

Board of Supervisors
Thursday, October 14th, 2021 @ 6:30 PM
Lynn Twp.-7911 Kings Hgwy., New Tripoli

Call to Order: The regular 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, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy A. Hermany, Absent Road Master Bruce Raber, Solicitor Marc Fisher, Engineer Rep./Zoning Officer Chris Noll, and approximately 8 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Bernadette Suckley from the NW Press.

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 to accept the minutes from 09/09/21 BOS meeting and the 09/29/2021 Budget meeting and to direct the treasurer to pay the bills. Motion carried unanimously.

Subdivisions: Glenn & Sally Smith: The proposed lot is being subdivided from 7448 Borman Rd. for a single family use with appurtenances. **Waiver:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving waiver dated August 17, 2021; The following pertains to the requested relief from the SALDO of Lynn Twp. For the 7448 Borman Road, Smith – Minor Subdivision. Section 22-206 A final plan shall be submitted only after a Preliminary Plan has been approved by the Planning Commission and the Supervisors. Waiver Requested - The application is for a minor subdivision to create a single dwelling lot. The application of this section given the simple nature of the subdivision seems unnecessary. Motion carried. Justin N. Smith Abstained from the motion. **Nancy Smith:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the lot line contingent compliance with KCE letter dated 07/19/2021 and the removal of Note 19 from the Lot Line Plan. Motion carried unanimously.

Fire Companies: LPFC Asst. Fire Chief, Tim VanBlargan: 63 emergency calls for the year; 1 member Brandon Fidler just completed Mod 4 Class which was held at West Penn; 2 members Brandon Fidler and Jason Nester will be attending the Live Burn portion of the class which begins Oct. 18th; Craft show Nov. 6; Sportsman Night Nov. 13th, tickets are out at various locations; Annual Turkey Raffle Nov. 19th tickets will be mailed out and available by the 10/22; Hoagie sale pick up is Nov 3rd orders due by Oct 22nd; Updated all personnel files making sure we have all certificates on file and a fresh set of background checks which have been provided to Tammy; In the process of updating our SOG's since it's a couple years old and needs to be updated with the times; 3 members Brandon Fidler, Zach Fidler and Owen Bliss are attending the S-130 field day portion of the class at French Creek. This class is a requirement to be active member of the Lehigh County Forestry Task Force. **NTFC Fire Chief, Gary Kuntz:** 159 emergency calls to date; Derek Dorney completed his Haz-Mat OPS certification; Jason Fusselman completed Pumps I certification; Joel Lindtner completed his Haz-Mat Awareness certification; 2 firefighters are working on their FFI certification 5th annual Guns and Cash Bash event was held on Saturday, October 2, proving to be a great success. A total of 5,200 tickets were sold, and 3 Polaris ATV's were given away; Filling sale, \$8 per container order by calling 610-554+3332 or visit FB page. Orders are due by November 7th and pick up is November 20th; NTFC Department is going to be featured in a promotional video by New Tripoli Bank; I would like to thank the LC Commissioners for approving funding for the LC radio upgrade project slated for 2026; NTFC will be setup to provide lighting for Trick or Treat night on 10/30 from 6-8pm; submitted 1 background check. **Resolution 2021-15:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich approving **Resolution 2021-15: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA AUTHORIZING THE SUBMISSION TO THE PA DEPT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR A NORTHAMPTON AND LEHIGH COUNTY LOCAL SHARE ACCOUNT GRANT ON BEHALF OF THE COMMUNITY FIRE CO. OF NEW TRIPOLI, PA.** Motion carried unanimously.

Road report: Bruce Raber, Road master, reported for the month of September: (1) Took down a few trees that were leaning over roads due to storms. (2) Cleaned out storm boxes that filled in due to storms. (3) Cold patching. (4) Filled in and regraded dirt roads mainly on the hills. (5) Filled in pot holes on dirt roads. (6) Cut shoulders on a few black top roads. (7) Put new siding & roof on small shed at park. (8) Cut down trees – weed wacked – trimmed trees and mowed retention pond on Jefferson Ct. (9) Cleaned out gutters & repaired pipe on Ross Valley Rd. Anticipated work for October: (1) Get trucks and equipment ready to tree trim and start tree trimming. **Joint Line Painting:** A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the Joint Line Painting Bidding to be done each by the HLLW members when they do their Joint Oil Bidding. Motion carried unanimously. 2022 Joint Oil Bid and Joint Line Painting bid will be done by Weisenberg Township.

Park: Grass mowing and weed whacking is still going strong, Roto tilled the volley ball court for weed control, lawn sweeper has been in service had it back once for warranty repairs, fire extinguishers have been serviced, removed large hornets' nest at the upper pavilion, replaced shaft on weed whacker shaft purchased at Plaza, Brian Selig was there and replaced bulbs in all lights at monument parts were warranty only charge was for labor. Johnson completed crack repair at the band shell also Gieger painting completed re-stained and clear coat band shell. Sent Ferris out for radiator replacement, replace torn pump drive belts in field, x-mark O turn had no high throttle this unit is fuel injected and has no

cable, repair wire harness that mice chewed apart under seat and engine cover, clear codes and works like new, replace ground fault outlet at bandshell, NTFC flushed the drain pipes at the entrance to park, LPFC supplied water for cleaning the benches through out the park, open area to feeder pond number 3 that has been over grown and hidden, disinfect and pressure wash plastic picnic tables in upper pavilion, Large Flower Head concert was a huge success approximately 500 to 600 people, Met with Lehigh County chamber of commerce for Christmas tree lighting and organizing this even. Bruce and the boys completed the shed project of residing it Monument project is moving along well grass seeding will be complete this week found more small ponds in the tall weeds on upper side of pond cleaned large brush that covered waling path and opened drains that were blocked, backfilled that area with the extra ground from digging the electric in for monument. Tammy White will call Dietrich Stone Masonry so they can do repairs to the front of the Band Shell in Ontelaunee Park.

Joint Salt Bid- A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to accept Lynn Townships portion of the Joint Salt Bid for 2021-2022. Motion carried unanimously. The Joint bidding was done by Heidelberg Township.

Joint Bids – Received for Salt, 225 Tons ~ Sodium Chloride Deicing Rock Salt

Salt Bids Received	225 Tons Sodium Chloride Deicing Rock Salt -
Cargill Deicing Technology 24950 Country Club Blvd Suite 450 North Olmsted, OH 44070	225 TON Unit Price Del. As directed \$75.66 Total = \$17,023.50 Unit Price pick up \$75.00 Total = \$16,875.00
Eastern Salt Company, Inc. 134 Middle St, Suite 210 Lowell, MA 01852	225 TON Unit Price Del. As directed \$73.00 Total = \$16,425.00 Unit Price pick up \$73.00 Total = \$16,425.00

Pension: Justin Schmoyer, Financial Advisor for Pennwood Financial Group furnished the BOS with a pension update for Lynn Township's pension plan. A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich authorizing the approval of 2 documents **1 - PLAN ADOPTION AGREEMENT FOR THE LYNN TOWNSHIP NON-UNIFORMED EMPLOYEES 401(A) PENSION PLANS, PLAN PROVISIONS. 2 - A DOCUMENT FOR AN AMENDMENT OF THE PLAN INCORPORATING ALL PRIOR RESOLUTIONS AND FURTHER AMENDING THE PLAN FOR CERTAIN PROVISIONS FOR PLAN PARTICIPANTS HIRED ON OR AFTER THE EFFECTIVE DATE OF THIS AMENDMENT AND FURTHER AMENDING THE PLAN ACCORDING TO CURRENT REGULATIONS. IT IS ENTENDED THAT THE PLAN SHALL QUALIFY AS A GOVERNMENTAL DEFINED CONTRIBUTION PENSION PLAN UNDER THE INTERNAL REVENUE CODE OF 1986, INCLUDING ANY LATER AMENDMENTS TO THE CODE. THE EMPLOYER AGREES TO OPERATE THE PLLAN ACCORDING TO THE TERMS, PROVISIONS, AND CONDITIONS SET FORTH IN THIS DOCUMENT.** Motion carried unanimously.

Budget/CPA Audit: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour authorizing the advertisement for an outside audit firm to audit the financials for Lynn Township 2021 year. Motion carried unanimously.

Miscellaneous: **1. Ross Valley Bridge:** Chris Noll reported that paperwork has been sent to rectify the Liquid Fuel usage, of 165K, for Ross Valley Bridge. Chris Noll will keep the BOS posted. **2. Sign Installation:** A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to approve the proposal from A.A. Welding & Fabrication LLC @ the cost of \$4,306.00, to Build a custom sign stand and holder for the sign located at the corner lot of Ontelaunee Park. Motion carried unanimously. **3. Veterans Day Fundraiser:** There will be a fundraiser in Ontelaunee park On Thursday, November 11th, for the purchase of a commemorative coin for our Veterans Day. The cost of the coin will be \$20.

Soft Enamel	1.75 inches	3mm	ARTWORK FILED AS	Northwestern Lehigh Veterans - Willard Dellicker	PROOF	Proof-3
METAL PLATING COLOR			SIDE A		SIDE B	
<input type="checkbox"/> Raised High Polish Silver						
FNAMEL COLOR FILL 287 w gray 1 105 w gray 2 c gray 1 370 186 104 w gray 5 364 w gray 3			SIDE A - EDGE Standard Flat Cut		SIDE B - EDGE Standard Flat Cut	
ADDITIONAL OPTIONS						

PLEASE NOTE: Artist rendering is not to scale. Please refer to the listed size and size chart for actual size of final product. The PMS Colors listed on the color chart may not be accurately represented on your monitor or display. Please review a PMS C (Pantone Matching System: Coated) color book for an accurate representation of the listed colors. As all text within the design is hand set by the graphics department, please thoroughly check all spelling. It is the customers responsibility to review all information associated with their design to ensure for accuracy before an order is placed. This includes spelling, size, color and plating. 3D Proof imagery is for representational purposes only, the results of the actual 3D sculpt may vary slightly on the actual produced coin based on complexity and/or manufacturing ability. This graphic rendering is considered the intellectual property of Custom Challenge Coins. Use of this graphic images without permission is prohibited.

4. Park Cameras: Justin N. Smith stated that the REC Commission had order a new camera system for the REC fields and they are still waiting on supplies. The park will most likely run into the same situation when the BOS acts on the camera system for the Park.

Public Comment: 1. Fritz Najarian: Fritz Najarian stated to the BOS that they should consider acting on a Solar Ordinance. The BOS agreed and will have Solicitor Marc Fisher and Engineer/Zoning Officer Chris Noll look into this further.

Announcements:

Reminder to change clocks back 1 hour, November 7, 2021.

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 7:50 pm.

As of October 31, 2021

Account	Balance
General Fund	212,828.62
COVID	231,431.44
Capital Reserve	5,457.60
CD's	1,075,677.23
Zoning/Subdivision	69,161.39
Veteran	150,067.91
HLLW COG	72,595.04
State Road	18,168.48
Equipment	117,761.39
Street Light	3,143.19
Park	64,767.08
Recreation	6,641.36
Total	2,027,700.73

TOTAL

Income-GENERAL FUND

301 · Real Property Taxes

301.10 · Real Estate Tax-Current	390.87
301.22 · Street Light Tax-Prior	163.39
301.40 · Delinquent RE Tax-Tax Claim	62.14
Total 301 · Real Property Taxes	616.40
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	12,531.75
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	19,641.07
Total 310.20 · Earned Income Tax	19,641.07
Total 310 · Local Tax Enabling Act	32,172.82
341 · Interest	
341.01 · Interest on Checking	41.87
Total 341 · Interest	41.87
342 · Interest, Rents & Royalties	
342.53 · Royalties from Cell Tower Rent	1,331.00
Total 342 · Interest, Rents & Royalties	1,331.00
355 · Shared Revenue & Entitlements	
355.01 · PURTA-Public Utility Realty Tax	789.74
Total 355 · Shared Revenue & Entitlements	789.74
360 · Gen. Govt. Charges for Services	
361 · General Government	
361.94 · Misc. Billing	100.00
Total 361 · General Government	100.00
362 · Public Safety	
362.40 · Protective Inspection Fees	
362.41 · Building Permit	
362.41B · BLDG/Alter/Repair Permit	1,402.50
362.41F · Building Permit Filed	525.00
362.41S · Accessory Struc < 1000 ft	25.00
Total 362.41 · Building Permit	1,952.50
362.42 · Electrical Permit	50.00
362.44 · Sewage Permits (SEO Fees)	683.50
Total 362.40 · Protective Inspection Fees	2,686.00
362.47 · State fees for Permits	13.50
Total 362 · Public Safety	2,699.50
364 · Sanitation	
364.30 · Solid Waste Collection/Disposal	175.00
Total 364 · Sanitation	175.00
Total 360 · Gen. Govt. Charges for Services	2,974.50
392 · Interfund Operating Transfer	
392.95 · Transfer from Vet Mem	16,985.04
Total 392 · Interfund Operating Transfer	16,985.04
Total Income	54,911.37
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	118.50
Total 402 · Auditing/Bookkeeping Services	118.50
403 · Tax Collection	
403.16 · Commission Paid as Compensation	19.55

Total 403 · Tax Collection	19.55
404 · Solicitor/Legal Services	971.20
405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>3,983.20</u>
Total 405 · Secretary/Clerk	3,983.20
406 · Other General Govt. Admin	
Payroll	-1,173.90
406.12 · Salary Full Time Staff	3,600.80
406.21 · Office Supplies	575.27
406.23 · Postage	100.59
406.32 · Communication - Phone/Wireless	503.92
406.38 · Rentals	187.96
406.99 · Payroll Processing Fees	<u>140.72</u>
Total 406 · Other General Govt. Admin	3,935.36
408 · Engineering Services	
408.99 · Township engineer	<u>1,928.75</u>
Total 408 · Engineering Services	1,928.75
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	233.01
409.37 · Repairs and Maint.	3,884.51
409.44 · Laundry/Other Sanitary Services	<u>255.00</u>
Total 409 · General Government Bldg&Plants	<u>4,372.52</u>
Total 400 · General Government	15,797.83
410 · Public Safety	
411 · Fire	
411.54 · Fire Co. Donations	10,000.00
411.99 · Fire Company - Miscellaneous	<u>2,532.18</u>
Total 411 · Fire	12,532.18
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>1,946.50</u>
Total 413 · Code Enforcement	1,946.50
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	225.00
414.99 · Salary Zoning Officer	<u>135.00</u>
Total 414 · Planning & Zoning	360.00
419 · Other Public Safety	
419.99 · PA One Call	<u>21.94</u>
Total 419 · Other Public Safety	<u>21.94</u>
Total 410 · Public Safety	14,860.62
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.98 · Repair of Machinery	724.83
437.99 · Truck Repair	<u>1,043.46</u>
Total 437 · Repair of Tools & Machinery	1,768.29
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	14,674.01
438.25 · Repairs & Maint Supplies	1,093.32
438.99 · Truck Fuel	<u>1,806.42</u>
Total 438 · Road/Bridge Maint. and Repair	<u>17,573.75</u>
Total 430 · Public Works Hwy,Rds,Streets	19,342.04
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	2,440.00
454.25 · Repairs & Maint Supplies	150.23

454.31 · Parks Professional services	1,134.53
454.37 · Repairs and Maint. serv (park)	11,966.00
Total 454 · GF Parks	15,690.76
Total 450 · Culture-Recreation	15,690.76
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,577.36
481.20 · Employer paid Medicare	368.90
481.30 · Employer paid Unemployment Comp	5.23
483.49 · 457 Pension contribution	1,210.00
Total 481 · Employer paid Taxes	3,161.49
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	14,071.82
487.02 · Life Insurance	111.08
Total 487 · Other Group Insurance Benefits	14,182.90
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	224.76
Total 489 · All other unclassified Expenses	224.76
Total 480 · Misc. Expense	17,569.15
Total Expense	83,260.40
Net Income	-28,349.03
	Oct 21
Income-LIGHT FUND	0.00
Expense	
434 · Street Lighting	
434.36 · Street Lighting Electric	1,020.22
Total 434 · Street Lighting	1,020.22
Total Expense	1,020.22
Net Income	-1,020.22
	Oct 21
Other Income/Expense-CR	
Other Income	
341.02 · Interest on Savings	0.65
Total Other Income	0.65
Net Other Income	0.65
Net Income	0.65
	Oct 21
Income-LFF	
341.01 · Interest on Checking	2.08
Total Income	2.08
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	0.20
Total 430 · LFF Public Works	0.20
Total Expense	0.20
Net Income	1.88
	Oct 21
Income-HLLW	
341.02 · Interest on Savings	8.64
Total Income	8.64
Expense	0.00

Net Income	8.64
	Oct 21
Income-REC	
341.01 · Interest on Checking	0.53
Total Income	0.53
Expense	0.00
Net Income	0.53
	Oct 21
Income-ESCROW	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.43
341.02 · Interest J&M, LLC	7.65
Total 341.000 · Interest Earnings	8.08
Total Income	8.08
Expense	0.00
Net Income	8.08
	Oct 21
Income-PARK	
341.01 · Interest on Checking	5.23
342.59 · Rental of Park Facilities	675.00
387 · Contributions and Donations	681.37
Total Income	1,361.60
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	64.00
454.34 · Advertising	153.22
454.36 · Public Utilities	187.08
454.38 · Rental	365.00
454.59 · Rental fee Deposit Refund	350.00
Total 454 · Parks	1,119.30
Total Expense	1,119.30
Net Income	242.30
	Oct 21
Income-EQUIP	
341.02 Interest on Equip Fund	46.70
Total Income	46.70
Expense	0.00
Net Income	46.70
	Oct 21
Ordinary Income/Expense-VETERANS	
Income	
357.01 Grants/Donations	3,289.38
Total Income	3,289.38
Gross Profit	3,289.38
Expense	
492.95 Transfer to General Fund	16,985.04
Total Expense	16,985.04
Net Ordinary Income	-13,695.66
Net Income	-13,695.66
	Oct 21

Income	
341.03 Interest Covid Fund	60.15
Total Income	60.15
Expense	0.00
Net Income	60.15
Total Income (all accounts)	59,689.18
Total Expense (all accounts)	102,385.16
Net Income(all accounts)	-42,695.98

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer