

Board of Supervisors Re-Organization Meeting
Monday, January 4th, 2021 @ 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 2020 Chairman Justin N. Smith at 6:30 pm in the Municipal Building. Present were 2020 Chairman, Justin N. Smith, 2020 Vice Chairman, Brian C. Dietrich, 2020 Member, Steve I. Feinour Solicitor Marc Fisher, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy Hermany, Road Master Bruce Raber, and 0 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Sarit Laschinsky

Public Comment: None

Executive Session: Justin N. Smith announced that an executive session was held prior to the meeting to discuss employee issues. Justin N. Smith, Steve I. Feinour, Brian C. Dietrich, and Bruce Raber were in attendance of the executive session.

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 28th 2020 (Close-out Meeting) and to direct the treasurer to pay all the bills. Motion carried unanimously.

Appointments:

- **Temporary Chairman** – Steve I. Feinour motioned, seconded by, Brian C. Dietrich 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.** – 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** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to appoint **Justin N. Smith** as Chairman of the Board. Motion carried unanimously. Motion passed unanimously.
- **Vice Chairman** – Brian C. Dietrich motioned, seconded by Justin N. Smith, to appoint **Steve I. Feinour** 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 2018-2021; 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/SEO** – 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 2020.
- **2021 Meetings** – The BOS authorized the 2021 meeting dates at the 11/12/20 BOS meeting and are as follows: 02/11, 03/11, 04/08, 05/13, 06/10, 07/08, 08/12, 09/09, 10/14, (Wed. 11/10), 12/09, Budget Mtg. Wed. 09/29; Monday 12/27 (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 12/03/20.
- **2021 Six Township Meetings**–The six township/COG meetings are as follows: 3/08 @ Weisenberg Twp.; 6/14 @ Heidelberg Twp.; 9/13 @ Lowhill Twp.; 12/13 @ Lynn Twp., all meetings to be held at 8:00 am at the designated township. Washington Twp. did the advertising for 2021.

Road Report: *Bruce Raber, Road master was absent from the meeting, reported for the month of December:* (1) Boom Mowing Continues. (2) Cleaned out gutters & re-graded a few dirt roads. (3) Repaired & Replaced 8 road name signs. (4) Made some small repairs to snow plows & trucks. (5) Plowed & treated roads. (6) Cleared roads of fallen trees. (7) Hauled aluminum cans - \$161.00. Anticipated work for January: (1) Continue Boom Mowing. (2) Work on dirt roads, filling pot holes & fixing up washed out areas.

Resolutions:

- Resolution 2021-01-02-04 – Steve I. Feinour motioned, seconded by Brian C. Dietrich to adopt Resolution 2021-01 a Resolution **To open and maintain bank accounts at the New Tripoli Bank**; to adopt Resolution 2021-02 a Resolution **To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank**; to adopt Resolution 2021-04 **A Resolution Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review.** Motion carried unanimously.
- Resolution 2021-03– Steve I. Feinour motioned, seconded by Brian C. Dietrich to adopt Resolution 2021-03 a Resolution **To establish a User Fee Schedule for 2021** -to include amendment to add a first time fee of \$350 for short term rental and then \$100.00 thereafter for each year subscription. 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-** Willard Dellicker and Perry Long **ZHB-** Dale Wessner and Andrew Banner **Building Code of Appeals-** Greg Snyder.

- Resolution 2021-05 -Planning Commission - Terms End 01/01/2025 **(2 Vacancy) (4 Year Term)** – Steve I. Feinour made a motion, seconded by Brian Dietrich, adopting resolution number 2021-05, to reappoint Willard Dellicker and Perry Long to the Planning Commission for another 4 year terms; ending 01/01/2025. Motion carried unanimously.
- Resolution 2021-06 -Zoning Hearing Board - Term Ends 01/01/2024 **(1 Vacancy) (3 Year Term)** Brian C. Dietrich made a motion, seconded by Steve I. Feinour, adopting resolution number 2021-06, to reappoint Dale Wessner to the Zoning Hearing Board for a **3 year term**; ending 01/01/2024; and to reappoint Andrew Banner to the Zoning Hearing Board as an Alternate for a **3 year term**; ending 01/01/2024. Motion carried unanimously.
- Resolution 2021-07-Building Code of Appeals Board Member - Term Ends 01/01/2026 **(1 Vacancy) (5 Year Term)** Brian C. Dietrich motioned, seconded by Steve I. Feinour to adopt resolution number 2021-07, which reappoint Greg Snyder to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2026. Motion carried unanimously.
- Resolution 2021-08-Tax Collector Rate Schedule 2021: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting Resolution number 2021-08 setting the Tax Collector Commission for Lynn Twp. for Real Estate/Street Light taxes @ 5% Commission Motion carried unanimously.
- EAC Committee: TBD.
- **Alternate Sewage Enforcement Officer (SEO)** – Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **Lehigh Soils and Wetlands; Scott Beiber** as Alternate Sewage Enforcement Officer for 2021. 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.)** - TBD
- **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**- Steve I. Feinour motioned, seconded by Brian C. Dietrich to reappoint **Joseph Wisser** as Assistant Road Master/Superintendent. Motion carried unanimously.
- **Voting delegate/Twp Employees for PSATS 2021 Convention** – Steve I. Feinour motioned seconded by Brian C. Dietrich approving a township representative (Supervisors, Kathy Hermany, Tammy White, Bruce Raber or Joe Wisser) to attend the 2021 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. Motion carried unanimously. Brian C. Dietrich motioned seconded by Steve I. Feinour approving Township employee's (Supervisors, Kathy Hermany, Tammy White, Bruce Raber or Joe Wisser) to attend the PSATS 2021 Convention. 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-** 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 Jordan 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:** (1) Brian C. Dietrich motioned and Steve I. Feinour seconded accepted the deed of dedication from OATH contingent upon a clear title. Motion carried unanimously. (2) Brian C. Dietrich motioned and seconded by Steve I. Feinour for a \$7,500.00 donation payment made to OATH contingent upon receipt of the deed of dedication. Motion carried unanimously. (3) **Transfer Station** - The BOS directed Tammy M. White to contact Waste Management to discuss New Tripoli residents bringing their garbage and recycling to their plant and as to what the cost would be. Tammy M. White was also asked to check with Berger Sanitation as well to see if they would be able to service the New Tripoli area.
- **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 2021 is .56 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 2021:

	2020 wages	2021 Wages	Increase/hourly	Increase yearly
Tammy White	\$23.56	24.27	.71/hr.	\$1,476.80/year
Kathy Hermany	\$21.24	21.88	.64/hr.	\$1,331.20/year
Bruce Raber	\$28.26	29.11	.85/hr.	\$1,768.00/year
Jarett White	\$18.65	19.35	.70/hr.	\$1,456.00/year
Joseph Wisser	\$23.49	24.24	.75/hr.	\$1,560.00/year
Jake Werley	\$18.00	18.70	.70/hr.	\$1,456.00/year
Park/Road Crew	\$15.00	15.25	.25/hr.	\$ 520.00/year
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Park Part/Time Bobby	\$13.00/hour	13.00	0.00	
Park Part/Time Tina	\$15.00/hour	15.00	0.00	
PT Road Crew	\$16.00/hour	16.00	0.00	
Recycling	\$11.00/hour	11.00	0.00	
Cleaning	\$15.00/hr.	15.00	0.00	

**TOTAL \$9,568.00**

- **2021 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)

Brian C. Dietrich motioned, seconded by Steve I. Feinour to approve the 2021 Holiday schedule. Motion carried unanimously.

**Public Comment:** None

**Announcements:** Elected Auditors Re-Org Tuesday, January 5, 2021 @ 7:00 pm

Next Regular BOS meeting Thursday, February 11, 2021 @ 6:30 pm

**Adjournment:** A motion was made by Steve I. Feinour seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:20 pm.

### As of January 31, 2021

Account	Balance
General Fund	288,438.18
Capital Reserve	5,451.48
CD's	1,075,677.23
Zoning/Subdivision	68,890.51
Veteran	151,785.99
HLLW COG	78,866.93
State Road	25,657.78
Equipment	104,509.92
Street Light	1,850.32
Park	50,618.61
Recreation	6,636.38
<b>Total</b>	<b>1,858,383.33</b>

### TOTAL

#### Income-GENERAL FUND

301 · Real Property Taxes	
301.10 · Real Estate Tax-Current	1,258.22
301.40 · Delinquent RE Tax-Tax Claim	154.68
Total 301 · Real Property Taxes	1,412.90
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	13,896.33
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	12,504.64
Total 310.20 · Earned Income Tax	12,504.64
Total 310 · Local Tax Enabling Act	26,400.97
341 · Interest	
341.01 · Interest on Checking	61.04
341.99 · Interest income from tax col.	47.65
Total 341 · Interest	108.69
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	
361.97 · Zoning Board Appeal Fee	500.00
Total 361 · General Government	500.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	2,940.00
362.41D · Driveway Permit	75.00
362.41F · Building Permit Filed	150.00
362.41S · Accessory Struc < 1000 ft	150.00
362.41 · Building Permit - Other	800.00

Total 362.41 · Building Permit	4,115.00
362.42 · Electrical Permit	194.00
362.44 · Sewage Permits (SEO Fees)	<u>800.00</u>
Total 362.40 · Protective Inspection Fees	5,109.00
362.47 · State fees for Permits	<u>40.50</u>
Total 362 · Public Safety	5,149.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	<u>2,800.00</u>
Total 364 · Sanitation	<u>2,800.00</u>
Total 360 · Gen. Govt. Charges for Services	<u>8,449.50</u>
<b>Total Income</b>	<b>37,703.06</b>

Expense

400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	<u>468.75</u>
Total 400.00 · Legislative (Governing) Body	468.75
403 · Tax Collection	
403.16 · Commission Paid as Compensation	80.03
403.23 · Postage for Tax Collector	<u>55.00</u>
Total 403 · Tax Collection	135.03
404 · Solicitor/Legal Services	1,646.60
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>3,933.20</u>
Total 405 · Secretary/Clerk	3,933.20
406 · Other General Govt. Admin	
406.12 · Salary Full Time Staff	3,550.80
406.21 · Office Supplies	4,047.89
406.23 · Postage	100.59
406.32 · Communication - Phone/Wireless	1,247.74
406.38 · Rentals	538.15
406.99 · Payroll	<u>-709.16</u>
Total 406 · Other General Govt. Admin	8,776.01
408 · Engineering Services	
408.99 · Township engineer	<u>1,151.00</u>
Total 408 · Engineering Services	1,151.00
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	2,183.74
409.37 · Repairs and Maint.	7,500.00
409.44 · Laundry/Other Sanitary Services	187.50
409.99 · Heating - Oil/Propane	<u>2,632.86</u>
Total 409 · General Government Bldg&Plants	<u>12,504.10</u>
Total 400 · General Government	28,614.69
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>196.88</u>
Total 411 · Fire	196.88
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>3,234.50</u>
Total 413 · Code Enforcement	3,234.50
414 · Planning & Zoning	
414.31 · Professional services	626.75
414.98 · Zoning Recording/Transcription	215.00
414.99 · Salary Zoning Officer	<u>565.50</u>



Total 414 · Planning & Zoning	1,407.25
419 · Other Public Safety	
419.99 · PA One Call	7.50
Total 419 · Other Public Safety	7.50
Total 410 · Public Safety	4,846.13
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	555.50
426.44 · Sanitation Services	1,475.04
Total 426 · Gen Gov Recycling Col & Dis	2,030.54
Total 420 · Health and Human Services	2,030.54
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	15,066.99
432.15 · P/T Winter Salary	135.00
Total 432 · Winter Maintenance	15,201.99
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	215.07
437.99 · Truck Repair	167.50
Total 437 · Repair of Tools & Machinery	382.57
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	703.91
438.99 · Truck Fuel	3,088.26
Total 438 · Road/Bridge Maint. and Repair	3,792.17
Total 430 · Public Works Hwy,Rds,Streets	19,376.73
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	30.00
454.25 · Repairs & Maint Supplies	16,180.86
Total 454 · GF Parks	16,210.86
Total 450 · Culture-Recreation	16,210.86
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,488.48
481.20 · Employer paid Medicare	348.12
481.30 · Employer paid Unemployment Comp	422.26
483.49 · 457 Pension contribution	930.00
Total 481 · Employer paid Taxes	3,188.86
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	12,498.57
487.02 · Life Insurance	95.88
487.04 · Workers Compensation Vol Fire	990.00
Total 487 · Other Group Insurance Benefits	13,584.45
Total 480 · Misc. Expense	16,773.31
<b>Total Expense</b>	<b>87,852.26</b>
<b>Net Income</b>	<b>-50,149.20</b>
	<b>Jan 21</b>
Income-LIGHT FUND	
383.11 · Street Lighting Tax	342.40
<b>Total Income</b>	<b>342.40</b>
<b>Total Expense</b>	<b>0.00</b>
<b>Net Income</b>	<b>342.40</b>

	Jan 21
Other Income/Expense- <b>CR</b>	
Other Income	
341.02 · Interest on Savings	17,881.59
<b>Total Other Income</b>	<b>17,881.59</b>
Net Other Income	17,881.59
Net Income	<b>17,881.59</b>
	Jan 21
Income- <b>LFF</b>	
341.01 · Interest on Checking	3.63
<b>Total Income</b>	<b>3.63</b>
Expense	
430 · LFF Public Works	
432 · Winter Maintenance	2,037.99
438 · Maint./Repair Roads & Bridges	9,977.35
<b>Total 430 · LFF Public Works</b>	<b>12,015.34</b>
<b>Total Expense</b>	<b>12,015.34</b>
Net Income	<b>-12,011.71</b>
	Jan 21
Income- <b>HLLW</b>	
341.02 · Interest on Savings	9.39
<b>Total Income</b>	<b>9.39</b>
Expense	0.00
Net Income	<b>9.39</b>
	Jan 21
Income- <b>RECREATION</b>	
341.01 · Interest on Checking	0.53
<b>Total Income</b>	<b>0.53</b>
Expense	0.00
Net Income	<b>0.53</b>
	Jan 21
Income- <b>ESCROW</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.37
341.02 · Interest J&M, LLC	7.65
<b>Total 341.000 · Interest Earnings</b>	<b>8.02</b>
<b>Total Income</b>	<b>8.02</b>
Expense	0.00
Net Income	<b>8.02</b>
	Jan 21
Income- <b>PARK</b>	
341.01 · Interest on Checking	4.02
342.59 · Rental of Park Facilities	525.00
<b>Total Income</b>	<b>529.02</b>
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	100.00
454.36 · Public Utilities	152.30

Total 454 - Parks	252.30
Total Expense	252.30
Net Income	276.72
	Jan 21
Income-EQUIPMENT	
341.02 Interest on Equip Fund	20.73
Total Income	20.73
Expense	0.00
Net Income	20.73
	Jan 21
Ordinary Income/Expense-VETERANS	
Income	
341.03 Interest Memorial Fund	17.97
357.01 Grants/Donations	3,126.10
Total Income	3,144.07
Gross Profit	3,144.07
Net Ordinary Income	3,144.07
Net Income	3,144.07
Total Income (all accounts)	59,642.44
Total Expense (all accounts)	100,119.90
Net Income(all accounts)	-40,477.46

Respectfully Submitted,

*Tammy M. White*

Tammy M. White  
Secretary/Treasurer

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