process refund payments exceeding \$1.00.

Brown Design Corp.: Mr. Brown will be attending the next REC Advisory meeting which will be held on Wednesday, March 19, 2014 at 7pm.

AQC-OD: The BOS discussed comments from Roy Stewart on his memo dated 02/27/14 and also from the Township PC from their meeting on 2/18/2014. Marc Fisher will make the changes that the BOS discussed and have a 4th revised draft for the April 10, 2014 board meeting.

Miscellaneous: Continuation from 2/27/14 re-org: (1) **Zoning Weiss/309:** The BOS agreed that this area in question does not appear to be spot zoning. Both Steve I. Feinour and resident, Kermit E. DeLong spoke with Bud Unger from Lehigh County, and Mr. Unger stated that by rezoning this area to commercial will not affect the resident's taxes and stated again that the properties are assessed at what it is being used as. The BOS also agreed that the residents in

questions should be notified of the rezoning of this section to get their input. Tammy M. White will draft a letter to be sent to the residents that are affected by the rezoning. (2) Road Improvement Fees: Roy Stewart presented the BOS with a memo dated 3/13/14 regarding the Road Improvement Fees which included a comparison from other townships as well as a Road Improvement Fee Calculation Sheet. The BOS had some discussion, but agreed that a flat fee would be easier. Brian C. Dietrich was in favor of setting the flat fee at 2K. Justin N. Smith stated he would like to do research to come up with a flat fee. Further discussion will be held at the April BOS meeting. (3) Asst. Emergency Management Coordinator: Kermit E. DeLong stated that he hasn't had a chance to speak with Matt Nemeth yet concerning the position. It was also stated that whoever is the assistant for Lynn should be the assistant for Heidelberg as well since Matt Nemeth is the Coordinator for both municipalities. (4) PT Park: The BOS agreed and directed Tammy M. White to advertise for PT help in the Park. New Miscellaneous: (1) Heidelberg Secretary: Brian C. Dietrich asked how the coordination with Kathy Hermany and the new secretary at Heidelberg was. Kathy Hermany reported that she has been over a few hours and things are going good. (2) Water Test: Justin N. Smith stated that the Park water will need to be tested in April before the Park opens for rentals in May. (3) Final Audit of EIT office: Justin N. Smith reported that the EIT computer will be repaired before the next meeting in order to complete the audit.

Public Comment: (1) Resident, Frank Seifried stated that there was a stipulation on speed concerning brake retarder use. Mr. Seifried stated that over 45 MPH it was allowed and under 45 MPH it was not allowed. The BOS informed Mr. Seifried that his argument is with the state.

Announcements: Clean sweep 2014" Sat. April 12, 2014, 8am-12 noon @ the Lowhill Twp Building, Rte 100.
7th annual Pow-wow May 16th, 17th, 18th, 2014 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.

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 7:43 pm.

As of March 31, 2014

Account	Balance
General Fund	744,973.65
Capital Reserve	5,328.37
CD's	471,750.40
Zoning/Subdivision	9,759.19
HLLW COG	29,731.72
State Road	249,714.86
Street Light	710.44
Park	44,598.65
Recreation	29,412.72
Total	1,585,980.00

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	80.30
301.60 · Real Estate Tax-Interim-Current	7.41
Total 301 · Real Property Taxes	87.71
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	2,986.55
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	53,609.49
Total 310.20 · Earned Income Tax	53,609.49
Total 310 · Local Tax Enabling Act	56,596.04
331 · Fines	
331.10 · Court - Magistrate	148.53
Total 331 · Fines	148.53
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	54.00

Total 361 · General Government 74.00

362 · Public Safety

362.40 · Protective Inspection Fees

362.41 · Building Permit

362.41B · BLDG/Alter/Repair Permit 619.00

362.41D · Driveway Permit 125.00

362.41F · Building Permit Filed 254.00

362.41K · Deck, Patios, Patio Roof, Porch 79.00

Total 362.41 · Building Permit 1,077.00

362.42 · Electrical Permit 124.00

362.43 · Plumbing Permit 129.00

362.44 · Sewage Permits (SEO Fees) 1,735.00

Total 362.40 · Protective Inspection Fees 3,065.00

Total 362 · Public Safety 3,065.00

364 · Sanitation

364.30 · Solid Waste Collection/Disposal 997.00

Total 364 · Sanitation 997.00

Total 360 · Gen. Govt. Charges for Services 4,136.00

Total Income 62,178.28

Expense

400 · General Government

400.00 · Legislative (Governing) Body

400.05 · Supervisor Salaries 551.72

Total 400.00 · Legislative (Governing) Body 551.72

402 · Auditing/Bookkeeping Services

402.31 · Professional Auditing Services 10,000.00

402.34 · Advertising 246.60

Total 402 · Auditing/Bookkeeping Services 10,246.60

404 · Solicitor/Legal Services 1,400.46

405 · Secretary/Clerk

405.12 · Salary Township Secretary 2,372.92

Total 405 · Secretary/Clerk 2,372.92

406 · Other General Govt. Admin

406.12 · Salary Full Time Staff 2,194.12

406.21 · Office Supplies 99.66

406.23 · Postage 109.99

406.32 · Communication - Phone/Wireless 969.10

406.34 · Advertising 256.44

406.38 · Rentals 372.60

406.48 · Internet Fees/Web Design 60.00

406.99 · Payroll 229.77

Total 406 · Other General Govt. Admin 4,291.68

408 · Engineering Services

408.99 · Township engineer 2,054.65

Total 408 · Engineering Services 2,054.65

409 · General Government Bldg&Plants

409.36 · Public Utility Services (TWP) 1,258.02

409.37 · Repairs and Maint. 1,137.61

409.44 · Laundry/Other Sanitary Services 140.68

409.99 · Heating - Oil/Propane 3,308.68

Total 409 · General Government Bldg&Plants 5,844.99

Total 400 · General Government 26,763.02

410 · Public Safety

413 · Code Enforcement

413.31 · Code enforcement pro. service	706.54
Total 413 · Code Enforcement	706.54
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	2,425.50
Total 414 · Planning & Zoning	2,425.50
Total 410 · Public Safety	3,132.04
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	580.73
426.44 · Sanitation Services	808.00
Total 426 · Gen Gov Recycling Col & Dis	1,388.73
Total 420 · Health and Human Services	1,388.73
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	9,325.13
432.15 · P/T Winter Salary	119.09
Total 432 · Winter Maintenance	9,444.22
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	2,190.87
Total 437 · Repair of Tools & Machinery	2,190.87
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	2,085.49
438.47 · Drug & Alcohol Testing	60.00
438.99 · Truck Fuel	4,917.15
Total 438 · Road/Bridge Maint. and Repair	7,062.64
Total 430 · Public Works Hwy,Rds,Streets	18,697.73
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,322.51
481.20 · Employer paid Medicare	309.30
481.30 · Employer paid Unemployment Comp	786.10
483.49 · 457 Pension contribution	620.00
Total 481 · Employer paid Taxes	3,037.91
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	9,734.78
487.02 · Life Insurance	38.50
487.03 · Workmans Compensation	428.00
487.04 · Workers Compensation Vol Fire	1,313.00
Total 487 · Other Group Insurance Benefits	11,514.28
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	169.98
489.99 · EE withholding taxes	5,317.59
Total 489 · All other unclassified Expenses	5,487.57
Total 480 · Misc. Expense	20,039.76
Total Expense	70,021.28
Net Income	-7,843.00
	Mar 14
Income-LFF	
355 · LFF State Shared Revenue	
355.02 · Motor Vehicle Fuel Taxes	216,667.31
Total 355 · LFF State Shared Revenue	216,667.31
Total Income	216,667.31

Expense	
430 · LFF Public Works	
432 · Winter Maintenance	9,656.78
438 · Maint./Repair Roads & Bridges	3,195.86
Total 430 · LFF Public Works	12,852.64
Total Expense	12,852.64
Net Income	203,814.67
	Mar 14
Income- ESCROW	
361 · General Government	
361.96 · Subdivision Escrow Deposit	600.00
Total 361 · General Government	600.00
Total Income	600.00
Expense	
414 · Planning and Zoning	
414.39 · Bank Services Charges/Fees	5.00
Total 414 · Planning and Zoning	5.00
Total Expense	5.00
Net Income	595.00
	Mar 14
Income- PARK	
342.59 · Rental of Park Facilities	250.00
Total Income	250.00
Expense	
454 · Parks	
454.31 · Park Professional Services	766.25
454.36 · Public Utilities	9.64
Total 454 · Parks	775.89
Total Expense	775.89
Net Income	-525.89
Total Income (all accounts)	279,695.59
Total Expense (all accounts)	83,654.81
Net Income(all accounts)	196,040.78

Respectfully Submitted,

Tammy M. White

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Secretary/Treasurer