

**Board of Supervisors**  
**Thursday, October 11th, 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 (absent), Member Brian C. Dietrich, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy A. Hermany, Road Master Bruce Raber, Solicitor Marc Fisher, Absent-Engineer/Zoning Officer Chris Noll, and approximately 8 citizens.

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

**Media Representation:** Kenny Blieler.

**Public Comment:** Justin N. Smith announced at the beginning of the meeting that an executive session was held prior to the meeting to discuss a potential real estate issue and a potential legal matter.

**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 09/13/187 BOS meeting and the 09/26/2018 Budget meeting and to direct the treasurer to pay the bills. Motion carried.

**Fire Companies:** LPFC Asst. Fire Chief, Tim VanBlargan: Total of calls to date are 42 calls; Oct. 21st Gift Card Bingo 1pm; Oct. 26th Hoagie orders due pick up Nov. 7th; Nov. 2nd Booze and adult toy bingo 7pm.; Nov. 4th Meat Bingo 11:30am.; Nov. 16th Annual turkey raffle 6pm. NTFC Fire Chief, Peter Christ: 157 calls as of 10/7/18; Guns & Cash Bash was a success; Progress continues with the building; 2 firefighters attending EMT class. A motion was made by Justin N. Smith and seconded by Brian C. Dietrich approving the assistance of the Fire Police at the Macungie Halloween Parade Oct. 27th. Motion carried unanimously. A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving the assistance of the Fire Police at the Emmaus Halloween Parade on Oct. 20th. Motion carried unanimously.

**Subdivision:** Follweiler: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving. Motion carried unanimously. Weirback Subdivision Request: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour granting the request to defer the subdivision review to Weisenberg Township. Motion carried unanimously.

**Road Report:** Bruce Raber, Road master, reported for the month of September: (1) Worked on dirt roads. (2) Did some concrete work around inlet ends of pipes & box culverts. (3) Paved over new 5' pipe we installed. (4) Changed oil & filters on some of the trucks getting them ready for winter. (5) Repaired and replaced a few road name signs & stop signs. (6) Hauled scrap metal from recycling center = \$60.00. (7) Cold Patching. Anticipated work for October: (1) Cold Patching. (2) Work on dirt roads. (3) Start getting trucks & equipment ready for winter. (4) Start boom mowing,

**Park:** Kathy Hermany reported that the new pavilion is completed (minus kitchen and bathroom facilities) and can be rented. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith keeping the rent at \$100 for this pavilion. Motion carried unanimously. Discussion was held regarding new picnic table purchases for the new pavilion as well possible sponsorships.

**Ordinance 2018-03:** Marc Fisher opened a public hearing at 6:48 pm to review the ordinance, no public comments were heard and the hearing was closed at 6:49 pm. A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to table the adoption of the Ordinance till the November meeting. Motion carried unanimously.

**Budget/CPA Audit:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the advertisement for an outside audit firm to audit the financials for Lynn Township 2018 year. Motion carried unanimously. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour accepting the resignation of David Najarian from his elected position of Township Auditor effective 10/11/18. Motion carried unanimously. There are now currently 2 opened position for Elected Auditor. Marc Fisher stated that the BOS can appoint individuals to these positions.

**Cable Franchise Reso/Ord:** This will be done at the November 8th board meeting.

**The Sanctuary-** The Sanctuary 2019 Contract will be discussed at the November 8th board meeting.

**Miscellaneous:** (1) Resolution 2018-20: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2018-20: **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR THE TRANSFER OF UNENCOMERED MONEYS FROM ONE TOWNSHIP ACCOUNT TO ANOTHER.** Motion carried unanimously. Resolution was to close the Ranz Lot Line Adjustment. (2) Pickup Truck: Bruce Raber reported that the pickup truck is at Rentchler Chevrolet and they confirmed with Bruce that the total cost would be \$4,100.00 or less. (3) Historical Society Lease: Marc Fisher will be review the current lease that Lynn Township has with the Lynn/Heidelberg Historical Society for the land leased in Ontelaunee Park. The current lease is currently for the designated area that the Historical Society occupies, however once the train is completed the train will be going throughout the entire park. (4) Heintzelman Street Lights: The street lights for Heintzelman Estates have been paid for in 2013 and Met-Ed has not yet installed the lights. Tammy White has called numerous times regarding the issue and has receive a construction #. Marc Fisher will pursue the issue further. (5) DEP/LCA: LCA has not responded to Lynn Township regarding EDU's, only stating that they have not received information back from DEP regarding the issue. Marc Fisher will be contacting LCA. (6) New Road Crew Employee: Bruce Raber introduced the new road crew employee Jarett White.



**Public Comment:** None

**Announcements:** Trick or Treat Night; Saturday, October 27, 2018 6-8pm.

Reminder to change clocks back 1 hour, November 4, 2018.

**Adjournment:** A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:01 pm.

**As of October 31, 2018**

Account	Balance
General Fund	58,384.88
Capital Reserve	5,408.98
CD's	1,122,480.54
Zoning/Subdivision	68,424.40
Veteran	100.11
HLLW COG	65,106.88
State Road	129,141.35
Equipment	86,065.01
Street Light	3,639.76
Park	29,483.91
Recreation	622.12
<b>Total</b>	<b>1,568,857.94</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	167.91
301.23 · 515 Rollback - prior years	24.14
301.40 · Delinquent RE Tax-Tax Claim	120.60
301.60 · Real Estate Tax-Interim-Current	61.66
Total 301 · Real Property Taxes	374.31
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	11,115.72
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	14,907.80
Total 310.20 · Earned Income Tax	14,907.80
Total 310 · Local Tax Enabling Act	26,023.52
331 · Fines	
331.10 · Court - Magistrate	75.57
Total 331 · Fines	75.57
341 · Interest	
341.01 · Interest on Checking	45.81
Total 341 · Interest	45.81
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,210.00
Total 342 · Interest, Rents & Royalties	1,210.00
355 · Shared Revenue & Entitlements	
355.01 · PURTA-Public Utility Realty Tax	788.16
Total 355 · Shared Revenue & Entitlements	788.16
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.87 · Sale of Maps & Publications	3.00
Total 361 · General Government	3.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	225.00
362.41F · Building Permit Filed	500.00

Total 362.41 · Building Permit	725.00
362.42 · Electrical Permit	130.00
362.44 · Sewage Permits (SEO Fees)	<u>3,110.00</u>
Total 362.40 · Protective Inspection Fees	3,965.00
362.47 · State fees for Permits	<u>18.00</u>
Total 362 · Public Safety	3,983.00
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>2,005.80</u>
Total 364 · Sanitation	<u>2,005.80</u>
Total 360 · Gen. Govt. Charges for Services	5,991.80
392 · Interfund Operating Transfer	
392.98 · Transfer from SubD/Zoning	<u>400.13</u>
Total 392 · Interfund Operating Transfer	400.13
395 · Refunds of Prior Yr Expenditure	
395.35 · Insurance & Bonding	15,619.52
395.99 · Refunds of Prior Year Exp.	<u>50.38</u>
Total 395 · Refunds of Prior Yr Expenditure	15,669.90
<b>Total Income</b>	<b>50,579.20</b>
<b>Expense</b>	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>275.86</u>
Total 400.00 · Legislative (Governing) Body	275.86
403 · Tax Collection	
403.16 · Commission Paid as Compensation	<u>11.59</u>
Total 403 · Tax Collection	11.59
404 · Solicitor/Legal Services	771.06
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>2,615.08</u>
Total 405 · Secretary/Clerk	2,615.08
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	2,361.36
406.21 · Office Supplies	162.88
406.23 · Postage	129.98
406.32 · Communication - Phone/Wireless	1,899.63
406.34 · Advertising	113.60
406.38 · Rentals	190.83
406.99 · Payroll	<u>5,077.74</u>
Total 406 · Other General Govt. Admin	9,936.02
408 · Engineering Services	
408.99 · Township engineer	<u>553.88</u>
Total 408 · Engineering Services	553.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	319.27
409.37 · Repairs and Maint.	169.50
409.44 · Laundry/Other Sanitary Services	<u>407.30</u>
Total 409 · General Government Bldg&Plants	896.07
Total 400 · General Government	15,059.56
410 · Public Safety	
411 · Fire	
411.54 · Fire Co. Donations	10,000.00
411.99 · Fire Company - Miscellaneous	<u>27,373.71</u>
Total 411 · Fire	37,373.71

413 · Code Enforcement	
413.31 · Code enforcement pro. service	2,410.00
413.45 · Contracted Services	94.50
Total 413 · Code Enforcement	2,504.50
419 · Other Public Safety	
419.99 · PA One Call	8.88
Total 419 · Other Public Safety	8.88
Total 410 · Public Safety	39,887.09
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	493.88
426.44 · Sanitation Services	1,400.00
Total 426 · Gen Gov Recycling Col & Dis	1,893.88
Total 420 · Health and Human Services	1,893.88
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	4,879.05
Total 437 · Repair of Tools & Machinery	4,879.05
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	9,489.60
438.25 · Repairs & Maint Supplies	325.24
438.99 · Truck Fuel	2,210.78
Total 438 · Road/Bridge Maint. and Repair	12,025.62
Total 430 · Public Works Hwy,Rds,Streets	16,904.67
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	609.60
454.25 · Repairs & Maint Supplies	590.19
454.71 · Parks-Cap.Expenditure.Land	54,650.65
Total 454 · GF Parks	55,850.44
Total 450 · Culture-Recreation	55,850.44
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,383.75
481.20 · Employer paid Medicare	323.62
481.30 · Employer paid Unemployment Comp	35.80
483.49 · 457 Pension contribution	1,000.00
Total 481 · Employer paid Taxes	2,743.17
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,594.11
487.02 · Life Insurance	45.68
487.04 · Workers Compensation Vol Fire	957.00
Total 487 · Other Group Insurance Benefits	11,596.79
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	35.98
Total 489 · All other unclassified Expenses	35.98
Total 480 · Misc. Expense	14,375.94
<b>Total Expense</b>	<b>143,971.58</b>
<b>Net Income</b>	<b>-93,392.38</b>
	<b>Oct 18</b>
<b>Income-LIGHT FUND</b>	
383.11 · Street Lighting Tax	32.80
<b>Total Income</b>	<b>32.80</b>

Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	960.64
Total 434 · Street Lighting	960.64
Total Expense	960.64
Net Income	-927.84
	Oct 18
	Oct 18
Other Income/Expense	
Other Income-CAPITAL RESERVE	
341.02 · Interest on Savings	2.92
Total Other Income	2.92
Net Other Income	2.92
Net Income	2.92
Income-LFF FUND	
341.01 · Interest on Checking	82.78
Total Income	82.78
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	6,796.80
Total 430 · LFF Public Works	6,796.80
Total Expense	6,796.80
Net Income	-6,714.02
	Oct 18
Income-HLLW COG	
341.02 · Interest on Savings	28.79
342.40 · Rent of Machinery and Equipment	
342.43 · Rent of Public Works Machinery	3,255.04
342.40 · Rent of Machinery and Equipment - Other	1,308.40
Total 342.40 · Rent of Machinery and Equipment	4,563.44
Total Income	4,592.23
Expense	0.00
Net Income	4,592.23
	Oct 18
Income-REC FUND	
341.01 · Interest on Checking	0.11
Total Income	0.11
Expense	0.00
Net Income	0.11
	Oct 18
Income-ESCROW FUND	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.87
341.02 · Interest J&M, LLC	28.74
Total 341.000 · Interest Earnings	29.61
Total Income	29.61
Expense	
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	400.13
Total 492 · Interfund Operating Transfers	400.13

Total Expense	400.13
Net Income	-370.52
	Oct 18
Income-PARK FUND	
341.01 · Interest on Checking	5.46
342.59 · Rental of Park Facilities	700.00
387 · Contributions and Donations	834.90
Total Income	1,540.36
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	216.02
454.36 · Public Utilities	120.18
454.59 · Rental fee Deposit Refund	150.00
Total 454 · Parks	486.20
Total Expense	486.20
Net Income	1,054.16
	Oct 18
Income-EQUIPMENT FUND	
341.02 Interest on Equip Fund	46.54
Total Income	46.54
Expense	0.00
Net Income	46.54
	Oct 18
Ordinary Income/Expense	
Income-VETERANS FUND	
341.03 Interest Memorial Fund	0.05
Total Income	0.05
Gross Profit	0.05
Net Ordinary Income	0.05
Net Income	0.05
Total Income (all accounts)	56,906.60
Total Expense (all accounts)	152,615.35
Net Income(all accounts)	-95,708.75

Respectfully Submitted,

*Tammy M. White*  
 Tammy M. White  
 Secretary/Treasurer