

**Board of Supervisors**  
**Thursday, March 14th, 2019 @ 6:30 PM**  
**Lynn Twp.-7911 Kings Hgwy., New Tripoli**

**Call to Order:** The regular scheduled 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, Solicitor Marc Fisher, Engineer/Zoning Officer Christopher Noll, Secretary/Treasurer, Tammy M. White, Asst. Secretary/Treasurer Kathy A. Hermany, Road Master Bruce Raber, and approximately 15 citizens.

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

**Media Representation:** Kenny Bleiler

**Public Comment:** Beth Alboucq of New Tripoli expressed her support for a pool to be located across from the NW Middle School. Along with her support, Natalie Lester, Tiffany Faust and Zara Buchlight also spoke regarding their interest.

**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 approving the BOS minutes from 02/14/18 board of supervisors meeting and directing the treasurer to pay the bills. Motion carried unanimously.

**Audit 2018:** Melanie Walsh, CPA from Frey & Co. spoke on the audit. The township has met all the obligations and the financial status of Lynn Township is very good. **Street Lights:** The BOS has given consent for Marc Fisher to proceed with a new street light ordinance.

**Fire Companies:** NTFC Asst. Fire Chief, Gary Kuntz reported: 22 fire calls as of 03/10/19; 3FF in Vehicle Rescue Class; 2 Jr. FF completed Haz Mat Awareness; Gun Calendars are still available for April Drawing; 1791 is now in service; Pump, Hose and ladder testing will be completed as soon as the weather permits, the townships pays for this every other year; put in service the 3rd Holmatro rescue battery operated tool (27" spreader); Filling sale due by 4/10 pickup is 4/20. A motion was made by Justin N. Smith and seconded by Steve I. Feinour authorizing the Fire Police to assist with the 2019 St. Patrick's Day parade in Allentown. Motion carried unanimously. **LPFC President, Darryl Schafer reported:** that LPFC will be doing renovations this year and total costs should come in the low 6 digit figure.

**Road Report:** Bruce Raber, Road master, reported for the month of **February:** (1) Boom Mowing was done between snow storms. (2) Repaired 2 speed limit signs - 1 stop sign - 3 road name signs - most were due to high winds. (3) Cut trees off roads that came down due to wind. (4) Plowed and treated roads. (5) Made repairs to 2 plows & trucks. (6) Opened up pipes on Mountain Roads. (7) Unloaded & washed all trucks. (8) Started filling pot holes on the Black top roads. Anticipated work for **March:** (1) Continue Boom Mowing (About 2 solid weeks to finish). (2) Finish up pot hole patching on the black top roads. (3) Start working on dirt roads.

**Next Generation Farm Loan-** Adam B. and Amanda Dietrich: Brian C. Dietrich recued himself. A motion was made by Steve I. Feinour and seconded by Justin N. Smith approving the Next Generation Farm Loan Certificate of Approval for Adam B. and Amanda Dietrich located at 5473 Golden Key Road, Kempton. Motion carried.

**Veterans Memorial Website-** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the Service Agreement with Kessler Freedman, Inc. to create a website for the Veterans Memorial. Motion carried unanimously. This will include hosting, domain, and software administration. KFI will incorporate content and images into the site as appropriate. Lynn Township will own the content and design of the site. Lynn Township will pay KFI the sum of \$2,840. for the first year of service to be paid in quarterly installments. KFI will update the Lynn Township Veterans' Memorial Site each month if desired by Lynn Township, for a fee of \$85. Training will be provided to Lynn Township for updating the web site using the Word Press content management system. This agreement shall extend through March 14, 2020 The contract takes effect march 15, 2019.

**Park:** (1) **Yard Sale;** Saturday, April 27, 2019 11am to 4pm. NTFC will provide food available for purchase. There will be no Recycling this year. **Car Cruise;** Boy Scouts will be in charge of the car cruise this year which will be held on Sunday, July 7th. **Bounce House:** The BOS stated that the park rental on May 11th may have a bounce house. **Splash Pad Resolution 2019-11:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2019-11; **A RESOLUTION OF LYNN TOWNSHIP SUPERVISORS DESIRES TO UNDERTAKE THE PROJEC,** "SPLASHPAD - ONTELAUNEE PARK. Motion carried unanimously. The resolution was prepared and passed in order to obtain grant money for the project.

**Miscellaneous:** (1) **Resolution 2019-12:** A motion was made by Brian C. Dietrich and seconded by Justin N. Smith adopting Resolution 2019-12; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR THE TRANSFER OF UNENCOMBERED MONEYS FROM ONE TOWNSHIP ACCOUNT TO ANOTHER.** Motion carried unanimously. The transfer was to close the Bausch Lot Line Adjustment. (2) **REC Field Damage:** Justin N. Smith stated that there was damage to the portable toilet at the cost of \$2100.00, and labor to fix fields with little cost of supplies. Going forward the portable toilets will be placed on pads with posts around each corner so they cannot be knocked over. (3) **LCA:** Steve I. Feinour reported that a representative will be present at the April 11th BOS meeting. (4) **Verizon:** Marc Fisher stated that he has spoken with the Engineer for Madison Village Project in regards to a walkway from the Madison Village to the existing town homes. He stated that their engineer will be in contact



with him regarding the issue when she hears back from Verizon. **(5) REC Field Walking Trail:** Justin N. Smith stated that the REC Commission will be sending out letters to the 4 Municipalities requesting help from their road crews to help with labor in completing the walking trail located at the REC Fields. The walking trail will be black top and will circle the top portion of the fields towards the Shell Gas Station. Justin N. Smith added that they currently have 80K for the project. 40K from a grant and 20K from Nestle.

**Public Comment:** None

**Announcements:**

- 12<sup>th</sup> annual Pow-wow May 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 2019 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- 5K Run NWL Educational Foundation Saturday, May 25, 2019; Ontelaunee Park

**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 7:04 pm.

**As of March 31, 2019**

Account	Balance
General Fund	136,148.39
Capital Reserve	5,422.21
CD's	1,039,523.27
Zoning/Subdivision	67,757.63
Veteran	8,115.74
HLLW COG	65,239.59
State Road	416,277.84
Equipment	77,255.55
Street Light	886.83
Park	21,014.72
Recreation	3,624.65
<b>Total</b>	<b>1,841,266.42</b>

	<b><u>TOTAL</u></b>
<b>Income-GENERAL FUND</b>	
301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	294.12
Total 301 · Real Property Taxes	294.12
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	8,473.26
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	44,026.38
Total 310.20 · Earned Income Tax	44,026.38
Total 310 · Local Tax Enabling Act	52,499.64
331 · Fines	
331.10 · Court - Magistrate	272.33
Total 331 · Fines	272.33
341 · Interest	
341.01 · Interest on Checking	24.31
Total 341 · Interest	24.31
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,331.00
Total 342 · Interest, Rents & Royalties	1,331.00
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.21 · Office Supplies	40.00
361.30 · Zoning-Subdiv-Land Dev Fees	
361.31 · Prelim/Final Subdiv-Land Dev	11,879.65
361.30 · Zoning-Subdiv-Land Dev Fees - Other	461.15
Total 361.30 · Zoning-Subdiv-Land Dev Fees	12,340.80
361.81 · Business Permit	75.00
Total 361 · General Government	12,455.80

**362 · Public Safety****362.40 · Protective Inspection Fees****362.41 · Building Permit**

362.41B · BLDG/Alter/Repair Permit 250.00

362.41F · Building Permit Filed 250.00

362.41S · Accessory Struc &lt; 1000 ft 65.00

**Total 362.41 · Building Permit 565.00****Total 362.40 · Protective Inspection Fees 565.00**

362.47 · State fees for Permits 9.00

362.98 · Sign Permit 10.00

**Total 362 · Public Safety 584.00****364 · Sanitation**

364.30 · Solid Waste Collection/Disposal 1,728.00

**Total 364 · Sanitation 1,728.00****Total 360 · Gen. Govt. Charges for Services 14,767.80****392 · Interfund Operating Transfer**

392.02 · Transfer from CD#5215 100,000.00

392.98 · Transfer from SubD/Zoning 300.11

**Total 392 · Interfund Operating Transfer 100,300.11****Total Income 169,489.31****Expense****400 · General Government****400.00 · Legislative (Governing) Body**

400.05 · Supervisor Salaries 275.86

**Total 400.00 · Legislative (Governing) Body 275.86****402 · Auditing/Bookkeeping Services**

402.31 · Professional Auditing Services 7,276.00

402.34 · Advertising 363.50

**Total 402 · Auditing/Bookkeeping Services 7,639.50**

404 · Solicitor/Legal Services 1,000.60

**405 · Secretary/Clerk**

405.12 · Salary Township Secretary 2,683.10

**Total 405 · Secretary/Clerk 2,683.10****406 · Other General Govt. Admin**

406.12 · Salary Full Time Staff 2,420.75

406.21 · Office Supplies 94.26

406.32 · Communication - Phone/Wireless 792.90

406.34 · Advertising 473.90

406.38 · Rentals 387.82

406.46 · Mtg., Conf., Cont.Ed. 102.20

406.48 · Internet Fees/Web Design 710.00

406.99 · Payroll 5,630.50

**Total 406 · Other General Govt. Admin 10,612.33****408 · Engineering Services**

408.99 · Township engineer 3,880.13

**Total 408 · Engineering Services 3,880.13****409 · General Government Bldg&Plants**

409.36 · Public Utility Services (TWP) 1,326.75

409.37 · Repairs and Maint. 108.50

409.44 · Laundry/Other Sanitary Services 184.87

409.99 · Heating - Oil/Propane 1,748.53

**Total 409 · General Government Bldg&Plants 3,368.65****Total 400 · General Government 29,460.17**

410 · Public Safety	
411 · Fire	
411.97 · Lynnport FC Fuel	109.30
411.98 · New Tripoli FC Fuel	65.50
411.99 · Fire Company - Miscellaneous	98.44
Total 411 · Fire	273.24
413 · Code Enforcement	
413.31 · Code enforcement pro. service	195.00
Total 413 · Code Enforcement	195.00
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	1,224.00
Total 414 · Planning & Zoning	1,224.00
419 · Other Public Safety	
419.99 · PA One Call	5.18
Total 419 · Other Public Safety	5.18
Total 410 · Public Safety	1,697.42
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	524.42
426.44 · Sanitation Services	1,424.00
Total 426 · Gen Gov Recycling Col & Dis	1,948.42
Total 420 · Health and Human Services	1,948.42
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	10,841.67
432.15 · P/T Winter Salary	264.63
Total 432 · Winter Maintenance	11,106.30
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	319.07
437.99 · Truck Repair	2,428.55
Total 437 · Repair of Tools & Machinery	2,747.62
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	374.78
438.99 · Truck Fuel	2,327.77
Total 438 · Road/Bridge Maint. and Repair	2,702.55
Total 430 · Public Works Hwy,Rds,Streets	16,556.47
450 · Cultlure-Recreation	
454 · GF Parks	
454.31 · Parks Professional services	236.29
Total 454 · GF Parks	236.29
Total 450 · Cultlure-Recreation	236.29
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	759.29
481.20 · Employer paid Medicare	1,052.02
481.30 · Employer paid Unemployment Comp	169.11
483.49 · 457 Pension contribution	1,000.00
Total 481 · Employer paid Taxes	2,980.42
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	787.00

Total 487 · Other Group Insurance Benefits	13,661.66
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	148.49
Total 489 · All other unclassified Expenses	148.49
Total 480 · Misc. Expense	16,790.57
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.95 · Transfer to Ontelaunee Park	40.00
Total 492 · Interfund Operating Transfer	40.00
Total 490 · Other Financing Uses-exp	40.00

<b>Total Expense</b>	<b>66,729.34</b>
----------------------	------------------

<b>Net Income</b>	<b>102,759.97</b>
-------------------	-------------------

Ordinary Income/Expense-CAPITAL RESERVE

Expense

492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	100,000.00
Total 492 · Interfund Operating Transfers	100,000.00

<b>Total Expense</b>	<b>100,000.00</b>
----------------------	-------------------

Net Ordinary Income	-100,000.00
---------------------	-------------

Other Income/Expense

Other Income

341.02 · Interest on Savings	2.58
------------------------------	------

<b>Total Other Income</b>	<b>2.58</b>
---------------------------	-------------

Net Other Income	2.58
------------------	------

<b>Net Income</b>	<b>-99,997.42</b>
-------------------	-------------------

Income-LFF

341.01 · Interest on Checking	211.44
355 · LFF State Shared Revenue	
355.03 · State Road Turnback Payments	312,408.10
Total 355 · LFF State Shared Revenue	312,408.10

<b>Total Income</b>	<b>312,619.54</b>
---------------------	-------------------

Expense

430 · LFF Public Works	
432 · Winter Maintenance	1,947.42
438 · Maint./Repair Roads & Bridges	17,877.50
Total 430 · LFF Public Works	19,824.92

<b>Total Expense</b>	<b>19,824.92</b>
----------------------	------------------

<b>Net Income</b>	<b>292,794.62</b>
-------------------	-------------------

Mar 19

Income-COG

341.02 · Interest on Savings	25.85
------------------------------	-------

<b>Total Income</b>	<b>25.85</b>
---------------------	--------------

Expense	0.00
---------	------

<b>Net Income</b>	<b>25.85</b>
-------------------	--------------

Mar 19

Income-RECREATION

341.01 · Interest on Checking	0.58
-------------------------------	------

<b>Total Income</b>	<b>0.58</b>
---------------------	-------------

Expense	0.00
---------	------

<b>Net Income</b>	<b>0.58</b>
-------------------	-------------



	<u>Mar 19</u>
<b>Income-<del>ESCROW</del></b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.64
341.02 · Interest J&M, LLC	25.31
Total 341.000 · Interest Earnings	25.95
<b>Total Income</b>	<b>25.95</b>
<b>Expense</b>	
492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	300.11
Total 492 · Interfund Operating Transfers	300.11
<b>Total Expense</b>	<b>300.11</b>
<b>Net Income</b>	<b>-274.16</b>
	<u><b>Mar 19</b></u>
<b>Income-<del>PARK</del></b>	
341.01 · Interest on Checking	3.24
342.59 · Rental of Park Facilities	1,140.00
392 · Interfund Operating Transfer	
392.02 · GF MM Acct.	40.00
Total 392 · Interfund Operating Transfer	40.00
<b>Total Income</b>	<b>1,183.24</b>
<b>Expense</b>	
454 · Parks	
454.36 · Public Utilities	118.55
Total 454 · Parks	118.55
<b>Total Expense</b>	<b>118.55</b>
<b>Net Income</b>	<b>1,064.69</b>
	<u><b>Mar 19</b></u>
<b>Income-<del>EQUIPMENT</del></b>	
341.02 Interest on Equip Fund	36.71
<b>Total Income</b>	<b>36.71</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>36.71</b>
	<u><b>Mar 19</b></u>
<b>Ordinary Income/Expense-<del>VETERANS</del></b>	
Income	
341.03 Interest Memorial Fund	3.22
<b>Total Income</b>	<b>3.22</b>
Gross Profit	3.22
Net Ordinary Income	3.22
<b>Net Income</b>	<b>3.22</b>
Total Income (all accounts)	483,386.98
Total Expense (all accounts)	186,972.92
<b>Net Income(all accounts)</b>	<b>296,414.06</b>

Respectfully Submitted,

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