

Board of Supervisors Re-Organization Meeting
Tuesday, January 7th, 2019 @ 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 2018 Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were 2018 Chairman, Justin N. Smith, 2018 Vice Chairman Steve I. Feinour, 2018 Member Brian C. Dietrich, Solicitor Marc Fisher, Secretary/Treasurer Tammy M. White, Asst. Sec./Treas. Kathy A. Hermany, and 1 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: None.

Public Comment: Michael Krauchick Jr. of 7182 Decatur St. New Tripoli, PA was present to address the BOS with the request for Boy Scout Troop 89 to rent the Park for a car show. The troop was interested in Saturday June 8th or Sunday June 9th; both dates are taken. The BOS expressed to Mr. Krauchick that if they were interested in taking over the annual car cruise that the Township has in the park every year, they would be glad to assist them and possibly have the Township profit at some level. Mr. Krauchick stated he would get back to the BOS to see if Sunday, July 7th would work for them.

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 2018 (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.** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to direct **Tammy M. White** as Temporary Secretary to take the re-org minutes until formal appointments are made. Motion carried unanimously.
- **Chairman** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to appoint **Justin N. Smith** as Chairman of the Board. Motion carried unanimously. Motion passed unanimously.
- **Vice Chairman** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to appoint **Steve I. Feinour** as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to appoint **Tammy M. White** as Secretary/Treasurer of the Board. Motion carried unanimously.
- **Assistant Secretary/Treasurer** – Brian C. Dietrich motioned, seconded by Steve I. Feinour, to appoint **Kathy A. Hermany** as Assistant Secretary/Treasurer of the Board. Motion carried unanimously.
- **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 2022**)
- **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** – Brian C. Dietrich motioned, seconded by Steve I. Feinour 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 2019.
- **2019 Meetings** – The BOS authorized the 2019 meeting dates at the 11/08/18 BOS meeting and are as follows: 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 @ 6:30 pm; Monday 12/30/19 (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 12/03/18.
- **2019 Six Township Meetings**–The six township/COG meetings are as follows: 3/11/19 @ North Whitehall Twp.; 6/10/19 @ Washington Twp.; 9/09/19 @ Weisenberg Twp.; 12/09/19 @ Heidelberg Twp., all meetings to be held at 8:00 am at the designated township. Lynn Twp. did the advertising for 2019.

Road Report: Bruce Raber, Road master was absent from the meeting, reported for the month of December: (1) Boom Mowing Continues. (2) Bought 2005 Mack in Maryland. (3) Cleaned all storm box grates & cleaned out and opened pipes. (4) Put up 50 new pipe markers. (5) Filled pot holes on all dirt roads. Anticipated work for January: (1) Continue boom mowing. (2) Tree trimming.

Resolutions:

- Resolution 2019-01-02-03-04 – Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt Resolution 2019-01 a Resolution **To open and maintain bank accounts at the New Tripoli Bank**; to adopt Resolution 2019-02 a Resolution **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**; to adopt Resolution 2019-03 a Resolution **To establish a User Fee Schedule for 2017**-to include amendment to add fee for mobile home park; to adopt Resolution 2019-04 **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-** Scott Nagle, Larry Bachman **ZHB-** Robert Bartholomew **EAC-** 5 vacancies, **Building Code of Appeals-** Michael Fornauf, **Auditors** - William Hunsicker, Stephen Prange.

- Resolution 2019-05 -Planning Commission - Terms End 01/01/2023 **(2 Vacancy) (4 Year Term)** – Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2019-05, to reappoint Scott Nagle and Larry Bachman to the Planning Commission for another 4 year terms; ending 01/01/2023. Motion carried unanimously.
- Resolution 2019-06 -Zoning Hearing Board - Term Ends 01/01/2022 **(1 Vacancy) (3 Year Term)** Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2019-06, to reappoint Robert Bartholomew to the Zoning Hearing Board for a **3 year term**; ending 01/01/2022. Motion carried unanimously.
- Resolution 2019-07-Building Code of Appeals Board Member - Term Ends 01/01/2024 **(1 Vacancy) (5 Year Term)** Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt resolution number 2019-07, which reappoint Michael Fornauf to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2024. Motion carried unanimously.
- Resolution 2019-08-Tax Collector Rate Schedule 2019: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting Resolution number 2019-08. Motion carried unanimously.
- Resolution 2019-09-Appointing 2 Auditors: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich appointing **Steve Prange** to serve as Auditor of Lynn Township as an Elected Official until 01/01/2020 completing the original term of Robert Hamm; this auditor will need to be elected in the municipal election in 2019 to start a 6 year term starting January 2020 and ending January 2026..the motion continues to appoint **William Hunsicker** to serve as Auditor of Lynn Township as an Elected Official until 01/01/2020 completing a partial term of David Najarian; the auditor will need to be elected in the municipal election in 2019 to complete the balance of the term which will expire on the first Monday of January 2022 and will then end January 2028. Motion carried unanimously.
- Resolution 2019-??- EAC – No action taken.
(2 Vacancies) (3 Year Term) Terms End 01/01/2022 **2 Vacant**
(1 Vacancy) (3 Year Term) Term End 01/01/2023 **1 Vacant**
(2 Vacancy) (3 Year Term) Terms End 01/01/2024 **2 Vacant**
- Resolution 2019-?? EAC Co-Chairman- No action taken. **VACANT**
- **Sewage Enforcement Officer (SEO)** – Brian C. Dietrich motioned, seconded by Steve I. Feinour 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 2019. Motion carried unanimously. .
- **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 Brian C. Dietrich and seconded by Justin N. Smith appointing **Kathy A. Hermany** as BCO. Motion carried unanimously.
- **Emergency Management Coordinator** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint 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-** Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint **Joseph Wisser** as Assistant Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate for PSATS 2019 Convention** –Steve I. Feinour motioned seconded by Justin N. Smith approving a township representative as voting delegate. Motion carried unanimously.
- **Township Employees to the 2019 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 2019 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)** – Brian C. Dietrich motioned, seconded by Steve I. Feinour to reappoint **Berkheimer & Associates** as the **EIT tax collector for 2019**. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission-** Brian C. Dietrich motioned, seconded by Steve I. Feinour appointing **Justin N. Smith** as the representative for 2019 to the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission-** Steve I. Feinour motioned, seconded by Justin N. Smith appointing **Brian C. Dietrich** as the representative for 2019 to the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Brian C. Dietrich motioned, seconded by Justin N. Smith appointing **Steve I. Feinour** a representative for the Crime Watch. Motion carried unanimously.
- **Appoint Supervisor Representative for Jordan Creek Water Shed Committee Act 167** – Brian C. Dietrich motioned, seconded by Justin N. Smith 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-** Brian C. Dietrich motioned, seconded by Justin N. Smith 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:**
- **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 2019 is .58 cents per mile.
- **Employee wages** – Brian C. Dietrich motioned, seconded by Steve I. Feinour that all appointed employee's wages reflect the 2019 budget raises for 2019. Motion carried unanimously.
- **Set wages for employees as passed in the 2019 budget**

	<u>2018 wages</u>	<u>2019 Wages</u>	<u>Increase/hourly</u>	<u>Increase yearly</u>
Tammy White	\$21.99/hour	\$22.87	.88/hr.	\$1,800.40/year
Kathy Hermany	\$19.83/hour	\$20.62	.79/hr.	\$1,643.20/year
Bruce Raber	\$26.38/hour	\$27.44	1.06/hr.	\$2,204.80/year
Jarett White	\$17.00/hour	\$18.00	1.00/hr.	\$2,088.00/year
Joseph Wisser	\$22.34/hour	\$23.04	.70/hr.	\$1,456.00/year
Randy Schmoyer	\$18.84/hour	\$19.54	.70/hr.	\$1,456.00/year
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Park Part/Time Bobby	\$11.50/hour	\$12.00/hour	.50/hr.	
Park Part/Time Tina	\$11.50/hour	\$13.00/hour	1.50/hr.	<b>\$3,000.00/year</b>
Park Part/Time	\$10.00/hour	\$10.00/hour	N/A	<b>total for all PT</b>
PT Road Crew	\$16.00/hour	\$16.00/hour	N/A	
Recycling	\$10.00/hour	\$11.00/hour	1.00/hr.	
Cleaning	\$15.00/hr.	\$15.00/hr.	NA	

**TOTAL \$13,648.40**

**BUDGETED 2019 \$13,648.40**

- **2019 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 2019 Holiday schedule. Motion carried unanimously.

**Public Comment:** None

**Announcements:** Elected Auditors Re-Org Tuesday, January 8, 2019 @ 7:00 pm

Next Regular BOS meeting Thursday, February 14, 2019 @ 6:30 pm

**Adjournment:** A motion was made by Brian C. Dietrich seconded by Steve I. Feinour to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:01 pm.

**As of January 31, 2019**

Account	Balance
General Fund	52,670.04
Capital Reserve	5,417.14
CD's	1,139,523.27
Zoning/Subdivision	68,006.72
Veteran	8,109.42
HLLW COG	65,188.79
State Road	125,357.76
Equipment	42,191.44
Street Light	886.83
Park	20,084.80
Recreation	3,623.51
<b>Total</b>	<b>1,531,059.72</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	1,847.26
301.22 · Street Light Tax-Prior	193.52
301.23 · 515 Rollback - prior years	9,300.95
301.40 · Delinquent RE Tax-Tax Claim	99.43
301.60 · Real Estate Tax-Interim-Current	169.77
<b>Total 301 · Real Property Taxes</b>	<b>11,610.93</b>
310 · Local Tax Enabling Act	
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	12,633.78
<b>Total 310.20 · Earned Income Tax</b>	<b>12,633.78</b>
310.60 · Amusement /Admissions Tax	1,065.62
<b>Total 310 · Local Tax Enabling Act</b>	<b>13,699.40</b>
331 · Fines	
331.10 · Court - Magistrate	65.59
<b>Total 331 · Fines</b>	<b>65.59</b>
341 · Interest	
341.01 · Interest on Checking	30.42
341.99 · Interest income from tax col.	30.03

Total 341 · Interest	60.45
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	<u>1,331.00</u>
Total 342 · Interest, Rents & Royalties	1,331.00
360 · Gen. Govt. Charges for Services	
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	605.00
362.41F · Building Permit Filed	300.00
362.41N · Re-inspection	35.00
362.41S · Accessory Struc < 1000 ft	<u>170.00</u>
Total 362.41 · Building Permit	1,110.00
362.42 · Electrical Permit	<u>150.00</u>
Total 362.40 · Protective Inspection Fees	1,260.00
362.47 · State fees for Permits	<u>22.50</u>
Total 362 · Public Safety	1,282.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>2,309.00</u>
Total 364 · Sanitation	<u>2,309.00</u>
Total 360 · Gen. Govt. Charges for Services	<u>3,591.50</u>
<b>Total Income</b>	<b>30,358.87</b>

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>255.86</u>
Total 400.00 · Legislative (Governing) Body	255.86
403 · Tax Collection	
403.16 · Commission Paid as Compensation	83.83
403.21 · Office Supplies	<u>56.16</u>
Total 403 · Tax Collection	139.99
404 · Solicitor/Legal Services	545.03
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>4,031.11</u>
Total 405 · Secretary/Clerk	4,031.11
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,639.16
406.21 · Office Supplies	834.47
406.23 · Postage	179.98
406.32 · Communication - Phone/Wireless	778.41
406.38 · Rentals	703.15
406.42 · Membership/Dues	342.00
406.46 · Mtg., Conf., Cont.Ed.	73.17
406.99 · Payroll	<u>8,494.49</u>
Total 406 · Other General Govt. Admin	15,044.83
408 · Engineering Services	
408.99 · Township engineer	<u>2,374.51</u>
Total 408 · Engineering Services	2,374.51
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	340.98
409.44 · Laundry/Other Sanitary Services	135.55
409.99 · Heating - Oil/Propane	<u>3,721.83</u>
Total 409 · General Government Bldg&Plants	<u>4,198.36</u>

Total 400 · General Government	26,589.69
410 · Public Safety	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>930.00</u>
Total 413 · Code Enforcement	930.00
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	185.00
414.99 · Salary Zoning Officer	<u>35.00</u>
Total 414 · Planning & Zoning	220.00
419 · Other Public Safety	
419.99 · PA One Call	<u>10.36</u>
Total 419 · Other Public Safety	<u>10.36</u>
Total 410 · Public Safety	1,160.36
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	822.38
426.44 · Sanitation Services	<u>1,688.00</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>2,510.38</u>
Total 420 · Health and Human Services	2,510.38
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	16,051.94
432.15 · P/T Winter Salary	<u>501.71</u>
Total 432 · Winter Maintenance	16,553.65
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	460.72
437.99 · Truck Repair	<u>878.62</u>
Total 437 · Repair of Tools & Machinery	1,339.34
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	686.84
438.99 · Truck Fuel	<u>1,255.03</u>
Total 438 · Road/Bridge Maint. and Repair	<u>1,941.87</u>
Total 430 · Public Works Hwy,Rds,Streets	19,834.86
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	<u>55.92</u>
Total 454 · GF Parks	<u>55.92</u>
Total 450 · Culture-Recreation	55.92
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	2,189.44
481.20 · Employer paid Medicare	512.05
481.30 · Employer paid Unemployment Comp	660.03
483.30 · Non-Uniform Pension Contr.	75.00
483.49 · 457 Pension contribution	<u>1,500.00</u>
Total 481 · Employer paid Taxes	4,936.52
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	10,655.97
487.02 · Life Insurance	47.94
487.03 · Workmans Compensation	2,170.75
487.04 · Workers Compensation Vol Fire	<u>1,062.00</u>
Total 487 · Other Group Insurance Benefits	<u>13,936.66</u>
Total 480 · Misc. Expense	18,873.18

Total Expense	69,024.39
Net Income	38,665.52
	Jan 19
Income-LIGHT FUND	
383.11 · Street Lighting Tax	108.57
Total Income	108.57
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	961.16
Total 434 · Street Lighting	961.16
Total Expense	961.16
Net Income	-852.59
	Jan 19
Other Income/Expense-CAP RES	
Other Income	
341.02 · Interest on Savings	2.75
Total Other Income	2.75
Net Other Income	2.75
Net Income	2.75
	Jan 19
Income-LFF	
341.01 · Interest on Checking	64.49
Total Income	64.49
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	1,539.00
Total 430 · LFF Public Works	1,539.00
Total Expense	1,539.00
Net Income	-1,474.51
	Jan 19
Income-HLLW COG	
341.02 · Interest on Savings	27.61
Total Income	27.61
Expense	0.00
Net Income	27.61
	Jan 19
Income-RECREATION	
341.01 · Interest on Checking	0.61
Total Income	0.61
Expense	0.00
Net Income	0.61
	Jan 19
Income-ESCROW FUND	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.71
341.02 · Interest J&M, LLC	27.04
Total 341.000 · Interest Earnings	27.75
Total Income	27.75
Expense	0.00

Net Income	<u>27.75</u>
	<u>Jan 19</u>
Income- <b>PARK FUND</b>	
341.01 · Interest on Checking	3.38
342.59 · Rental of Park Facilities	450.00
<b>Total Income</b>	<b>453.38</b>
Expense	
454 · Parks	
454.36 · Public Utilities	120.28
Total 454 · Parks	120.28
<b>Total Expense</b>	<b>120.28</b>
Net Income	<u>333.10</u>
	<u>Jan 19</u>
Income- <b>EQUIPMENT FUND</b>	
341.02 Interest on Equip Fund	21.43
<b>Total Income</b>	<b>21.43</b>
Expense	0.00
Net Income	<u>21.43</u>
	<u>Jan 19</u>
Ordinary Income/Expense- <b>VETERANS FUND</b>	
Income	
341.03 Interest Memorial Fund	3.43
<b>Total Income</b>	<b>3.43</b>
Gross Profit	3.43
Net Ordinary Income	3.43
Net Income	<u>3.43</u>
Total Income (all accounts)	<u>31,068.89</u>
Total Expense (all accounts)	<u>71,644.83</u>
Net Income(all accounts)	<u>40,575.94</u>

Respectfully Submitted,

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