

Board of Supervisors
Thursday, November 09th, 2017 @ 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 A. Hermany, Road Master Bruce Raber, Engineer/Zoning Officer Chris Noll, Solicitor Marc Fisher, and approximately 10 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 10/12/17 BOS meeting and to direct the treasurer to pay the bills. Motion carried unanimously.

Fire Companies: LPFC Fire Chief, Clark Mantz presented the BOS with their monthly report. The LPFC had 1 call for the month of October; Turkey Raffle is Friday, November 17, 2017; Filling and Bacon Lettuce dressing orders are due by Monday, November 13, 2017 and pick up is Tuesday, November 21, 2017. NTFC Asst. Fire Chief, Gary Kuntz presented the BOS with their monthly report. The NTFC reported 8 calls for the month of October and 159 calls as of 11/9/17; 4 line officers attending a Fire Service Instructor I class at Alburtis fire Dept.; 5 Junior Firefighters enrolled in a Firefighter MOD I class starting on 12/12/17 at Mack South; Lieutenant Kyle Watson is currently attending a Fire Pumps II class at Slatedale Fire Dept.; NTFC recently had 2 separate rescue tool demonstrations over the last 3 week by Hurst, Homatro, and Genesis. NTFC will be purchasing their first battery operated hydraulic rescue tool (with state grant money) as they have been informed that their current rescue tools and pumps will soon become obsolete; NTFC helped make Trick or Treat night a little safer by lighting up the night sky with apparatus staged in various areas, and Fire Police directing traffic. Over 500 free hot dogs were served by the Board of Governors, and candy was given out at the fire station; Discussion was held regarding the Recruitment & Retention program. The BOS wished to speak with other boards regarding this issue; Building project update will be given after the NTFC November meeting.

Road Report: Bruce Raber, Road master, reported for the month of October: (1) Filled pot holes on dirt roads. (2) Weed wacked at intersections and around guide rail. (3) Took a few days cleaning up and organizing the shop and also around all the building on the outside. (4) Hauled 3 loads of scrap metal = \$273.80; aluminum cans = \$136.00. (5) Cold parching. (6) Repaired and replaced a few road name signs. (7) Cut up trees that came down on roads from wind & rain. (8) Started boom mowing. (9) All the new speed limit signs have been installed (26) Ontelaunee Rd. – Sawmill Rd. – Behler Rd. and Springhouse Rd. Anticipated work for November: (1) Start tree trimming. (2) Boom Mowing.

Park: Old/New Pavilion: One quote was received for the demo of the old pavilion in Ontelaunee Park from Ed Snyder @ the cost of 2K. Three quotes were received for the building of a new pavilion. The 3 quotes were obtained to have a heads up as to the cost of the new pavilion. The project will have to be put out for bid and prevailing wages will most likely come into effect. The BOS directed that the specs for the current new pavilion be pulled so that an RFP can be drawn up. The BOS also suggested contacting Donald Christ in regards to who built/funded the current new pavilion as well as the contractor. BB/Volleyball Court: The BOS met with Bruce Raber, in the Park, to discuss the best location for a BB Court and Volleyball Court. Locations were decided upon and Bruce Raber stated that the road crew would begin the project in spring of 2018. Park Ordinance/Rules & Regulations: A motion was made by Brian C. Dietrich and seconded by Justin N. Smith directing Tammy M. White to forward Marc Fisher the Park Ordinance and the Park Rules & Regulations for Marc Fisher to amend the ordinance to prohibit paper lanterns/balloons. Motion carried unanimously.

Ag Security Resolution: Marc Fisher opened a public hearing at 6:52 pm to discuss Resolution 2017-18. Discussion was held and there were no further comments. The hearing closed at 6:53 pm. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2017-18; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY PA ENACTING A RESOLUTION TO CREATE AN AG SECURITY AREA WITHIN THE TOWNSHIP.** Motion carried unanimously. The Resolution was for Frederick & Joyce Najarian @ 83.039 acres and Ronald & Christine Storch @ 3.14 acres.

Tax Rate for Year 2018: Resolution 2017-19; A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving Resolution 2017-19; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY, FIXING THE TAX RATE FOR THE YEAR 2018.** Motion carried unanimously. The resolution was approved keeping the millage of Lynn Township 0.2 mills.

Ordinance 2017-03: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to pass Ordinance 2017-03: **AN ORDINANCE OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA AMENDING PART 2 OF CHAPTER 15-201.1 OF THE LYNN TOWNSHIP CODE OF ORDINANCES TO ESTABLISH A MAXIMUM SPEED LIMIT ON SPRINGHOUSE ROAD FROM FORT EVERETT ROAD TO GUN CLUB ROAD, SPRINGHOUSE ROAD FROM FORT EVERETT ROAD TO SAWMILL ROAD, BEHLER ROAD FROM ROUTE 143 TO SPRINGHOUSE ROAD, SAWMILL ROAD FROM SPRINGHOUSE ROAD TO ONTELAUNEE ROAD AND**

ONTELAUNEE ROAD FROM ROUTE 143 TO LEASER LAKE PARKING LOT WITHIN LYNN TOWNSHIP, LEHIGH COUNTY, PA. Motion carried unanimously.

EMC Resignation: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich accepting the resignation of Kevin Baer as Lynn Townships Emergency Management Coordinator. Motion carried unanimously. The BOS stated that they were thankful for his time of service.

Budget Discussion: Motion to authorize advertisement of the 2018 budget for viewing; adoption 12/14/17; A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to include 70K in the draft 2018 budget for the proposed new pavilion in Ontelaunee Park as well as any wage increases the Board decides on. Motion carried unanimously. The Board held an Executive Session starting at 7:05 pm to discuss employee wages. The regular board meeting resumed at 7:27 pm. Wage increase as follows: Secretary/Treasurer 4%; Administrative Secretary 4%; Road Master 4%; Road Crew 2% each with an additional 2% to be split by the Road Master; Janitorial \$1.00/hr. increase; Robert Acker and Tina Snyder .50/hr. increase; returning PT park \$1.00/hr. increase; New Hire park at \$10.00 hr.; Transfer Station remains at \$10.25/hr. for Sandy Acker and \$10.00/hr. for all other TS workers; pension remains at 6% contribution from Lynn Township. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to authorize the advertisement of the draft 2018 budget for viewing. Motion carried unanimously. A motion was made for Tammy M. White to advertise for 2 PT road crew workers, to start at the rate of \$16.00/hr. no CDL required. Motion carried unanimously.

Miscellaneous: (1) **Mini Casino Resolution:** The BOS were in agreement not to draft/pass a resolution prohibiting mini Casino's in our area. (2) **Light proposal:** Tammy M. White was directed to follow up on the Light Proposal that was done and to obtain 2 more. (1) **2018 Meeting Dates:** The BOS were in agreement to set the 2018 meeting dates as follows: 2nd Thursday of each month are as follows: All mtg's at 6:30 pm 02/08-03/08-04/12-05/10-06/14-07/12-08/09-09/13-10/11-11/08-12/13, Budget Mtg. Wed. 09/26/18, close-out Mtg. Thurs. 12/27/18. **Re-Org Meeting Dates:** BOS Re-Org Tues. 01/02/18 @ 6:30pm; Elected Auditors Re-Org Wed. 01/03/18 @ 7:00 pm.

Public Comment: None

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 7:00 pm.

As of November 30, 2017

Account	Balance
General Fund	420,905.80
Capital Reserve	5,488.70
CD's	1,114,363.09
Zoning/Subdivision	66,620.19
HLLW COG	61,840.34
State Road	53,012.52
Equipment	50,703.62
Street Light	1,719.87
Park	44,234.63
Recreation	12,610.23
Total	1,831,498.99

TOTAL

Income-GENERAL FUND

301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	8,172.08
301.60 · Real Estate Tax-Interim-Current	35.07
Total 301 · Real Property Taxes	8,207.15
310 · Local Tax Enabling Act	
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	74,810.92
Total 310.20 · Earned Income Tax	74,810.92
Total 310 · Local Tax Enabling Act	74,810.92
321 · Business Licenses and Permits	
321.80 · Cable Television Francise	13,532.95
Total 321 · Business Licenses and Permits	13,532.95
331 · Fines	
331.10 · Court - Magistrate	25.00
Total 331 · Fines	25.00

341 · Interest

341.01 · Interest on Checking 2.91

Total 341 · Interest 2.91

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

361.90 · Mechanical/HVAC Permit 175.00

361.94 · Misc. Billing 250.00

Total 361 · General Government 425.00

362 · Public Safety

362.40 · Protective Inspection Fees

362.41 · Building Permit

362.41B · BLDG/Alter/Repair Permit 4,298.83

362.41D · Driveway Permit 50.00

362.41F · Building Permit Filed 250.00

362.41S · Accessory Struc < 1000 ft 575.00

Total 362.41 · Building Permit 5,173.83

362.42 · Electrical Permit 460.00

362.43 · Plumbing Permit 225.00

362.44 · Sewage Permits (SEO Fees) 1,610.00

Total 362.40 · Protective Inspection Fees 7,468.83

362.47 · State fees for Permits 70.00

Total 362 · Public Safety 7,538.83

364 · Sanitation

364.30 · Solid Waste Collection/Disposal 2,357.00

Total 364 · Sanitation 2,357.00

Total 360 · Gen. Govt. Charges for Services 10,320.83

392 · Interfund Operating Transfer

392.99 · Transfer from COG 290.90

Total 392 · Interfund Operating Transfer 290.90

395 · Refunds of Prior Yr Expenditure

395.99 · Refunds of Prior Year Exp. 10,704.66

Total 395 · Refunds of Prior Yr Expenditure 10,704.66

Total Income 119,105.32

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 98.50

Total 402 · Auditing/Bookkeeping Services 98.50

403 · Tax Collection

403.16 · Commission Paid as Compensation 17.50

Total 403 · Tax Collection 17.50

404 · Solicitor/Legal Services 1,445.62

405 · Secretary/Clerk

405.12 · Salary Township Secretary 2,466.66

Total 405 · Secretary/Clerk 2,466.66

406 · Other General Govt. Admin

406.12 · Salary Full Time Staff 2,231.62

406.21 · Office Supplies	82.42
406.23 · Postage	69.99
406.32 · Communication - Phone/Wireless	607.97
406.34 · Advertising	39.70
406.38 · Rentals	359.83
406.99 · Payroll	<u>5,840.17</u>
Total 406 · Other General Govt. Admin	9,231.70
408 · Engineering Services	
408.99 · Township engineer	<u>1,316.25</u>
Total 408 · Engineering Services	1,316.25
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	399.54
409.44 · Laundry/Other Sanitary Services	249.69
409.99 · Heating - Oil/Propane	<u>1,981.11</u>
Total 409 · General Government Bldg&Plants	<u>2,630.34</u>
Total 400 · General Government	17,482.43
410 · Public Safety	
411 · Fire	
411.97 · Lynnport FC Fuel	23.53
411.98 · New Tripoli FC Fuel	115.79
411.99 · Fire Company - Miscellaneous	<u>210.66</u>
Total 411 · Fire	349.98
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>5,417.91</u>
Total 413 · Code Enforcement	5,417.91
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	104.10
414.98 · Zoning Recording/Transcription	776.40
414.99 · Salary Zoning Officer	<u>1,392.50</u>
Total 414 · Planning & Zoning	2,273.00
419 · Other Public Safety	
419.99 · PA One Call	<u>18.86</u>
Total 419 · Other Public Safety	<u>18.86</u>
Total 410 · Public Safety	8,059.75
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	514.99
426.44 · Sanitation Services	<u>1,394.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,908.99</u>
Total 420 · Health and Human Services	1,908.99
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	<u>9,365.07</u>
Total 432 · Winter Maintenance	9,365.07
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>346.04</u>
Total 437 · Repair of Tools & Machinery	346.04
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	3,137.49
438.99 · Truck Fuel	<u>1,035.58</u>
Total 438 · Road/Bridge Maint. and Repair	<u>4,173.07</u>
Total 430 · Public Works Hwy,Rds,Streets	13,884.18
450 · Culture-Recreation	

454 · GF Parks	
454.15 · Parks part time staff (GF)	1,537.86
454.25 · Repairs & Maint Supplies	662.53
Total 454 · GF Parks	2,200.39
Total 450 · Culture-Recreation	2,200.39
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,433.67
481.20 · Employer paid Medicare	335.29
481.30 · Employer paid Unemployment Comp	35.96
483.49 · 457 Pension contribution	650.00
Total 481 · Employer paid Taxes	2,454.92
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	11,596.50
487.02 · Life Insurance	948.20
487.98 · Employer Paid Disability	1,071.36
Total 487 · Other Group Insurance Benefits	13,616.06
Total 480 · Misc. Expense	16,070.98

Total Expense	59,606.72
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Net Income	59,498.60
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Nov 17

Income-LIGHT FUND	0.00
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Expense

434 · Street Lighting

434.36 · Street Lighting Electric	1,046.35
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Total 434 · Street Lighting	1,046.35
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Total Expense	1,046.35
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Net Income	-1,046.35
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Nov 17

Other Income/Expense-CR FUND

Other Income

341.02 · Interest on Savings	101.34
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Total Other Income	101.34
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Net Other Income	101.34
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Net Income	101.34
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Nov 17

Income-LFF FUND

341.01 · Interest on Checking	18.98
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Total Income	18.98
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Expense	0.00
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Net Income	18.98
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Nov 17

Income-HLLW COG FUND

341.02 · Interest on Savings	10.06
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342.40 · Rent of Machinery and Equipment	1,460.00
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361 · General Government	
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361.98 · Machine rental	1,666.12
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Total 361 · General Government	1,666.12
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Total Income	3,136.18
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Expense

492 · Interfund Transfer

492.01 · Transfer to GF Cking	290.90
Total 492 · Interfund Transfer	290.90
Total Expense	290.90
Net Income	2,845.28
	Nov 17
Income-REC FUND	
341.01 · Interest on Checking	1.04
Total Income	1.04
Expense	0.00
Net Income	1.04
Income-PARK FUND	
341.01 · Interest on Checking	3.68
Total Income	3.68
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	434.17
454.36 · Public Utilities	159.13
454.38 · Rental	158.98
Total 454 · Parks	752.28
Total Expense	752.28
Net Income	-748.60
	Nov 17
Income-EQUIP FUND	
341.02 Interest on Equip Fund	18.75
Total Income	18.75
Expense	0.00
Net Income	18.75
Total Income (all accounts)	122,385.29
Total Expense (all accounts)	61,696.25
Net Income(all accounts)	60,689.04

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer