

**Board of Supervisors**  
**Thursday, May 12th, 2022 @ 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 Brian C. Dietrich, Member Steve I. Feinour, Secretary/Treasurer Tammy M. White, Asst. Secretary/Treasurer Kathy Hermany, Road Master Bruce Raber, Solicitor Marc Fisher, Zoning Officer Chris Noll, and approximately 16 citizens.

**Executive session:** Chairman, Justin N. Smith announced that there was an executive session held prior to the meeting to discuss Real Estate issue. Those present in the executive session were Justin N. Smith, Steve I. Feinour, Brian C. Dietrich, and Marc Fisher.

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

**Media Representation:** N/A.

**Public Comment:** 1. David Najarian of 6784 Curvy Drive addressed the BOS with his concerns regarding the property located at 6450 Scholler Rd that is currently for sale by the Township. Mr. Najarian suggested that the Board check with DEP regarding environmental hazardous issues with the property.

**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 04/14/22 and to direct the treasurer to pay the bills. Motion carried unanimously.*

**Subdivisions:** 1. Mark & Rebecca Podlesny waiver of subdivision & land zoning requirements. The BOS directed Mark & Rebecca Podlesny to go before the Lynn Township Zoning Hearing Board with their request for a waiver for a shared driveway and a waiver regarding road frontage for the parcel in question to be subdivided along Rabbit Run Road.

**Wording of 10% Rule:** Discussion was held and will be continued at the June BOS meeting. The BOS sent this back to the PC for their guidance.

**Fire Companies:** NTFC Fire Chief Gary Kuntz reported: 64 emergency calls as of 05/12/22; 1 firefighter completed Pro-Board Vehicle Rescue 1006 certification; 5 firefighters completed their Haz-Mat OPS Pro-Board certification; 4 firefighters completed their MOD 4 certification; 4 firefighters completed their live burn; 1 junior firefighter started his MOD II certification in Walnutport; May calendar tickets are running throughout the month of May; \$500 donation was received from a local business for the purchase of a Milwaukee battery operated chainsaw; Vince's Cheesesteak truck will be set up on Friday May 13<sup>th</sup> from 3pm-8pm; Back home bagel truck will be setup in the lot on Sunday June 5<sup>th</sup> from 8am-12pm; 6<sup>th</sup> annual Guns and Cash Bash tickets are at the printer and there will be some more surprises with this years Bash, watch Facebook page for details; 1 background check to turn in for 1 new senior fire team member; working papers for 1 new Jr. Fire team member; 6 additional gear lockers, pagers, turnout gear, have been ordered; fire police will assist with the 5K at the park on 5/28; Fire Police will be assisting with the parking on 5/30 for The Veterans Memorial unveiling at the park and Cetronia Ambulance will have a unit on site for this event as well. LPFC President Heather Utt reported: Heather Utt addressed the BOS with concerns that it took Cetronia 27 minutes to respond to and incident. The BOS stated that they would look into the issue.

**Road Report:** Bruce Raber, Road master, reported for the month of April: (1) Finished up Dirt Roads (2) Did cold patching (3) Did some concrete work at the inlet ends of 3 roads (4) Spread out and raked out 4-10 wheeler loads of top soil at the Veterans Memorial with help from Weisenberg & Heidelberg Twp. (5) Put down 15 tons of 9.5 mm black top on Herrnhutter Strass Rd. where it broke up over winter. (6) Shoulder paved spots on Gun Club Rd. (from Gun club to Top at 309) with help from Weisenberg & Heidelberg Twp. (7) Helping Weisenberg Twp with their paving projects. Anticipated work for May: (1) Continue Helping Weisenberg Twp with their paving projects (2) Help Heidelberg Twp with their paving projects (3) Do paving projects in Ontelaunee Park (4) Start Lynn's paving projects. 2019 Truck: *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving the transfer of \$74,900 from the COVID Fund to the Equipment fund for the purchase of a 2019 Truck. Motion carried unanimously.* The BOS also approved the list of items to be submitted to Lehigh County that would be funded through the COVID Fund. Those items listed are: Salt Shed; Truck; Road materials; Security systems at the Township and Park; Generators for both buildings (office and Maintenance). Bruce Raber stated that Engineer Ryan Christman is finalizing the specs for advertisement of the Salt Shed.

**Park:** GC Lumber gave an estimate for stump removal of 135 stumps at and around the park area. GC estimate was \$175/hour and or \$50-\$250 per stump. The BOS directed Bruce Raber to contact GC Lumber to have them submit an estimate that clarifies the numbers.

**Miscellaneous:** (1) Basket Ball Ct.: The BB Court is being revamped. Paving: Bruce Raber stated that the road crew will be doing paving in the park. (2) Chris Noll and Steve I. Feinour met with LCA. Chris Noll reported that LCA has fixed 189 manholes and have taken care of issues in the townships will free up 5 to 7 EDU's for the township. (3) Brian Dietrich stated that the Northern Lehigh Multi-Municipal Comprehensive Plan should be forwarded to Marc Fisher to review. Tammy White will forward it to Marc Fisher. The draft plan is ready to adopt.

**Public Comment:** (1) Justin N. Smith stated that the new advertisement for at the REC Fields has been approved. The advertisements are for around the Pavilion and as of now there are 44 slots. (2) Justin N. Smith also announce that Lynn Township along with Heidelberg, Lowhill, and Weisenberg Townships, have been awarded and Intergovernmental Cooperation award of Excellence for working together on the Northwestern Recreational Field Walking Trail and multiple other ventures.

**Announcements:**

(1) 15th annual Pow-wow May 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup> 2022

(2) NW Lehigh Education Foundation 5k in Ontelaunee Park Sat. May 28,2022 9am.

**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 7:26 pm.

**As of May 31, 2022**

Account	Balance
General Fund	100,779.57
Capital Reserve	5,462.41
CD's	972,666.07
Covid	231,816.46
Zoning/Subdivision	70,331.51
Veteran	24,146.01
HLLW COG	75,478.92
State Road	389,348.04
Equipment	78,428.96
Street Light	2,186.24
Park	68,635.95
Recreation	12,646.88
<b>Total</b>	<b>2,031,927.02</b>

**TOTAL**

**Income-GENERAL FUND**

**301 · Real Property Taxes**

301.23 · 515 Rollback - prior years 310.97

301.40 · Delinquent RE Tax-Tax Claim 132.93

301.60 · Real Estate Tax-Interim-Current 16,239.24

**Total 301 · Real Property Taxes 16,683.14**

**310 · Local Tax Enabling Act**

310.10 · Real Estate Transfer Tax 4,883.29

310.20 · Earned Income Tax

310.21 · Earned Income Tax-Current 101,647.15

**Total 310.20 · Earned Income Tax 101,647.15**

**Total 310 · Local Tax Enabling Act 106,530.44**

**321 · Business Licenses and Permits**

321.80 · Cable Television Francise 13,911.95

**Total 321 · Business Licenses and Permits 13,911.95**

**331 · Fines**

331.10 · Court - Magistrate 181.99

**Total 331 · Fines 181.99**

**341 · Interest**

341.01 · Interest on Checking 19.90

**Total 341 · Interest 19.90**

360 · Gen. Govt. Charges for Services

361 · General Government

361.90 · Mechanical/HVAC Permit 465.00

361.97 · Zoning Board Appeal Fee 1,250.00

Total 361 · General Government 1,715.00

362 · Public Safety

362.40 · Protective Inspection Fees

362.41 · Building Permit

362.41B · BLDG/Alter/Repair Permit 5,160.50

362.41D · Driveway Permit 400.00

362.41F · Building Permit Filed 850.00

362.41S · Accessory Struc < 1000 ft 70.00

Total 362.41 · Building Permit 6,480.50

362.42 · Electrical Permit 1,115.00

362.43 · Plumbing Permit 320.00

362.44 · Sewage Permits (SEO Fees) 5,420.00

Total 362.40 · Protective Inspection Fees 13,335.50

362.47 · State fees for Permits 130.50

Total 362 · Public Safety 13,466.00

Total 360 · Gen. Govt. Charges for Services 15,181.00

392 · Interfund Operating Transfer

392.92 · Transfer from Equip Fund 74,500.00

392.95 · Transfer from Vet Mem 196,708.66

Total 392 · Interfund Operating Transfer 271,208.66

**Total Income 423,717.08**

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

403.16 · Commission Paid as Compensation 902.92

403.21 · Office Supplies 6,285.80

Total 403 · Tax Collection 7,188.72

404 · Solicitor/Legal Services 1,231.87

405 · Secretary/Clerk

405.12 · Salary Township Secretary 6,282.80

Total 405 · Secretary/Clerk 6,282.80

406 · Other General Govt. Admin

Payroll -1,035.14

406.12 · Salary Full Time Staff 5,770.80

406.21 · Office Supplies 2,587.02

406.23 · Postage 105.35

406.32 · Communication - Phone/Wireless 400.24

406.38 · Rentals 492.00

406.48 · Internet Fees/Web Design 1,050.00

Total 406 · Other General Govt. Admin	9,370.27
408 · Engineering Services	
408.99 · Township engineer	<u>1,058.51</u>
Total 408 · Engineering Services	1,058.51
409 · General Government Bldg&Plants	
409.36 · Public Utility Services (TWP)	1,492.88
409.37 · Repairs and Maint.	492.50
409.44 · Laundry/Other Sanitary Services	192.60
409.99 · Heating - Oil/Propane	<u>2,633.58</u>
Total 409 · General Government Bldg&Plants	<u>4,811.56</u>
Total 400 · General Government	30,412.48
410 · Public Safety	
411 · Fire	
411.99 · Fire Company - Miscellaneous	<u>2,069.94</u>
Total 411 · Fire	2,069.94
413 · Code Enforcement	
413.31 · Code enforcement pro. service	<u>8,375.00</u>
Total 413 · Code Enforcement	8,375.00
414 · Planning & Zoning	
414.98 · Zoning Recording/Transcription	345.00
414.99 · Salary Zoning Officer	<u>91.88</u>
Total 414 · Planning & Zoning	<u>436.88</u>
Total 410 · Public Safety	10,881.82
430 · Public Works Hwy,Rds,Streets	
437 · Repair of Tools & Machinery	
437.74 · Equipment purchase	74,500.00
437.98 · Repair of Machinery	4,473.95
437.99 · Truck Repair	<u>2,287.83</u>
Total 437 · Repair of Tools & Machinery	81,261.78
438 · Road/Bridge Maint. and Repair	
438.14 · Salaries for Road Maint	24,572.17
438.25 · Repairs & Maint Supplies	5,754.12
438.98 · Twp. paid road maint mat.	40,390.05
438.99 · Truck Fuel	<u>259.86</u>
Total 438 · Road/Bridge Maint. and Repair	<u>70,976.20</u>
Total 430 · Public Works Hwy,Rds,Streets	152,237.98
450 · Culture-Recreation	
454 · GF Parks	
454.12 · Parks full time staff (GF)	4,320.00
454.15 · Parks part time staff (GF)	866.70
454.25 · Repairs & Maint Supplies	9,848.88
454.31 · Parks Professional services	<u>189,155.00</u>
Total 454 · GF Parks	<u>204,190.58</u>
Total 450 · Culture-Recreation	204,190.58
480 · Misc. Expense	
481 · Employer paid Taxes	

481.10 · Employer paid FICA	2,689.36
481.20 · Employer paid Medicare	628.96
481.30 · Employer paid Unemployment Comp	39.72
483.49 · 457 Pension contribution	2,289.00
Total 481 · Employer paid Taxes	5,647.04
487 · Other Group Insurance Benefits	
487.01 · Health Insurance	13,244.80
487.02 · Life Insurance	85.94
487.04 · Workers Compensation Vol Fire	1,189.00
Total 487 · Other Group Insurance Benefits	14,519.74
Total 480 · Misc. Expense	20,166.78
490 · Other Financing Uses-exp	
492 · Interfund Operating Transfer	
492.02 · Transfer to Veteran Memorial	325.69
Total 492 · Interfund Operating Transfer	325.69
Total 490 · Other Financing Uses-exp	325.69
<b>Total Expense</b>	<b>418,215.33</b>
Net Income	<b>5,501.75</b>

**May 22**

Income-LIGHT FUND

383.11 · Street Lighting Tax	1,819.03
<b>Total Income</b>	<b>1,819.03</b>
Expense	0.00
Net Income	<b>1,819.03</b>

**May 22**

Ordinary Income/Expense-CAPITAL RESERVE

Expense	
492 · Interfund Operating Transfers	
492.01 · Transfer to LFFMM	164,780.31
Total 492 · Interfund Operating Transfers	164,780.31
<b>Total Expense</b>	<b>164,780.31</b>
Net Ordinary Income	-164,780.31
Other Income/Expense	
Other Income	
341.02 · Interest on Savings	0.72
<b>Total Other Income</b>	<b>0.72</b>
Net Other Income	0.72
Net Income	<b>-164,779.59</b>

**May 22**

Income-LFF

341.01 · Interest on Checking	77.63
355 · LFF State Shared Revenue	164,780.31
392 · Interfund Operating Transfers	
392.01 · Transfer from General Fund	325.69

Total 392 · Interfund Operating Transfers	325.69
<b>Total Income</b>	<b>165,183.63</b>
Expense	
430 · LFF Public Works	
439 · HW Construction/Rebuilding Proj	66,135.45
<b>Total 430 · LFF Public Works</b>	<b>66,135.45</b>
<b>Total Expense</b>	<b>66,135.45</b>
<b>Net Income</b>	<b>99,048.18</b>
	<b>May 22</b>
<b>Income-HLLW COG</b>	
341.02 · Interest on Savings	9.92
<b>Total Income</b>	<b>9.92</b>
Expense	0.00
<b>Net Income</b>	<b>9.92</b>
	<b>May 22</b>
<b>Income-RECREATION</b>	
341.01 · Interest on Checking	1.11
<b>Total Income</b>	<b>1.11</b>
Expense	0.00
<b>Net Income</b>	<b>1.11</b>
	<b>May 22</b>
<b>Income-ESCROW</b>	
341.000 · Interest Earnings	
341.01 · Interest on Checking	0.57
341.02 · Interest J&M, LLC	8.45
<b>Total 341.000 · Interest Earnings</b>	<b>9.02</b>
<b>Total Income</b>	<b>9.02</b>
Expense	0.00
<b>Net Income</b>	<b>9.02</b>
	<b>May 22</b>
<b>Income-PARK</b>	
341.01 · Interest on Checking	6.09
342.59 · Rental of Park Facilities	850.00
387 · Contributions and Donations	570.00
<b>Total Income</b>	<b>1,426.09</b>
Expense	
454 · Parks	
454.25 · Repairs & Maintenance Supplies	652.73
454.38 · Rental	258.98
454.59 · Rental fee Deposit Refund	400.00
454.97 · Plant Purchases	549.00
<b>Total 454 · Parks</b>	<b>1,860.71</b>
<b>Total Expense</b>	<b>1,860.71</b>

Net Income	<u>-434.62</u>
	<u>May 22</u>
Income-EQUIPMENT	
341.02 Interest on Equip Fund	16.82
Total Income	16.82
Expense	
492.01 Transfer to GF Checking	74,500.00
Total Expense	74,500.00
Net Income	<u>-74,483.18</u>
	<u>May 22</u>
Ordinary Income/Expense-VETERANS	
Income	
341.03 Interest Memorial Fund	14.03
357.01 Grants/Donations	13,110.54
Total Income	13,124.57
Gross Profit	13,124.57
Expense	
492.95 Transfer to General Fund	196,708.66
Total Expense	196,708.66
Net Ordinary Income	-183,584.09
Net Income	<u>-183,584.09</u>
	<u>May 22</u>
Income-COVID	
341.03 Interest Covid Fund	50.74
Total Income	50.74
Expense	0.00
Net Income	<u>50.74</u>
Total Income (all accounts)	<u>605,358.73</u>
Total Expense (all accounts)	<u>922,200.46</u>
Net Income(all accounts)	<u>-316,841.73</u>

Respectfully Submitted,

Tammy M. White  
Secretary/Treasurer

*Tammy M. White*

