

Board of Supervisors
Thursday, October 13th, 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, Solicitor Marc Fisher, Engineer Rep./Zoning Officer Chris Noll, Absent Asst. Secretary/Treasurer Kathy A. Hermany, and Road Master Bruce Raber, and approximately 13 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Media Representation: Marie Maritch 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 09/08/22 BOS meeting and the 09/28/2022 Budget meeting and to direct the treasurer to pay the bills. Motion carried unanimously.*

Fire Companies: LPFC Asst. Fire Chief, Tim VanBlargan: 41 emergency calls for the year; Currently 1 member is taking a pumps 1 class which is held at West Penn; 1 member is currently taking Mod 4 class which is held at Walnutport; 3 members taking a EVOC class that is being held at LPFC; 3 members are currently taking Hazmat Ops Pro-Board that is being held at Topton Fire Co.; Hoagie orders are due Oct. 21st pick up Nov. 2nd; October 23rd there will be a children's bingo doors open at 11:30 am game starts at 1; Nov. 5th there will be a craft show 10am-2pm; Thanksgiving filling sale is Nov. 22nd orders due by Nov. 12th; Turkey Raffle is Nov. 18th tickets are available. NTFC Fire Chief, Gary Kuntz: 133 emergency calls to date; Derek Dorney completed his vehicle rescue 1006 Certification at Virginville, Saturday 9/17 rural water movement class at West Penn 1791, 1721 attended with several personnel; Derek, Owen, Pete Kahora, Earl, Nikki taking pumps I class at West Penn; Owen, Earl, Pete Kahora, Ken taking EVOC at Lynnport; 1 firefighters is taking his MOD 4 at Walnutport, we will be providing an engine at Whitehall burn tower for this; Bruce Dalrymple completed an Aerial Rigging Class; We will be training with multiple stations in Whitehall on Monday 10/24; Safety day at school 10/7; Hosted a safety night at station on 10/12; Applied for an ARPA Grant through the United Way for \$54K; Santa Run Saturday 12./17; sign Co-op agreement with Township to complete DCED/LSA grant for the Chief's vehicle; Trick or Treat Night 10/29 6-8pm will be providing lightning and we will hand out refreshments; Potato filling sale order by 11/7 \$9 per container, pickup 11/19; Thank David Malafarina & New Tripoli Bank for doing our R&R video; We continue to work on an engine replacement as per the fire study 20 years & 5 years reserve; We received oxygen masks for pets from DJI Insurance on Monday night. **Agreement** – *A motion was made by Steve I. Feinour and seconded by Brian C. Dietrich adopting the agreement with NTFC in cooperation with a grant for the purchase of a 2022 Ford Explorer for the NTFC. Motion carried unanimously.*

Road report: Bruce Raber, Road master, reported for the month of September: (1) Body Work & painted 5 of the truck bodies and washed and cleaned and waxed the cabs. (2) Installed a new 4' x 40' pipe on Brobst Hill Rd. (3) Filled in and regraded Blue Mt. House Rd. from Leaser Rd. to top and Milo Rd. (both are dirt roads). (4) Helped Weisenberg Twp. With paving of walking trails. (5) Put 6" of 2B in new salt shed to be ready for concrete. (6) Installed a new 4' x 6' x 34' squash pipe and a new 2' x 34' pipe o Hoffadeckel Ct. Anticipated work for October: (1) Mow retention pond at the end of Jefferson Ct. (2) Work on 1 dirt road. (3) Do some cold Patching. (4) Maybe start tree trimming. **Retention Pond:** *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Edge One Services to maintain the retention pond at the end of Jefferson Ct. on a monthly basis at the cost of \$65.00. Motion carried unanimously. Salt Shed is completed.*

Park: Justin N. Smith presented the board with a proposal of 18K-19K for a proposed zip-line in Ontelaunee Park. The BOS will decide on a location that best fits the zip line before making a motion to install.

10% Rule: The Lynn Township Planning Commission recommend to the BOS that "Non-Agricultural development shall be limited to 10% of the area described in the recorded deed as it existed on the original effective date of this ordinance plus one additional lot limited in size up to but no more than 10 acres. The remainder of the parcel, as described in the deed, shall remain in agricultural use only with no further allowable non-agricultural development. Additionally, a copy of the recorded deed, as it existed on the effective date of this ordinance (6/3/1982), shall be attached to each subdivision proposal. Flag lots may be allowed provided the provisions of Section 404.8 are met. (any and all areas of access roadways, state and local easements and all other required right-of-way's shall be included as part of the allowable non-agricultural development.)" The BOS is in agreement. Brian C. Dietrich stated that this does not reset the clock on people who already took their 10% out and 2nd that landowners contact the local assessment office regarding roll back taxes. Solicitor Marc Fisher stated he will put it all in the correct language and then it will go to the LVPC and the Lynn Township Planning Commission for final review before it comes back to the BOS for approval.

Resolution 2022-14: *A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2022-14: 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 unanimously. The Resolution was to close Greg Snyder and Fritz Najarian subdivisions.

Resolution 2022-15: A motion was made by Brian C. Dietrich and seconded by Steve I. Feinour approving Resolution 2022-15: A RESOLUTION OF THE BOARD OF SUPERVISORS OF LYNN TOWNSHIP, LEHIGH COUNTY, PA IMPLEMENTING ACT 57 OF 2022. Motion carried unanimously.

Resolution 2022-15: Solicitor Marc Fisher opened a public hearing at 6:56 for public comments regarding the adoption of the Norther Lehigh Multi-Municipal Comprehensive Plan. The hearing closed at 6:57. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith approving Resolution 2022-16: A RESOLUTION ADOPTING NORTHERN LEHIGH MULTI-MUNICIPAL COMPREHENSIVE PLAN. Motion carried. Steve I. Feinour opposed.

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 2022 year. Motion carried unanimously.

Miscellaneous: 1. Justin N. Smith announced that Kathy Hermany will be retiring next spring. Chris Noll asked the BOS if he and Kathy Hermany can be involved in the interview process. Justin N. Smith stated they would be included in the 2nd round of interviews. 2. Justin N. Smith announced that ads are being place on the building at the REC Fields. He thanked Keystone Engineers for their advertisement.

Public Comment: Resident Tammy Wislowski addressed the board with concerns about all the garbage located outside at 7495 Camp Meeting road address as well as her concerns with muddy water running down Madison across from the post office. Chris Noll will look into both issues.

Announcements:

Reminder to change clocks back 1 hour, November 6, 2022.

Trick or Treat Night is Saturday, October 29 from 6-8pm Rain or Shine.

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 7:09 pm.

As of October 31, 2021

| Account | Balance |
|--------------------|---------------------|
| General Fund | 170,301.35 |
| Capital Reserve | 5,472.75 |
| CD's | 972,666.07 |
| Covid | 163,483.94 |
| Zoning/Subdivision | 72,317.82 |
| Veteran | 29,883.08 |
| HLLW COG | 81,986.32 |
| State Road | 140,960.73 |
| Equipment | 152,768.64 |
| Street Light | 2,447.61 |
| Park | 83,617.16 |
| Recreation | 12,653.14 |
| Total | 1,888,558.61 |

TOTAL

Income-GENERAL FUND

301 · Real Property Taxes

301.10 · Real Estate Tax-Current 254.84

301.40 · Delinquent RE Tax-Tax Claim 32.24

Total 301 · Real Property Taxes 287.08

310 · Local Tax Enabling Act

310.10 · Real Estate Transfer Tax 7,620.18

310.20 · Earned Income Tax

310.21 · Earned Income Tax-Current 15,085.59

Total 310.20 · Earned Income Tax 15,085.59

Total 310 · Local Tax Enabling Act 22,705.77

341 · Interest

| | |
|---|-------------------|
| 341.01 · Interest on Checking | 109.65 |
| Total 341 · Interest | 109.65 |
| 354 · Capital & Operating Grants | |
| 354.020 · Public Safety | 31,114.00 |
| Total 354 · Capital & Operating Grants | 31,114.00 |
| 355 · Shared Revenue & Entitlements | |
| 355.01 · PURTA-Public Utility Realty Tax | 804.73 |
| Total 355 · Shared Revenue & Entitlements | 804.73 |
| 360 · Gen. Govt. Charges for Services | |
| 361 · General Government | |
| 361.30 · Zoning-Subdiv-Land Dev Fees | |
| 361.32 · Fees for Eng., Insp, & Reviews | 8.51 |
| Total 361.30 · Zoning-Subdiv-Land Dev Fees | 8.51 |
| Total 361 · General Government | 8.51 |
| 362 · Public Safety | |
| 362.40 · Protective Inspection Fees | |
| 362.41 · Building Permit | |
| 362.41B · BLDG/Alter/Repair Permit | 2,173.50 |
| 362.41F · Building Permit Filed | 200.00 |
| 362.41S · Accessory Struc < 1000 ft | 100.00 |
| Total 362.41 · Building Permit | 2,473.50 |
| 362.42 · Electrical Permit | 180.00 |
| 362.44 · Sewage Permits (SEO Fees) | 825.00 |
| Total 362.40 · Protective Inspection Fees | 3,478.50 |
| 362.47 · State fees for Permits | 58.50 |
| 362.99 · Logging/Timber Harvest | -100.00 |
| Total 362 · Public Safety | 3,437.00 |
| 364 · Sanitation | |
| 364.30 · Solid Waste Collection/Disposal | 182.00 |
| Total 364 · Sanitation | 182.00 |
| Total 360 · Gen. Govt. Charges for Services | 3,627.51 |
| 392 · Interfund Operating Transfer | |
| 392.91 · Transfer from Covid Fund | 213,341.00 |
| 392.98 · Transfer from SubD/Zoning | 905.05 |
| 392.99 · Transfer from COG | 332.76 |
| Total 392 · Interfund Operating Transfer | 214,578.81 |
| 395 · Refunds of Prior Yr Expenditure | |
| 395.35 · Insurance & Bonding | 4,550.00 |
| Total 395 · Refunds of Prior Yr Expenditure | 4,550.00 |
| Total Income | 277,777.55 |
| Expense | |
| 400 · General Government | |
| 400.00 · Legislative (Governing) Body | |
| 400.05 · Supervisor Salaries | 468.75 |
| Total 400.00 · Legislative (Governing) Body | 468.75 |

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| 402 · Auditing/Bookkeeping Services | |
| 402.34 · Advertising | 121.35 |
| Total 402 · Auditing/Bookkeeping Services | 121.35 |
| 403 · Tax Collection | |
| 403.16 · Commission Paid as Compensation | 16.70 |
| Total 403 · Tax Collection | 16.70 |
| 404 · Solicitor/Legal Services | 1,134.66 |
| 405 · Secretary/Clerk | |
| 405.12 · Salary Township Secretary | 4,255.20 |
| Total 405 · Secretary/Clerk | 4,255.20 |
| 406 · Other General Govt. Admin | |
| Payroll | -1,483.88 |
| 406.12 · Salary Full Time Staff | 3,847.20 |
| 406.21 · Office Supplies | 11,776.03 |
| 406.23 · Postage | 55.15 |
| 406.32 · Communication - Phone/Wireless | 822.90 |
| 406.38 · Rentals | 1,186.06 |
| 406.42 · Membership/Dues | 160.00 |
| 406.99 · Payroll Processing Fees | 140.70 |
| Total 406 · Other General Govt. Admin | 16,504.16 |
| 408 · Engineering Services | |
| 408.99 · Township engineer | 3,104.26 |
| Total 408 · Engineering Services | 3,104.26 |
| 409 · General Government Bldg&Plants | |
| 409.36 · Public Utility Services (TWP) | 318.45 |
| 409.44 · Laundry/Other Sanitary Services | 304.95 |
| 409.61 · General Construction Contracts | 202,749.00 |
| Total 409 · General Government Bldg&Plants | 203,372.40 |
| Total 400 · General Government | 228,977.48 |
| 410 · Public Safety | |
| 411 · Fire | |
| 411.54 · Fire Co. Donations | 1,951.90 |
| 411.99 · Fire Company - Miscellaneous | 40,724.06 |
| Total 411 · Fire | 42,675.96 |
| 413 · Code Enforcement | |
| 413.31 · Code enforcement pro. service | 4,726.72 |
| Total 413 · Code Enforcement | 4,726.72 |
| 414 · Planning & Zoning | |
| 414.98 · Zoning Recording/Transcription | 250.00 |
| 414.99 · Salary Zoning Officer | 1,641.25 |
| Total 414 · Planning & Zoning | 1,891.25 |
| 419 · Other Public Safety | |
| 419.99 · PA One Call | 1.58 |
| Total 419 · Other Public Safety | 1.58 |
| Total 410 · Public Safety | 49,295.51 |
| 430 · Public Works Hwy,Rds,Streets | |

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|---|--------------------------|
| 437 · Repair of Tools & Machinery | |
| 437.01 · Repairs and Maint COG Equipment | 120.16 |
| 437.98 · Repair of Machinery | 5,305.13 |
| 437.99 · Truck Repair | <u>1,071.54</u> |
| Total 437 · Repair of Tools & Machinery | 6,496.83 |
| 438 · Road/Bridge Maint. and Repair | |
| 438.14 · Salaries for Road Maint | 16,384.41 |
| 438.25 · Repairs & Maint Supplies | 1,805.44 |
| 438.47 · Drug & Alcohol Testing | 60.00 |
| 438.50 · Reimbursement of purchase | 212.60 |
| 438.98 · Twp. paid road maint mat. | 420.26 |
| 438.99 · Truck Fuel | <u>5,237.39</u> |
| Total 438 · Road/Bridge Maint. and Repair | <u>24,120.10</u> |
| Total 430 · Public Works Hwy,Rds,Streets | 30,616.93 |
| 450 · Culture-Recreation | |
| 454 · GF Parks | |
| 454.12 · Parks full time staff (GF) | 2,880.00 |
| 454.15 · Parks part time staff (GF) | 433.35 |
| 454.25 · Repairs & Maint Supplies | <u>407.98</u> |
| Total 454 · GF Parks | <u>3,721.33</u> |
| Total 450 · Culture-Recreation | 3,721.33 |
| 480 · Misc. Expense | |
| 481 · Employer paid Taxes | |
| 481.10 · Employer paid FICA | 1,772.61 |
| 481.20 · Employer paid Medicare | 414.56 |
| 481.30 · Employer paid Unemployment Comp | 27.69 |
| 483.49 · 457 Pension contribution | <u>1,526.00</u> |
| Total 481 · Employer paid Taxes | 3,740.86 |
| 486 · Insurance | |
| 486.10 · Insurance - Liability | <u>2,966.60</u> |
| Total 486 · Insurance | 2,966.60 |
| 487 · Other Group Insurance Benefits | |
| 487.01 · Health Insurance | 14,355.30 |
| 487.04 · Workers Compensation Vol Fire | <u>1,182.00</u> |
| Total 487 · Other Group Insurance Benefits | 15,537.30 |
| 489 · All other unclassified Expenses | |
| 489.98 · Clothing Allowance | <u>168.92</u> |
| Total 489 · All other unclassified Expenses | <u>168.92</u> |
| Total 480 · Misc. Expense | <u>22,413.68</u> |
| Total Expense | <u>335,024.93</u> |
| Net Income | <u><u>-57,247.38</u></u> |
| | <u>Oct 22</u> |
| Income-LIGHT FUND | |
| 383.11 · Street Lighting Tax | 79.10 |
| Total Income | <u>79.10</u> |

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| Expense | |
| 434 · Street Lighting | |
| 434.36 · Street Lighting Electric | 1,061.08 |
| Total 434 · Street Lighting | 1,061.08 |
| Total Expense | 1,061.08 |
| Net Income | -981.98 |
| | Oct 22 |
| Other Income/Expense- CR FUND | |
| Other Income | |
| 341.02 · Interest on Savings | 3.01 |
| Total Other Income | 3.01 |
| Net Other Income | 3.01 |
| Net Income | 3.01 |
| | Oct 22 |
| Income- LFF | |
| 341.01 · Interest on Checking | 89.15 |
| Total Income | 89.15 |
| Expense | |
| 430 · LFF Public Works | |
| 438 · Maint./Repair Roads & Bridges | 6,469.76 |
| Total 430 · LFF Public Works | 6,469.76 |
| Total Expense | 6,469.76 |
| Net Income | -6,380.61 |
| | Oct 22 |
| Income- HLLW COG | |
| 341.02 · Interest on Savings | 44.93 |
| 342.40 · Rent of Machinery and Equipment | |
| 342.43 · Rent of Public Works Machinery | 6,597.12 |
| Total 342.40 · Rent of Machinery and Equipment | 6,597.12 |
| Total Income | 6,642.05 |
| Expense | |
| 492 · Interfund Transfer | |
| 492.01 · Transfer to GF Cking | 332.76 |
| 492.03 · 492.03 Transfer to Veterans Fun | 5,151.88 |
| Total 492 · Interfund Transfer | 5,484.64 |
| Total Expense | 5,484.64 |
| Net Income | 1,157.41 |
| | Oct 22 |
| Income- REC FUND | |
| 341.01 · Interest on Checking | 2.04 |
| Total Income | 2.04 |
| Expense | 0.00 |
| Net Income | 2.04 |

| | Oct 22 |
|---|-----------------|
| Income-ESCROW FUND | |
| 341.000 · Interest Earnings | |
| 341.01 · Interest on Checking | 1.31 |
| 341.02 · Interest J&M, LLC | 35.46 |
| Total 341.000 · Interest Earnings | 36.77 |
| 361 · General Government | |
| 361.96 · Subdivision Escrow Deposit | 1,100.00 |
| Total 361 · General Government | 1,100.00 |
| Total Income | 1,136.77 |
| Expense | |
| 492 · Interfund Operating Transfers | |
| 492.02 · Transfer to GFMM | 905.05 |
| Total 492 · Interfund Operating Transfers | 905.05 |
| Total Expense | 905.05 |
| Net Income | 231.72 |

| | Oct 22 |
|---|-----------------|
| Income-PARK | |
| 341.01 · Interest on Checking | 13.63 |
| 342.59 · Rental of Park Facilities | 550.00 |
| 387 · Contributions and Donations | 20.00 |
| Total Income | 583.63 |
| Expense | |
| 454 · Parks | |
| 454.25 · Repairs & Maintenance Supplies | 754.29 |
| 454.36 · Public Utilities | 274.05 |
| 454.59 · Rental fee Deposit Refund | 200.00 |
| Total 454 · Parks | 1,228.34 |
| Total Expense | 1,228.34 |
| Net Income | -644.71 |

| | Oct 22 |
|-------------------------------|--------------|
| Income-EQUIPMENT | |
| 341.02 Interest on Equip Fund | 97.16 |
| Total Income | 97.16 |
| Expense | 0.00 |
| Net Income | 97.16 |

| | Oct 22 |
|---|-----------------|
| Ordinary Income/Expense-VETERANS | |
| Income | |
| 341.03 Interest Memorial Fund | 15.11 |
| 357.01 Grants/Donations | 869.17 |
| 392.03 Transfer from HLLW COG | 5,151.88 |
| Total Income | 6,036.16 |
| Gross Profit | 6,036.16 |

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|------------------------------|-------------|
| Net Ordinary Income | 6,036.16 |
| Net Income | 6,036.16 |
| | Oct 22 |
| Income-COVID | |
| 341.03 Interest Covid Fund | 183.83 |
| Total Income | 183.83 |
| Expense | |
| 492.91 Transfer to GF | 213,341.00 |
| Total Expense | 213,341.00 |
| Net Income | -213,157.17 |
| Total Income (all accounts) | 292,630.45 |
| Total Expense (all accounts) | 563,514.80 |
| Net Income(all accounts) | -270,884.35 |

Respectfully Submitted,

Tammy M. White
 Tammy M. White
 Secretary/Treasurer