

Board of Supervisors Re-Organization Meeting
Tuesday, January 2nd, 2018 @ 6:30 P M
Lynn Twp. ~ 7911 Kings Hgwy., New Tripoli

Call to Order: The Re-Organization meeting of the Lynn Township Board of Supervisors was called to order by 2017 Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were 2017 Chairman, Justin N. Smith, 2017 Vice Chairman Steve I. Feinour, , 2017 Member Brian C. Dietrich, Solicitor Marc Fisher, Secretary/Treasurer Tammy M. White, Asst. Sec./Treas. Kathy A. Hermany, Road Master Bruce Raber, and 0 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: None.

Public Comment: None.

Accept the Minutes and Direct the Treasurer to pay the bills: Motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the minutes from December 27th 2017 (Close-out Meeting) and to direct the treasurer to pay all the bills. Motion carried unanimously.

Appointments:

- **Temporary Chairman** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to appoint **Justin N. Smith** as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary-Direct Temporary Secretary to take the minutes of the Re-org Mtg.** – Justin N. Smith motioned, seconded by Brian C. Dietrich to direct **Tammy M. White** as Temporary Secretary to take the re-org minutes until formal appointments are made. Motion carried unanimously.
- **Chairman** – Steve I. Feinour motioned, seconded by Brian C. Dietrich, to appoint **Justin N. Smith** as Chairman of the Board; **Steve I. Feinour** as Vice Chairman; **Tammy M. White** as Secretary/Treasurer; **Kathy A. Hermany** as Assistant Secretary/Treasurer. Motion passed unanimously.
- **Vice Chairman** – see above.
- **Secretary/Treasurer** – see above.
- **Assistant Secretary/Treasurer** – see above.
- **Chairman Justin N. Smith** took over the meeting at this time.
- **Treasurer's Bond "Reminder"** (**Tammy 2016-2019; up for renewal for 2020**)
(**Kathy 2014-2017; up for renewal for 2018**) **Was renewed for 2018.**
- **Township Solicitor** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to reappoint **Marc Fisher**, from Worth Magee & Fisher Law Offices as Township Solicitor. Motion carried unanimously.
- **Conflict Council** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **John O. Stover Jr.** as Conflict Council. Motion carried unanimously.
- **Township Engineer/Zoning Officer** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to reappoint **Keystone Consulting Engineering; Chris Noll**. Motion carried unanimously.
- At this time the Board made a statement to remind all who need to, to complete their notarized Oath of Office forms and Statement of Financial Interest forms and return them to Tammy M. White as soon as possible. These are to be completed by all newly appointed/elected positions by May 1st 2018.
- **2018 Meetings** – The BOS authorized the 2018 meeting dates at the 11/09/17 BOS meeting and are as follows: 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 @ 6:30 pm; Thurs 12/27/18 (Close-Out meeting), All will be held at 6:30 p.m. The advertisement was sent to the NW Press for advertisement the week of 12/04/17.
- **2018 Six Township Meetings**–The six township/COG meetings are as follows: 3/12/18 @ Weisenberg Twp.; 6/11/18 @ Heidelberg Twp.; 9/10/18 @ Lowhill Twp.; 12/10/18 @ Lynn Twp., all meetings to be held at 8:00 am at the designated township.

Road Report: *Bruce Raber, Road master, reported for the month of December:* (1) Some boom mowing has been done. (2) Some light tree trimming has been done. (3) Made some repairs to trucks and plows. (4) Replaced & repaired a few road name signs and stop signs. (5) Plowed and treated roads. Anticipated work for January: (1) Continue boom mowing. (2) Light tree trimming.

Resolutions:

- **Resolution 2018-01-02-03-04** – Steve I Feinour motioned, seconded by Brian C. Dietrich to adopt Resolution 2018-01 a Resolution **To open and maintain bank accounts at the New Tripoli Bank**; to adopt Resolution 2018-02 a Resolution **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**; to adopt Resolution 2018-03 a Resolution **To establish a User Fee Schedule for 2017**; to adopt Resolution 2018-04 **A Resolution Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review**. Motion carried unanimously.

Appointments/Resolutions:

At this time the Board reviewed all candidates that had applied, or offered to serve another term, for positions on the various committees: **PC-** Harold Handwerk, Mike Dietrich **ZHB-** Dale Wessner, alternate Andrew Bannar **EAC-** 5 vacancies, **Building Code of Appeals-** Jay Scheffler

- **Resolution 2018-05 -Planning Commission** - Terms End 01/01/2022 **(2 Vacancy) (4 Year Term)** – Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2018-05, to reappoint Harold Handwerk and Mike Dietrich to the Planning Commission for another 4 year terms; ending 01/01/2022. Motion carried unanimously.
- **Resolution 2018-06 -Zoning Hearing Board** - Term Ends 01/01/2021 **(1 Vacancy) (3 Year Term) Justin N. Smith** made a motion, seconded by Brian C. Dietrich, adopting resolution number 2018-06, to appoint current alternate Dale Wessner to the Zoning Hearing Board as a member for a **3 year term**; ending 01/01/2021; and to newly appoint Andrew Banner as an alternate member of the Zoning Hearing Board for a **3 year term**; ending 01/01/2021. Motion carried unanimously.
- **Resolution 2018-07-Building Code of Appeals Board Member** - Term Ends 01/01/2023 **(1 Vacancy) (5 Year Term)** Steve I. Feinour motioned, seconded by Brian C. Dietrich to adopt resolution number 2018-07, which reappoint Jay Scheffler to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2023. Motion carried unanimously.
- **Resolution 2018-??- EAC** – No action taken.

(2 Vacancies) (3 Year Term) Terms End 01/01/2019	2 Vacant
(1 Vacancy) (3 Year Term) Term End 01/01/2020	1 Vacant
(2 Vacancy) (3 Year Term) Terms End 01/01/2018	2 Vacant
- **Resolution 2018-?? EAC Co-Chairman-** No action taken. **VACANT**
- **Sewage Enforcement Officer (SEO)** – Justin N. Smith motioned, seconded by Brian C. Dietrich to reappoint **Lehigh Soils and Wetlands; Scott Beiber** as Sewage Enforcement Officer for 2018; to reappoint **Keystone Consulting Engineering; Chris Knoll** as Alternate Sewage Enforcement Officer for 2018. Motion carried unanimously.
- **Alternate Sewage Enforcement Officer (SEO)-** See motion above.
- **Building/Plumbing/Electrical Inspector** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint the following three inspection agencies: **Barry Isett; Blue Mountain; and Keller Zoning, Lehigh Valley Inspections** and that at the time of application the applicant is bound to make a selection of one inspection agency. Motion carried unanimously.
- **Building Code Official (B.C.O.)** –A motion was made by Justin N. Smith and seconded by Brian C. Dietrich appointing **Kathy A. Hermany** as BCO. Motion carried unanimously.
- **Alternate Building Code Official (B.C.O.)** – Action will be taken in the event it is needed.
- **Emergency Management Coordinator** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to recommend the appointment of Josh Bingham as Emergency Management Coordinator to the State. Motion carried unanimously.
- **Deputy Emergency Management Coordinator** – Currently no one for position
- **Road Master**– Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint **Bruce Raber** as Road Master/Superintendent. Motion carried unanimously.
- **Assistant Road Master-** Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **Joseph Wisser** as Assistant Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2018 Convention** – Brian C. Dietrich motioned seconded by Steve I. Feinour approving a township representative as voting delegate. Motion carried unanimously.
- **Township Employees to the 2018 PSATS Convention** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to approve the attendance of any Township employee or Board member s to attend the 2018 PSATS Convention with reimbursement for hotel accommodations for a 2 night stay as well as hourly salary up to 8 hrs. set by the elected Auditors for the supervisors. Motion carried unanimously.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** – Justin N. Smith motioned, seconded by Brian C. Dietrich to reappoint **Berkheimer & Associates** as the **EIT tax collector for 2018**. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** Steve I. Feinour motioned, seconded by Brian C. Dietrich appointing **Justin N. Smith** as the representative for 2018 to the Northwestern Recreation Commission. Motion carried unanimously.

- **Appoint Supervisor Representative for Agricultural Land Preservation Commission-** Justin N. Smith motioned, seconded by Steve I. Feinour appointing **Brian C. Dietrich** as the representative for 2018 to the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Justin N. Smith motioned, seconded by Brian C. Dietrich appointing **Steve I. Feinour** a representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Justin N. Smith motioned, seconded by Brian C. Dietrich appointing **Steve I. Feinour** as representative for the Jordon Creek Water Shed Committee Act 167. Motion carried unanimously.
- **Appoint Supervisor for County COG** – Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing **Justin Smith** a supervisor for the County COG. Motion carried unanimously.
- **Steering representative to Emergency Services Steering Committee-** Justin N. Smith motioned, seconded by Brian C. Dietrich appointing **Steve I. Feinour** as representative to the Emergency Services Steering Committee. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** – Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing **Kermit E. DeLong** to the Vacancy Position to the Board. Motion carried unanimously.
- **Miscellaneous: (1) Van S. Peters Well Waiver:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the well waiver. Motion carried unanimously.
- **Establish mileage reimbursement for employees on Township business** – The BOS stated that Resolution 2006-19 was adopted authorizing Lynn Twp. to pay mileage reimbursement at the same rate that is set by the internal revenue service. **Note:** The IRS mileage rate for 2018 is .54.5 cents per mile.
- **Employee wages** – Brian C. Dietrich motioned, seconded by Steve I. Feinour that all appointed employee's wages reflect the 2018 budget raises for 2018. Motion carried unanimously.
- **Set wages for employees as passed in the 2018 budget**

	<u>2017 wages</u>	<u>2018 Wages</u>	<u>Increase/hourly</u>	<u>Increase yearly</u>
Tammy White	\$21.14/hour	\$21.99	.85/hr.	\$1,768.00/year
Kathy Hermany	\$19.07/hour	\$19.83	.76/hr.	\$1,580.80 /year
Bruce Raber	\$25.27/hour	\$26.38	\$1.01/hr.	\$2,100.80/year
Greg Schaeffer	\$17.32/hour	\$17.67	.35/hr.	\$728.00/year
Joseph Wisser	\$21.69/hour	\$22.34	.65/hr.	\$1,352.00/year
Randy Schmoyer	\$18.29/hour	\$18.84	.55/hr.	\$1,144.00/year
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Park Part/Time Bobby	\$11.25/hour	\$11.50/hour	.25/hr.	
Park Part/Time Tina	\$11.00/hour	\$11.50	.25/hr.	<b>\$1,000.00/year</b>
Park Part/Time Bob	\$9.00/hour	\$10.00/hour	\$1/hr.	<b>total for all PT</b>
PT Road Crew	\$13.50/hour	\$16.00/hour	\$2.50/hr.	
Recycling	\$10.00/hour	\$10.00/hour	NA	
Recycling (Sandy)	\$10.25/hour	\$10.25/hour	NA	
Cleaning	\$14.00/hr.	\$15.00/hr.	\$1/hr.	
				<b>TOTAL \$9,674.00</b>
<b>BUDGETED 2018 \$9,674.00</b>				

**2018 Holidays-** Holiday schedule as stated in the personnel manual.

New Years Day (and a ½ day proceeding New Year's Day)  
 Good Friday  
 Memorial Day  
 Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Black Friday  
 Christmas Day (and a ½ day preceding Christmas)  
 Day after Christmas (Floating Holiday)

Brian C. Dietrich motioned, seconded by Steve I. Feinour to approve the 2018 Holiday schedule. Motion carried unanimously.

**Public Comment:** None

**Announcements:** Elected Auditors Re-Org Wednesday, January 3, 2018 @ 7:00 pm

Next Regular BOS meeting Thursday, February 8, 2018 @ 6:30 pm

**Adjournment:** A motion was made by Justin N. Smith, seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:53 pm.

**As of January 31, 2018**

Account	Balance
General Fund	321,985.12
Capital Reserve	5,392.17
Cd's	1,121,380.30
Zoning/Subdivision	67,042.31
HLLW COG	62,142.59
State Road	48,071.80
Equipment	85,749.96
Street Light	1,038.43
Park	44,302.24
Recreation	12,612.37
<b>Total</b>	<b>1,769,717.29</b>

	<u>TOTAL</u>
<b>Income-General Fund</b>	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	1,690.33
301.40 · Delinquent RE Tax-Tax Claim	1.78
Total 301 · Real Property Taxes	1,692.11
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	4,062.10
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	19,831.22
Total 310.20 · Earned Income Tax	19,831.22
Total 310 · Local Tax Enabling Act	23,893.32
331 · Fines	
331.10 · Court - Magistrate	50.00
Total 331 · Fines	50.00
341 · Interest	
341.01 · Interest on Checking	149.88
341.99 · Interest income from tax col.	45.84
Total 341 · Interest	195.72
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	
361.30 · Zoning-Subdiv-Land Dev Fees	
361.33 · Zoning-Subdiv-Land Dev Permits	400.00
Total 361.30 · Zoning-Subdiv-Land Dev Fees	400.00
361.90 · Mechanical/HVAC Permit	1,080.00
361.94 · Misc. Billing	50.00
Total 361 · General Government	1,530.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	3,600.00
362.41D · Driveway Permit	100.00
362.41F · Building Permit Filed	250.00
362.41S · Accessory Struc < 1000 ft	25.00

362.41 · Building Permit - Other	50.00
Total 362.41 · Building Permit	4,025.00
362.42 · Electrical Permit	955.00
362.43 · Plumbing Permit	560.00
362.44 · Sewage Permits (SEO Fees)	2,310.00
Total 362.40 · Protective Inspection Fees	7,850.00
362.47 · State fees for Permits	54.00
Total 362 · Public Safety	7,904.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	2,073.00
Total 364 · Sanitation	2,073.00
Total 360 · Gen. Govt. Charges for Services	11,507.00
<b>Total Income</b>	<b>38,548.15</b>
Expense	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	265.86
400.46 · Meetings & Conferences	50.00
Total 400.00 · Legislative (Governing) Body	315.86
403 · Tax Collection	
403.23 · Postage for Tax Collector	50.00
Total 403 · Tax Collection	50.00
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,973.85
Total 405 · Secretary/Clerk	3,973.85
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,477.18
406.21 · Office Supplies	228.17
406.23 · Postage	69.99
406.32 · Communication - Phone/Wireless	590.18
406.38 · Rentals	371.83
406.42 · Membership/Dues	72.08
406.99 · Payroll	8,846.45
Total 406 · Other General Govt. Admin	13,655.88
408 · Engineering Services	
408.99 · Township engineer	5,462.26
Total 408 · Engineering Services	5,462.26
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,473.63
409.44 · Laundry/Other Sanitary Services	224.56
409.99 · Heating - Oil/Propane	4,458.08
Total 409 · General Government Bldg&Plants	6,156.27
Total 400 · General Government	29,614.12
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	585.66
Total 411 · Fire	585.66
413 · Code Enforcement	
413.31 · Code enforcement pro. service	5,295.00
Total 413 · Code Enforcement	5,295.00
414 · Planning & Zoning	
414.31 · Professional services	575.00
414.99 · Salary Zoning Officer	833.00



Total 414 · Planning & Zoning	1,408.00
419 · Other Public Safety	
419.99 · PA One Call	9.02
Total 419 · Other Public Safety	9.02
Total 410 · Public Safety	7,297.68
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	702.96
426.44 · Sanitation Services	1,355.00
Total 426 · Gen Gov Recycling Col & Dis	2,057.96
Total 420 · Health and Human Services	2,057.96
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	16,360.17
432.15 · P/T Winter Salary	530.69
Total 432 · Winter Maintenance	16,890.86
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	246.31
437.99 · Truck Repair	5,392.55
Total 437 · Repair of Tools & Machinery	5,638.86
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	3,975.61
438.99 · Truck Fuel	3,228.57
Total 438 · Road/Bridge Maint. and Repair	7,204.18
Total 430 · Public Works Hwy,Rds,Streets	29,733.90
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	179.96
Total 454 · GF Parks	179.96
Total 450 · Culture-Recreation	179.96
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,188.50
481.20 · Employer paid Medicare	511.83
481.30 · Employer paid Unemployment Comp	1,270.19
483.30 · Non-Uniform Pension Contr.	835.00
483.49 · 457 Pension contribution	975.00
Total 481 · Employer paid Taxes	5,780.52
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	12,038.56
487.02 · Life Insurance	48.20
487.03 · Workmans Compensation	2,216.50
487.04 · Workers Compensation Vol Fire	1,354.00
Total 487 · Other Group Insurance Benefits	15,657.26
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	189.99
Total 489 · All other unclassified Expenses	189.99
Total 480 · Misc. Expense	21,627.77
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.92 · Transfer to Equip Fund	35,000.00
492.99 · Transfer to Subdivision/Zoning	400.00
Total 492 · Interfund Operating Transfer	35,400.00

Total 490 · Other Financing Uses-exp	35,400.00
<b>Total Expense</b>	<b>125,911.39</b>
<b>Net Income</b>	<b>-87,363.24</b>
	<b>Jan 18</b>
<b>Income-Light Fund</b>	
383.11 · Street Lighting Tax	290.98
<b>Total Income</b>	<b>290.98</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>290.98</b>
	<b>Jan 18</b>
<b>Other Income/Expense-Capital Res</b>	
Other Income	
341.02 · Interest on Savings	-97.84
<b>Total Other Income</b>	<b>-97.84</b>
<b>Net Other Income</b>	<b>-97.84</b>
<b>Net Income</b>	<b>-97.84</b>
	<b>Jan 18</b>
<b>Income-LFF</b>	
341.01 · Interest on Checking	17.11
<b>Total Income</b>	<b>17.11</b>
<b>Expense</b>	
430 · LFF Public Works	
432 · Winter Maintenance	3,638.10
<b>Total 430 · LFF Public Works</b>	<b>3,638.10</b>
<b>Total Expense</b>	<b>3,638.10</b>
<b>Net Income</b>	<b>-3,620.99</b>
	<b>Jan 18</b>
<b>Income-HLLW Cog</b>	
341.02 · Interest on Savings	11.22
342.40 · Rent of Machinery and Equipment	215.00
<b>Total Income</b>	<b>226.22</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>226.22</b>
	<b>Jan 18</b>
<b>Income-Recreation</b>	
341.01 · Interest on Checking	1.14
<b>Total Income</b>	<b>1.14</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>1.14</b>
	<b>Jan 18</b>
<b>Income-Escrow</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.28
341.02 · Interest J&M, LLC	11.50
<b>Total 341.000 · Interest Earnings</b>	<b>11.78</b>
392 · Interfund Operating Transfer	
392.01 · Transfer from General Fund	400.00
<b>Total 392 · Interfund Operating Transfer</b>	<b>400.00</b>
<b>Total Income</b>	<b>411.78</b>

Expense	0.00
Net Income	<u>411.78</u>
	<u>Jan 18</u>
Income- <b>Park</b>	
341.01 · Interest on Checking	3.99
342.59 · Rental of Park Facilities	350.00
<b>Total Income</b>	<u>353.99</u>
Expense	
454 · Parks	
454.36 · Public Utilities	98.89
Total 454 · Parks	98.89
<b>Total Expense</b>	<u>98.89</u>
Net Income	<u>255.10</u>
	<u>Jan 18</u>
Income- <b>Equipment</b>	
341.02 Interest on Equip Fund	28.21
392 Tranfer of funds	
392.92 Tranfer from GFMM	35,000.00
Total 392 Tranfer of funds	35,000.00
<b>Total Income</b>	<u>35,028.21</u>
Expense	0.00
Net Income	<u>35,028.21</u>
Total Income (all accounts)	<u>74,779.74</u>
Total Expense (all accounts)	<u>129,648.38</u>
Net Income(all accounts)	<u>-54,868.64</u>

Respectfully Submitted,

*Tammy M. White*

Tammy M. White  
Secretary/Treasurer