

**Board of Supervisors**  
**Thursday, February 11th, 2021 @ 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 Chris Noll, Secretary/Treasurer Tammy M. White, Road Master Bruce Raber, and approximately 13 citizens.

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

**Executive Session:** An executive session was held prior to the start of the meeting to discuss personnel issues. Justin N. Smith, Steve I. Feinour, and Brian C. Dietrich were present in the executive session.

**Media Representation:** Sarit Laschinsky.

**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 approving the BOS minutes from 01/04/21 re-org meeting and directing the treasurer to pay the bills. Motion carried unanimously.

**Fire Companies:** LPFC Vice President, Tim VanBlargan reported: A total of 69 emergency calls ended 2020; 5 calls for 2021 to date; Hoagie sale is March 3<sup>rd</sup>, order's due by Feb. 19<sup>th</sup>; LPFC is hosting a vehicle rescue awareness class consisting of 24hrs and starting on March 11<sup>th</sup> they will be hosting a vehicle rescue ops class of 20 hrs.; so far 9 members will be attending the classes; currently the 2000 club is up and running every Sat. night till the final night which will be held March 27<sup>th</sup>. NTFC Fire Chief, Gary Kuntz reported: A total of 166 emergency calls ended 2020; Some members continue to receive the Covid vaccine through LVHC & St. Lukes. Firefighters with and EMS certification are part of the 1A vaccine distribution plan stated 12,22,2020, while firefighters without an EMS certification are part of the 1B distribution plan starting 1<sup>st</sup> or 2<sup>nd</sup> week of January 2021; Fire Police were sworn in on January 4<sup>th</sup> 2021 by the Honorable Tom Creighton, copies were turned into the Twp.; NTFC hosted a haz-mat operations pro board certification test session on 1/24/21 in which 3 of the members participated in (Bill McQuilken, Owen Snyder, Quintin Lawley). Currently there a 2 firefighters (Nikki Mark & Zach Paris) that started their fire inspector 1 certification; Annual haz-mat refresher certifications are scheduled for 2/15, 2/22, 3/1/ This is mandatory certification for all of the active members by the end of the 1<sup>st</sup> quarter. 1 firefighter (Peter Kahora) is enrolled in Mod 1 at the Berks County Fire Training grounds; Members will be attending a Grain Bin Rescue class on 2/22 hosted by Germansville Fire Co.; Easter filling sale, order due by 3/12 \$8 per container. Pickup 4/3 1-3pm, call 484-264-3389 to place order; Gun calendars for the month of May will be out this week or next with a grand prize of a Honda Pioneer 1000cc side x side UTV. For every 10 tickets sold sellers get entered into a drawing to win a Honda 4 wheeler valued at 8K; Gary Kuntz responded to an email survey from the LC Commissioners in December asking if they needed any additional resources to help with the Covid pandemic. NTFC received \$33,300.00 from the LC Commissioners. Gary attended the commissioners meeting via Zoom when this money was approved; NTFC ordered a Grain Bin Rescue sleeve paid for in part with a donation this will be placed on the Rescue truck; 3 background checks were turned in for Marvin Gruber, Pete Kahora, Mike Micklus; NTFC received confirmation that they were approved for this years state grant through the State Fire Commissioner's office, no dollar amount as of yet, 15K was applied for; NTFC continues to meet with manufacturers to spec a new Tanker; Gary asked the BOS about the incentive for Road Crew members employees to become active at the NTFC. The BOS stated that they have already approved a road crew member (if a acting firefighter) to participate during working hours with the discretion of Road Master Bruce Raber. **FT Park/Road Crew:** A motion was made by Justin N. Smith and seconded by Brian C. Dietrich to hire Ed Sawyer as FT Park/Road Crew employee set at the rate as set in January 2021. Motion carried unanimously.

**Subdivisions:** Phillips Lot Line Plans: Tabled till the March 11, 2021 BOS meeting. Blue Mnt. Church School waiver request: Tabled till the March 11, 2021 BOS meeting.

**Road Report:** Bruce Raber reported for the month of **January:** (1) Boom Mowing. (2) Filled Pot Holes on Dirt Roads & Stoned some dirt Roads. (3) Hauled scrap metal = \$370.00. (4) Cold Patching. (5) Cleaned out Gutters on few roads. (6) Repaired a few road signs. (7) Make some repairs to plows & trucks. (8) Did a lot of Plowing of snow and treating roads. Anticipated work for **February:** (1) Boom Mowing. (2) Remove snow from intersections. (3) More plowing and treating of roads (depends on the weather).

**Park:** Steve I. Feinour and the BOS directed Tammy M. White to contact the NYAA regarding the Port a Potty located at the soccer field in Ontelaunee Park. It needs to be locked for winter months or cleaned monthly.

**Resolution for Destruction of Specific Records:** Reso 2021-09: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2021-19; **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF LYNN, LEHIGH COUNTY, PA FOR THE DESTRUCTION OF SPECIFIC RECORDS.** Motion carried unanimously. The following records will be destroyed:

- Invoices for all Accounts 2011-2013
- Check copies for all Accounts 2011-2013
- Deposits for all Accounts 2011-2013



- EIT Monthly Income Statements 2011-2013
- Transfer Station records 2011-2013
- Tax Collector Deposits 2011-2013
- County of Lehigh Deposits 2011-2013
- Fines/Forfeitures Lehigh County 2011-2013

**Website Agreement: Veterans Memorial-** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving the Veteran's Memorial Website agreement, with the Township paying the initial \$700 and any upgrades at the cost of \$65 will come from the Veteran's Memorial Account. Motion carried unanimously.

**Miscellaneous:** (1) Ponderosa Ct.: Chris Noll and Bruce Raber will be on site with David Brannan to make sure any improvements he does to help with the water flow will not create an impact on the road. David Brannan will contact Chris Noll when he is ready to show them what his plans are. (2) Hoffadeckel Ct: Chris Noll will contact the resident on Hoffadeckel Ct. once again regarding the trash issue. (3) Transfer Station: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to close the Transfer Station with the last being Saturday, June 26<sup>th</sup> 2021. Motion carried unanimously. They added that Waste Management is opened for "FREE" recycling for anyone 24/7. There will be ample notice posted at the Township office, Township website, and Transfer Station. A list of Trash companies, including contact numbers, will be provided for those that would like curb side pick-up.

**Public Comment:**

**Announcements:**

**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 7:24 pm.

**As of February 28, 2021**

Account	Balance
General Fund	282,873.34
Capital Reserve	5,452.11
CD's	1,075,677.23
Zoning/Subdivision	68,898.25
Veteran	173,276.17
HLLW COG	78,876.00
State Road	8,097.59
Equipment	139,534.25
Street Light	821.97
Park	50,582.07
Recreation	6,636.89
<b>Total</b>	<b>1,890,725.87</b>

**TOTAL**

Income-GENERAL FUND

301 • Real Property Taxes	
301.40 • Delinquent RE Tax-Tax Claim	5.45
Total 301 • Real Property Taxes	5.45
310 • Local Tax Enabling Act	
310.10 • Real Estate Transfer Tax	10,096.45
310.20 • Earned Income Tax	
310.21 • Earned Income Tax-Current	102,980.21
Total 310.20 • Earned Income Tax	102,980.21
Total 310 • Local Tax Enabling Act	113,076.66
321 • Business Licenses and Permits	
321.80 • Cable Television Francise	14,196.70
Total 321 • Business Licenses and Permits	14,196.70
331 • Fines	
331.10 • Court - Magistrate	237.86
Total 331 • Fines	237.86
341 • Interest	

341.01 · Interest on Checking	52.23
Total 341 · Interest	52.23
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	
361.90 · Mechanical/HVAC Permit	70.00
361.94 · Misc. Billing	100.00
Total 361 · General Government	170.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	906.00
362.41F · Building Permit Filed	300.00
Total 362.41 · Building Permit	1,206.00
362.42 · Electrical Permit	70.00
Total 362.40 · Protective Inspection Fees	1,276.00
362.47 · State fees for Permits	22.50
Total 362 · Public Safety	1,298.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	1,290.00
Total 364 · Sanitation	1,290.00
Total 360 · Gen. Govt. Charges for Services	2,758.50
<b>Total Income</b>	<b>131,658.40</b>
<b>Expense</b>	
400 · General Government	
400.00 · Legislative (Governing) Body	
400.05 · Supervisor Salaries	468.75
Total 400.00 · Legislative (Governing) Body	468.75
402 · Auditing/Bookkeeping Services	
402.31 · Professional Auditing Services	7,861.10
Total 402 · Auditing/Bookkeeping Services	7,861.10
403 · Tax Collection	
403.21 · Office Supplies	167.22
Total 403 · Tax Collection	167.22
404 · Solicitor/Legal Services	1,540.30
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,933.20
Total 405 · Secretary/Clerk	3,933.20
406 · Other General Govt. Admin	
Payroll	-404.52
406.12 · Salary Full Time Staff	3,600.80
406.21 · Office Supplies	7,477.67
406.23 · Postage	100.59
406.32 · Communication - Phone/Wireless	144.24
406.34 · Advertising	194.84
406.38 · Rentals	1,028.83
406.42 · Membership/Dues	1,229.00
406.99 · Payroll	-486.61
Total 406 · Other General Govt. Admin	12,884.84
408 · Engineering Services	
408.99 · Township engineer	162.00

Total 408 · Engineering Services	162.00
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	356.97
409.37 · Repairs and Maint.	50.00
409.44 · Laundry/Other Sanitary Services	120.00
409.99 · Heating - Oil/Propane	<u>2,334.61</u>
Total 409 · General Government Bldg&Plants	<u>2,861.58</u>
Total 400 · General Government	29,878.99
410 · Public Safety	
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>4,158.50</u>
Total 413 · Code Enforcement	4,158.50
414 · Planning & Zoning	
414.31 · Professional services	324.00
414.34 · ZB Advertising, Print, & Bind	118.90
414.99 · Salary Zoning Officer	<u>553.50</u>
Total 414 · Planning & Zoning	996.40
419 · Other Public Safety	
419.99 · PA One Call	<u>3.72</u>
Total 419 · Other Public Safety	<u>3.72</u>
Total 410 · Public Safety	5,158.62
420 · Health and Human Services	
422 · Vector (Animal) Control	
422.99 · Stray Animals	<u>220.00</u>
Total 422 · Vector (Animal) Control	220.00
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	616.00
426.44 · Sanitation Services	<u>1,238.40</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,854.40</u>
Total 420 · Health and Human Services	2,074.40
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	22,766.07
432.15 · P/T Winter Salary	<u>660.00</u>
Total 432 · Winter Maintenance	23,426.07
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	827.71
437.99 · Truck Repair	<u>5,577.09</u>
Total 437 · Repair of Tools & Machinery	6,404.80
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	3,426.23
438.99 · Truck Fuel	<u>2,521.17</u>
Total 438 · Road/Bridge Maint. and Repair	<u>5,947.40</u>
Total 430 · Public Works Hwy,Rds,Streets	35,778.27
450 · Culture-Recreation	
454 · GF Parks	
454.15 · Parks part time staff (GF)	60.00
454.25 · Repairs & Maint Supplies	<u>413.14</u>
Total 454 · GF Parks	<u>473.14</u>
Total 450 · Culture-Recreation	473.14
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,997.94



481.20 · Employer paid Medicare	467.26
481.30 · Employer paid Unemployment Comp	518.19
483.49 · 457 Pension contribution	1,930.00
<b>Total 481 · Employer paid Taxes</b>	<b>4,913.39</b>
<b>487 · Other Group Insurance Benefits</b>	
487.01 · Health Insurance	21,663.36
487.02 · Life Insurance	47.94
487.03 · Workmans Compensation	2,892.25
487.98 · Employer Paid Disability	-657.12
<b>Total 487 · Other Group Insurance Benefits</b>	<b>23,946.43</b>
<b>Total 480 · Misc. Expense</b>	<b>28,859.82</b>
<b>490 · Other Financing Uses-exp</b>	
492 · Interfund Operating Transfer	
492.92 · Transfer to Equip Fund	35,000.00
<b>Total 492 · Interfund Operating Transfer</b>	<b>35,000.00</b>
<b>Total 490 · Other Financing Uses-exp</b>	<b>35,000.00</b>
<b>Total Expense</b>	<b>137,223.24</b>
<b>Net Income</b>	<b>-5,564.84</b>

**Feb 21**

**Total Income-Street Light** 0.00  
**Expense**

434 · Street Lighting  
434.36 · Street Lighting Electric 1,028.35  
**Total 434 · Street Lighting** 1,028.35

**Total Expense** 1,028.35

**Net Income** -1,028.35

**Feb 21**

**Other Income/Expense-CR**  
**Other Income**

341.02 · Interest on Savings 0.63

**Total Other Income** 0.63

**Net Other Income** 0.63

**Net Income** 0.63

**Feb 21**

**Income-LFF**

341.01 · Interest on Checking 2.42

**Total Income** 2.42

**Expense**

430 · LFF Public Works  
432 · Winter Maintenance 17,563.61  
**Total 430 · LFF Public Works** 17,563.61

**Total Expense** 17,563.61

**Net Income** -17,561.19

**Feb 21**

**Income-HLLW**

341.02 · Interest on Savings 9.07

**Total Income** 9.07

**Expense** 0.00

**Net Income** 9.07

	Feb 21
Income- <b>RECREATION</b>	
341.01 · Interest on Checking	0.51
<b>Total Income</b>	<b>0.51</b>
Expense	0.00
<b>Net Income</b>	<b>0.51</b>
	<b>Feb 21</b>
Income- <b>PARK</b>	
341.01 · Interest on Checking	3.90
342.59 · Rental of Park Facilities	325.00
<b>Total Income</b>	<b>328.90</b>
Expense	
454 · Parks	
454.36 · Public Utilities	206.46
454.38 · Rental	158.98
<b>Total 454 · Parks</b>	<b>365.44</b>
<b>Total Expense</b>	<b>365.44</b>
<b>Net Income</b>	<b>-36.54</b>
	<b>Feb 21</b>
Income- <b>EQUIPMENT</b>	
341.02 Interest on Equip Fund	24.33
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>35,024.33</b>
Expense	0.00
<b>Net Income</b>	<b>35,024.33</b>
	<b>Feb 21</b>
Ordinary Income/Expense- <b>VETERANS</b>	
Income	
341.03 Interest Memorial Fund	19.06
357.01 Grants/Donations	21,471.12
<b>Total Income</b>	<b>21,490.18</b>
<b>Gross Profit</b>	<b>21,490.18</b>
<b>Net Ordinary Income</b>	<b>21,490.18</b>
<b>Net Income</b>	<b>21,490.18</b>
<b>Total Income (all accounts)</b>	<b>188,514.44</b>
<b>Total Expense (all accounts)</b>	<b>156,180.64</b>
<b>Net Income(all accounts)</b>	<b>32,333.80</b>

Respectfully Submitted,

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