

Board of Supervisors
Thursday, November 8th, 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 A. Hermany, Road Master Bruce Raber, Engineer/Zoning Officer Chris Noll, Solicitor Marc Fisher, and approximately 13 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 10/11/18 BOS meeting and to direct the treasurer to pay the bills. Motion carried unanimously.

Subdivisions: Follweiler Final: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour granting final approval for his minor subdivision plan with REC Fees due of 3k and Road Improvement Fees of \$900.00. Motion carried unanimously. Bausch Lot Line Adjustment: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich granting final approval for the Bausch Lot Line Adjustment. Motion carried unanimously. Allemaengel Rd.;Gasper: Larry Turoscy was present from Lehigh Engineering to present the BOS with plans (elevation Certificate) for a home to be built in a flood Zone. The BOS along with Chris Noll suggested the Chris Noll review the proposal and make sure all requirements are being met. May possibly have to go to ZHB.

Fire Companies: LPFC Asst. Fire Chief, Tim VanBlargan: 50 emergency calls for the year; 11/16/18 Turkey raffle, doors open @ 6pm; 12/09/18 Breakfast with Santa; Annual 2000 club will be from 02/01/19 thru 04/07/19, tickets are available. NTFC: No representative.

Road Report: Bruce Raber, Road master, reported for the month of October: (1) Went over dirt roads filling in and building up where needed and did grading. (2) Volley ball court in park has been completed. (3) Did cold patching. (4) Put salt spreaders on trucks. (5) Replaced & repaired street signs. Anticipated work for November: (1) Start boom mowing. (2) Start tree trimming. **PT Road Crew-** A motion was made by Justin N. Smith and seconded by Steve I. Feinour approving the PT position to the road crew for Clare Richardson @ the rate of \$16.00/hr. Motion carried unanimously.

Park: Historical Society Lease Amendment: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the Heidelberg/Lynn Historical Society Lease Amendment for Ontelaunee park. Motion carried unanimously. Park New Pavilion: Chris Noll will double check to see if Gutters and rain spout were originally on the plans for the new pavilion, if not the BOS is in favor of having them installed. Also when the dumpster is removed, final payment can be made to Dutchman Contracting. Disc Golf: Kathy Hermany has made new signs to be erected at the disc golf locations. She also added that she has contacted Mertz signs regarding more permanent signs. The BOS were in favor.

Ag Security Resolution 2018-21: Solicitor Marc Fisher called a public hearing at 7:05pm to present the proposed Ag Security. Hearing no comments the hearing was closed at 7:06 pm. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving **Resolution 2018-21:** **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA ADOPTING RESOLUITON 2018-21 ADDING 10.8 ACREAS, PARCEL # 2154280038002 INTO THE AG SECURITY AREA.** Motion carried unanimously.

Ag Security Proposal: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving receipt of the Ag Security and directing Solicitor Marc Fisher and staff to proceed with the paper work. Motion carried unanimously.

Ordinance 2018-03: A list of corrections on references will be added to Ordinance 2018-03. The Ordinance will then be re-advertised for adoption.

Cable Franchise Reso/Ord.: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing Marc Fisher to prepare an Ordinance extended the current Cable Franchise Ordinance for an additional 5 years. Motion carried unanimously.

Tax Rate for Year 2019: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving **Resolution 2018-22:** **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY, FIXING THE TAX RATE FOR THE YEAR 2019.** Motion carried unanimously. The Resolution was approved keeping the millage of Lynn Township 0.2 mills.

LV 2018 Hazard Mitigation Plan Update- A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving **Resolution 2018-23:** **A RESOLUTION OF LYNN TOWNSHIP, LEHIGH COUNTY PA APPROVING THE LEHIGH VALLEY 2018 HAZARD MITIGATION PLAN UPDATE.** Motion carried unanimously.

Executive Session: The BOS held an executive session from 7:16pm till 7:34 pm to discuss personnel issues. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving PT employee Elizabeth Hauser to the Recycling Center @ \$10/hr. Motion carried unanimously.

Budget Discussion: Motion to authorize advertisement of the 2019 budget for viewing; adoption 12/13/18; A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to authorize the advertisement of the draft 2019 budget for viewing. Motion carried unanimously.

Miscellaneous: (1) 2019 Meeting Dates: 2019 BOS meeting dates: 2nd Thursday of each month are as follows: All mtg's at 6:30 pm 02/14-03/14-04/11-05/09-06/13-07/11-08/08-09/12-10/10-11/14-12/12, Budget Mtg. Wed. 09/25/19 close-out Mtg. Mon. 12/30/19 Re-Org Meeting dates: BOS Re-Org Wed. 01/02/19 @ 6:30; Elected Auditors Re-Org Thurs. 01/03/19 @ 7:00 pm (2) Heintzelman Street Lights update: Met-Ed will be contacted once again to ensure that the street lights are installed. (3) DEP/LCA update: Marc Fisher and Steve I. Feinour will be meeting with DEP/LCA on Tuesday 11/20/18 for further discussion. (4) Volley Ball Court: Bruce Raber reported that the Volley Ball court has been completed in Ontelaunee Park and grass has started to grow. (5) Appreciation Dinner: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing Tammy M. White to move ahead in the planning of the appreciation dinner and to check with NTFC for available dates; last year the dinner was held at LPFC. If NTFC is unable to accommodate, LPFC will be contacted. Motion carried unanimously.

Public Comment: (1) Community Pool: Tiffany Faust was present to discuss plans for a community pool to be located across from the NW Middle School. The issue was brought to the meeting to make the BOS and community aware of the plan for the pool and to also get some input from the board.

Announcements: None

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 7:50 pm.

As of November 30, 2018

Account	Balance
General Fund	110,189.52
Capital Reserve	5,411.64
CD's	1,122,480.54
Zoning/Subdivision	68,451.31
Veteran	8,102.56
HLLW COG	63,133.58
State Road	126,703.00
Equipment	86,107.34
Street Light	2,679.12
Park	29,296.28
Recreation	3,622.29
Total	1,626,177.18

TOTAL

Income-GENERAL FUND

301 - Real Property Taxes	
301.10 - Real Estate Tax-Current	270.86
301.40 - Delinquent RE Tax-Tax Claim	21.67
301.60 - Real Estate Tax-Interim-Current	144.73
Total 301 - Real Property Taxes	437.26
310 - Local Tax Enabling Act	
310.10 - Real Estate Transfer Tax	6,183.11
310.20 - Earned Income Tax	
310.21 - Earned Income Tax-Current	79,988.90
Total 310.20 - Earned Income Tax	79,988.90
Total 310 - Local Tax Enabling Act	86,172.01
321 - Business Licenses and Permits	
321.80 - Cable Television Franchise	14,061.99
Total 321 - Business Licenses and Permits	14,061.99
331 - Fines	
331.10 - Court - Magistrate	105.42
Total 331 - Fines	105.42

341 · Interest

341.01 · Interest on Checking	33.71
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Total 341 · Interest	33.71
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342 · Interest, Rents & Royalties

342.53 · Royalties from Cell Tower Rent	2,420.00
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Total 342 · Interest, Rents & Royalties	2,420.00
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360 · Gen. Govt. Charges for Services**361 · General Government**

361.87 · Sale of Maps & Publications	3.00
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361.97 · Zoning Board Appeal Fee	1,250.00
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361.99 · Road Improvement Fees	900.00
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Total 361 · General Government	2,153.00
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362 · Public Safety**362.40 · Protective Inspection Fees****362.41 · Building Permit**

362.41B · BLDG/Alter/Repair Permit	2,194.00
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362.41F · Building Permit Filed	200.00
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362.41S · Accessory Struc < 1000 ft	75.00
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Total 362.41 · Building Permit	2,469.00
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362.42 · Electrical Permit	275.00
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Total 362.40 · Protective Inspection Fees	2,744.00
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362.47 · State fees for Permits	40.50
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Total 362 · Public Safety	2,784.50
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364 · Sanitation

364.30 · Solid Waste Collection/Disposal	1,819.00
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Total 364 · Sanitation	1,819.00
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Total 360 · Gen. Govt. Charges for Services	6,756.50
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395 · Refunds of Prior Yr Expenditure

395.99 · Refunds of Prior Year Exp.	2,265.07
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Total 395 · Refunds of Prior Yr Expenditure	2,265.07
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Total Income	112,251.96
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Expense**400 · General Government****400.00 · Legislative (Governing) Body**

400.05 · Supervisor Salaries	275.86
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Total 400.00 · Legislative (Governing) Body	275.86
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402 · Auditing/Bookkeeping Services

402.34 · Advertising	101.32
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Total 402 · Auditing/Bookkeeping Services	101.32
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403 · Tax Collection

403.16 · Commission Paid as Compensation	18.34
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403.21 · Office Supplies	7.28
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403.23 · Postage for Tax Collector	50.00
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Total 403 · Tax Collection	75.62
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404 · Solicitor/Legal Services	1,448.36
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405 · Secretary/Clerk

405.12 · Salary Township Secretary	2,581.96
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Total 405 · Secretary/Clerk	2,581.96
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406 · Other General Govt. Admin

406.12 · Salary Full Time Staff	2,323.24
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406.21 · Office Supplies	159.66
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406.23 · Postage	49.99
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406.32 · Communication - Phone/Wireless	592.29
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406.34 · Advertising	276.46
406.38 · Rentals	526.83
406.99 · Payroll	<u>5,301.94</u>
Total 406 · Other General Govt. Admin	9,230.41
408 · Engineering Services	
408.99 · Township engineer	<u>4,843.01</u>
Total 408 · Engineering Services	4,843.01
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	288.55
409.44 · Laundry/Other Sanitary Services	68.53
409.99 · Heating - Oil/Propane	<u>1,445.08</u>
Total 409 · General Government Bldg&Plants	<u>1,802.16</u>
Total 400 · General Government	20,358.70
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>118.10</u>
Total 411 · Fire	118.10
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>2,130.00</u>
Total 413 · Code Enforcement	2,130.00
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	<u>927.50</u>
Total 414 · Planning & Zoning	927.50
419 · Other Public Safety	
419.99 · PA One Call	<u>12.58</u>
Total 419 · Other Public Safety	<u>12.58</u>
Total 410 · Public Safety	3,188.18
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	350.58
426.44 · Sanitation Services	<u>1,448.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,798.58</u>
Total 420 · Health and Human Services	1,798.58
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	5,696.83
432.15 · P/T Winter Salary	<u>229.97</u>
Total 432 · Winter Maintenance	5,926.80
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	712.62
437.99 · Truck Repair	<u>861.85</u>
Total 437 · Repair of Tools & Machinery	1,574.47
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	4,514.36
438.25 · Repairs & Maint Supplies	3,168.19
438.99 · Truck Fuel	<u>1,705.86</u>
Total 438 · Road/Bridge Maint. and Repair	<u>9,388.41</u>
Total 430 · Public Works Hwy,Rds,Streets	16,889.68
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	449.19
454.25 · Repairs & Maint Supplies	<u>2,166.62</u>
Total 454 · GF Parks	<u>2,615.81</u>

Total 450 · Culture-Recreation 2,615.81

480 · Misc. Expense

481 · Employer paid Taxes

481.10 · Employer paid FICA 1,413.06

481.20 · Employer paid Medicare 330.47

481.30 · Employer paid Unemployment Comp 24.68

483.49 · 457 Pension contribution 1,000.00

Total 481 · Employer paid Taxes 2,768.21

487 · Other Group Insurance Benefits

487.01 · Health Insurance 10,594.11

487.02 · Life Insurance 945.68

487.04 · Workers Compensation Vol Fire 2.00

487.98 · Employer Paid Disability 1,071.36

Total 487 · Other Group Insurance Benefits 12,613.15

489 · All other unclassified Expenses

489.98 · Clothing Allowance 215.01

Total 489 · All other unclassified Expenses 215.01

Total 480 · Misc. Expense 15,596.37

Total Expense 60,447.32

Net Income 51,804.64

Nov 18

Income-LIGHT FUND 0.00

Expense

434 · Street Lighting

434.36 · Street Lighting Electric 960.64

Total 434 · Street Lighting 960.64

Total Expense 960.64

Net Income -960.64

Nov 18

Other Income/Expense-CAP RES.

Other Income

341.02 · Interest on Savings 2.66

Total Other Income 2.66

Net Other Income 2.66

Net Income 2.66

Nov 18

Income-LFF

341.01 · Interest on Checking 62.76

Total Income 62.76

Expense

430 · LFF Public Works

438 · Maint./Repair Roads & Bridges 2,501.11

Total 430 · LFF Public Works 2,501.11

Total Expense 2,501.11

Net Income -2,438.35

Nov 18

Income-HLLW COG

341.02 · Interest on Savings 26.70

Total Income 26.70

Expense 0.00

Net Income 26.70

	Nov 18
Income-RECREATION FUND	
341.01 · Interest on Checking	0.17
367.99 · Rec Fee from Subdivision	3,000.00
Total Income	3,000.17
Expense	0.00
Net Income	3,000.17
	Nov 18
Income-ESCROW FUND	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.77
341.02 · Interest J&M, LLC	26.14
Total 341.000 · Interest Earnings	26.91
Total Income	26.91
Expense	0.00
Net Income	26.91
	Nov 18
Income-PARK FUND	
341.01 · Interest on Checking	4.87
387 · Contributions and Donations	178.16
Total Income	183.03
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	80.00
454.36 · Public Utilities	131.68
454.38 · Rental	158.98
Total 454 · Parks	370.66
Total Expense	370.66
Net Income	-187.63
	Nov 18
Income-EQUIPMENT FUND	
341.02 Interest on Equip Fund	42.33
Total Income	42.33
Expense	0.00
Net Income	42.33
	Nov 18
Ordinary Income/Expense-VETERAN FUND	
Income	
341.03 Interest Memorial Fund	2.45
357.01 Grants/Donations	8,000.00
Total Income	8,002.45
Gross Profit	8,002.45
Net Ordinary Income	8,002.45
Net Income	8,002.45
Total Income (all accounts)	123,598.97
Total Expense (all accounts)	64,279.73
Net Income(all accounts)	59,319.24

Respectfully Submitted,

Tammy M. White Secretary/Treasurer

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Tammy M. White