

Board of Supervisors
Thursday, March 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 Christopher Noll, Secretary/Treasurer, Tammy M. White, Road Master Bruce Raber, and approximately 11 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Sarit Laschinsky.

Public Comment:

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 02/11/21 board of supervisors meeting and directing the treasurer to pay the bills. Motion carried unanimously.

Audit 2020: 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.

Pension Resolution: Resolution 2021-10: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour adopting Resolution 2021-10: **A RESOLUTION OF THE LYNN TOWNSHIP BOARD OF SUPERVISORS OF LEHIGH COUNTY PA, CONVERTING THE DEFINED BENEFIT PENSION PLAN TO A DEFINED CONTRIBUTION PLAN FOR LYNN TOWNSHIP NON-UNIFORMED EMPLOYEES AND ACCEPTING A PROPOSAL FOR THE ACTUARIAL AND RECORD KEEPING SERVICES.** Motion carried unanimously. The Resolution was updated to include the 7% yearly contribution towards the pension starting 2019 as well as the new Actuarial that took over in 2018.

Subdivision- Phillips Lot Line; A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the lot line. Motion carried unanimously. Bausch Waiver; A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving the waiver. Motion carried unanimously. A second motion was made by Brian C. Dietrich and seconded by Steve I. Feinour giving final plan approval and all comments by KCE are addressed. Motion carried unanimously.

Fire Companies: NTFC Fire Chief, Gary Kuntz reported: 5 firefighters enrolled in the Vehicle Rescue Awareness & Operations certification; Fire Team members completed the required annual Haz-Mat Operations refresher on 03/01/2021; Fire Police and any team members with Haz-Mat Awareness completed their required refresher on 03/02/21, any members that did not complete this required refresher have until the end of 1st quarter 2021 to complete; Members attended a Grain Bin Rescue class hosted by Germansville Fire Co. on 03/10/21; Two members recently completed the classroom portion for their Fire Inspector I certification; NTFC meeting with the Bank 03/16/21 @7 to discuss funding for a new Tanker, in addition NTFC continues to meet with manufacturers to spec a new Tanker as well as organizations to help funding. The BOS was asked if they support this acquisition monetarily and if one supervisors could be in attendance at the 3/16 meeting. The BOS gave no amount; Easter filling sale, orders due by 03/12/21 \$8.00 per container. Pick up 04/03/21, 1-3pm; Gun calendar tickets remain on sale. For every 10 tickets sold sellers get entered into a drawing to win a Honda 4 wheeler valued at 8K; EMC- A letter of recommendation was given from NTFC, Fire Chief Gary Kuntz Jr. recommending Phil Hobel for the position of Lynn Township Emergency Management Coordinator. Phil currently serves as NTFC Chief Engineer as well as the mentor program leader. This decision was based on many factors including: Certification levels, Call volume (35% for 2020)/ Training percentages (63% for 2020), as well as Phil's overall effort. A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour appointing Phil Hobel as the Lynn Township Emergency Management Coordinator with stipulation that Phil Hobel submit his actual letter of interest. Motion carried unanimously. LPFC reported: Currently the 2000 club is up and running every Sat. night till the final night which will be held March 27th. Hoagie sale for Wednesday, April 7th.

Road Report: Bruce Raber, Road master, reported for the month of **February:** (1) Snowplowing and treating roads. (2) Repairs to trucks & equipment due to plowing snow. (3) Repaired & Replaced stop signs & road name signs due to Plow Trucks & wind. (4) Cut trees off roads that came down due to wind. (5) Starting cold patching pot holes on blacktop roads. (6) Unloaded & washed trucks several times after plowing & treating roads. Anticipated work for **March:** (1) Finish up boom mowing. (2) Cold Patching. (3) Start dirt roads (regrading and pot holes). **Boom Mower:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour for the purchase of a 2001 6310 JD with Boom Mower for \$22K. Motion carried unanimously. **2006 Mack:** Lynn Twp will need to put in a bid later this year for the 2006 Mack with 40K miles which will also be available from Upper Mac.

Website Agreement: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving Lynn Township's website agreement for the period of 05/01/21 through 04/30/2022, paying 1K for the agreement, and \$140.00 per month for any month in which updates are provided by Kessler Freedman.. Motion carried unanimously.

Park: (1) **Yard Sale:** Saturday, May 8th will be holding mile long yard sale from Ontelaunee Park to the Townhouses. (2) **Patriot Personal Training LLC:** Nicole Garris of 156 Turkey Rd., Kempton PA 19529 submitted to the BOS her interest of using Ontelaunee Park for a summer fitness program. The BOS denied the request. (3) **Park Zero Turn Mower:** A zero

turn mower has been purchased from Upper Macungie @ the cost of \$3,400.00. Mower will be delivered Friday March 12th. (4) DEP met with Bruce Raber in the park to review a complaint from last year. DEP found no issue.

Miscellaneous: (1) Chris Noll noted that White Deer Run is for sale. In the past it was only approved for Counseling Center. (2) Hoffadeckel Ct: Chris Noll will file an enforcement letter regarding the property at the end of Hoffadeckel Ct. (3) Chris Noll stated that the Blue Mt. Mennonite School will be back at some point. (4) The BOS would like something done at 6629 Madison St., windows need to be boarded up. Chris Noll will take care of. (5) The BOS was presented with a second amendment sanctuary ordinance for Gun Owners of America. The BOS agreed that there is nothing enforceable with having such a resolution. (6) Steve I. Feinour will speak with Dave Dietrich who is the person that will be fixing the Stone Pillar in the corner of Ontelaunee Park. Dave will also be asked if he could install a double sided sign between the pillars that will state Welcome to Ontelaunee Park. Justin N. Smith stated that 1 side of the sign will run \$1,440.00. The BOS agreed that the sign should be double sided. This will increase the cost. *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the purchase of a double sided sign at the cost of \$1,440.00 per each side. Motion carried unanimously.* Justin N. Smith will keep the township informed.

Public Comment: None

Announcements:

- 14th annual Pow-wow May 13th, 14th, 15th, 16th 2021 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- 5K Run NWL Educational Foundation Saturday, May 29, 2021, 9am; 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 7:19 pm.

As of March 31, 2021

Account	Balance
General Fund	209,177.57
Capital Reserve	5,452.85
CD's	1,075,677.23
Zoning/Subdivision	68,907.37
Veteran	178,099.84
HLLW COG	78,886.69
State Road	277,594.48
Equipment	139,565.75
Street Light	821.97
Park	51,157.08
Recreation	6,637.49
Total	2,091,978.32

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	899.01
Total 301 · Real Property Taxes	899.01
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	3,551.60
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	41,818.40
Total 310.20 · Earned Income Tax	41,818.40
Total 310 · Local Tax Enabling Act	45,370.00
331 · Fines	
331.10 · Court - Magistrate	157.63
Total 331 · Fines	157.63
341 · Interest	
341.01 · Interest on Checking	47.10
Total 341 · Interest	47.10
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	3,697.00
362.41D · Driveway Permit	325.00
362.41F · Building Permit Filed	300.00
Total 362.41 · Building Permit	4,322.00
362.42 · Electrical Permit	204.00
362.44 · Sewage Permits (SEO Fees)	2,315.25
Total 362.40 · Protective Inspection Fees	6,841.25
362.47 · State fees for Permits	85.50
Total 362 · Public Safety	6,926.75
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	1,281.00
Total 364 · Sanitation	1,281.00
Total 360 · Gen. Govt. Charges for Services	8,707.75
394.000 · Short-Term Debt	
394.200 · Reimbursement to Township	2,500.00
Total 394.000 · Short-Term Debt	2,500.00
Total Income	59,012.49

Expense

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	
402.34 · Advertising	462.90
Total 402 · Auditing/Bookkeeping Services	462.90
404 · Solicitor/Legal Services	466.40
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	3,933.20
Total 405 · Secretary/Clerk	3,933.20
406 · Other General Govt. Admin	
Payroll	-882.83
406.12 · Salary Full Time Staff	3,500.80
406.21 · Office Supplies	4,186.70
406.23 · Postage	357.39
406.32 · Communication - Phone/Wireless	709.35
406.34 · Advertising	763.42
406.38 · Rentals	815.82
Total 406 · Other General Govt. Admin	9,450.65
408 · Engineering Services	
408.99 · Township engineer	2,855.25
Total 408 · Engineering Services	2,855.25
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,391.40
409.44 · Laundry/Other Sanitary Services	135.00
409.99 · Heating - Oil/Propane	1,746.83
Total 409 · General Government Bldg&Plants	3,273.23
Total 400 · General Government	20,910.38
410 · Public Safety	

411 · Fire	
411.97 · Lynnport FC Fuel	134.90
411.98 · New Tripoli FC Fuel	<u>299.85</u>
Total 411 · Fire	434.75
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>4,015.25</u>
Total 413 · Code Enforcement	4,015.25
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	225.00
414.99 · Salary Zoning Officer	<u>303.75</u>
Total 414 · Planning & Zoning	528.75
415 · Emergency Management and Comm.	
415.31 · EMS - Professional Services	<u>50,000.00</u>
Total 415 · Emergency Management and Comm.	50,000.00
419 · Other Public Safety	
419.99 · PA One Call	<u>10.95</u>
Total 419 · Other Public Safety	<u>10.95</u>
Total 410 · Public Safety	54,989.70
420 · Health and Human Services	
426 · Gen Gov Recycling Col & Dis	
426.15 · Transfer/Recycle Salaries	616.00
426.44 · Sanitation Services	<u>945.76</u>
Total 426 · Gen Gov Recycling Col & Dis	<u>1,561.76</u>
Total 420 · Health and Human Services	1,561.76
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	15,317.95
432.15 · P/T Winter Salary	<u>60.00</u>
Total 432 · Winter Maintenance	15,377.95
437 · Repair of Tools & Machinery	
437.99 · Truck Repair	<u>12,272.64</u>
Total 437 · Repair of Tools & Machinery	12,272.64
438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,272.94
438.99 · Truck Fuel	<u>3,820.81</u>
Total 438 · Road/Bridge Maint. and Repair	<u>5,093.75</u>
Total 430 · Public Works Hwy,Rds,Streets	32,744.34
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	2,104.50
454.25 · Repairs & Maint Supplies	61.48
454.28 · Park Equipment	<u>3,400.00</u>
Total 454 · GF Parks	<u>5,565.98</u>
Total 450 · Culture-Recreation	5,565.98
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,620.44
481.20 · Employer paid Medicare	378.97
481.30 · Employer paid Unemployment Comp	234.58
483.49 · 457 Pension contribution	<u>930.00</u>
Total 481 · Employer paid Taxes	3,163.99
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	11,387.31

487.02 · Life Insurance	143.82
487.04 · Workers Compensation Vol Fire	1,980.00
Total 487 · Other Group Insurance Benefits	13,511.13
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	260.98
Total 489 · All other unclassified Expenses	260.98
Total 480 · Misc. Expense	16,936.10

Total Expense	132,708.26
Net Income	-73,695.77
	Mar 21

Income-LFF

341.01 · Interest on Checking	59.10
355 · LFF State Shared Revenue	
355.03 · State Road Turnback Payments	282,152.46
Total 355 · LFF State Shared Revenue	282,152.46

Total Income	282,211.56
--------------	------------

Expense

430 · LFF Public Works	
432 · Winter Maintenance	12,369.67
438 · Maint./Repair Roads & Bridges	345.00
Total 430 · LFF Public Works	12,714.67

Total Expense	12,714.67
---------------	-----------

Net Income	269,496.89
	Mar 21

Income-HLLW

341.02 · Interest on Savings	10.69
------------------------------	-------

Total Income	10.69
--------------	-------

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

Net Income	10.69
	Mar 21

Income-RECREATION

341.01 · Interest on Checking	0.60
-------------------------------	------

Total Income	0.60
--------------	------

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

Net Income	0.60
	Mar 21

Income-ESCROW

341.000 · Interest Earnings	
341.01 · Interest on Checking	0.42
341.02 · Interest J&M, LLC	8.70
Total 341.000 · Interest Earnings	9.12

Total Income	9.12
--------------	------

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

Net Income	9.12
	Mar 21

Income-PARK

341.01 · Interest on Checking	4.61
342.59 · Rental of Park Facilities	1,450.00

Total Income	1,454.61
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	654.30
454.36 · Public Utilities	175.30
454.59 · Rental fee Deposit Refund	50.00
Total 454 · Parks	879.60
Total Expense	879.60
Net Income	575.01
	Mar 21
Income-EQUIPMENT	
341.02 Interest on Equip Fund	31.50
Total Income	31.50
Expense	0.00
Net Income	31.50
	Mar 21
Ordinary Income/Expense-VETERANS	
Income	
341.03 Interest Memorial Fund	23.67
357.01 Grants/Donations	4,800.00
Total Income	4,823.67
Gross Profit	4,823.67
Net Ordinary Income	4,823.67
Net Income	4,823.67
Total Income (all accounts)	347,554.24
Total Expense (all accounts)	146,302.53
Net Income(all accounts)	201,251.71

Respectfully Submitted,

Tammy M. White

Tammy M. White
Secretary/Treasurer