

Board of Supervisors Re-Organization Meeting
Monday, January 6th, 2020 @ 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 2019 Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were 2019 Chairman, Justin N. Smith, 2019 Vice Chairman Steve I. Feinour, 2019 Member Brian C. Dietrich, Solicitor Marc Fisher, Secretary/Treasurer Tammy M. White, Road Master Bruce Raber, and 0 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: None.

Public Comment: None

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 30th 2019 (Close-out Meeting) and to direct the treasurer to pay all the bills. Motion carried unanimously.

Appointments:

- **Temporary Chairman** – Justin N. Smith motioned, seconded by Steve I. Feinour, to appoint **Brian C. Dietrich** 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.** – Justin N. Smith 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** – Steve I. Feinour motioned, seconded by Brian C. Dietrich, to appoint **Brian C. Dietrich** as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** – Steve I. Feinour motioned, seconded by Brian C. Dietrich, 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 2024**)
(**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** – No Need for Action at this time.
- **Township Engineer/Zoning Officer** – Steve I. Feinour motioned, seconded by Brian C. Dietrich, 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 2020.
- **2020 Meetings** – The BOS authorized the 2019 meeting dates at the 11/07/19 BOS meeting and are as follows: 02/13, 03/12, 04/09, 05/14, 06/11, 07/09, 08/13, 09/10, 10/08, 11/12, 12/10, Budget Mtg. Wed. 09/30; Monday 12/28 (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 12/04/19.
- **2020 Six Township Meetings**–The six township/COG meetings are as follows: 3/09 @ Lowhill Twp.; 6/08 @ Lynn Twp.; 9/14 @ North Whitehall Twp.; 12/14 @ Washington Twp., all meetings to be held at 8:00 am at the designated township. Heidelberg Twp. did the advertising for 2020.

Road Report: *Bruce Raber, Road master was absent from the meeting, reported for the month of December:* (1) Helped install new township signs. (2) Trimmed trees & brush around fence at recycling center. (3) Treated Roads. (4) Repaired truck snow chains. (5) Sanded & painted 06 750 Ford Body. (6) Boom Mowing continues. (7) Loaded up & hauled scrap metal = \$76.80 from recycling center. Anticipated work for January: (1) Continue Boom Mowing. (2) Fill in pot holes on dirt roads. (3) Do some light tree trimming. **Salt Spreaders:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing Bruce C. Raber to purchase 2 new stainless steel salt spreaders. Motion carried unanimously.

Resolutions:

- Resolution 2020-01-02-03-04 – Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt Resolution 2020-01 a Resolution *To open and maintain bank accounts at the New Tripoli Bank*; to adopt Resolution 2020-02 a Resolution *To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank*; to adopt Resolution 2020-03 a Resolution *To establish a User Fee Schedule for 2020*-to include amendment to add fee for mobile home park; to adopt Resolution 2020-04 *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-** John Bailey **ZHB-** Willard Wanamaker **Building Code of Appeals-** Jeff Christman.

- Resolution 2020-05 -Planning Commission - Terms End 01/01/2024 **(1 Vacancy) (4 Year Term)** – Justin N. Smith made a motion, seconded by Steve I. Feinour, adopting resolution number 2020-05, to reappoint John Bailey to the Planning Commission for another 4 year terms; ending 01/01/2024. Motion carried. Brian C. Dietrich voted no.
- Resolution 2020-06 -Zoning Hearing Board - Term Ends 01/01/2023 **(1 Vacancy) (3 Year Term)** Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2020-06, to reappoint Willard Wanamaker to the Zoning Hearing Board for a **3 year term**; ending 01/01/2023. Motion carried unanimously.
- Resolution 2020-07-Building Code of Appeals Board Member - Term Ends 01/01/2025 **(1 Vacancy) (5 Year Term)** Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt resolution number 2020-07, which reappoint Jeff Christman to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2025. Motion carried unanimously.
- Resolution 2020-08-Tax Collector Rate Schedule 2020: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich adopting Resolution number 2020-08. Motion carried unanimously.
- **EAC Committee:** The BOS directed Tammy M. White to speak with Heidelberg Township regarding their EAC Committee and possible create a joint Committee for both Townships.
- **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 2020; to reappoint **Keystone Consulting Engineering; Chris Knoll** as Alternate Sewage Enforcement Officer for 2020. Motion carried unanimously.
- **Building/Plumbing/Electrical Inspector** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint the following three inspection agencies: **Barry Isett; 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 Steve I. Feinour appointing **Kathy A. Hermany** as BCO. Motion carried unanimously.
- **Alternate (B.C.O.)** - A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour appointing LV Inspections, Paul Jarrett as Alternate BCO. Motion carried unanimously.
- **Emergency Management Coordinator** – Currently no one for position
- **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/Twp Employees for PSATS 2020 Convention** –Brian C. Dietrich motioned seconded by Steve I. Feinour approving a township representative (Supervisors, Kathy Hermany, Tammy White, Bruce Raber or Joe Wisser) to attend the 2020 Convention and for any of the listed individuals as voting delegate; and to pay 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)** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **Berkheimer & Associates** as the **EIT tax collector for 2020**. 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 2020 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 2020 to the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch-** Justin N. Smith motioned, seconded by Brian C. Dietrich 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** – Steve I. Feinour motioned, seconded by Brian C. Dietrich appointing **Kermit E. DeLong** to the Vacancy Position to the Board. Motion carried unanimously.
- **Miscellaneous: (1) Park Project:** Shannon Smedstad has inquired about her Daisy/Brownie Troop to complete a service project in Ontelaunee Park. One idea is to plant milkweed seeds/plants to help with monarch butterfly conservation. The BOS were in favor of a service project and would like to hear other ideas they may have. The BOS also suggested that Ed Oster, who has been maintaining the pond growth, be contacted as to see what ideas he may have and his opinion on the milkweed project. Tammy M. White will contact both parties. **(2) Appreciation Dinner:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour setting the date for the Appreciation Dinner on Friday, February 21, 2020 @ the LPFC 6pm. Motion carried unanimously.
- **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 2020 is .58 cents per mile.
- **Employee wages** – Brian C. Dietrich motioned, seconded by Steve I. Feinour that all appointed employee's wages reflect the 2020 budget raises for 2020. Motion carried unanimously.

• Employee wages 2020:

	<u>2019 wages</u>	<u>2020 Wages</u>	<u>Increase/hourly</u>	<u>Increase yearly</u>
Tammy White	\$22.87	23.56	.69/hr.	\$1,435.20/year
Kathy Hermany	\$20.62	21.24	.62/hr.	\$1,289.60/year
Bruce Raber	\$27.44	28.26	.82/hr.	\$1,705.60/year
Jarett White	\$18.00	18.65	.65/hr.	\$1,352.00/year
Joseph Wisser	\$23.04	23.49	.45/hr.	\$936.00/year
Randy Schmoyer	\$19.54	20.16	.62/hr.	\$1,289.60/year
Donovan White	\$15.00	15.55	.55/hr.	\$1,144.00/year
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Park Part/Time Bobby	\$13.00/hour	13.00	1.00/hr.	
Park Part/Time Tina	\$15.00/hour	15.00	0.00	<b>\$250.00 year</b>
PT Road Crew	\$16.00/hour	16.00	N/A	<b>total for all PT</b>
Recycling	\$11.00/hour	11.00	0.00	
Cleaning	\$15.00/hr.	15.00	NA	
<b>TOTAL</b>				<b>\$9,405.00</b>

A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour allowing employees to carry over a maximum of 5 vacation days into the following year and must be used by June 1st of that year, making 2019 retroactive into 2020. Motion carried unanimously. **NOTE:** Every employees vacation days start at different time based on their hire date.

- **2020 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 1/2 day preceding Christmas)  
Day after Christmas (Floating Holiday)

Brian C. Dietrich motioned, seconded by Steve I. Feinour to approve the 2020 Holiday schedule. Motion carried unanimously.

**Public Comment:** None

**Announcements:** Elected Auditors Re-Org Tuesday, January 7, 2020 @ 7:00 pm

Next Regular BOS meeting Thursday, February 13, 2020 @ 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 7:08 pm.

**As of January 31, 2020**

Account	Balance
General Fund	140,839.40
Capital Reserve	5,442.63
CD's	1,059,768.58
Zoning/Subdivision	68,281.93
Veteran	21,478.94
HLLW COG	71,699.46
State Road	132,488.62
Equipment	112,565.94
Street Light	472.61
Park	33,232.68
Recreation	3,630.79
<b>Total</b>	<b>1,649,901.58</b>

	<u>TOTAL</u>
<b>Income-GENERAL FUND</b>	
301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	782.16
301.40 · Delinquent RE Tax-Tax Claim	37.63
Total 301 · Real Property Taxes	819.79
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	6,502.30
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	21,984.84
Total 310.20 · Earned Income Tax	21,984.84
Total 310 · Local Tax Enabling Act	28,487.14
331 · Fines	
331.10 · Court - Magistrate	255.51
Total 331 · Fines	255.51
341 · Interest	
341.01 · Interest on Checking	58.87
341.99 · Interest income from tax col.	38.85
Total 341 · Interest	97.72
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	2,662.00
Total 342 · Interest, Rents & Royalties	2,662.00
360 · Gen. Govt. Charges for Services	
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	510.00
362.41F · Building Permit Filed	100.00
362.41S · Accessory Struc < 1000 ft	30.00

Total 362.41 · Building Permit	640.00
362.44 · Sewage Permits (SEO Fees)	2,850.00
Total 362.40 · Protective Inspection Fees	3,490.00
362.47 · State fees for Permits	4.50
Total 362 · Public Safety	3,494.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	2,955.80
Total 364 · Sanitation	2,955.80
Total 360 · Gen. Govt. Charges for Services	6,450.30
395 · Refunds of Prior Yr Expenditure	
395.99 · Refunds of Prior Year Exp.	19.78
Total 395 · Refunds of Prior Yr Expenditure	19.78
<b>Total Income</b>	<b>38,792.24</b>
<b>Expense</b>	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	255.86
Total 400.00 · Legislative (Governing) Body	255.86
403 · Tax Collection	
403.16 · Commission Paid as Compensation	31.52
Total 403 · Tax Collection	31.52
404 · Solicitor/Legal Services	593.20
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	4,159.04
Total 405 · Secretary/Clerk	4,159.04
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	1,540.40
406.21 · Office Supplies	105.95
406.23 · Postage	57.44
406.32 · Communication - Phone/Wireless	729.75
406.38 · Rentals	511.32
406.42 · Membership/Dues	201.50
406.99 · Payroll	8,573.19
Total 406 · Other General Govt. Admin	11,719.55
408 · Engineering Services	
408.99 · Township engineer	5,487.26
Total 408 · Engineering Services	5,487.26
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,773.88
409.37 · Repairs and Maint.	1,699.79
409.44 · Laundry/Other Sanitary Services	201.73
409.99 · Heating - Oil/Propane	3,074.51
Total 409 · General Government Bldg&Plants	6,749.91
Total 400 · General Government	28,996.34
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	223.44
Total 411 · Fire	223.44
413 · Code Enforcement	
413.31 · Code enforcement pro. service	4,585.00
Total 413 · Code Enforcement	4,585.00
414 · Planning & Zoning	
414.99 · Salary Zoning Officer	378.00



Total 414 · Planning & Zoning	378.00
419 · Other Public Safety	
419.99 · PA One Call	8.82
Total 419 · Other Public Safety	8.82
Total 410 · Public Safety	5,195.26
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	805.13
426.44 · Sanitation Services	2,381.40
Total 426 · Gen Gov Recycling Col & Dis	3,186.53
Total 420 · Health and Human Services	3,186.53
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	19,668.95
Total 432 · Winter Maintenance	19,668.95
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	728.08
Total 437 · Repair of Tools & Machinery	728.08
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	443.75
438.99 · Truck Fuel	2,441.44
Total 438 · Road/Bridge Maint. and Repair	2,885.19
Total 430 · Public Works Hwy,Rds,Streets	23,282.22
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,520.58
481.20 · Employer paid Medicare	532.89
481.30 · Employer paid Unemployment Comp	1,410.17
483.49 · 457 Pension contribution	22,017.12
Total 481 · Employer paid Taxes	25,480.76
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	11,643.19
487.02 · Life Insurance	111.08
487.03 · Workmans Compensation	2,454.00
487.04 · Workers Compensation Vol Fire	792.00
Total 487 · Other Group Insurance Benefits	15,000.27
Total 480 · Misc. Expense	40,481.03
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.92 · Transfer to Equip Fund	35,000.00
Total 492 · Interfund Operating Transfer	35,000.00
Total 490 · Other Financing Uses-exp	35,000.00

<b>Total Expense</b>	<b>136,141.38</b>
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<b>Net Income</b>	<b>-97,349.14</b>
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**Jan 20**

**Income-LIGHT FUND**

383.11 · Street Lighting Tax	158.47
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<b>Total Income</b>	<b>158.47</b>
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**Expense**

434 · Street Lighting	
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434.36 · Street Lighting Electric	1,048.34
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<b>Total 434 · Street Lighting</b>	<b>1,048.34</b>
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Total Expense	1,048.34
Net Income	-889.87
	Jan 20
Other Income/Expense- <b>CR</b>	
Other Income	
341.02 · Interest on Savings	18,274.40
Total Other Income	18,274.40
Net Other Income	18,274.40
Net Income	18,274.40
	Jan 20
Income- <b>LFF</b>	
341.01 · Interest on Checking	30.50
Total Income	30.50
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	399.86
Total 430 · LFF Public Works	399.86
Total Expense	399.86
Net Income	-369.36
	Jan 20
Income- <b>HLLW</b>	
341.02 · Interest on Savings	18.19
Total Income	18.19
Expense	0.00
Net Income	18.19
	Jan 20
Income- <b>RECREATION</b>	
341.01 · Interest on Checking	0.61
Total Income	0.61
Expense	0.00
Net Income	0.61
	Jan 20
Income- <b>ESCROW</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.71
341.02 · Interest J&M, LLC	16.26
Total 341.000 · Interest Earnings	16.97
Total Income	16.97
Expense	0.00
Net Income	16.97
	Jan 20
Income- <b>PARK</b>	
341.01 · Interest on Checking	5.63
342.59 · Rental of Park Facilities	500.00
Total Income	505.63
Expense	
454 · Parks	
454.36 · Public Utilities	180.74
454.59 · Rental fee Deposit Refund	0.00
Total 454 · Parks	180.74

<b>Total Expense</b>	<b>180.74</b>
<b>Net Income</b>	<b>324.89</b>
	<b>Jan 20</b>
<b>Income-EQUIPMENT</b>	
341.02 Interest on Equip Fund	39.07
392 Tranfer of funds	
392.92 Tranfer from GFMM	35,000.00
<b>Total 392 Tranfer of funds</b>	<b>35,000.00</b>
<b>Total Income</b>	<b>35,039.07</b>
<b>Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>35,039.07</b>
	<b>Jan 20</b>
<b>Ordinary Income/Expense-VETERANS</b>	
Income	
341.03 Interest Memorial Fund	5.28
357.01 Grants/Donations	1,420.70
<b>Total Income</b>	<b>1,425.98</b>
Gross Profit	1,425.98
Net Ordinary Income	1,425.98
Net Income	<b>1,425.98</b>
Total Income (all accounts)	94,262.06
Total Expense (all accounts)	137,770.32
Net Income(all accounts)	<b>-43,508.26</b>

Respectfully Submitted,  
 Tammy M. White  
 Secretary/Treasurer

*Tammy M. White*

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