

**Board of Supervisors**  
**Thursday, June 14th, 2018 @ 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 Hermany Road Master Bruce Raber, Engineer Chris Noll, Solicitor Marc Fisher, and approximately 7 citizens.

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

**Media Representation:** 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 05/10/18 and to direct the treasurer to pay the bills. Motion carried unanimously.

**Fire Companies:** A motion was made by Justin N. Smith and seconded by Steve I. Feinour authorizing the New Tripoli Fire Police assistance at the Schnecksville Fair which runs from June 19th to the 23rd, 2018. Motion carried unanimously.

**LPFC 2nd Assistant Fire Chief, Tim VanBlargan reported for the month of May:** Calls were reported; June 22nd is adult bingo doors open at 5:30pm; June 24th is a paint and sip; June 30th is the 23rd annual Jamboree. **NTFC Fire Chief, Peter Christ reported for the month of May:** 93 fire calls as of 6/10/18; All equipment is moved over to pole barn; 06/11 was a mutual aid roof ventilation training at 17; demolition of old portion of station ; retention & recruitment program; thanked a lot of people who donated their time and equipment for the pole barn site; Guns and cash bash tickets are available for the September event; FF Bruce Dalrymple, Jeff Czonstka completed FF2 certification; FF1 graduation is 6/19/18 at LMT REC center. **Germansville Fire Company:** Fire Chief Jay Scheffler was present to ask the board for contribution towards a ladder truck. Steve I. Feinour stated that Lynn Township did a fire study and a ladder truck was not requested or part of the study. The BOS agreed that they may have an answer at a later date.

**Road Report:** Bruce Raber, Road master, reported for the month of May: (1) Finished up major paving projects - Hill Top Ct. - Herstra Ct. - Oswald Rd. - Buck Tail Ct. - Mattos Ct. - Penny Ct. - Zoning Office parking lot. (2) Cold Patch roads to be oiled & chipped. (3) Did some light tree trimming on road to be oiled and chipped. (4) Rolled NTFC parking lot. (5) Repaired & replaced a few road signs. (6) Hauled 2 ton wheel truck loads of scrap metal from recycling center = \$244.80. (7) Worked on 2 dirt roads. Anticipated work for June: (1) Start oil and chipping. (2) Finish up other paving projects. A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to retroactively hire Jarett White as of 06/04/2018 at the rate of \$17.00/hr. as a road crew member. Motion carried unanimously. **Office Parking Lot Lines:** The BOS were in agreement that Chris Noll look into how many parking and handicap parking spots are required to have at the township office building based on the capacity of individuals that the township can accommodate.

**Certificate of deposit maturity notice:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to take the matured CD ending in 223 and roll it over into a 60 month CD along with the accumulated interest. Motion carried unanimously.

**Park: Veterans Memorial:** The Veterans Memorial Committee consists of Dave Keller, Harold Handwerk, Bill Dellicker, and Donald Christ. Donald Christ's 1st suggestion was that the area of all 4 townships within the Northwestern School District be included in the memorial and that all veterans of the wars be included on the monument. The BOS were in agreement that the committee attend meetings of the other townships to inform them of the project and to contact the Historical Societies. The BOS also suggested that a letter be sent to the townships prior, informing them of the project. Tammy M. White will draft a letter. The 2nd thing is to open a separate savings account for donations, monies brought in to do the project. A motion was made by Justin N. Smith and seconded by Brian C. Dietrich for Lynn Township to open a separate account for the Veterans Memorial. Motion carried unanimously. Donald Christ added that the memorial would be located near the eternal flame at the front entrance of the park. **Flag (4) Pole Lights:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to accept the quote from Selig Electric for \$785.52 to install 4 LED direct wire mogul base bulbs in 4 flag pole light fixtures which includes a 5 year warranty of LED bulbs and 1 year installation warranty. Motion carried unanimously. **Old Pavilion:** Demolition of the old pavilion will take place the week of the June 18th.

**Miscellaneous:** (1) **Emergency Management Resolution 2018-15;** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to adopt Resolution 2018-15; **A RESOLUTION OF THE EMERGENCY OPERATIONS PLAN (EOP) FOR LYNN TOWNSHIP IN LEHIGH COUNTY JUNE 2018.** Motion carried unanimously. (2) **Pole:** Chris Noll reported that the pole located at Washington St. and Decatur St. has been fixed. (3) **Codification:** Chris Noll reported that the codification will be ready for the next BOS meeting. (4) **White Deer Run:** Chris Noll reported that there is anew director at the White Deer Run facility. He has spoken with the new director and was assured that the New Tripoli facility is an Alcohol rehab facility only. (5) **Albany/Lynn Property:** Chris Noll reported that there is property located in Albany and Lynn townships and both parcels are taxed in Berks County. For the acreage in Lynn Township there is approx 40 to 50 acres that the owner wants to fill in. Chris Noll stated that it would take approx 750K cubic yards of fill. An NPDES permit would be needed along with meeting with the conservation district. Chris Noll will gather more information. (6)



Township Office cleaning: The BOS were in favor of having Tina Snyder continue to clean the township office bldg. (7) EAC: Billy Klein wrote a letter to the BOS suggesting that Lynn Township combine with Heidelberg Township in joining together their EAC committees. The BOS were not in favor of this. The BOS suggested that Billy & Paula Klein look to find a 3rd person to join them in re-forming the EAC at Lynn Twp.

**Public Comment:** None

(1) 10th Annual Car & Motorcycle Show; Sunday, July 08, 2018; 1pm till 4pm in Ontelaunee Park. \$5 entrance fee for all cars, trucks and bikes; free admission for spectators. DJ

(2) Music in the Park Sunday, September 30, 2018; The Large Flowerheads 2-5pm.

**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 7:25 pm.

**As of June 30, 2018**

| Account            | Balance             |
|--------------------|---------------------|
| General Fund       | 204,719.69          |
| Capital Reserve    | 5,399.28            |
| CD's               | 1,122,480.54        |
| Zoning/Subdivision | 67,913.54           |
| HLLW COG           | 58,346.74           |
| State Road         | 259,993.44          |
| Equipment          | 85,910.64           |
| Street Light       | 6,954.24            |
| Park               | 60,008.39           |
| Recreation         | 9,617.77            |
| <b>Total</b>       | <b>1,881,344.27</b> |

|  | <u>TOTAL</u> |
|--|--------------|
| <b>Income-General Fund</b>                 |              |
| 301 · Real Property Taxes                  |              |
| 301.10 · Real Estate Tax-Current           | 43,901.91    |
| 301.40 · Delinquent RE Tax-Tax Claim       | 280.78       |
| 301.60 · Real Estate Tax-Interim-Current   | 33.69        |
| Total 301 · Real Property Taxes            | 44,216.38    |
| 310 · Local Tax Enabling Act               |              |
| 310.10 · Real Estate Transfer Tax          | 23,911.87    |
| 310.20 · Earned Income Tax                 |              |
| 310.21 · Earned Income Tax-Current         | 51,656.10    |
| Total 310.20 · Earned Income Tax           | 51,656.10    |
| Total 310 · Local Tax Enabling Act         | 75,567.97    |
| 331 · Fines                                |              |
| 331.10 · Court - Magistrate                | 43.80        |
| Total 331 · Fines                          | 43.80        |
| 341 · Interest                             |              |
| 341.01 · Interest on Checking              | 71.38        |
| Total 341 · Interest                       | 71.38        |
| 342 · Interest, Rents & Royalties          |              |
| 342.53 · Royalties from Cell Tower Rent    | 2,420.00     |
| Total 342 · Interest, Rents & Royalties    | 2,420.00     |
| 360 · Gen. Govt. Charges for Services      |              |
| 361 · General Government                   |              |
| 361.30 · Zoning-Subdiv-Land Dev Fees       |              |
| 361.32 · Fees for Eng., Insp, & Reviews    | 300.93       |
| Total 361.30 · Zoning-Subdiv-Land Dev Fees | 300.93       |
| 361.90 · Mechanical/HVAC Permit            | 70.00        |
| 361.94 · Misc. Billing                     | 50.00        |

|   |          |
|---|----------|
| Total 361 · General Government              | 420.93   |
| 362 · Public Safety                         |          |
| 362.40 · Protective Inspection Fees         |          |
| 362.41 · Building Permit                    |          |
| 362.41B · BLDG/Alter/Repair Permit          | 915.00   |
| 362.41F · Building Permit Filed             | 400.00   |
| 362.41R · Renew BLDG, Zone, Plumb           | 50.00    |
| 362.41S · Accessory Struc < 1000 ft         | -25.00   |
| Total 362.41 · Building Permit              | 1,340.00 |
| 362.42 · Electrical Permit                  | 135.00   |
| 362.44 · Sewage Permits (SEO Fees)          | 500.00   |
| Total 362.40 · Protective Inspection Fees   | 1,975.00 |
| 362.47 · State fees for Permits             | 31.50    |
| Total 362 · Public Safety                   | 2,006.50 |
| 364 · Sanitation                            |          |
| 364.30 · Solid Waste Collection/Disposal    | 2,016.00 |
| Total 364 · Sanitation                      | 2,016.00 |
| Total 360 · Gen. Govt. Charges for Services | 4,443.43 |
| 392 · Interfund Operating Transfer          |          |
| 392.98 · Transfer from SubD/Zoning          | 600.20   |
| 392.99 · Transfer from COG                  | 3,714.20 |
| Total 392 · Interfund Operating Transfer    | 4,314.40 |
| 394.000 · Short-Term Debt                   |          |
| 394.200 · Reimbursement to Township         | 228.30   |
| Total 394.000 · Short-Term Debt             | 228.30   |

|                     |                   |
|---------------------|-------------------|
| <b>Total Income</b> | <b>131,305.66</b> |
|---------------------|-------------------|

Expense

|   |          |
|---|----------|
| 400 · General Government                    |          |
| 400.00 · Legislative (Governing) Body       |          |
| 400.05 · Supervisor Salaries                | 275.86   |
| Total 400.00 · Legislative (Governing) Body | 275.86   |
| 403 · Tax Collection                        |          |
| 403.16 · Commission Paid as Compensation    | 1,982.39 |
| 403.21 · Office Supplies                    | 157.99   |
| Total 403 · Tax Collection                  | 2,140.38 |
| 404 · Solicitor/Legal Services              | 1,170.43 |
| 405 · Secretary/Clerk                       |          |
| 405.12 · Salary Township Secretary          | 2,659.96 |
| Total 405 · Secretary/Clerk                 | 2,659.96 |
| 406 · Other General Govt. Admin             |          |
| 406.12 · Salary Full Time Staff             | 2,404.79 |
| 406.21 · Office Supplies                    | 71.17    |
| 406.23 · Postage                            | 69.99    |
| 406.32 · Communication - Phone/Wireless     | 407.04   |
| 406.38 · Rentals                            | 361.83   |
| 406.46 · Mtg., Conf., Cont.Ed.              | 37.96    |
| 406.99 · Payroll                            | 5,655.54 |
| Total 406 · Other General Govt. Admin       | 9,008.32 |
| 408 · Engineering Services                  |          |
| 408.99 · Township engineer                  | 823.13   |
| Total 408 · Engineering Services            | 823.13   |
| 409 · General Government Bldg&Plants        |          |
| 409.36 · Public Utility Services (TWP)      | 344.43   |
| 409.44 · Laundry/Other Sanitary Services    | 499.22   |

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| Total 409 · General Government Bldg&Plants | <u>843.65</u>    |
| Total 400 · General Government             | 16,921.73        |
| 410 · Public Safety                        |                  |
| 413 · Code Enforcement                     |                  |
| 413.31 · Code enforcement pro. service     | <u>1,865.00</u>  |
| Total 413 · Code Enforcement               | 1,865.00         |
| 414 · Planning & Zoning                    |                  |
| 414.34 · ZB Advertising, Print, & Bind     | 102.60           |
| 414.98 · Zoning Recording/Transcription    | 185.00           |
| 414.99 · Salary Zoning Officer             | <u>612.50</u>    |
| Total 414 · Planning & Zoning              | 900.10           |
| 419 · Other Public Safety                  |                  |
| 419.99 · PA One Call                       | <u>11.20</u>     |
| Total 419 · Other Public Safety            | <u>11.20</u>     |
| Total 410 · Public Safety                  | 2,776.30         |
| 420 · Health and Human Services            |                  |
| 426 · Gen Gov Recycling Col & Dis          |                  |
| 426.15 · Transfer/Recycle Salaries         | 477.78           |
| 426.44 · Sanitation Services               | <u>1,448.00</u>  |
| Total 426 · Gen Gov Recycling Col & Dis    | <u>1,925.78</u>  |
| Total 420 · Health and Human Services      | 1,925.78         |
| 430 · Public Works Hwy,Rds,Streets         |                  |
| 437 · Repair of Tools & Machinery          |                  |
| 437.98 · Repair of Machinery               | <u>5,399.96</u>  |
| Total 437 · Repair of Tools & Machinery    | 5,399.96         |
| 438 · Road/Bridge Maint. and Repair        |                  |
| 438.14 · Salaries for Road Maint           | 8,528.14         |
| 438.25 · Repairs & Maint Supplies          | 844.12           |
| 438.99 · Truck Fuel                        | <u>1,745.55</u>  |
| Total 438 · Road/Bridge Maint. and Repair  | <u>11,117.81</u> |
| Total 430 · Public Works Hwy,Rds,Streets   | 16,517.77        |
| 450 · Culture-Recreation                   |                  |
| 454 · GF Parks                             |                  |
| 454.15 · Parks part time staff (GF)        | 1,388.39         |
| 454.37 · Repairs and Maint. serv (park)    | <u>815.00</u>    |
| Total 454 · GF Parks                       | <u>2,203.39</u>  |
| Total 450 · Culture-Recreation             | 2,203.39         |
| 480 · Misc. Expense                        |                  |
| 481 · Employer paid Taxes                  |                  |
| 481.10 · Employer paid FICA                | 1,506.83         |
| 481.20 · Employer paid Medicare            | 352.41           |
| 481.30 · Employer paid Unemployment Comp   | 86.75            |
| 481.43 · Qrtly Federal Excise Tax          | 26.29            |
| 483.49 · 457 Pension contribution          | <u>500.00</u>    |
| Total 481 · Employer paid Taxes            | 2,472.28         |
| 486 · Insurance                            |                  |
| 486.10 · Insurance - Liability             | <u>-203.50</u>   |
| Total 486 · Insurance                      | -203.50          |
| 487 · Other Group Insurance Benefits       |                  |
| 487.01 · Health Insurance                  | 7,062.74         |
| 487.02 · Life Insurance                    | 110.70           |
| 487.98 · Employer Paid Disability          | <u>-108.13</u>   |
| Total 487 · Other Group Insurance Benefits | 7,065.31         |

|                                       |                   |
|---------------------------------------|-------------------|
| Total 480 · Misc. Expense             | 9,334.09          |
| <b>Total Expense</b>                  | <b>49,679.06</b>  |
| <b>Net Income</b>                     | <b>81,626.60</b>  |
|                                       | <b>Jun 18</b>     |
| <b>Income-Light Fund</b>              |                   |
| 383.11 · Street Lighting Tax          | 4,752.62          |
| <b>Total Income</b>                   | <b>4,752.62</b>   |
| <b>Expense</b>                        |                   |
| 434 · Street Lighting                 |                   |
| 434.36 · Street Lighting Electric     | 1,047.11          |
| <b>Total 434 · Street Lighting</b>    | <b>1,047.11</b>   |
| <b>Total Expense</b>                  | <b>1,047.11</b>   |
| <b>Net Income</b>                     | <b>3,705.51</b>   |
|                                       | <b>Jun 18</b>     |
|                                       | <b>Jun 18</b>     |
| <b>Other Income/Expense-Cap Res</b>   |                   |
| <b>Other Income</b>                   |                   |
| 341.02 · Interest on Savings          | 1.79              |
| <b>Total Other Income</b>             | <b>1.79</b>       |
| <b>Net Other Income</b>               | <b>1.79</b>       |
| <b>Net Income</b>                     | <b>1.79</b>       |
|                                       | <b>Jun 18</b>     |
| <b>Income-LFF</b>                     |                   |
| 341.01 · Interest on Checking         | 119.68            |
| <b>Total Income</b>                   | <b>119.68</b>     |
| <b>Expense</b>                        |                   |
| 430 · LFF Public Works                |                   |
| 438 · Maint./Repair Roads & Bridges   | 25,010.44         |
| <b>Total 430 · LFF Public Works</b>   | <b>25,010.44</b>  |
| <b>Total Expense</b>                  | <b>25,010.44</b>  |
| <b>Net Income</b>                     | <b>-24,890.76</b> |
|                                       | <b>Jun 18</b>     |
| <b>Income-HLLW COG</b>                |                   |
| 341.02 · Interest on Savings          | 19.61             |
| <b>Total Income</b>                   | <b>19.61</b>      |
| <b>Expense</b>                        |                   |
| 492 · Interfund Transfer              |                   |
| 492.01 · Transfer to GF Cking         | 3,714.20          |
| <b>Total 492 · Interfund Transfer</b> | <b>3,714.20</b>   |
| <b>Total Expense</b>                  | <b>3,714.20</b>   |
| <b>Net Income</b>                     | <b>-3,694.59</b>  |
|                                       | <b>Jun 18</b>     |
| <b>Income-Recreation Fund</b>         |                   |
| 341.01 · Interest on Checking         | 1.25              |
| <b>Total Income</b>                   | <b>1.25</b>       |
| <b>Expense</b>                        |                   |
| 492.99 · Transfer to Ontelaunne Park  | 3,000.00          |
| <b>Total Expense</b>                  | <b>3,000.00</b>   |
| <b>Net Income</b>                     | <b>-2,998.75</b>  |



|   | Jun 18           |
|---|------------------|
| <b>Income-Escrow Fund</b>                 |                  |
| 341.000 · Interest Earnings               |                  |
| 341.01 · Interest on Checking             | 0.58             |
| 341.02 · Interest J&M, LLC                | 21.06            |
| Total 341.000 · Interest Earnings         | 21.64            |
| 361 · General Government                  |                  |
| 361.96 · Subdivision Escrow Deposit       | 400.00           |
| Total 361 · General Government            | 400.00           |
| <b>Total Income</b>                       | <b>421.64</b>    |
| <b>Expense</b>                            |                  |
| 492 · Interfund Operating Transfers       |                  |
| 492.02 · Transfer to GFMM                 | 600.20           |
| Total 492 · Interfund Operating Transfers | 600.20           |
| <b>Total Expense</b>                      | <b>600.20</b>    |
| <b>Net Income</b>                         | <b>-178.56</b>   |
|   | <b>Jun 18</b>    |
| <b>Income-Park Fund</b>                   |                  |
| 341.01 · Interest on Checking             | 8.05             |
| 342.59 · Rental of Park Facilities        | 1,350.00         |
| 387 · Contributions and Donations         | -148.50          |
| 392 · Interfund Operating Transfer        |                  |
| 392.97 · Transfer from Recreation Fund    | 3,000.00         |
| Total 392 · Interfund Operating Transfer  | 3,000.00         |
| <b>Total Income</b>                       | <b>4,209.55</b>  |
| <b>Expense</b>                            |                  |
| 454 · Parks                               |                  |
| 454.25 · Repairs & Maintenance Supplies   | 2,114.91         |
| 454.28 · Park Equipment                   | 2,950.00         |
| 454.34 · Advertising                      | 30.00            |
| 454.36 · Public Utilities                 | 124.00           |
| 454.59 · Rental fee Deposit Refund        | 450.00           |
| Total 454 · Parks                         | 5,668.91         |
| <b>Total Expense</b>                      | <b>5,668.91</b>  |
| <b>Net Income</b>                         | <b>-1,459.36</b> |
|   | <b>Jun 18</b>    |
| <b>Income-Equip Fund</b>                  |                  |
| 341.02 Interest on Equip Fund             | 32.66            |
| <b>Total Income</b>                       | <b>32.66</b>     |
| <b>Expense</b>                            | <b>0.00</b>      |
| <b>Net Income</b>                         | <b>32.66</b>     |
| Total Income (all accounts)               | 140,864.46       |
| Total Expense (all accounts)              | 88,719.92        |
| <b>Net Income(all accounts)</b>           | <b>52,144.54</b> |

Respectfully Submitted,

*Tammy M. White*

Tammy M. White  
Secretary/Treasurer