

Board of Supervisors
Thursday, March 10th, 2022 @ 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 Brian C. Dietrich, Member Steve I. Feinour, Solicitor Marc Fisher, Engineer/Zoning Officer Christopher Noll, Secretary/Treasurer, Tammy M. White, Admin. Secretary, Kathy A. Hermany Road Master Bruce Raber, and approximately 11 citizens.

Executive Session: Chairman, Justin N. Smith announced that the BOS along with Marc Fisher held an executive session prior to the meeting. The meeting was held to discuss personnel and real estate issues.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: None

Public Comment: 1. Frank Lighter from Pine Lakes of Lynn asked the BOS if they would be interested in purchasing the 16 acres (with Lake) located at the Pine Lakes of Lynn housing development. The residents of Pine Lakes of Lynn are in the process of forming a homeowners association. The likely hood of the homeowners association purchasing the property is highly unlikely. The BOS along with Chris Noll and Marc Fisher will research the original plan which was done from 1969-1972. The plan will be checked to make sure the 16 acres was planned for open space. 2. Fritz Najarian questioned the BOS if they would be able to stipulate uses for the Transfer Station property when it is sold. The Transfer Station is in the AP District.

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 02/10/22 board of supervisors meeting and directing the treasurer to pay the bills. Motion carried unanimously.

Subdivision- Smith Final; A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the lot line. Motion carried. Justin N. Smith Abstained.

Fire Companies: Knox Box Ordinance 2022-01: A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich to pass Ordinance 2022-01: **AN ORDINANCE OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA, RECOMMENDING STRUCTURES TO HAVE A KEY LOCK BOX INSTALLED ON THE EXTERIOR OF THE STRUCTURE FOR FIRE SAFETY PURPOSES AND PROSCRIBING PENALTIES FOR VIOLATIONS THEREOF.** Motion carried unanimously. LPFC Asst. Fire Chief, Tim VanBlargan reported: 10 emergency calls for the year; February 28th 14 members participated in a stop the bleed class; next hoagie order is April 6th with orders due March 27th; Spring Craft/Vendor show March 27th from 10am to 2pm; Annual Bunny luncheon & Egg hunt is April 9th @ 12pm, Please pre-register by March 27th; Easter Filling & Bacon Dressing Sale is April 14th from 4-6pm at the social hall. Orders due by April 2nd. Filling is still \$7 for 2.5 lbs. container and bacon dressing \$5 a pint of \$7 a quart; 2nd Annual Sportsman's Raffle will be Sept. 17th and will be located and hosted at the Kempton Community Center. Tickets will be out and available by April 2nd. NTFC Fire Chief, Gary Kuntz reported: 29 Emergency calls as of 03/10/22; 3 members working on the MOD 3 certification at Greenwald's Fire Co.; 2 officers are currently working on their Fire Officer 3 Pro Board certification; 1 member completed his MOD 2 certification; 1 member has completed his Pro Board FFI certification; 2 junior firefighters will be attending MOD 1 at Walnutport starting 3/21; Free community CPR class on Saturday 04/09/22 At 9am and 2pm; May calendar tickets are currently on sale; Easter potato filling sale, orders due by 04/05 with pickup 4/16; Yard sale at Ontelaunee park on 5/7 9am to 2pm; Friday 5/13 Vince's cheesesteak truck swill be located in the parking lot; Father's Day Chicken BBQ 06/19; Gary Kuntz attended a meeting for the upcoming bike race that will go through Lynn Township on Saturday 06/04/22.

Road Report: Bruce Raber, Road master, reported for the month of **February:** (1) Boom Mowing all finished for the year. (2) Filled pot holes on black top roads (cold patch). (3) Fence has been taken down at recycling center and then boom mowed and did some clean up. (4) Cut up many trees that fell on roads. (5) Replaced & repaired road name & stop signs. (6) Took old posts & fence from recycling center to scrap yard; 2 small loads, 1st load \$171.70, 2nd load \$202.30. (7) Put 2B stone on dirt roads because of ice. (8) Hauled scrap metal from shop - \$171.00. (9) Plowed & Treated roads/unloaded & washed all trucks. (10) Filled pot holes on dirt roads. Anticipated work for **March:** (1) Do more cold patching. (2) Start working on Dirt roads. **COVID FUND:** The BOS Directed Bruce Raber and staff to put a list together of what the Covid \$\$ could be used for, starting with most important items.

Website Agreement: Tabled till April.

Park: (1) The BOS will do a walkthrough of Ontelaunee Park on Saturday, April 2nd at 9am.

Transfer Station: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to engage Northwest Territory Real Estate Services LLC to list the property @ 6540 Schollar Road New Tripoli VIA a Bid and to comply with the Advertising requirements with the terms being sold as is and buyer is responsible for the transfer tax, and the bid is subject to approval at a meeting and payment will be paid withing 60 days. Motion carried unanimously.

Resolution 2022-09: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approved Resolution 2022-09: **A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA FOR**

THE TRANSFER OF UNENCOMBERED MONEYS FROM ONE TOWNSHIP ACCOUNT TO ANOTHER. Motion carried. Justin N. Smith Abstained. The Resolution was to close Glenn & Sally Smith #21-02.

Certificate of Deposit Maturity: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour to take the matured CD ending in 869 and roll it over into a 60 month CD along with the accumulated interest. Motion carried unanimously.

Miscellaneous: (1) The BOS directed Bruce Raber to check with G.C. Lumber to get a quote on all the stump removals at the Park. (2) Discussion about changing or eliminating NITC was held at the NRC meeting based on Weisenberg Township's lack of commitment to help with the event in 2022. NITC had its second highest profits of all time in 2021 and Lynn Township's board prefers to continue NITC. It helps not only the NRC but all the business and nonprofits who participate while providing a great community event.

Public Comment: None

Announcements:

- 15th annual Pow-wow May 12th, 13th, 14th, 15th 2022 Ontelaunee Park Admission \$7, Seniors and Veterans \$5, Children under 12 free.
- 5K Run NWL Educational Foundation Saturday, May 28, 2022, 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 7:24 pm.

As of March 31, 2022

Account	Balance
General Fund	180,501.90
Capital Reserve	5,461.04
CD's	1,092,446.38
Covid	231,719.75
Zoning/Subdivision	69,814.32
Veteran	185,094.88
HLLW COG	75,460.01
State Road	297,690.07
Equipment	117,884.69
Street Light	367.21
Park	67,786.79
Recreation	12,644.77
Total	2,336,871.81

	<u>TOTAL</u>
Income-GENERAL FUND	
301 · Real Property Taxes	
301.40 · Delinquent RE Tax-Tax Claim	485.68
Total 301 · Real Property Taxes	485.68
310 · Local Tax Enabling Act	
310.10 · Real Estate Transfer Tax	5,530.58
310.20 · Earned Income Tax	
310.21 · Earned Income Tax-Current	51,924.68
Total 310.20 · Earned Income Tax	51,924.68
Total 310 · Local Tax Enabling Act	57,455.26
331 · Fines	
331.10 · Court - Magistrate	98.44
Total 331 · Fines	98.44
341 · Interest	
341.01 · Interest on Checking	35.00
Total 341 · Interest	35.00

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

355.04 · Alcoholic Beverage Licenses 200.00

Total 355 · Shared Revenue & Entitlements 200.00

360 · Gen. Govt. Charges for Services

361 · General Government

361.30 · Zoning-Subdiv-Land Dev Fees

361.32 · Fees for Eng., Insp, & Reviews 937.70

Total 361.30 · Zoning-Subdiv-Land Dev Fees 937.70

361.81 · Business Permit 150.00

361.90 · Mechanical/HVAC Permit 105.00

361.94 · Misc. Billing 3.00

361.99 · Road Improvement Fees 900.00

Total 361 · General Government 2,095.70

362 · Public Safety

362.40 · Protective Inspection Fees

362.41 · Building Permit

362.41B · BLDG/Alter/Repair Permit 1,265.00

362.41F · Building Permit Filed 600.00

362.41S · Accessory Struc < 1000 ft 75.00

Total 362.41 · Building Permit 1,940.00

362.42 · Electrical Permit 460.00

362.43 · Plumbing Permit 140.00

362.44 · Sewage Permits (SEO Fees) 250.00

Total 362.40 · Protective Inspection Fees 2,790.00

362.47 · State fees for Permits 40.50

Total 362 · Public Safety 2,830.50

364 · Sanitation

364.30 · Solid Waste Collection/Disposal 368.70

Total 364 · Sanitation 368.70

Total 360 · Gen. Govt. Charges for Services 5,294.90

392 · Interfund Operating Transfer

392.98 · Transfer from SubD/Zoning 404.80

Total 392 · Interfund Operating Transfer 404.80

Total Income 65,305.08

Expense

400 · General Government

400.00 · Legislative (Governing) Body

400.05 · Supervisor Salaries 468.75

Total 400.00 · Legislative (Governing) Body 468.75

403 · Tax Collection

403.21 · Office Supplies 60.00

Total 403 · Tax Collection 60.00

404 · Solicitor/Legal Services 1,282.70

405 · Secretary/Clerk	
405.12 · Salary Township Secretary	<u>4,205.20</u>
Total 405 · Secretary/Clerk	4,205.20
406 · Other General Govt. Admin	
Payroll	-1,238.19
406.12 · Salary Full Time Staff	3,897.20
406.21 · Office Supplies	332.60
406.23 · Postage	90.59
406.32 · Communication - Phone/Wireless	698.21
406.34 · Advertising	489.19
406.38 · Rentals	<u>536.70</u>
Total 406 · Other General Govt. Admin	4,806.30
408 · Engineering Services	
408.99 · Township engineer	<u>1,086.88</u>
Total 408 · Engineering Services	1,086.88
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,635.57
409.37 · Repairs and Maint.	130.00
409.99 · Heating - Oil/Propane	<u>2,717.73</u>
Total 409 · General Government Bldg&Plants	<u>4,483.30</u>
Total 400 · General Government	16,393.13
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>274.35</u>
Total 411 · Fire	274.35
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>3,585.00</u>
Total 413 · Code Enforcement	3,585.00
414 · Planning & Zoning	
414.34 · ZB Advertising, Print, & Bind	265.44
414.98 · Zoning Recording/Transcription	362.75
414.99 · Salary Zoning Officer	<u>467.50</u>
Total 414 · Planning & Zoning	1,095.69
415 · Emergency Management and Comm.	
415.21 · EMS Office Supplies	1,000.00
415.31 · EMS - Professional Services	<u>50,000.00</u>
Total 415 · Emergency Management and Comm.	<u>51,000.00</u>
Total 410 · Public Safety	55,955.04
430 · Public Works Hwy,Rds,Streets	
432 · Winter Maintenance	
432.14 · Salaries Winter Maintenance	<u>18,500.12</u>
Total 432 · Winter Maintenance	18,500.12
437 · Repair of Tools & Machinery	
437.74 · Equipment purchase	1,069.08
437.98 · Repair of Machinery	<u>197.45</u>
Total 437 · Repair of Tools & Machinery	1,266.53

438 · Road/Bridge Maint. and Repair	
438.25 · Repairs & Maint Supplies	1,350.34
438.98 · Twp. paid road maint mat.	3,782.52
438.99 · Truck Fuel	338.69
Total 438 · Road/Bridge Maint. and Repair	5,471.55
Total 430 · Public Works Hwy,Rds,Streets	25,238.20
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	2,880.00
454.15 · Parks part time staff (GF)	128.40
454.25 · Repairs & Maint Supplies	49.79
454.31 · Parks Professional services	3,400.00
Total 454 · GF Parks	6,458.19
Total 450 · Culture-Recreation	6,458.19
480 · Misc. Expense	
481 · Employer paid Taxes	
481.10 · Employer paid FICA	1,864.94
481.20 · Employer paid Medicare	436.16
481.30 · Employer paid Unemployment Comp	264.89
483.49 · 457 Pension contribution	1,280.00
Total 481 · Employer paid Taxes	3,845.99
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	13,244.80
487.02 · Life Insurance	47.94
487.04 · Workers Compensation Vol Fire	1,189.00
Total 487 · Other Group Insurance Benefits	14,481.74
489 · All other unclassified Expenses	
489.98 · Clothing Allowance	65.56
Total 489 · All other unclassified Expenses	65.56
Total 480 · Misc. Expense	18,393.29

Total Expense	122,437.85
---------------	------------

Net Income	-57,132.77
------------	------------

Jan 22

Income-LIGHT FUND

383.11 · Street Lighting Tax	148.02
------------------------------	--------

Total Income	148.02
--------------	--------

Expense

434 · Street Lighting

434.36 · Street Lighting Electric	1,034.26
-----------------------------------	----------

Total 434 · Street Lighting	1,034.26
-----------------------------	----------

Total Expense	1,034.26
---------------	----------

Net Income	-886.24
------------	---------

Mar 22

Other Income/Expense-CR

Other Income	
341.02 · Interest on Savings	0.70
Total Other Income	0.70
Net Other Income	0.70
Net Income	0.70
Mar 22	
Income-LFF	
341.01 · Interest on Checking	3.18
355 · LFF State Shared Revenue	
355.03 · State Road Turnback Payments	282,115.08
355 · LFF State Shared Revenue - Other	1,600.82
Total 355 · LFF State Shared Revenue	283,715.90
Total Income	283,719.08
Expense	
430 · LFF Public Works	
438 · Maint./Repair Roads & Bridges	429.00
Total 430 · LFF Public Works	429.00
Total Expense	429.00
Net Income	283,290.08
Mar 22	
Income-HLLW COG	
341.02 · Interest on Savings	9.61
Total Income	9.61
Expense	0.00
Net Income	9.61
Mar 22	
Income-RECREATION	
341.01 · Interest on Checking	0.97
367.99 · Rec Fee from Subdivision	3,000.00
Total Income	3,000.97
Expense	0.00
Net Income	3,000.97
Mar 22	
Income-ESCROW	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.48
341.02 · Interest J&M, LLC	8.19
Total 341.000 · Interest Earnings	8.67
361 · General Government	
361.96 · Subdivision Escrow Deposit	615.00
Total 361 · General Government	615.00
Total Income	623.67
Expense	

492 · Interfund Operating Transfers	
492.02 · Transfer to GFMM	404.80
Total 492 · Interfund Operating Transfers	404.80
Total Expense	404.80
Net Income	218.87
	Mar 22
Income- PARK	
341.01 · Interest on Checking	5.73
342.59 · Rental of Park Facilities	725.00
387 · Contributions and Donations	20.00
Total Income	750.73
Expense	0.00
Net Income	750.73
	Mar 22
Income- EQUIPMENT	
341.02 Interest on Equip Fund	24.99
Total Income	24.99
Expense	0.00
Net Income	24.99
	Mar 22
Ordinary Income/Expense- VETERANS	
Income	
341.03 Interest Memorial Fund	26.23
357.01 Grants/Donations	2,398.25
Total Income	2,424.48
Gross Profit	2,424.48
Net Ordinary Income	2,424.48
Net Income	2,424.48
	Mar 22
Income- COVID	
341.03 Interest Covid Fund	49.13
Total Income	49.13
Expense	0.00
Net Income	49.13
Total Income (all accounts)	356,056.46
Total Expense (all accounts)	124,305.91
Net Income(all accounts)	231,750.55

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer

